

# Mentor Manager Block – User Guide



<http://ned.ca/mentor-manager/>

What does the Mentor Manager do?

- Allows admin (or designated user) to assign mentors to students
- Generates student “progress reports” that can be seen by teachers, mentors and students
- Generates an “All students” report that shows progress of all students in all courses
- Allows admin (or designated user) to create automated notifications that are sent to teachers, mentors or students based on preselected criteria (example: notification is emailed to mentor and student if student has not logged in for 7 days). Notifications can be sent by email or text message (to cell phone).

## All Students View

Select student:

**Filter**

Show

Category

Completion status

Grade

Show

	Biology C	English B	Psychology	Statistics	History B	Geography	Physics D	Science B	Math A
Mika Katu									
Sandra Williams									
John Howard									
Liz Travesto									
Sam Student									
Sully Xanana									
William Johnson									
Kimberly Batata									

**Legend:**

- Passing grade
- Failing grade
- 0% complete
- 1-49% complete
- 50-74% complete
- 75-99% complete
- 100% complete

Example: Student has completed more than 75% of the course and currently has a passing grade.

## Block View (dashboard or front page)

The diagram illustrates three user views of a mentorship system:

- Admin view (Mentor Manager):** Shows a list of mentors. Noah Samson (Mentor) has mentees: John Howard (Mentee), William Johnson (Mentee, checked), Mika Katu (Mentee), Oprah Lama (Mentee), Larry Miles (Mentee), and Sam Student (Mentee). Freda Santos (Mentor) has mentees: Bradley Jones (Mentee), Katrina James (Mentee), and Nelson Maconama (Mentee, checked). Navigation links for 'Manage mentors' and 'Manage notifications' are at the bottom.
- Mentor view (My Mentees):** Shows the same list of mentees for Noah Samson. A red callout box points to the 'Sam Student' name with the text: 'Mentor clicks on any student name to view his/her progress report'.
- Student view (My Mentors):** Shows the same list of mentors for Sam Student. A red callout box points to 'Sam Student' with the text: 'Student clicks on own name to view progress report.' Another red callout box points to 'Noah Samson' with the text: 'Student clicks on mentor name to view mentor's profile.'

Roles:

- ◆ = Mentor
- = Mentee (student)

Status icons:

When "All courses" is selected:

■	Student has passing grade in <b>all</b> courses
■	Student has passing grade in <b>some</b> courses
■	Student does not have passing grade in <b>any</b> course
■	Student is not enrolled in any courses
☑	Student has completed all courses

When an individual course is selected:


■	Student has passing grade in selected course
■	Student has passing grade in selected course
■	Student does not have passing grade in selected course
☑	Student has completed selected course

# Progress Report – Individual Student - All Courses

Home ► Mentors Mentees

Select student: Adam Student ▼

**Student**



**Adam Student** ✓  
Last access: 10 mins 17 secs

**Courses**

- All Courses
- English Literacy
- Math
- Science


English Literacy	Progress	Grade
<b>Mentor:</b> <b>Martha Mentor</b> ✓ Last access: 20 secs <b>Andrew Teacher</b> ✓ Last access: 52 mins 36 secs	✓ 16 Completed - successful ✗ 1 Completed - unsuccessful 🗑 11 Not Attempted ⌚ 3 Waiting For Grade	Including all attempted activities: <b>59%</b>  Including all available activities: <b>43%</b>
Math	Progress	Grade
<b>Mentor:</b> <b>Martha Mentor</b> ✓ Last access: 20 secs <b>Andrew Teacher</b> ✓ Last access: 52 mins 36 secs	✓ 6 Completed - successful ✗ 1 Completed - unsuccessful 🗑 21 Not Attempted ⌚ 4 Waiting For Grade	Including all attempted activities: <b>77%</b>  Including all available activities: <b>23%</b>
Science	Progress	Grade
<b>Mentor:</b> <b>Martha Mentor</b> ✓ Last access: 20 secs <b>Andrew Teacher</b> ✓ Last access: 52 mins 36 secs	✓ 5 Completed 📄 4 Draft 🗑 33 Not Attempted ⌚ 3 Waiting For Grade	Including all attempted activities: <b>86%</b>  Including all available activities: <b>9%</b>

# Progress Report – Individual Student - Course Overview

Home ► Mentors Mentees

Select student: Adam Student ▼

**Student**



**Adam Student** ✓  
Last access: 14 mins 8 secs

**Courses**

- All Courses
- English Literacy
- Math
- Science

**English Literacy** Overview Grades Activity

Mentor:	Progress	Grade
<b>Martha Mentor</b> ✓ Last access: 12 secs <b>Andrew Teacher</b> ✓ Last access: 56 mins 27 secs	✓ 16 Completed - successful ✗ 1 Completed - unsuccessful 🗑 11 Not Attempted ⌚ 3 Waiting For Grade	Including all attempted activities: <b>59%</b>  Including all available activities: <b>43%</b>

**Submitted Activities**

Week-1	Week-2	Week-3	Week-4	Week-5	Week-6	Week-7	Week-8
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**Notes**

## Progress Report – Individual Course – Grades

Select student: Adam Student

**Student**

Adam Student  
Last access: 22 mins 44 secs

**Courses**

- All Courses
- English Literacy
- Math
- Science

**English Literacy**
Overview **Grades** Activity

### User report - Adam Student

Grade item	Grade	Range	Percentage	Feedback
<b>English Literacy</b>				
3-1C: Quiz: Nouns and Pronouns	4	0-7	63 %	
3-2B: Quiz: Subjects	3	0-5	60 %	
4-1B: Verbs Quiz	7	0-7	100 %	
4-2B: Subject - Verb Quiz	6	0-7	79 %	
5-1B: Adjectives and Adverbs Quiz	6	0-8	75 %	
5-2B: Punctuation Quiz	3	0-6	50 %	
1-1B: Prerequisites - Assignment	4	0-5	80 %	Good Job!
1-2B: Compulsory and Optional Courses - Assignment	7	0-10	70 %	Use the link provided, the chart shows you how many compulsory and how many optional there are in each grade. #s 1, 4, 5, 6, 7, 8 are wrong. Great work on Part B!

## Progress Report – Individual Course – Activity

Select student: Adam Student

**Student**

Adam Student  
Last access: 24 mins 39 secs

**Courses**

- All Courses
- English Literacy
- Math
- Science

**English Literacy**
Overview Grades **Activity**

### Section 0

- What is a Blog?

### Section 1

- 1-1A: Prerequisites
- 1-1B: Prerequisites - Assignment Grade: 4 / 5    Wednesday, 24 July 2013, 2:40 PM (1 year 201 days)
- 1-2A: Compulsory and Optional Courses
- 1-2B: Compulsory and Optional Courses - Assignment Grade: 7 / 10    Monday, 8 April 2013, 10:17 PM (1 year 308 days)
- 1-3A: Looking Ahead
- 1-3B: Looking Ahead - Assignment Grade: 10 / 10    Sunday, 28 October 2012, 10:35 PM (2 years 105 days)

## Adding Mentors and Mentees:

**Mentors**

All Mentors  
Martha Mentor

use this button to define all the available mentors

Manage Mentor Roles

**Mentees**

Adam Student  
Liz Travesto  
Sandra Williams  
Manny Wonta  
Sully Xanana

Select a mentor and add/remove students to that mentor

◀ Add  
Remove ▶  
Add All  
Remove All

**Students**

All Students

Kimberly Batata  
Fred Harvey  
Timothy Horton  
John Howard  
Katrina James  
William Johnson  
Bradley Jones  
Mika Katu  
Oprah Lama  
Nelson Maconama  
Larry Miles  
Zalo Petroma  
Adam Student  
Liz Travesto  
Sandra Williams  
Manny Wonta  
Sully Xanana

Search

## Automated Notifications:

Notifications are emailed automatically based on the notification "rules".

## Notification Rules

**Rule 1: Science - No login** Delete Open

Apply to	When to send	Who to send it to	How often to send
<ul style="list-style-type: none"><li>Science</li></ul>	<ul style="list-style-type: none"><li>No login for 7 days</li><li>No activity for 7 days</li></ul>	<ul style="list-style-type: none"><li>Mentor</li><li>Student</li></ul>	Every 7 days

[Create New Rule](#)

Each rule has the following options:

<b>Rule name</b> <input type="text"/>	
<b>When to send</b>	
<input type="checkbox"/> Any Course Grade	<input type="checkbox"/> No login for <input type="text"/> days
<input type="checkbox"/> Course Grade below <input type="text"/> %	<input type="checkbox"/> No activity for <input type="text"/> days
<input type="checkbox"/> Course Grade above <input type="text"/> %	
<b>Who to send it to</b>	<b>How often to send</b>
Teacher <input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS Mentor <input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS Student <input type="checkbox"/> Email <input type="checkbox"/> SMS	Every <input type="text" value="30"/> days
<input checked="" type="checkbox"/> <b>Appended Message for Student</b>	
Dear <input type="text" value="Role name"/>	
<div style="border: 1px solid #ccc; padding: 5px;"><p>Paragraph <input type="text"/> <b>B</b> <i>I</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div><p>Path: p</p></div>	
<input checked="" type="checkbox"/> <b>Appended Message for Mentor</b>	
Dear <input type="text" value="Role name"/>	
<div style="border: 1px solid #ccc; padding: 5px;"><p>Paragraph <input type="text"/> <b>B</b> <i>I</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div><p>Path: p</p></div>	
<input checked="" type="checkbox"/> <b>Appended Message for Teacher</b>	
Dear <input type="text" value="Role name"/>	
<div style="border: 1px solid #ccc; padding: 5px;"><p>Paragraph <input type="text"/> <b>B</b> <i>I</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div><p>Path: p</p></div>	
<b>Apply to</b>	
<ul style="list-style-type: none"><li><input type="checkbox"/> All Categories<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Miscellaneous<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Statistics: Exploring Data</li><li><input checked="" type="checkbox"/> Sports Psychology</li><li><input checked="" type="checkbox"/> Physics of Sound</li><li><input checked="" type="checkbox"/> Populations Unit</li></ul></li></ul></li></ul>	