



District and Charter School Mentoring User Guide

This user guide will detail the steps involved in managing mentors and mentees.

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Mentoring Requirements

Mentoring is an important part of the educational process, as it provides educators with ongoing support and guidance when assuming a new role in the education system. When an educator is issued new credentials, DDOE L&C team can assign the educator to a mentoring program. The District or Charter user has the ability to manage all mentors and mentees within their school district or charter.

DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess account, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **LEA Dashboard**.

LEA Mentoring Center

The **LEA Mentoring Center** menu icon presents all the options related to managing mentors and mentees. Click the **LEA Mentoring Center** menu icon.



Figure MM-MMC-01: LEA Mentoring Center Menu Options

A dropdown list of sub-menu options is presented. The sub-menu options presented will depend on the role of the LEA user. One of the sub-menu items must be selected in order to initiate action toward one of the options. The **LEA Mentoring Center** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

Manage Mentors

Click **LEA Mentoring Center** menu to view list of options.



Figure MM-MMO-01: Manage Mentors Menu Selection

Select **Manage Mentors** from the dropdown menu options.

User is directed to **Manage Mentors** page.

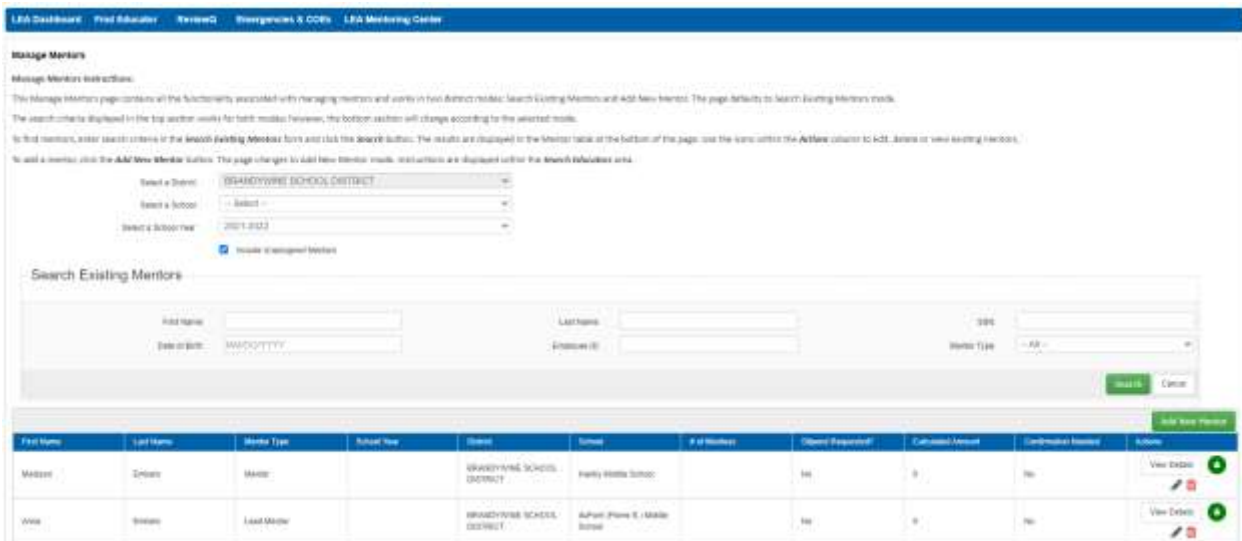


Figure MM-MMO-02: Manage Mentors Page

This **Manage Mentors** page contains all the functionality required to manage mentors within the school district. Specifically, mentors can be added, edited or deleted.

When the user is directed to the **Manage Mentors** page, the page is initialized to **Existing Mentors** mode, meaning that the information displayed is specific to existing mentors. The table of results at the

bottom is the list of mentors that meet the criteria in the upper part of the page. In the example above, the table of results displays all mentors in the **BRANDYWINE SCHOOL DISTRICT (Select a District)** for the School Year **2021-2022 (Select a School Year)**. It is important to note that the mentor management is limited to those in the district or charter of the user. Upon entry, the **School** is unselected and the **School Year** defaults to the current school year.

To search existing mentors, enter search criteria in the fields provided. The high-level search criteria specify **District**, **School** and **School Year**. The **Select a District** field is pre-populated with the district or charter of the user and cannot be changed. Click the down arrow of the **Select a School** dropdown list.

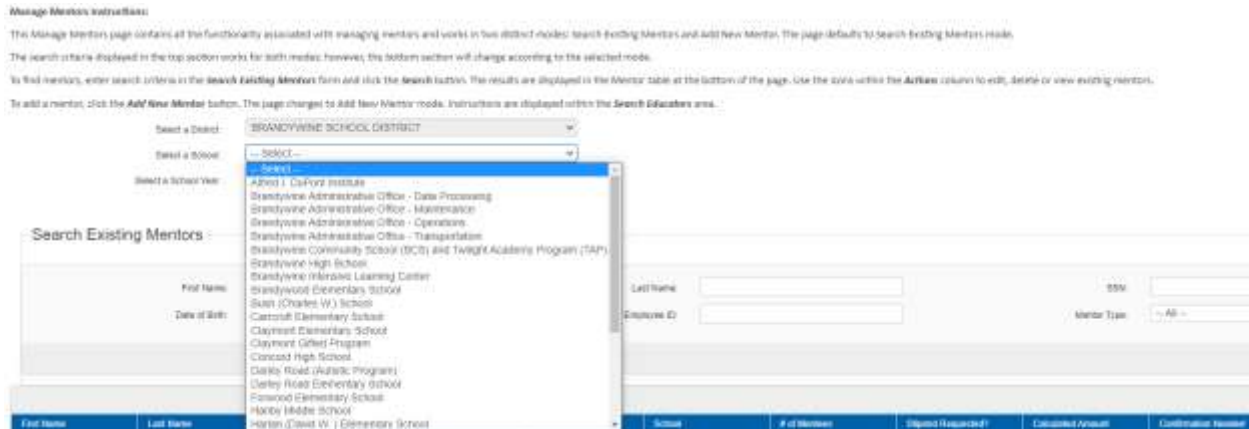


Figure MM-MMO-03: Manage Mentors School Options List

A list of school options is presented, limited to the **District** displayed in the **Select a District** dropdown list. It may be necessary to scroll down to see the entire list of schools for the selected district. Select the **School** where the desired mentor is employed. The **School Year** value selected in the **Select a School Year** defaults to the current school year, but can be changed, if necessary. The list of school year options goes back five years. There is also a checkbox to indicate whether to **Include Unassigned Mentors** (checked) or not (unchecked). Click inside the checkbox control to check or uncheck the option. The checkbox control acts as a toggle and will turn on and off with each click.

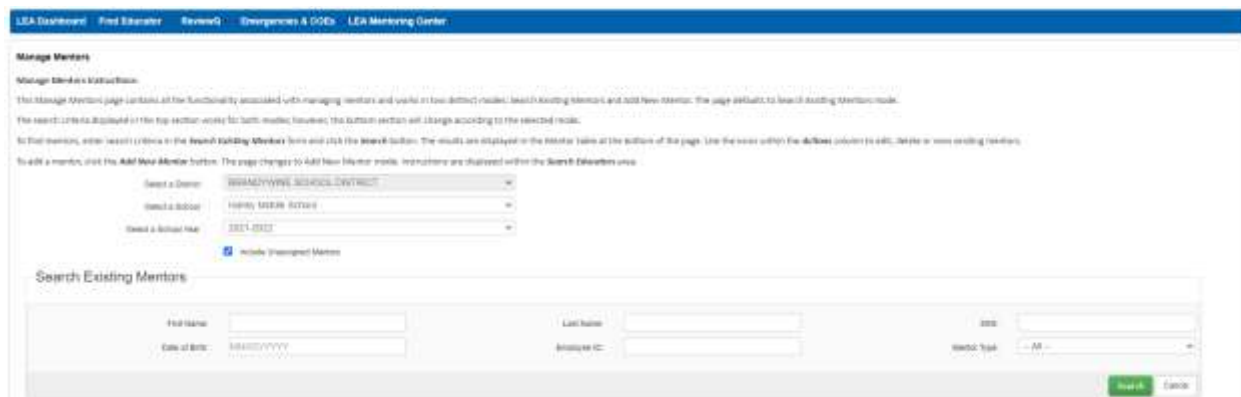


Figure MM-MMO-04: Search Criteria to Filter Existing Mentors by School and School Year

Click the **Search** button.

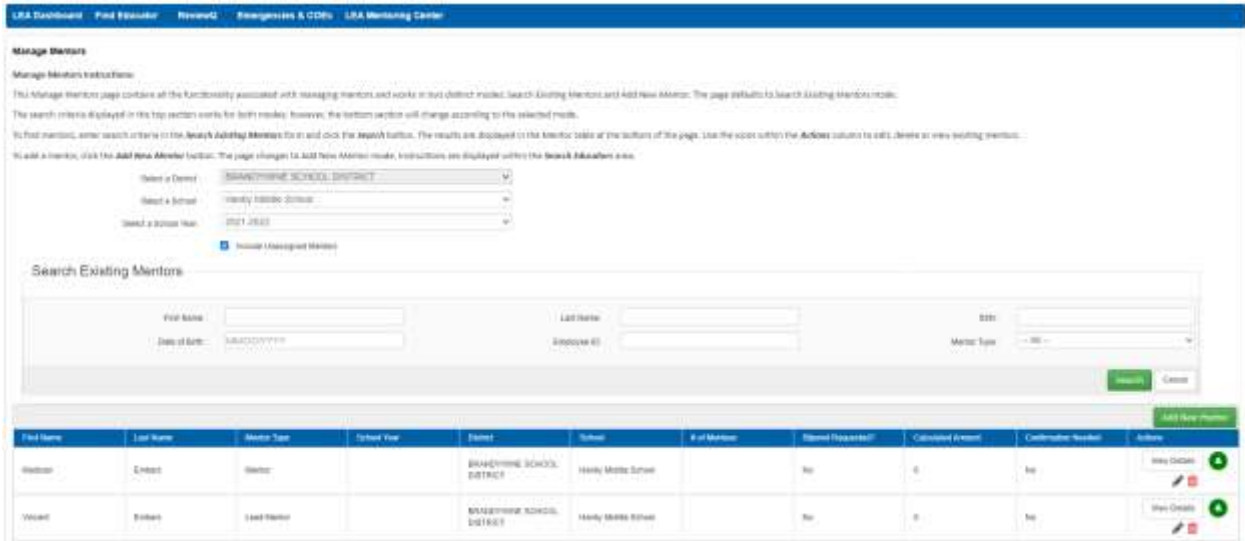


Figure MM-MMO-05: Existing Mentors Filtered by School and School Year

The search results returned, listed in the table at the bottom of the page, contain all mentors that are in the selected **School** for the selected **School Year** within the preset district of the LEA user. If the list is long, it may be necessary to scroll down to see the entire list of results.

To narrow the search results further. Enter the search criteria in the **Search Existing Educators** section. Educators can be searched by any combination of **First Name**, **Last Name**, Social Security Number (**SSN**), **Date of Birth** or **Employee ID**. The search fields are not case sensitive and abbreviated search terms can be used.

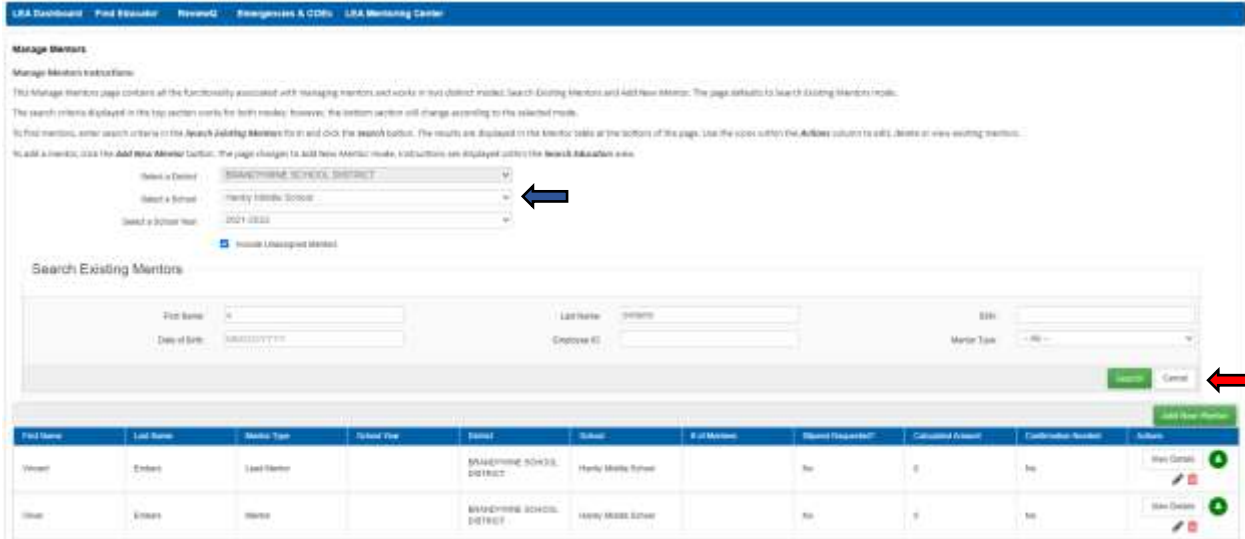


Figure MM-MMO-06: Existing Mentors Filtered by School, School Year and Personal Data

The list of educators that meet the search criteria is displayed. In the example above, the **First Name** criterion was set to 'v' and the **Last Name** was set to 'embers'. The search results returned all educators whose **First Name** contained a 'v' and whose **Last Name** contained 'embers'. Typically, the entire first and last name, or unique identifier would be used to search for a specific mentor, but the example is included to demonstrate how the search engine works.

To clear the search criteria previously entered in the **Search Existing Mentors** area, click the **Cancel** button (red arrow above) and click the down arrow to the right of the **Select a School** dropdown list and select the first entry: **-Select-** (blue arrow above). The page is refreshed to show all **Existing Mentors** across all schools in the district. Another way to reset the entire page is to click the **LEA Dashboard** menu option and then click the **LEA Mentoring Center / Manage Mentors** menu option. This will clear all search settings that were previously entered.

Figure MM-MMO-07: Search Filters Reset to Show Existing Mentors in School District

Add New Mentor

To add a new mentor, click the **Add New Mentor** button (red arrow above).

Figure MM-MMO-08: Add New Mentor Mode

As soon as the **Add New Mentor** button is clicked, the **Manage Mentors** page changes to **New Mentors** mode, meaning that the information displayed is specific to new mentors. Note that the text for the educator search criteria has changed from **Search Existing Mentors** to **Search Educators**. There are also a few new fields inserted below the search criteria for specification of the mentor to be selected and added:

Figure MM-MMO-09: Add New Mentor Data Fields

The **First Name** and **Last Name** fields are disabled (appear gray), and data cannot be entered directly in these fields. The search criteria above this section are used to search for a specific educator and when selected, the corresponding information will populate these fields.

Enter the search criteria in the **Search Educators** section. Educators can be searched by any combination of **First Name**, **Last Name**, Social Security Number (**SSN**), **Date of Birth** or **Employee ID**. The search fields are not case sensitive and abbreviated search terms can be used. The search engine rules are exactly the same in *New Mentors* mode, as they were in *Existing Mentors* mode.

The screenshot shows the 'Search Educators' form. At the top, it says 'First search for an educator using any of the following fields. Press the "Select" button to add to the educator you want to add'. Below this are input fields for First Name, Last Name, SSN, Date of Birth, and Employee ID. A table below the fields shows search results with columns: Employee ID, First Name, Last Name, SSN, Date of Birth, District, School, and Action. The table is currently empty. There are 'Search' and 'Cancel' buttons at the bottom right.

Figure MM-MMO-10: Search Mentor by Name

Click the **Search** button.

This screenshot shows the same 'Search Educators' form, but now with search results. The search criteria are: First Name: JAMES, Last Name: EHLERS, SSN: 222222222, Date of Birth: 12/25/1977, Employee ID: . The table below has one row with the following data: Employee ID: 12345678, First Name: James, Last Name: Ehlers, SSN: 222222222, Date of Birth: 12/25/1977, District: BRANZBURG SCHOOLS DISTRICT, School: JPHS/Jr High School. A red arrow points to the 'Select' button in the Action column of this row. 'Search' and 'Cancel' buttons are at the bottom right.

Figure MM-MMO-11: Search Mentor by Name Results

The list of educators that meet the search criteria is displayed. Since the search criteria was specific, only one educator is returned in the results. Click the **Select** button (red arrow above) in the row associated with the educator.

This screenshot shows the form after selecting the mentor. The 'First Name' field is populated with 'James' and the 'Last Name' field is populated with 'Ehlers'. The 'Mentor Type' dropdown is set to 'District'. 'Search' and 'Cancel' buttons are at the bottom right.

Figure MM-MMO-11: Selected Mentor Name Populates New Mentor Data Field

The **First Name** and **Last Name** of the selected educator populate the mentor specification fields. Click the down arrow of the **Mentor Type** dropdown list.

This screenshot shows the 'Mentor Type' dropdown menu open. The options listed are: District (selected), Administrator Mentor, Mentor, and Local Mentor. The other fields (First Name: James, Last Name: Ehlers) remain populated. 'Search' and 'Cancel' buttons are at the bottom right.

Figure MM-MMO-13: Add New Mentor - Mentor Type List Options

A list of **Mentor Types** is presented. Select the mentor type for the educator identified as a new mentor.

Figure MM-MMO-14: Add New Mentor Data Fields Complete

Click the **Save Mentor** button to save the data and add the new mentor or click the **Cancel** button to cancel the operation without adding a mentor or saving any data. Either button will exit edit mode and the page reverts back to *Existing Mentors* mode. If data is saved, then the new mentor is added to the list of existing mentors in the table at the bottom of the page.

| First Name | Last Name | Mentor Type | School Year | Client | School | # of Mentors | Mentor Proposed? | Calculated Amount | Confirmation Needed | Actions |
|------------|-----------|-------------|-------------|----------------------------|-------------------------------|--------------|------------------|-------------------|---------------------|--|
| John | Dodd | Mentor | | BRADYVALE SCHOOL, DISTRICT | Hardy Middle School | | No | 0 | No | View Details Edit Delete |
| John | Dodd | Mentor | | BRADYVALE SCHOOL, DISTRICT | Hardy Middle School | | No | 0 | No | View Details Edit Delete |
| John | Dodd | Mentor | | BRADYVALE SCHOOL, DISTRICT | Colfax (Pine S. Middle School | | No | 0 | No | View Details Edit Delete |

Figure MM-MMO-15: New Mentor Added to Mentors Table

Edit Existing Mentor

To edit an existing mentor, click the pencil icon (red arrow above) in the row associated with the mentor to be edited.

Figure MM-MMO-16: Edit Existing Mentor

The selected mentor information is populated in the mentor fields consisting of **First Name**, **Last Name** and **Mentor Type**. The **First Name** and **Last Name** fields are disabled (appear gray) and therefore cannot be edited. The only editable field is the **Mentor Type**. Click the down arrow on the **Mentor Type** dropdown list to see the list of options.

Figure MM-MMO-17: Edit Existing Mentor - Mentor Type List Options

Select the new **Mentor Type** from the dropdown list of options.

Figure MM-MMO-18: Edit Existing Mentor – Mentor Type Changed

Click the **Save Mentor** button to save the edited data or click the **Cancel** button to cancel the operation without saving changes to the mentor type. Either button will exit edit mode and the page reverts back to *Existing Mentors* mode. If data is saved, then the mentor information is updated in the list of existing mentors in the table at the bottom of the page.

| Entry Name | Last Name | Mentor Type | Current Year | District | School | # of Mentees | Request Recreated? | 1 (Amount) Amount | Continuation Needed | Actions |
|------------|-----------|-------------|--------------|---------------------------|---------------------------------|--------------|--------------------|-------------------|---------------------|--------------|
| Michelle | Stevens | Lead Mentor | 2021-2022 | GRANDVIEW SCHOOL DISTRICT | Alford (Park St.) Middle School | 0 | No | 0 | No | View Details |
| Chloe | Stevens | Mentor | 2021-2022 | GRANDVIEW SCHOOL DISTRICT | Alford (Park St.) Middle School | 0 | No | 0 | No | View Details |
| Jacob | Stevens | Mentor | 2021-2022 | GRANDVIEW SCHOOL DISTRICT | Alford (Park St.) Middle School | 0 | No | 0 | No | View Details |

Figure MM-MMO-19: Existing Mentor Modifications Saved

To delete an existing mentor, click the trashcan icon in the associated **Actions** column of the **Mentors** table. A confirmation message box is displayed: **Are you sure you want to delete this entry?** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record. If **OK** is clicked, then the selected mentor is removed from the **Mentors** table.

Note that there is also a **View Details** button in the **Actions** column for each mentor. Click the **View Details** button in the **Actions** column of the newly added educator.

Figure MM-MMO-20: View Details of Mentor with no Mentees Assigned

A new section is inserted directly below the selected educator’s entry in the table, displaying details about the mentor. In this example, the educator has just been added and has not been assigned any mentees, so all of the entries are blank.

Click the **Close Details** button to collapse the details section that was inserted.

In the event that a mentor has been assigned mentees, the **View Details** information will appear as:

Figure MM-MMO-21: View Details of Mentor with Mentees Assigned

In this example, the mentor has been assigned two mentees which are listed in the **Mentees for School Year 2021-2022** table. The information shows that the **number of Mentees for which a partial amount is valid is: 0** and **the number of Mentees for which this increment is valid is: 2**. In the event that a mentee was assigned mid-year, then the mentor would only receive partial compensation for the

mentee. This would be reflected in the **number of Mentees for which a partial amount is valid is:** number and in the **Start Date** and **End Date** columns in the **Mentees** table.

Note that the **Total calculated amount for the stipend is:** field is blank. Click the **Calculate** button to calculate the stipend amount based on the mentees assigned to the mentor.



Figure MM-MMO-21: Mentor Stipend Amount Calculated for Assigned Mentees

The stipend amount calculated for this mentor is displayed in the **Total calculated amount for the stipend is:** field. Click the **Request Stipend** button to request that the mentor be awarded the specified stipend for the mentees that are assigned, or click the **Reset Stipend** button to clear the calculated total.

Click the **Close Details** button to collapse the details section that was inserted.

Manage Teaching Mentees

Click **LEA Mentoring Center** menu to view list of options.



Figure MM-MTM-01: Manage Teaching Mentees Menu Selection

Select **Manage Teaching Mentees** from the dropdown menu options.

User is directed to **Manage Mentees** page.

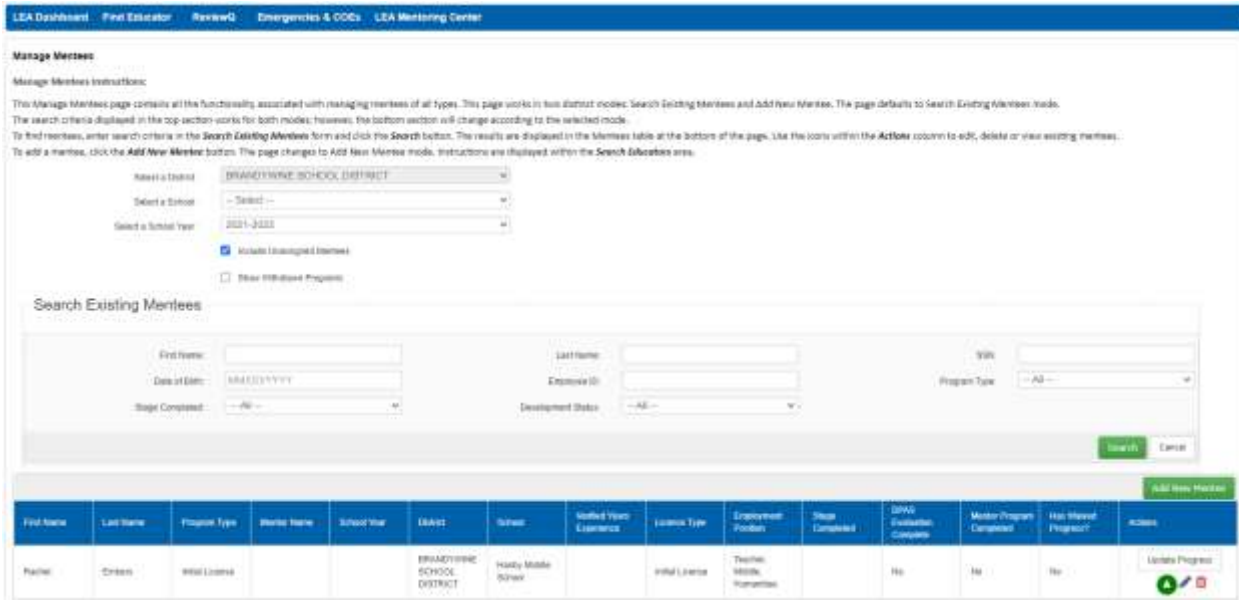


Figure MM-MTM-02: Manage Teaching Mentees Page

This **Manage Mentees** page contains all the functionality required to manage teaching mentees within the school district. The mentee data is filtered to show only teaching mentees. Teaching mentees are those educators that have been assigned one of the following **Program Types**: Initial License, New to State Continuing License, New to Area, Out of Profession Gap, Nurse, School Psychologist and School Counselor.

When the user is directed to the **Manage Mentees** page, the page is initialized to *Existing Mentees* mode, meaning that the information displayed is specific to existing mentees. The resultant data has been filtered so that only teaching mentees are shown. The table of results at the bottom is the list of mentees that meet the criteria in the upper part of the page. In the example above, the table of results displays all mentees in the **BRANDYWINE SCHOOL DISTRICT (Select a District)** for the School Year **2021-2022 (Select a School Year)**. It is important to note that the mentee management is limited to those in the District or Charter of the user. Upon entry, the **School** is unselected and the **School Year** defaults to the current school year.

To search existing mentees, enter search criteria in the fields provided. The high-level search criteria specify **District**, **School** and **School Year**. The **Select a District** field is pre-populated with the district of the LEA user and cannot be changed. Click the down arrow of the **Select a School** dropdown list.

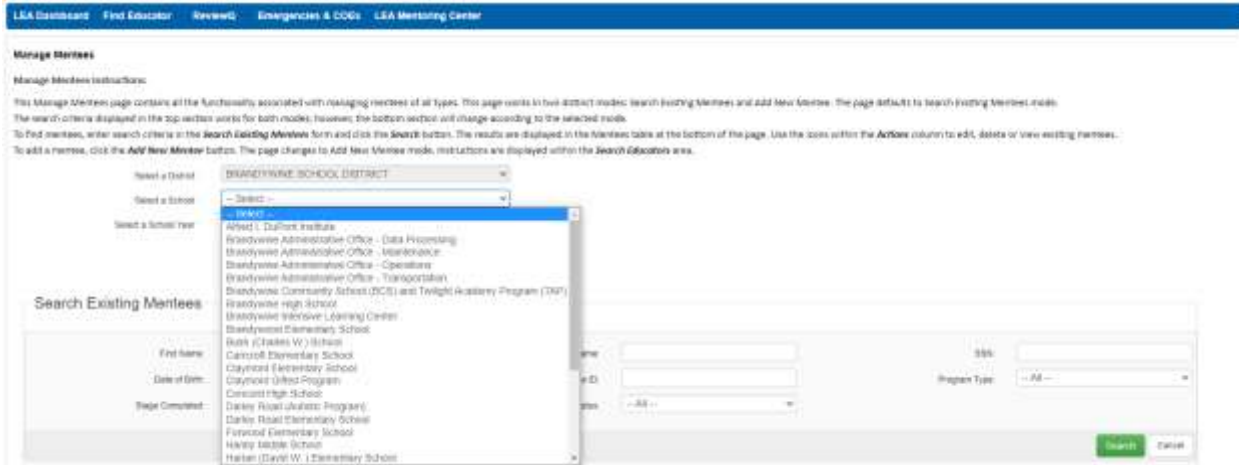


Figure MM-MTM-03: Manage Teaching Mentees School Options List

A list of school options, limited to the **District** or Charter of the user, is displayed in the **Select a District** dropdown list. It may be necessary to scroll down to see the entire list of schools for the selected district. Select the **School** where the desired mentee is employed. The **School Year** value selected in the **Select a School Year** defaults to the current school year, but can be changed, if necessary. The list of school year options goes back five years. There are also two checkboxes to indicate whether to **Include Unassigned Mentors** and/or **Show Withdrawn Programs**. For each option, a check indicates that the option is turned on, and unchecked indicates that the option is turned off. Click inside the checkbox controls to check or uncheck the option. The checkbox controls act as a toggle and will turn on and off with each click.



Figure MM-MTM-04: Search Criteria to Filter Existing Mentees by School and School Year

Click the **Search** button.

LEA Dashboard | Find Educator | ReviewQ | Emergencies & ODEs | LEA Mentoring Center

Manage Mentees

Manage Mentees instructions:
 This Manage Mentees page contains all the functionality associated with managing mentees of all types. This page works in two distinct modes: Search Existing Mentees and Add New Mentee. The page defaults to Search Existing Mentees mode. The search criteria displayed in the top section works for both modes; however, the bottom section will change according to the selected mode.
 To find mentees, enter search criteria in the **Search Existing Mentees** form and click the **Search** button. The results are displayed in the Mentees table at the bottom of the page; use the icons within the **Actions** column to edit, delete or view existing mentees.
 To add a mentee, click the **Add New Mentee** button. The page changes to Add New Mentee mode. Instructions are displayed within the **Search Educators** area.

Select a District: BRADYVINE SCHOOL DISTRICT
 Select a School: DuPont (Parrs & J) Middle School
 Select a School Year: 2021-2022
 Include Unassigned Mentees
 Show Withdrawn Programs

Search Existing Mentees

First Name: [] Last Name: [] SSN: []
 Date of Birth: MDDYYYYY Employee ID: [] Program Type: --All--
 Stage Completed: --All-- Development Status: --All--

[Add New Mentee](#)

| First Name | Last Name | Program Type | Mentee Name | School Year | District | School | Selected Year Experience | Licensure Type | Employment Position | Stage Completed | DEPA Evaluation Complete | Mentor Program Completed | Has Moved Program? | Actions |
|------------|-----------|-----------------|-------------|-------------|---------------------------|----------------------------------|--------------------------|-----------------|---------------------------------------|-----------------|--------------------------|--------------------------|--------------------|-----------------|
| Melissa | Embers | Initial License | | | BRADYVINE SCHOOL DISTRICT | DuPont (Parrs & J) Middle School | | Initial License | Teacher, Math, English, Comprehension | | No | No | No | Update Progress |

Figure MM-MTM-05: Existing Mentees Filtered by School and School Year

The search results returned, listed in the table at the bottom of the page, contain all mentees that are in the selected **School** for the selected **School Year** within the preset district of the LEA user. If the list is long, it may be necessary to scroll down to see the entire list of results.

To narrow the search results further, enter the search criteria in the **Search Existing Educators** section. Educators can be searched by any combination of **First Name**, **Last Name**, Social Security Number (**SSN**), **Date of Birth** or **Employee ID**. Additional search criteria for categories of mentees include **Program Type**, **Stage Completed** and **Development Status**. For each of these mentee categories, a dropdown control is used to display the list of valid options to choose from. The search fields are not case sensitive and abbreviated search terms can be used.

LEA Dashboard | Find Educator | ReviewQ | Emergencies & ODEs | LEA Mentoring Center

Manage Mentees

Manage Mentees instructions:
 This Manage Mentees page contains all the functionality associated with managing mentees of all types. This page works in two distinct modes: Search Existing Mentees and Add New Mentee. The page defaults to Search Existing Mentee mode. The search criteria displayed in the top section works for both modes; however, the bottom section will change according to the selected mode.
 To find mentees, enter search criteria in the **Search Existing Mentees** form and click the **Search** button. The results are displayed in the Mentees table at the bottom of the page; use the icons within the **Actions** column to edit, delete or view existing mentees.
 To add a mentee, click the **Add New Mentee** button. The page changes to Add New Mentee mode. Instructions are displayed within the **Search Educators** area.

Select a District: BRADYVINE SCHOOL DISTRICT
 Select a School: DuPont (Parrs & J) Middle School
 Select a School Year: 2021-2022
 Include Unassigned Mentees
 Show Withdrawn Programs

Search Existing Mentees

First Name: [M] Last Name: [Embers] SSN: []
 Date of Birth: MDDYYYYY Employee ID: [] Program Type: --All--
 Stage Completed: --All-- Development Status: --All--

[Add New Mentee](#)

| First Name | Last Name | Program Type | Mentee Name | School Year | District | School | Selected Year Experience | Licensure Type | Employment Position | Stage Completed | DEPA Evaluation Complete | Mentor Program Completed | Has Moved Program? | Actions |
|------------|-----------|-----------------|-------------|-------------|---------------------------|----------------------------------|--------------------------|-----------------|---------------------------------------|-----------------|--------------------------|--------------------------|--------------------|-----------------|
| Melissa | Embers | Initial License | | | BRADYVINE SCHOOL DISTRICT | DuPont (Parrs & J) Middle School | | Initial License | Teacher, Math, English, Comprehension | | No | No | No | Update Progress |
| Arden | Embers | New to Role | | | BRADYVINE SCHOOL DISTRICT | DuPont (Parrs & J) Middle School | | Initial License | Teacher, Math, Science | | No | No | No | Update Progress |

Figure MM-MTM-06: Existing Mentees Filtered by School, School Year and Personal Data

The list of educators that meet the search criteria is displayed. In the example above, the **First Name** criterion was set to 'ew' and the **Last Name** was set to 'embers'. The search results returned all educators whose **First Name** contained an 'ew' and whose **Last Name** contained 'embers'. Typically, the entire first and last name, or unique identifier would be used to search for a specific mentee, but the example is included to demonstrate how the search engine works.

To search for mentees that are in a specific program category, click the down arrow to the right of the **Program Type** dropdown list. Focus is directed to the Search Existing Mentees section.

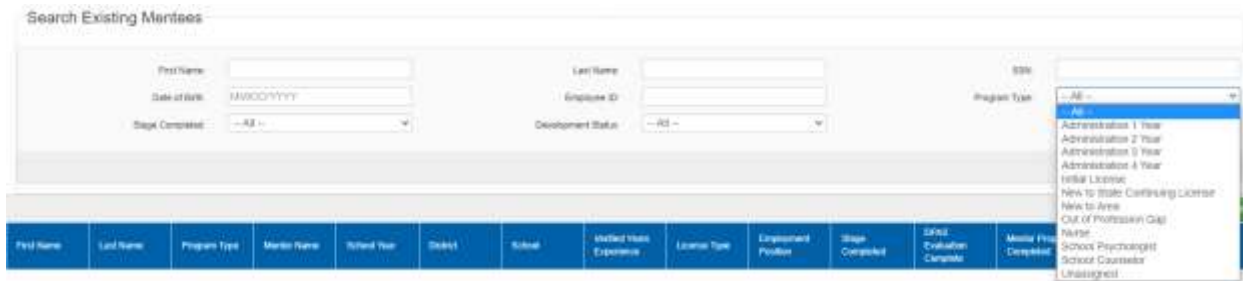


Figure MM-MTM-07: Existing Mentees Program Type Options List

A list of mentoring program type options is presented. Select the desired **Program Type**.

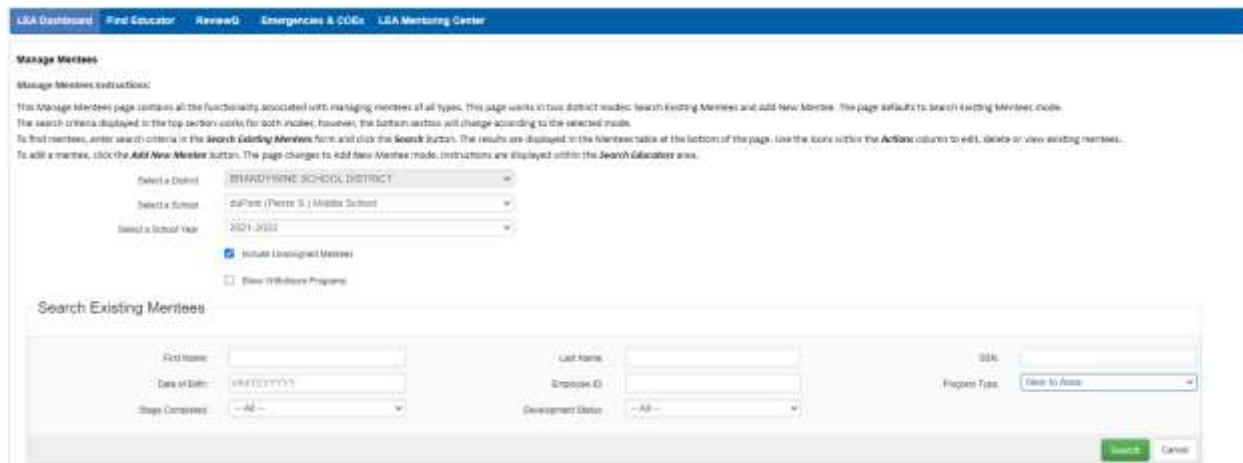


Figure MM-MTM-08: Search Criteria to Filter Existing Mentees by School, School Year and Program Type

Click the **Search** button.

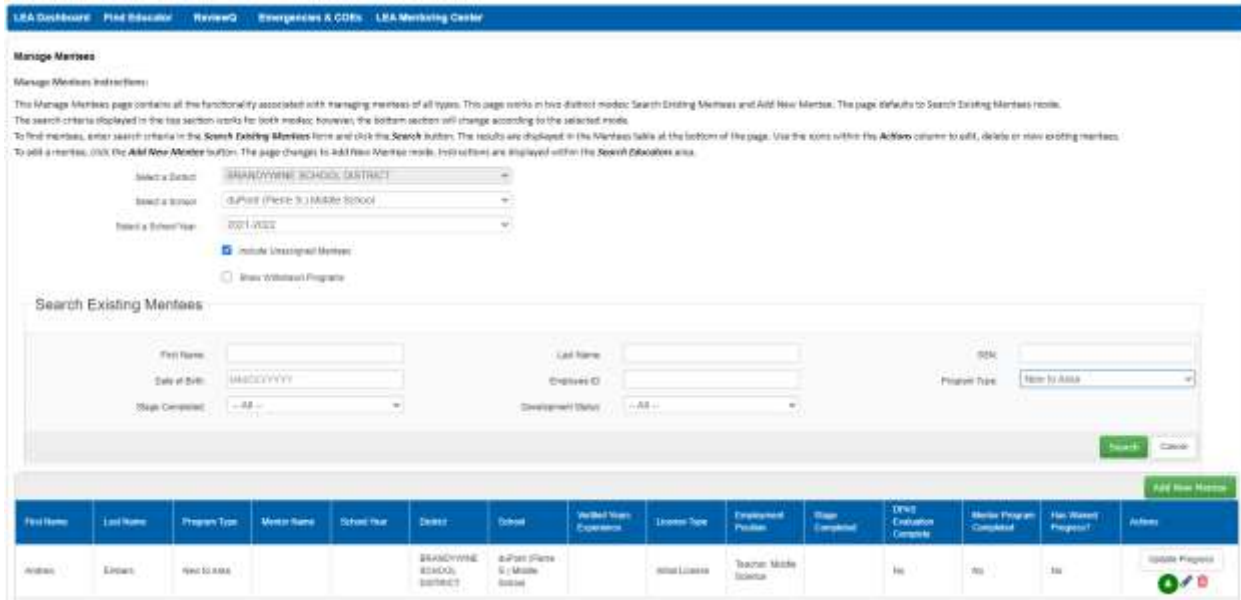


Figure MM-MTM-09: Existing Mentees Filtered by School, School Year and Program Type

The list of educators that match the search criteria is displayed. Note that the **Program Type** for each of the educators in the results table is the same as the **Program Type** option selected.

In the same way, mentees can be searched by the **Stage Completed** in the mentoring program. The search criteria defaults to **All** and will search across all mentoring program stages to find an existing mentee. To search for mentees that have completed a specific stage category, click the down arrow to the right of the **Stage Completed** dropdown list.



Figure MM-MTM-10: Existing Mentees Stage Completed Options List

Similarly, mentees can be searched by Development Status. Click the down arrow to the right of the **Developmental Status** dropdown list.

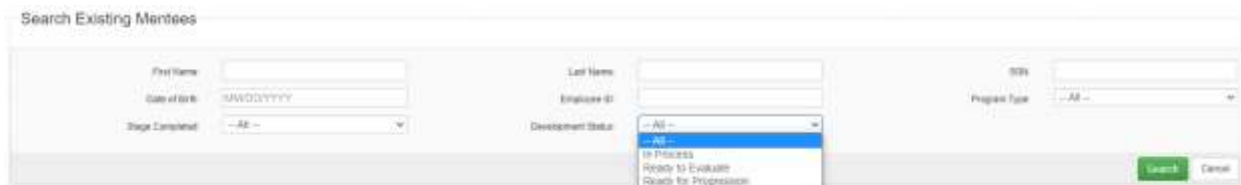


Figure MM-MTM-11: Existing Mentees Developmental Status Options List

The options in the **Developmental Status** dropdown list include: **In Process**, **Ready to Evaluate** and **Ready for Progression**. The behavior of these options may not be obvious and therefore each of these status options will be described to see how the data is filtered when selected.

- **In Process** - filter data to return only those mentees that have not completed their mentoring program. In this dataset, the **Mentor Program Complete** value will be **No**.
- **Ready to Evaluate** - filter data to return only those mentees who have completed their mentoring program, but have not been evaluated. In this dataset, the **Mentor Program Complete** value will be **Yes** and the **DPAS Evaluation Complete** value will be **No**.
- **Ready for Progression** - filter data to return only those mentees who have completed their mentoring program and been evaluated. In this dataset, the **DPAS Evaluation Complete** and **Mentor Program Complete** values will both be **Yes**.

These **Developmental Status** options for filtering data are useful to see where mentees are within their mentoring program.

Update Progress

To update progress for a mentee, click the **Update Progress** button in the **Actions** column associated with the desired mentee.

Figure MM-MTM-12: Manage Mentees Update Progress Form

A new form is inserted directly below the table entry for the selected mentee. The mentoring progress information is divided into three tabs: **Progress**, **Evaluations** and **Historical Mentoring**. The progress form is initialized to the **Progress** tab, which appears green to indicate that it has been selected.

The **Progress** form is broken into four sections: **Year 1**, **Year 2**, **Year 3** and **Year 4**, which correspond to the four years of a mentoring program. Each section contains a table of mentoring data to be updated. If the mentee has qualified for a reduced number of years in the mentoring program, then this information is shown in the **Verified Years Experience** column. In the example above, the mentee has been awarded one year of experience and is therefore only required to complete three years in a mentoring program.

The **Year** to be updated is selected by clicking the checkbox next to the desired year. Click the checkbox of the Year to be updated. When the checkbox is clicked, a confirmation message is displayed across the top of the page **“Are you sure you want to add this year’s progress?”** Click the **OK** button to confirm

and continue with the update process, or click the **Cancel** button to discontinue the update process. If the **OK** button is clicked, then the page appears as:

Figure MM-MTM-13: Update Mentee Year 2 Progress

In this example, **Year 2** is selected because the mentee has been awarded 1 **Verified Years Experience**, and is therefore exempt from completing **Year 1** of the mentoring program. **Year 2** section is expanded and pre-populated with the current mentor-mentee relationship data.

If the mentee was only enrolled in the mentoring program for a partial year, then the year can be split into a **Half Year** by clicking the **Split Year** checkbox next to **Year 2**. When the **Split Year** checkbox is clicked, a confirmation message is displayed across the top of the page **“Are you sure you want to split this year’s progress?”** Click the **OK** button to confirm and continue with the **Split Year** process, or click the **Cancel** button to discontinue the **Split Year** process. If the **OK** button is clicked, then the educator data for the **Year** selected is split.

Figure MM-MTM-14: Update Mentee Progress with Split Year

When the year is split, the table entry is duplicated into two rows and the only information modified is in the **Split Year** column. The **Year** section table is expanded to contain two **Half Year** table entries, instead of one **Full Year** table entry. The **Split Year** checkbox is now disabled and cannot be changed; however, if this is not the desired action, then click the **Undo Progress** button to exit edit mode without saving any changes. When the Undo Progress button is clicked, a confirmation message is displayed across the top of the page **“Are you sure you want to undo this year’s progress?”** Click the **OK** button to confirm and exit the update progress process without saving any changes. If the **OK** button is clicked, then the page reverts back to its previous state and appears as:

| Mentor Name | Last Name | Program Type | Mentor Name | School Year | District | School | Mentee Name | Experience | License Type | Employment Status | Step | Completion | SPED | Teacher/Coach | Mentor Form Completed | Has Yearly Progress | Actions |
|-------------|-----------|-----------------|--------------|-------------|----------------------------|-------------------|--------------|------------|-----------------|---|--------|------------|------|---------------|-----------------------|---------------------|-----------------|
| Abdul | Arshad | Initial License | Abdul Arshad | 2025-2021 | BRANDYHOPE SCHOOL DISTRICT | BRANDYHOPE SCHOOL | Abdul Arshad | 1 | Initial License | Teacher: Middle School Studies, Comprehensive | Year 2 | No | No | No | No | No | Update Progress |

| Year | Split Year | Mentor Form | License Type | Start Date | No. Candidates | School Year | School District | School Name | Position | Mentor Name | Mentor Form Received | Mentee Form Received | Forms Uploaded | Actions |
|--------|------------|-------------|-----------------|------------|----------------|-------------|----------------------------|-------------------|----------|--------------|--------------------------|--------------------------|----------------|---------|
| Year 2 | Full Year | | Initial License | 8/10/2021 | | 2025-2021 | BRANDYHOPE SCHOOL DISTRICT | BRANDYHOPE SCHOOL | Teacher | Abdul Arshad | <input type="checkbox"/> | <input type="checkbox"/> | | |

Figure MM-MTM-15: Update Mentee Progress with Full Year

The **Split Year** checkbox is unchecked and enabled, and the table contents has reverted back to containing one **Full Year** table entry instead of two **Half Year** table entries.

The only information that can be updated within the **Year** table pertains to the **Mentor** and **Mentee Forms**. If the **Mentor Form** has been received, then click the checkbox in the **Mentor Form Received** column. Likewise, if the **Mentee Form** has been received, then click the checkbox in the **Mentee Form Received** column. To upload the forms to the system, click the pencil icon in the **Actions** column.

| Year | Roll Year | Warrant Number | License Type | Roll Date | File Downloadable | School Year | School District | School Name | Position | Mentor Name | Mentor Form Reviewed | Mentee Form Reviewed | Form Uploaded | Actions |
|--------|-----------|----------------|-----------------|-----------|-------------------|-------------|-----------------------------|----------------------------------|----------|---------------|-------------------------------------|-------------------------------------|---------------|---------|
| Year 2 | Full Year | | Initial License | 8/26/2021 | | 2020-2021 | BRANDY-MINE SCHOOL DISTRICT | Edward (Frank) S. (Mable) Schoen | | Alicia Embert | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |

Date: 01/21/2022 School Year: 2020-2021

Mentor Form Upload

| Document Type | Date | Link | Action |
|-----------------|------|------|--------|
| No Record Found | | | |

Document Type: Mentor Form

Document: Drop file here to upload or click here to browse and select file(s) to upload.

Mentee Form Upload

| Document Type | Date | Link | Action |
|-----------------|------|------|--------|
| No Record Found | | | |

Document Type: Mentee Form

Document: Drop file here to upload or click here to browse and select file(s) to upload.

Figure MM-MTM-16: Update Progress with Form Uploads

The **Year** section is expanded even further to include a **Mentor Form Upload** section and a **Mentee Form Upload** section. The **Document Type** selections in each upload section are pre-populated and cannot be changed. The next step is to upload the mentor and/or mentee form documents in pdf or image format.

To upload the **Mentor Form**, select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
 - File Explorer is opened to allow document to be selected from computer files.
 - Select the desired file and Click **Open**.

Mentor Form Upload

| Document Type | Date | Link | Action |
|-----------------|------|------|--------|
| No Record Found | | | |

Document Type: Mentor Form

Document: Drop file here to upload or click here to browse and select file(s) to upload.

| Name | Action |
|----------------------------------|--------|
| Mentor Form_Embert_MAnderson.pdf | |

Figure MM-MTM-17: Mentor Form Document Selected

The **Mentor Form** file name is displayed below the document upload area, along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

To upload the **Mentee Form**, select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**

- File Explorer is opened to allow document to be selected from computer files.
- Select the desired file and Click **Open**.

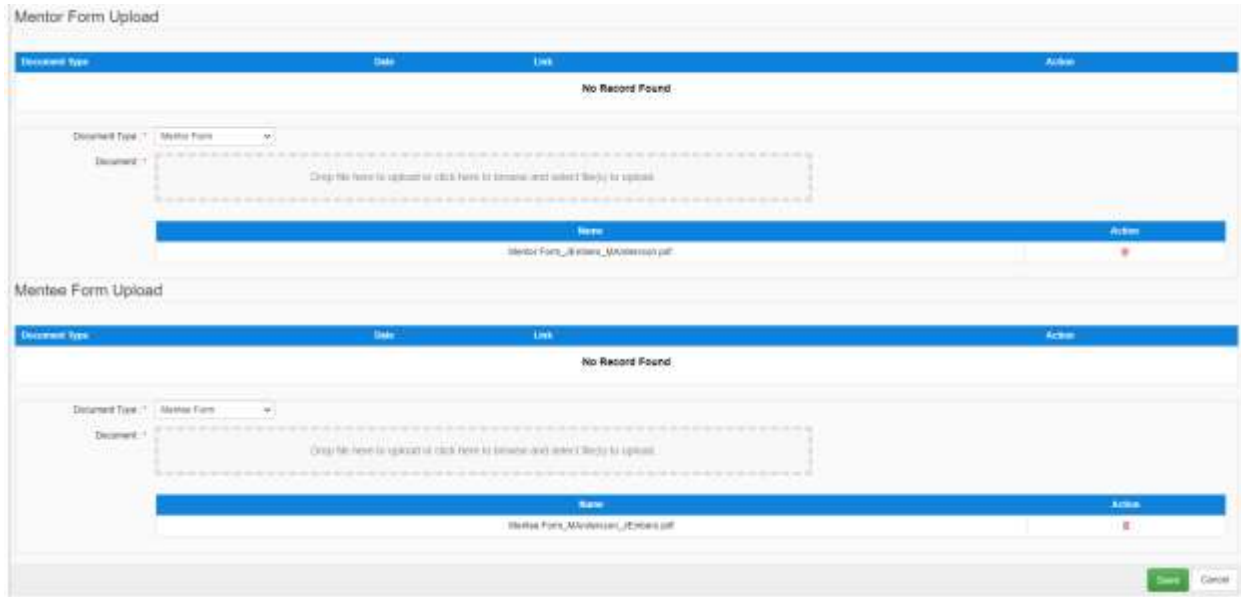


Figure MM-MTM-18: Mentor Form and Mentee Form Documents Selected

The **Mentee Form** file name is displayed below the document upload area, along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click **Save** to upload mentoring forms to the mentee’s progress data or click **Cancel** to cancel the document upload operation. Either selection will take user out of the document upload process and the **Mentor Form Upload** and **Mentee Form Upload** sections are dismissed. If data is saved, then the mentee **Year** table progress will be updated.

| Year | Start Year | Overall Progress | Upload Type | Year Code | Site Coordinator | School Year | School District | School Name | Position | Mentor Name | Mentor Form Received | Mentee Form Received | Forms Uploaded | Action |
|--------|------------|------------------|------------------|------------|------------------|-------------|----------------------------|------------------------------|----------|--------------|----------------------|----------------------|----------------------------|--------|
| Year 2 | Full Year | | Initial Learning | 16/20/2021 | | 2020-2021 | BRANDYVINE SCHOOL DISTRICT | Ashton Phine S Wade Tolson | | Deeje Embers | | | Mentor Form Mentee Form | |

Figure MM-MTM-19: Mentor and Mentee Forms Uploaded Successfully

Uploading the mentor and mentee forms to the system is good practice, as it serves to keep all the data in one place and there is no need to chase paper copies for this most important information. Note that links for the **Mentor Form** and **Mentee Form** are included in the **Forms Uploaded** column of the **Year** progress table. These links can be used to download the selected file. To download one of the forms, click the desired **Mentor Form** or **Mentee Form** link in the **Forms Uploaded** column of the **Year** progress table. A pdf version of the selected mentoring progress form is downloaded to the **Downloads** folder of the user’s computer.

Click the **Evaluations** tab.

| First Name | Last Name | Program Type | Mentor Name | School Year | District | School | Verified Year Completion | License Type | Employment Position | Stage Completed | SPW Evaluation Complete | Mentor Program Completed | Has Student Progress? | Action |
|------------|-----------|-----------------|--------------|-------------|----------------------------|-----------------------------------|--------------------------|-----------------|--|-----------------|-------------------------|--------------------------|-----------------------|-----------------|
| Michael | Anderson | Initial License | Jocyn Zimber | 2008-2021 | BRANDYWINE SCHOOL DISTRICT | St. Paul (Pine St.) Middle School | Y | Initial License | Teacher: Middle, Social Studies, Comprehensive | Year 2 | No | No | No | Update Progress |

Program Withdrawal

Withdraw from Program

Summative Evaluations

Summative Evaluations Complete

Final Evaluations

Mentor Program Complete

For an Initial License, check this box when the educator has completed all aspects of the program - 4 cycles and two successful SPW evaluations. For a Continuing or Advanced License, use this option when the educator has satisfied the mentoring for a returning educator or had at least one educator new to Delaware.

[Close Update Program](#)

Figure MM-MTM-20: Manage Mentees Update Evaluations Form

The **Evaluations** tab appears green to indicate that it has been selected. The **Evaluations** form is broken into three sections: **Program Withdrawal**, **Summative Evaluations** and **Final Evaluations**. Each section contains a single checkbox, to track the mentee’s progress. To select an option, simply click inside the checkbox and a check appears. To deselect an option, simply click inside the checkbox again and the check disappears. The checkbox acts as a toggle, turning the selection on (checked) and off (unchecked).

If the mentee has withdrawn from the mentoring program, then check the **Withdrawn from Program** checkbox within the **Program Withdrawal** section. If the mentee has completed their summative evaluations, then check the **Summative Evaluations Complete** checkbox within the **Summative Evaluations** section. If the mentee has successfully completed the mentoring program, then check the **Mentor Program Complete** checkbox within the **Final Evaluations** section. It is important to note here that the **Mentor Program Complete** should not be checked unless the **Summative Evaluations Complete** has been checked, as the summative evaluations are a pre-requisite to the completion of a mentoring program. There is no save operation associated with these controls; therefore, when the option is changed, the data is saved.

Click the **Historical Mentoring** tab.

| First Name | Last Name | Program Type | Mentor Name | School Year | District | School | Verified Year Completion | License Type | Employment Position | Stage Completed | SPW Evaluation Complete | Mentor Program Completed | Has Student Progress? | Action |
|------------|-----------|-----------------|--------------|-------------|----------------------------|-----------------------------------|--------------------------|-----------------|--|-----------------|-------------------------|--------------------------|-----------------------|-----------------|
| Michael | Anderson | Initial License | Jocyn Zimber | 2008-2021 | BRANDYWINE SCHOOL DISTRICT | St. Paul (Pine St.) Middle School | Y | Initial License | Teacher: Middle, Social Studies, Comprehensive | Year 2 | No | No | No | Update Progress |

Mentoring Programs

| Program Type | Mentor Name | School Year | Verified Year Completion | Action |
|--------------|-------------|-------------|--------------------------|--------|
| | | | | |

[Close Update Program](#)

Figure MM-MTM-21: Manage Mentees Historical Mentoring Programs Tab

The **Historical Mentoring** tab appears green to indicate that it has been selected. A table of Mentoring Programs data is displayed, showing the mentoring information associated with the mentee.

When the mentee progress information has been updated and is complete, click the **Close Update Progress** button in the lower right-hand corner of the **Update Progress** section. The **Update Progress** section is dismissed and the mentee table entry is updated.

| First Name | Last Name | Program Type | Mentor Name | School Year | District | School | Unassigned Mentees | Current Year | Employment Approval Process | Stage Completed | LEAD Evaluation Complete | Mentor Progress Completed | App. Mentor Progress | Actions |
|------------|-----------|------------------|----------------|-------------|-----------------------------|------------------------------|--------------------|-------------------|--------------------------------|-----------------|--------------------------|---------------------------|----------------------|---------------|
| Melissa | Wassenaar | Initial Learning | Jaclyn Edwards | 2020-2021 | SHANDY/WINE SCHOOL DISTRICT | Worland (Farm & Home) School | 1 | Melissa Wassenaar | Initial Mentor/Teaching Mentee | Year 2 | No | No | No | LEAD Progress |

Figure MM-MTM-22: Mentee Progress Update Complete

Note that the **Stage Completed** column, previously blank, has been updated to **Year 2** to indicate that the **Year 2** progress has been updated for this mentee.

Add Mentees to Mentors

Click **LEA Mentoring Center** menu to view list of options.



Figure MM-M2M-01: Add Mentees to Mentors Menu Selection

Select **Add Mentees to Mentors** from the dropdown menu options.

User is directed to the **Add Mentees to Mentors** page.

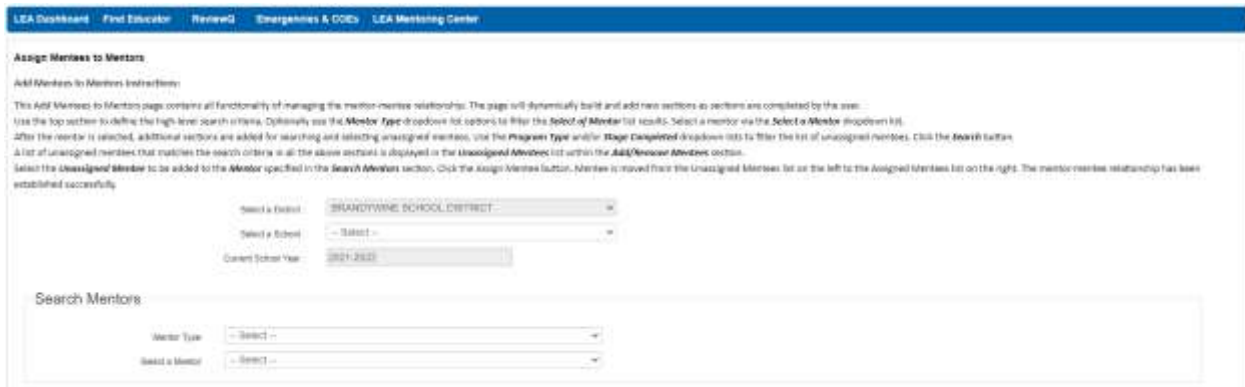


Figure MM-M2M-02: Add Mentees to Mentors Page

In the previous sections, instructions were provided on how to manage mentors and mentees separately. This **Add Mentees to Mentors** page will detail how to associate the two, by assigning mentees to mentors. This section will describe how the relationship between mentor and mentee is created, edited and deleted.

When the user is directed to the **Add Mentees to Mentors** page, search criteria fields are provided to define the mentor-mentee relationship. The **Select a District** is set to the district of the user and cannot be changed. It is important to note that the mentor-mentee relationship management is limited to those of the District or Charter user. Upon entry, the **School** is unselected and the **School Year** defaults to the current school year. The **School Year** is also a read-only field and cannot be changed.

To specify the school for the mentor-mentee relationship, click the down arrow of the **Select a School** dropdown list.

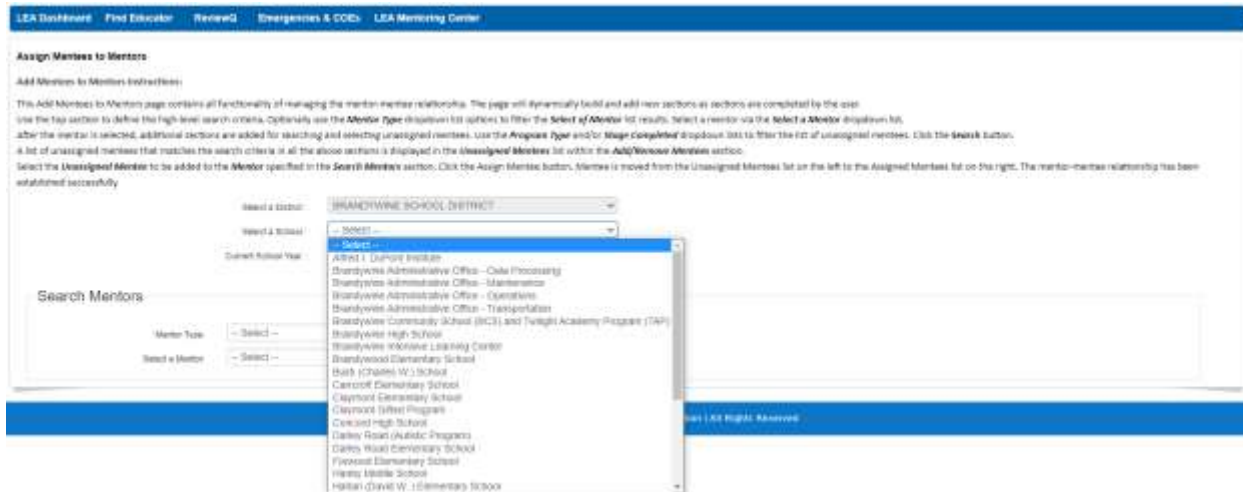


Figure MM-M2M-03: Add Mentees to Mentors School Options List

A list of school options is presented, limited to the **District** displayed in the **Select a District** dropdown list. It may be necessary to scroll down to see the entire list of schools for the selected district. Select the **School** where the mentor and mentee are employed. The **School Year** value selected in the **Select a School Year** defaults to the current school year, but can be changed, if necessary. The list of school year options goes back five years.

Once the high-level search criteria fields have been specified, the **Search Mentors** section is used to find a mentor. The **Mentor Type** and **Select a Mentor** dropdown lists are tied together, meaning that a selection in **Mentor Type** will filter the list of options presented in the **Select a Mentor** dropdown list. Click the down arrow of the **Mentor Type** dropdown list in the **Search Mentors** section.

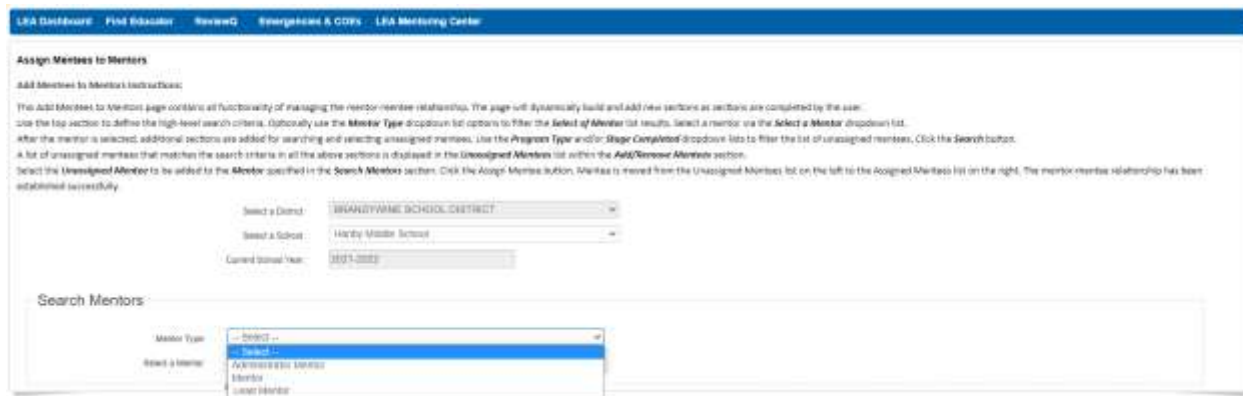


Figure MM-M2M-04: Search Mentors - Mentor Type Options List

A list of mentor type options is presented for selection. If no selection is made for **Mentor Type**, then the **Select a Mentor** dropdown list will not be filtered by mentor type and all mentor types will be displayed. Without making a selection, click the down arrow of the **Mentor Type** dropdown list again to collapse the list. Click the down arrow of the **Select a Mentor** dropdown list.

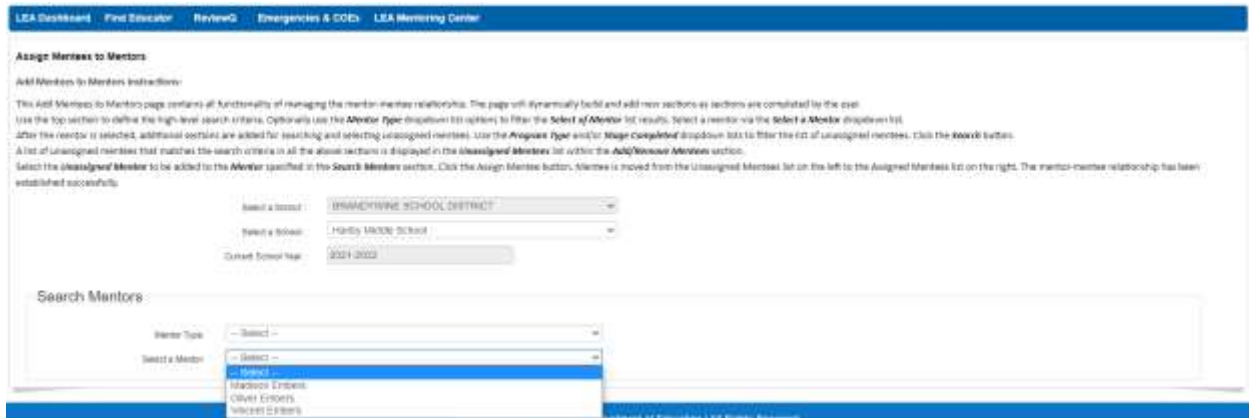


Figure MM-M2M-05: Mentors Filtered by School and School Year

A list of mentors is presented for selection. In this example, all mentors in the **District**, **School** and **School Year** selected in the top section are displayed, unfiltered by **Mentor Type**. Without making a selection, click the down arrow of the **Select a Mentor** dropdown list again to collapse the list.

Now look at an example where the **Select a Mentor** list is filtered by **Mentor Type**. Click the down arrow of the **Mentor Type** dropdown list.

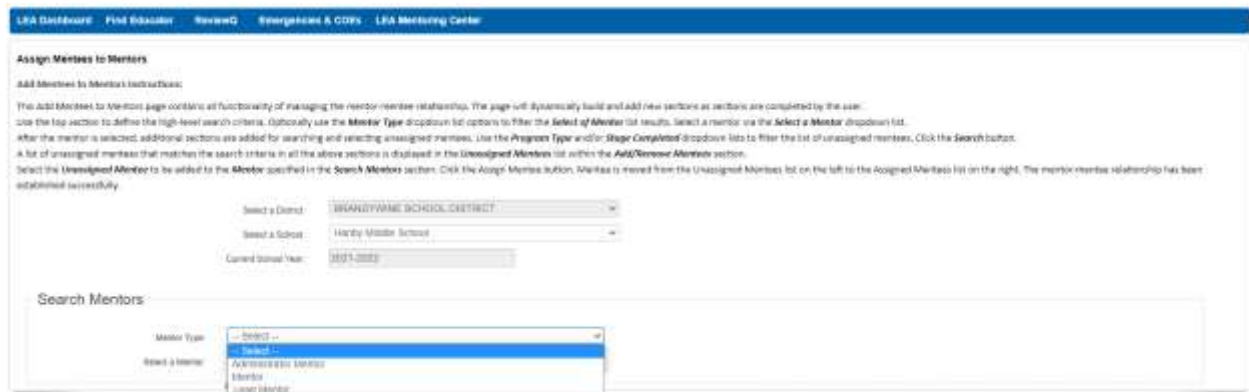


Figure MM-M2M-06: Search Mentors Criteria- Mentor Type Options List

Select the desired mentor type from the **Mentor Type** dropdown list. Once the **Mentor Type** is selected, the **Select a Mentor** dropdown list is filtered to only include mentors that are of the selected mentor type.

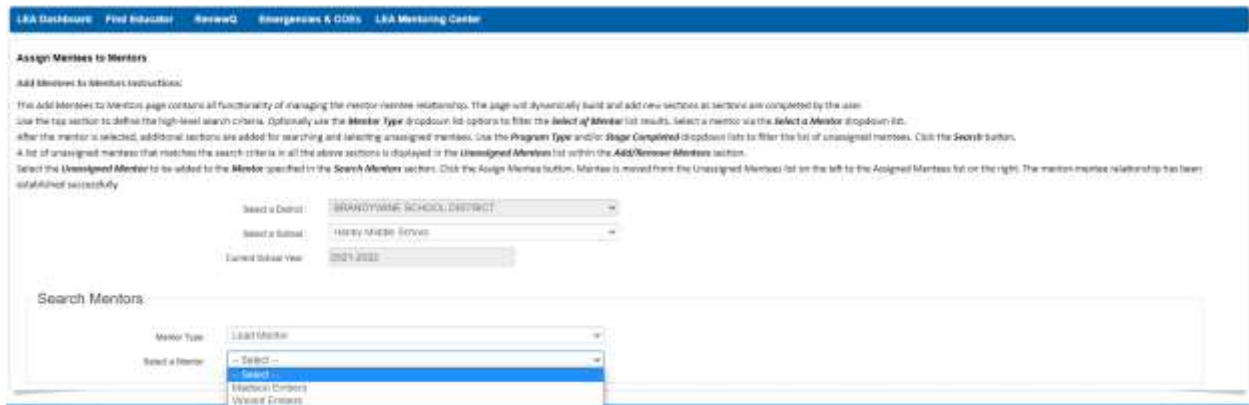


Figure MM-M2M-07: Mentors Filtered by School, School Year and Mentor Type

Select the desired mentor from the **Select a Mentor** list of options.

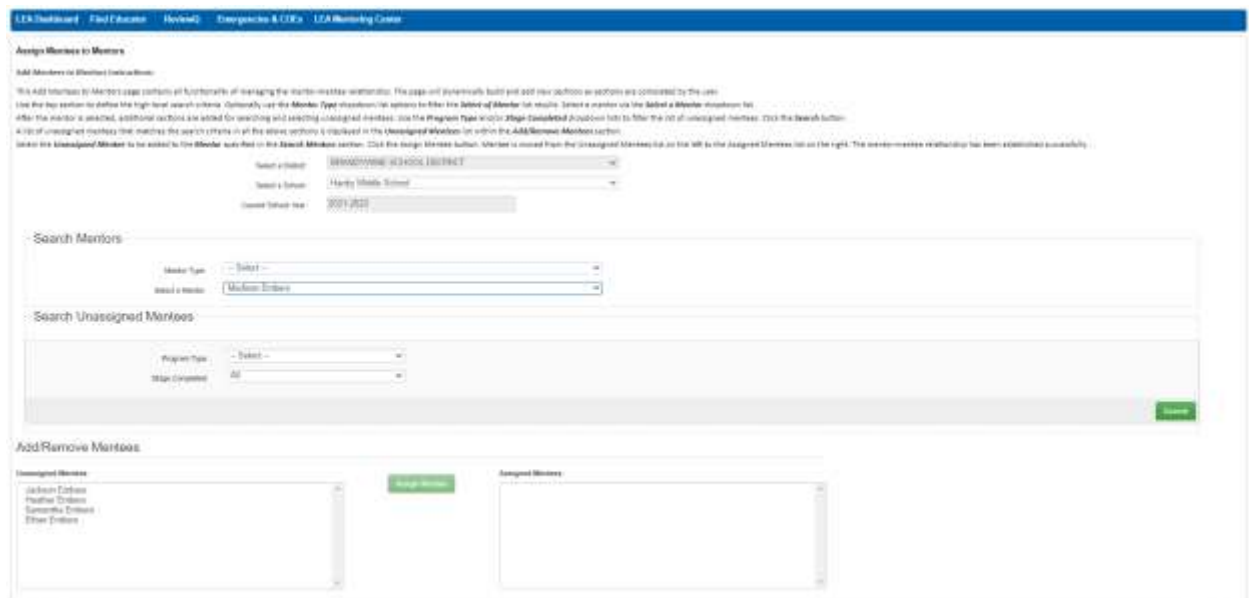


Figure MM-M2M-08: Unassigned Mentees Displayed for Assignment

Once the mentor is selected, two new sections are added at the bottom of the page: **Search Unassigned Mentees** and **Add/Remove Mentees**. Selection of the mentor allows the user to continue to the next step of the process, which is assignment of mentee(s).

In the **Search Unassigned Mentees** section, two dropdown lists are provided to further filter the results of available mentees. The two filtering options are **Program Type** and **Stage Completed**. The **Program Type** is unselected and the **Stage Completed** defaults to **All**. In the **Add/Remove Mentees** section, a list of **Unassigned Mentees** is populated with a list of all mentees that meet the criteria specified in the upper sections and have not been assigned a mentor.

Click the down arrow of the **Program Type** dropdown list (red arrow below).

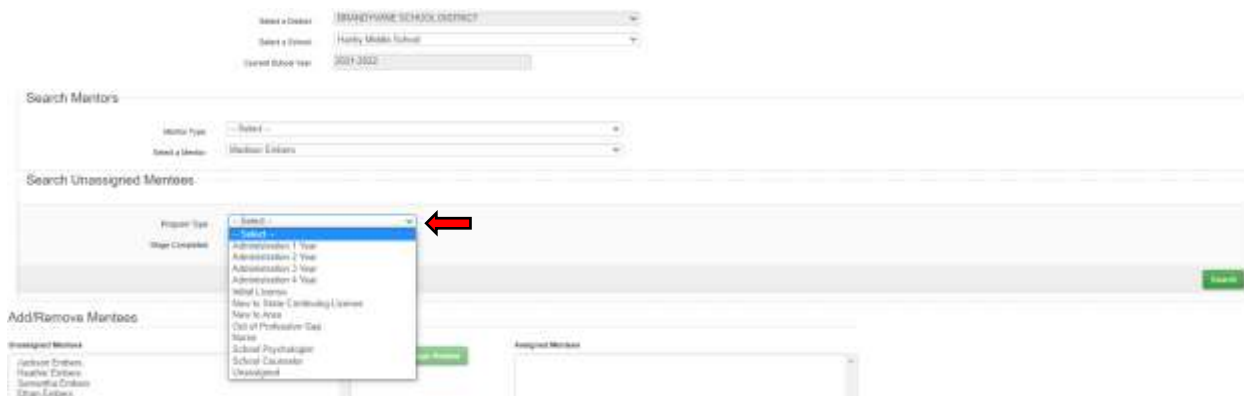


Figure MM-M2M-09: Search Unassigned Mentees - Program Type Options List

A list of **Program Types** is displayed. Select a **Program Type** from the list of options. In this example, the **Program Type** selected is **Initial License** (red arrow below).

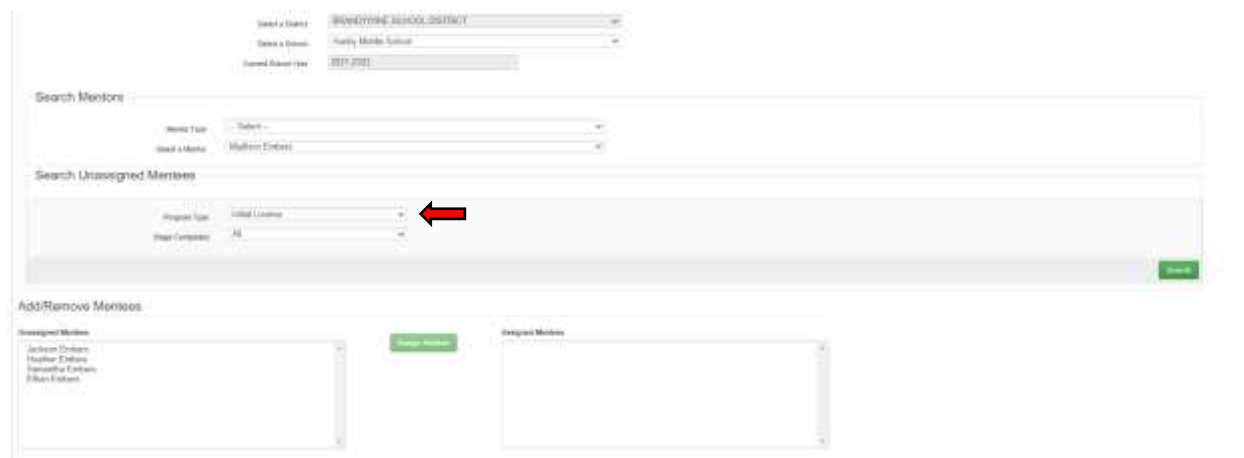


Figure MM-M2M-10: Search Criteria to Filter Unassigned Mentees by School, School Year and Program Type

Click the **Search** button. No action is taken to filter the data until the **Search** button is clicked.

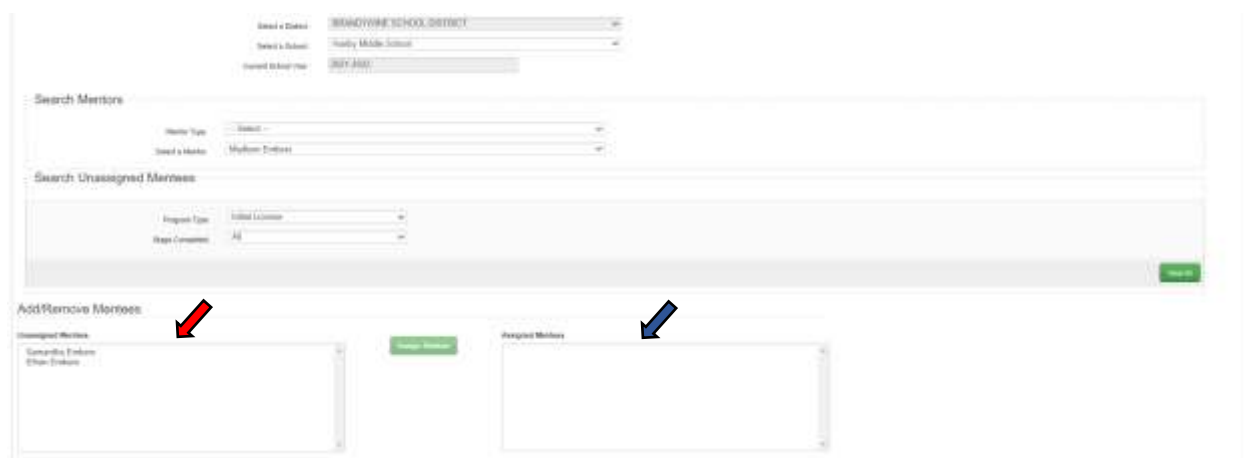


Figure MM-M2M-11: Unassigned Mentees Filtered by School, School Year and Program Type

The list of **Unassigned Mentees** in the **Add/Remove Mentees** section is further filtered to only include those mentors that are assigned to the selected **Program Type**, in this example, **Initial License**. At this

point the mentor has been selected and the mentees have been filtered to show the options based on program type, but no association has been made between mentor and mentee.

The **Add/Remove Mentees** section at the bottom is where the mentee is assigned to the mentor. The section contains two dual control lists: **Unassigned Mentees** control list (red arrow above) and **Assigned Mentees** control list (blue arrow above). These lists are associated by their contents. The mentees fall in one of two categories: Unassigned or Assigned, but they can never be both. Any particular mentee will either appear in the **Unassigned Mentees** list on the left or the **Assigned Mentees** list on the right, but will never appear in both lists.

To assign a mentee to the mentor selected in the **Select a Mentor** control, the mentee needs to be moved from the **Unassigned Mentees** list to the **Assigned Mentees** list. Click on the name of the mentee to be assigned to the mentor.

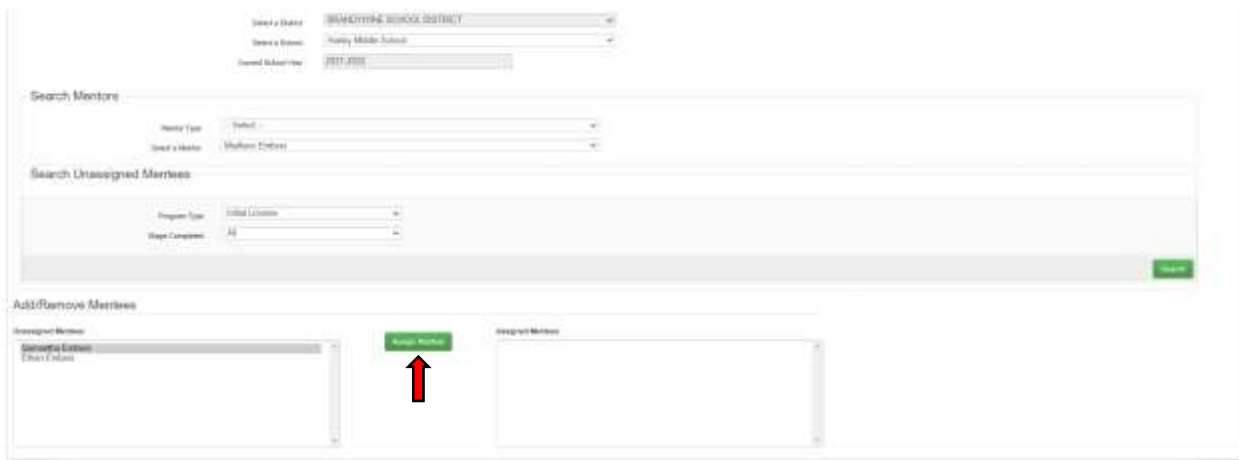


Figure MM-M2M-12: Unassigned Mentee Selected

When a mentee name is selected, the **Assign Mentee** button (red arrow above) in the middle of the dual control lists is enabled. The mentee name is highlighted blue to indicate that it has been selected. Click the **Assign Mentee** button in the **Add/Remove Mentees** section.

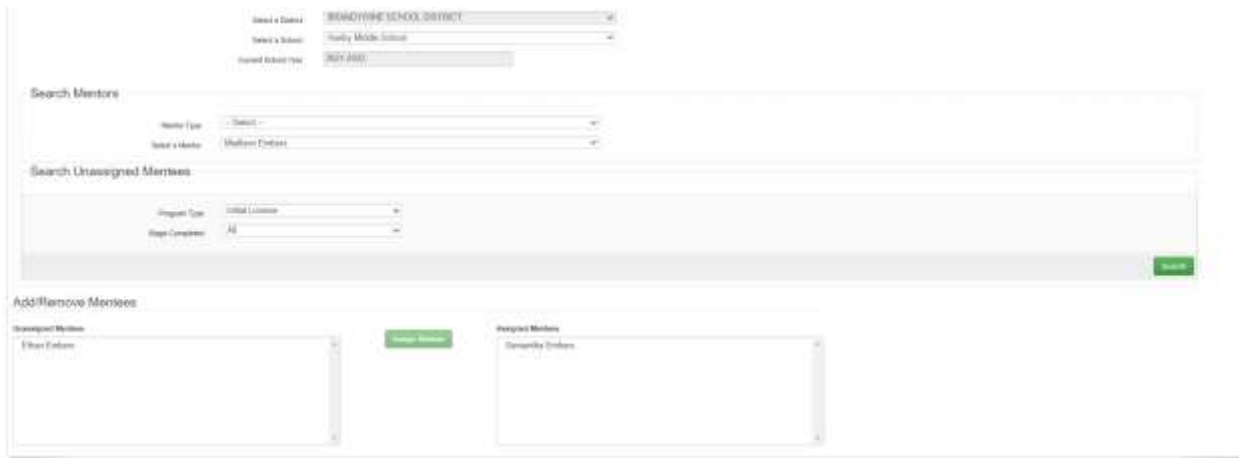


Figure MM-M2M-13: Unassigned Mentee Assigned to Selected Mentor

Note that the mentee has been moved to the **Assigned Mentees** list and is now assigned to the selected mentor. By clicking the **Assign Mentee** button, the request is confirmed and the information is saved automatically.

The mentoring of more than three (3) mentees is not recommended and is highly discouraged to be able to provide the most effective support to educators. The DEEDS system will raise a warning if the user tries to add more than three (3) mentees to any mentor. Mentor stipend amounts will reflect payment of no more than three (3) mentees per mentor.

Delete Mentor Mentee Relationship

To remove or delete a mentee from a mentor, click the desired mentee in the **Assigned Mentees** list. Focus in on the **Add/Remove Mentees** section at the bottom.



Figure MM-M2M-14: Edit Relationship Data for Selected Mentee

When the **Assigned Mentee** is selected, a new **Edit Relationship** section is added to the right of the **Add/Remove Mentees** section. The **Edit Relationship** information specifies the **Start Date**, which is the date that the mentee was assigned to the mentor, and the **End Date**, which defaults to the end of the school year. With the exception of the **End Date**, all of the fields are disabled (appear gray) and cannot be altered. To change the **End Date**, enter a new date in the **End Date** field and click the **Update** button.

Updating the **End Date** can be useful for capturing the time that the mentor-mentee relationship was active. For example, if the mentee is moving from one school district to another, then the mentee will likely be reassigned to a new mentor. However, by updating the **End Date**, the mentee can be given credit for the time that they were mentored by the assigned mentor. Additionally, the mentor can be given credit for the time that was spent mentoring the mentee.

To delete the mentor-mentee relationship, click the **Delete** button. A confirmation message is displayed at the top of the page: "Are you sure you wish to remove the selected mentee from the mentor?". To confirm deletion of the mentor-mentee relationship, click the **OK** button. To deny deletion of the mentor-mentee relationship, click the **Cancel** button. If the **OK** button is clicked, then the mentee is removed from the mentor.

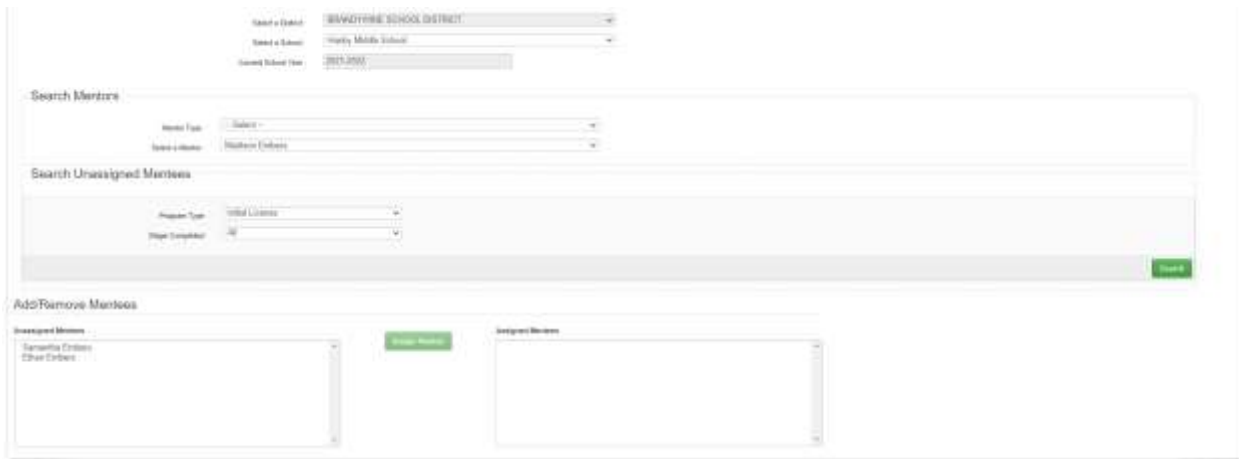


Figure MM-M2M-15: Mentor-Mentee Relationship Deleted

Note that the mentee has moved from the **Assigned Mentees** list back over to the **Unassigned Mentees** list. The mentee is now unassigned and can be assigned to a different mentor, if desired.

Mentor Forms

Click **LEA Mentoring Center** menu to view list of options.



Figure MM-MFM-01: Mentor Forms Menu Selection

Select **Mentor Forms** from the dropdown menu options.

User is directed to **Mentor Forms** page.

This section of the user guide will be completed when the **Mentor Forms** functionality is implemented.