Instructions on creating a new problem.

1. Click on the problems menu at the top of the instructor interface.
2. Click on “New” at the bottom of the popup window.
	1. A new line should be at the bottom of the list.
3. Click on the “Name” box in that new row and add a new name to your problem.
	1. You cannot change the problem text yet.
4. Click “save”.
	1. An ID number should be assigned to the problem once saved.
5. To edit the text of the problem, you must edit it within an existing coach.
	1. If one does not exist, proceed to “Create new coach instructions” and come back to this instruction after you create a new coach.
	2. In the “coaches” menu box, click “Edit Coach”.
	3. Once in a coach, click on the problem text box at the right.
	4. Enter the new text for the problem in the problem text box.
	5. Hit “save” to record the data to the database.

Instructions on creating a new coach

1. Click on the “Coaches” menu at the top.
2. Click on “New Coach” at the bottom of the popup window.
	1. A new line should be at the bottom of the list.
3. Click on the “Name” box in the new row and add a new to your new coach.
4. Click on the “Problem” box pull down menu and select the problem for which you are developing your coach.
	1. If your problem doesn’t exist, proceed to “Create new problem instructions” and come back to this point after you create a new problem.
5. Hit “Save Coach”.
	1. An ID number should be assigned to the coach once saved.
6. To edit the coach, click “Edit Coach”.
	1. Remember to save often to record changes to the database.