Mentor Manager Block – User Guide – Draft 2
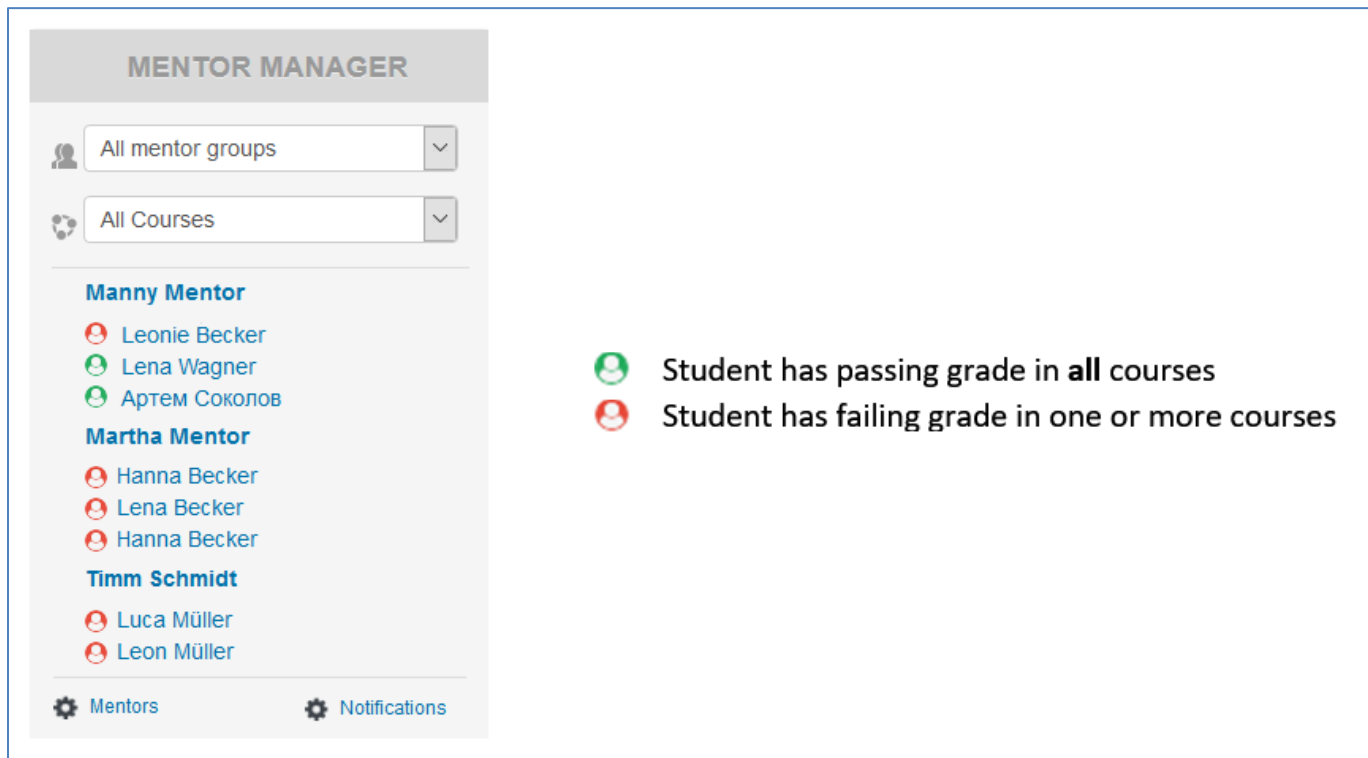
http://ned.ca/mentor-manager/

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).

⚙ Mentors   ⚙ Notifications

A   **B**   **C**   **D**   **E**

Mentor-mentee relations   Mentor groups   Mentor roles   Active categories   ⬇ Import-Export   ⚙ Config   ⓘ Help

A. Associating Mentors and Mentees

| Mentor-mentee relations | Mentor groups | Mentor roles | Active categories | | ⬇ Import-Export | ⚙ Config | ⓘ Help |

Available mentors

All Mentors ▾

Paul Schmidt

Selected mentors

MannyMentor
MarthaMentor
TimmSchmic
PaulSchneider

Selected mentees

Lena Becker
Hanna Becker
Hanna Becker

Available mentees

All mentees ▾

anonfirstname100 anonlastna
anonfirstname18 anonlastnan
anonfirstname21 anonlastnan
anonfirstname23 anonlastnan
anonfirstname28 anonlastnan
anonfirstname29 anonlastnan
anonfirstname30 anonlastnan
anonfirstname31 anonlastnan
anonfirstname32 anonlastnan
anonfirstname33 anonlastna
anonfirstname34 anonlastnan
anonfirstname35 anonlastnan
anonfirstname40 anonlastnan
anonfirstname41 anonlastnan
anonfirstname42 anonlastnan
anonfirstname44 anonlastnan

Add ▶

◀ Remove

◀ Add

Remove ▶

Filter

Clear

Filter

1. Add/remove mentors

2. Select a mentor

3. Add/remove students to selected mentor

B. Mentor Groups (only available if Groups setting is turned on in the block configuration page)

Mentor-mentee relations | Mentor groups | Mentor roles | Active categories

⬇ Import-Export ⚙ Config ⓘ Help

2. select group

Group: [Green group ▼] Manage groups

1. add a group

Available mentors

[All Mentors ▼]

Timm Schmidt
Paul Schmidt
Paul Schneider

Add ►

◄ Remove

3. Add mentor to group

Filter

Group mentors

Martha Mentor
[TL] Manny Mentor

Set Group Leader

Group mentees for Martha Mentor

Hanna Becker

◄ Add

Remove ►

4. Add mentees to mentor

Available mentees for Martha Mentor

Hanna Becker
Lena Becker

Clear

Filter

C: Mentor Role

Mentor-mentee relations   Mentor groups   Mentor roles   Active categories   ⬇ Import-Export ⚙ Config ⓘ Help

Potential users

Lukas Müller
Adéla Němcová
Anna Němcová
Karolína Němcová
Anna Němcová
Anna Němcová
Tereza Němcová
Adéla Němcová
Eliška Němcová

Mentors

Martha Mentor
Manny Mentor
Paul Schmidt
Timm Schmidt
Paul Schneider

Add ▶

◀ Remove

Users in this box have the Mentor role.

Clear Filter

Clear Filter

D. Active Categories

Mentor-mentee relations   Mentor groups   Mentor roles   **Active categories**   ⬇ Import-Export   ⚙ Config   ⓘ Help

Selected the course categories that will be processed by theMentor Manager block on the Moodle frontpage and dashboard.

- ☐ All Categories
  - ☐ Demo Courses
    - ☑ Future 101
    - ☑ Native Studies 30 - 2016
    - ☐ Sport Psychology 20 - Mr T version 2.0
    - ☑ Physics of Sound
    - ☐ World Populations
    - ☑ Sports Psychology
    - ☑ Statistics: Exploring Data
    - ☐ Medium Test Course 1
    - ☐ Physics of Sound 2

Check off the categories or courses that the Mentor Manager plugin should track

E. Import/Export

The import-export feature allows administrators to use a spreadsheet manager (such as Excel) to do the following:

1. Assign the Mentor role to specific users (ex. Martha is a mentor)
2. Associate Mentors with Mentees (ex. Martha is a mentor to Billy and Emily)
3. Organize Mentors into groups (ex. Martha is part of the Green Group)

⚠ **Warning:** The import process will replace ALL current mentor-mentor relations in the Mentor Manager. To preserve existing data, click on the Export Users button below (to create an export file with your existing data) and then import the same file after you have made the desired changes.

Directions:

1. Click on the Export Users button below to download a spreadsheet with a list of users on your site.
2. Open the file with Excel (or other spreadsheet manager) and make the desired changes.
3. Import the file by clicking on the Import Users button below.

Import users   Export users

In the mentor_role column, a user is either a mentor or mentee

Mentor columns are used to assign multiple mentors to mentees. Note that if mentor_role = mentor, then mentor columns are empty.

	1	2	3	4	5	6	7
1	firstname	lastname	email	mentor_role	mentor1	mentor2	mentor3
2	Sam	Student	sam@nobody.com	mentee	testa@example.com	testb@example.com	testc@knet.ca
3	Manny	Mentor	manny@nobody.com	mentor			

*When processing large number of users, admins may find the that the "filter" function can sometimes be used as an alternative to the import feature. The filter button can be found under all user lists, as shown here: https://www.screencast.com/t/Gp1t1Zaebmj4

Progress Report – Individual Student - All Courses

Select student: Adam Student ▼

Student

Adam Student ✉
Last access: 10 mins 17 secs

Courses

- All Courses
  - English Literacy
  - Math
  - Science

English Literacy

Mentor: Martha Mentor ✉
Last access: 20 secs

Andrew Teacher ✉
Last access: 52 mins 36 secs

Progress
☑ 16 Completed - successful
☒ 1 Completed - unsuccessful
☐ 11 Not Attempted
⊗ 3 Waiting For Grade

Grade	
Including all attempted activities:	**59%**
Including all available activities:	**43%**

Math

Mentor: Martha Mentor ✉
Last access: 20 secs

Andrew Teacher ✉
Last access: 52 mins 36 secs

Progress
☑ 6 Completed - successful
☒ 1 Completed - unsuccessful
☐ 21 Not Attempted
⊗ 4 Waiting For Grade

Grade	
Including all attempted activities:	**77%**
Including all available activities:	**23%**

Science

Mentor: Martha Mentor ✉
Last access: 20 secs

Andrew Teacher ✉
Last access: 52 mins 36 secs

Progress
☑ 5 Completed
🖫 4 Draft
☐ 33 Not Attempted
⊗ 3 Waiting For Grade

Grade	
Including all attempted activities:	**86%**
Including all available activities:	**9%**

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: Martha Mentor ✉
          Last access: 12 secs
          Andrew Teacher ✉
          Last access: 56 mins 27 secs

Progress

☑ 16 Completed - successful
☒ 1 Completed - unsuccessful
☐ 11 Not Attempted
⊗ 3 Waiting For Grade

Grade

Including all attempted activities: **59%**

Including all available activities: **43%**

Submitted Activities

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

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

User report - Adam Student

Grade item	Grade	Range	Percentage	Feedback
📁 English Literacy				
✔ 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

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)

Progress Report – All Students Overview

Select student: **All students** ▾

Filter

Show	All students ▾
Category	All ▾
Completion status	All ▾
Grade	All ▾
Show	100 ▾

Legend:

- ☐ Passing grade
- ☐ Failing grade
- ○ 0% complete
- ◔ 1-49% complete
- ◑ 50-74% complete
- ◕ 75-99% complete
- ● 100% complete

	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		○		○			◕	◕	

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

Automated Notifications: Notifications are sent 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
○ Science	○ No login for 7 days ○ No activity for 7 days	○ Mentor ○ Student	Every 7 days

[Create New Rule]

Rule name [_____]

When to send

☐ Any Course Grade

☐ Course Grade below [___] %

☐ Course Grade above [___] %

☐ No login for [___] days

☐ No activity for [___] days

Who to send it to	How often to send
Teacher ☑ Email ☐ SMS Mentor ☑ Email ☐ SMS Student ☐ Email ☐ SMS	Every [30] days

☑ **Appended Message for Student**

Dear [Role name ▼]

| Paragraph ▼ | B | I | ☰ | ☷ | 🔗 | ✂ | 🔗 | 🖼 | 🎬 |

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

- ☐ All Categories
  - ☑ Miscellaneous
    - ☑ Statistics: Exploring Data
    - ☑ Sports Psychology

End of document