# Mentor Manager Block – User Guide



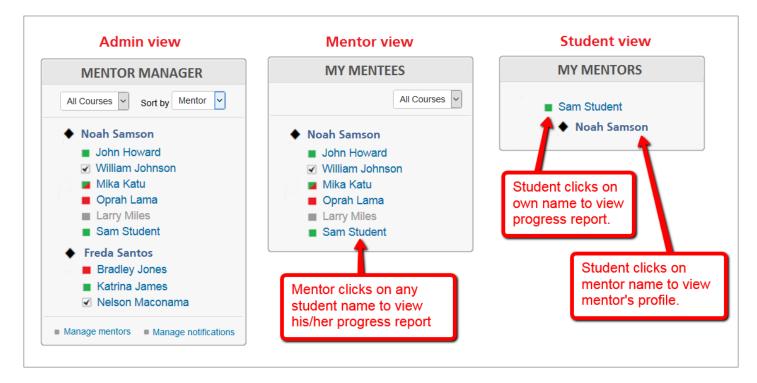
http://ned.ca/mentor-manager/

## What does the Mentor Manager do?

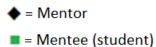
- Allows admin (or designated user) to assign mentors to students
- Generates student "progress reports" that can be seen by teachers, mentors and students
- Generates an "All students" report that shows progress of all students in all courses
- Allows admin (or designated user) to create automated notifications 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 of text message (to cell phone).

#### All students Select student: Geography Psychology Phyisics D Biology C English B Statistics History B Science Filter Math A Ŧ All students Show σ V ▼ V V V $\nabla$ ▼ Ŧ Category All Mika Katu • All Completion status Sandra Williams • All Grade D John Howard • 100 Show Liz Travesto Sam Student Sully Xanana Passing grade William Johnson Failing grade Kimberly Batata 0% complete 1-49% complete 50-74% complete Example: Student has 75-99% complete completed more than 75% of the course and currently 100% complete has a passing grade.

# All Students View



Roles:



#### Status icons:

When "All courses" is selected:

	Student has passing grade in all 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

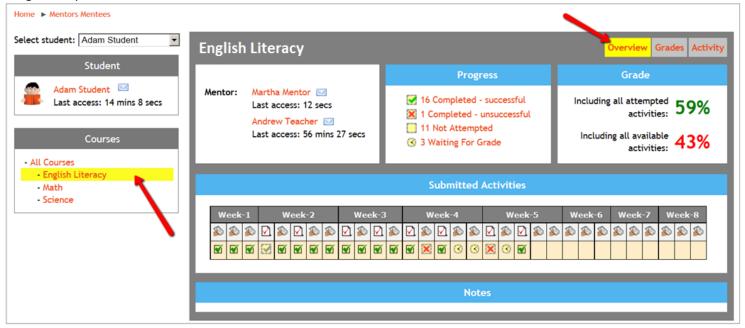
When an individual course is selected:

	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



#### Progress Report – Individual Student - Course Overview



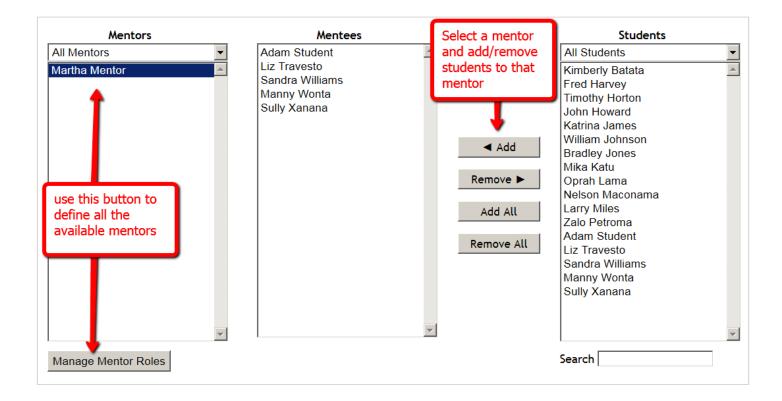
# Progress Report – Individual Course – Grades

ect student: Adam Student 💌	English Literacy Overview Grade						
Adam Student Last access: 22 mins 44 secs	User report - Adam Student						
Courses	Grade item	Grade	Range	Percentage	Feedback		
	English Literacy	-11 - S					
All Courses - English Literacy	3-1C: Quiz: Nouns and Pronouns	4	0-7	63 %			
- Math	3-28: Quiz: Subjects	3	0-5	60 %			
- Science	🚽 4-18: Verbs Quiz	7	0-7	100 %			
	🚽 4-28: Subject - Verb Quiz	6	0-7	<b>79</b> %			
	5-18: Adjectives and Adverbs Quiz	6	0-8	75 %			
	5-28: Punctuation Quiz	3	0-6	50 %			
	I-18: Prerequisites - Assignment	4	0-5	80 %	Good job!		
	1-28: 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	English Literacy		Overview Grades Activity
Adam Student  Last access: 24 mins 39 secs	Section 0 What is a Blog?		
Courses			
- All Courses - English Literacy - Math	Section 1		
- Science	🖹 1-1A: Prerequisites		
	al-18: Prerequisites - Assignment	Grade: 4 / 5	Wednesday, 24 July 2013, 2:40 PM (1 year 201 days)
	1-2A: Compulsory and Optional Courses		
	1-28: Compulsory and Optional Courses - Assignment	Grade: 7 / 10	Monday, 8 April 2013, 10:17 PM (1 year 308 days)
	🖹 1-3A: Looking Ahead		
	I-3B: Looking Ahead - Assignment	Grade: 10 / 10	Sunday, 28 October 2012, 10:35 PM (2 years 105 days)

### **Adding Mentors and Mentees:**



### **Automated Notifications:**

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

ule 1: Science	- No login		Delete Ope
Apply to	When to send	Who to send it to	How often to send
Science	<ul> <li>No login for 7 days</li> <li>No activity for 7 days</li> </ul>	<ul> <li>Mentor</li> <li>Student</li> </ul>	Every 7 days
> Science			Every 7 days

# Each rule has the following options:

Rule name				
When to send				
Any Course Grade     No login for	or days			
□ Course Grade below % □ No activity	y for days			
Course Grade above %				
Who to send it to	How often to send			
Teacher I Email □ SMS Mentor I Email □ SMS Student □ Email □ SMS	Every 30 days			
☑ Appended Message for Student				
Dear Role name				
Path: p				
Appended Message for Mentor				
Dear Role name				
Paragraph • B I 🗄 🗄 🖉 🖉				
Path: p				
Appended Message for Teacher				
Dear Role name				
Paragraph • B I 🗄 🗄 🖉 🖉 🥔				
Path: p				
Apply to				
<ul> <li>□ All Categories</li> <li>○ Miscellaneous</li> <li>■ Statistics: Exploring Data</li> <li>■ Sports Psychology</li> <li>■ Physics of Sound</li> <li>■ Populations Unit</li> </ul>				