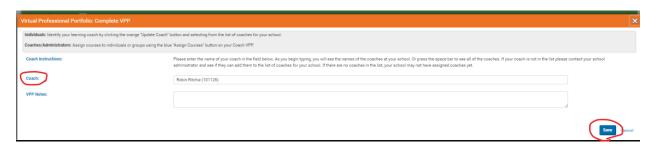
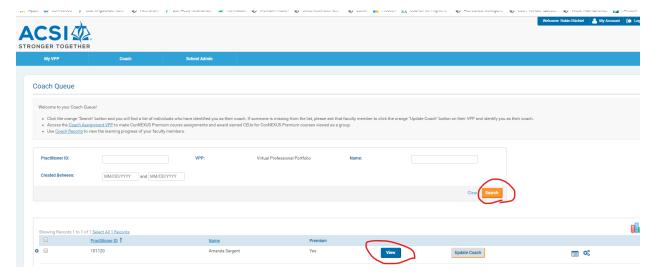
COACH: MAKE SURE YOU HAVE CHECKED "YES" IN THE VPP COACH BOX

1. The teacher must assign you as their Coach. The teacher must go to their VPP, scroll down to the bottom of the page and select "Update Coach". The teacher will type your name (or whoever their Coach should be) in the Coach space and then save.



2. Coach – go to your "Coach" tab and click on the orange "Search" tab. This will give you a list of everyone who has chosen you to be their Coach. Click on the blue "View" tab to be taken to their VPP so you can assign courses.



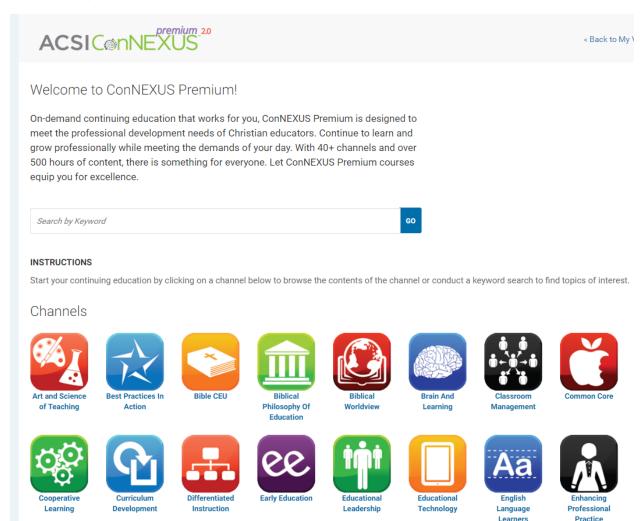
3. Click on the blue "Find Your Premium Courses Now"

Click here to access Certification Review.

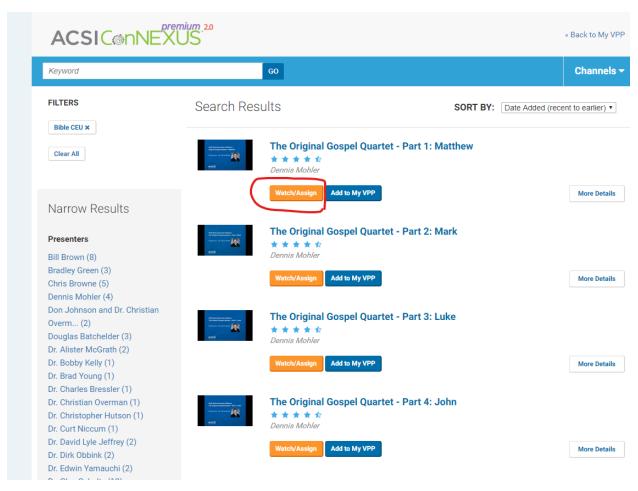
Find Your Premium Courses Now 🕣



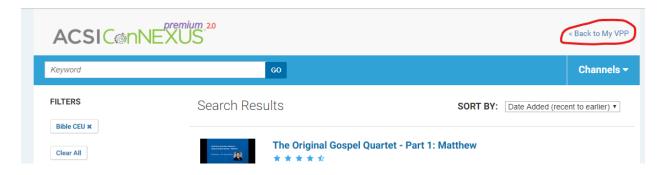
4. You are now in ConNEXUS Premium (CNP). You will see a list of "Channels". These channels categorize the videos by subject/content. If you are looking for courses that will provide Bible CEUs, choose the "Bible CEU" channel.



5. Choose the course/video you would like to assign by clicking on the orange "Watch/Assign" tab. This puts the viewing into their VPP. At this point they can view the video.



6. If you wish to return to the teacher's VPP to verify the viewing is there, click on "Back to My VPP"



7. You will see that the course has been assigned by you as the Coach.



8. You can assign a due date and add comments for the teacher by clicking on the tab to the far right of the assignment.



A NOTE TO THE TEACHER:

The teacher can now go to their VPP and view this assignment. The teacher must choose "YES" to the **Terms of the Video License** before viewing.



Upon completion of the viewing, the Complete Evaluation must be done. Provide a brief statement about the viewing. When you completed this, the CEUs will be uploaded into your VPP.

