

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](#).

LEA Dashboard access is provided to individuals who perform Human Resource functions for their charter school, district, or employing authority. To request LEA access, log a KACE ticket requesting access. Please include your District or Charter School title and the HR functions that you perform.

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

If access to the LEA Dashboard has been granted, then the user is presented with a **User Type** dropdown list to choose the desired DEEDS 3.0 Dashboard. Select **LEA Dashboard** from the list of options and click the **Go to Dashboard** button.

User is directed to the **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.

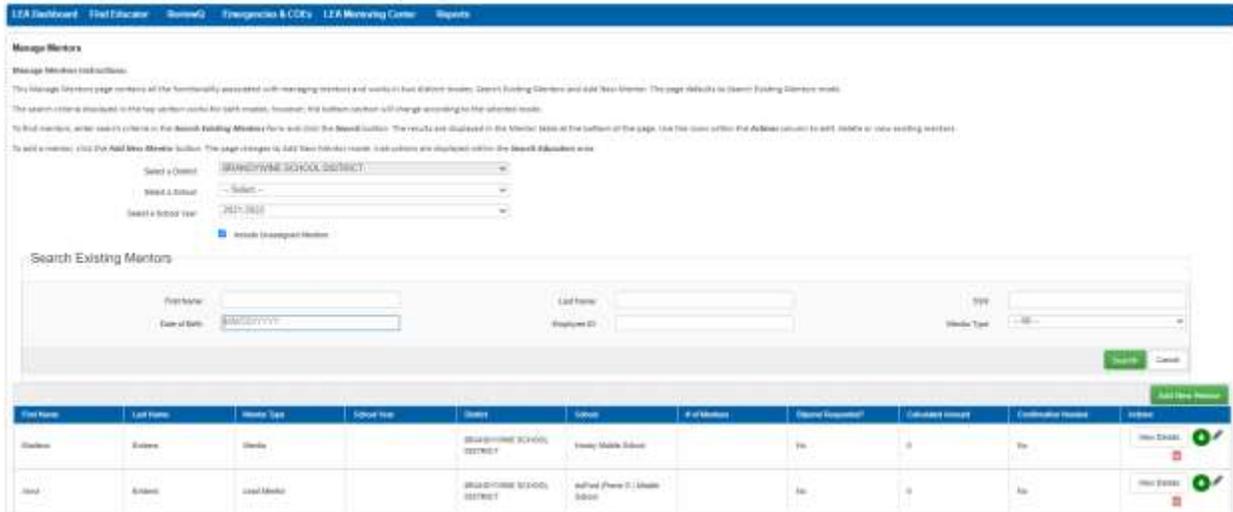


Figure MM-MMO-02: Manage Mentors Page

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.

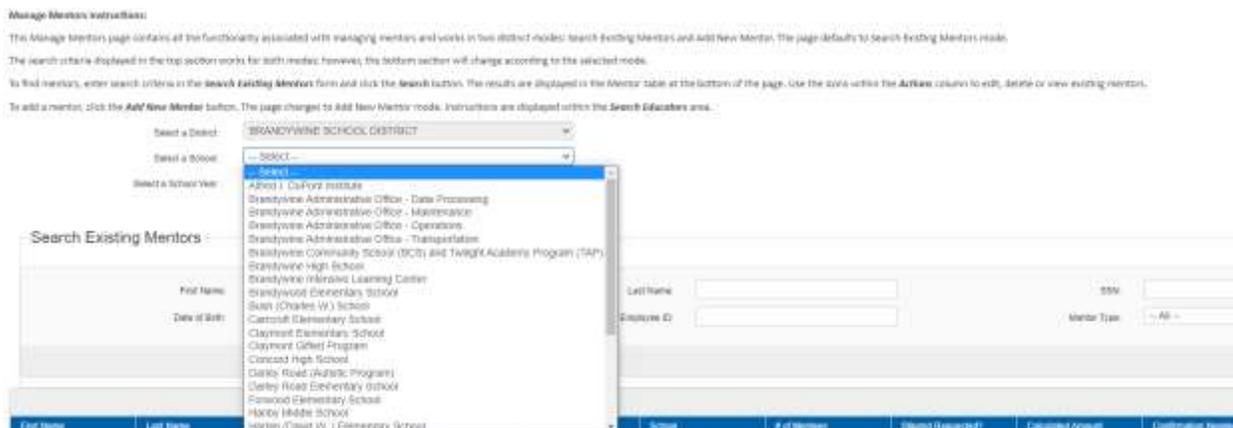


Figure MM-MMO-03: Manage Mentors School Options List

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 will never be prior to 2021-2022, as this is the year that mentoring data was first saved with the DEEDS system. 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.

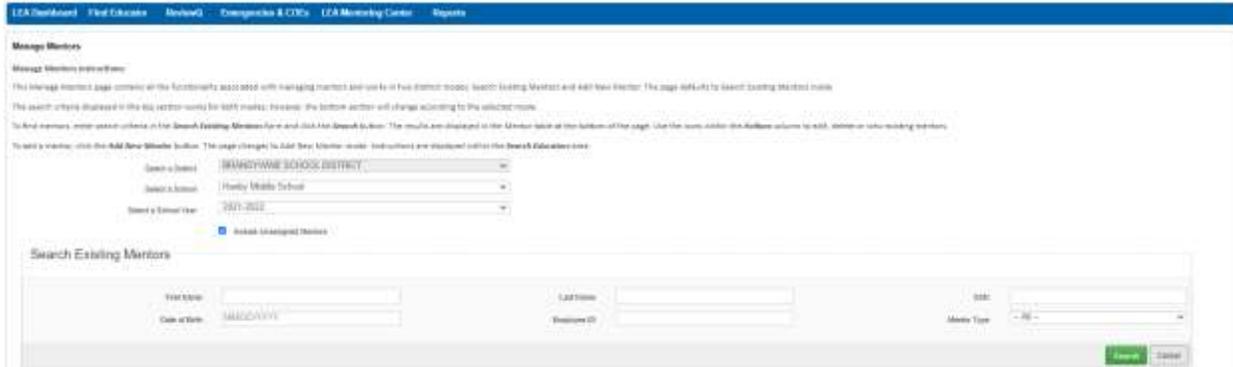


Figure MM-MMO-04: Search Criteria to Filter Existing Mentors by School and School Year

Click the **Search** button.

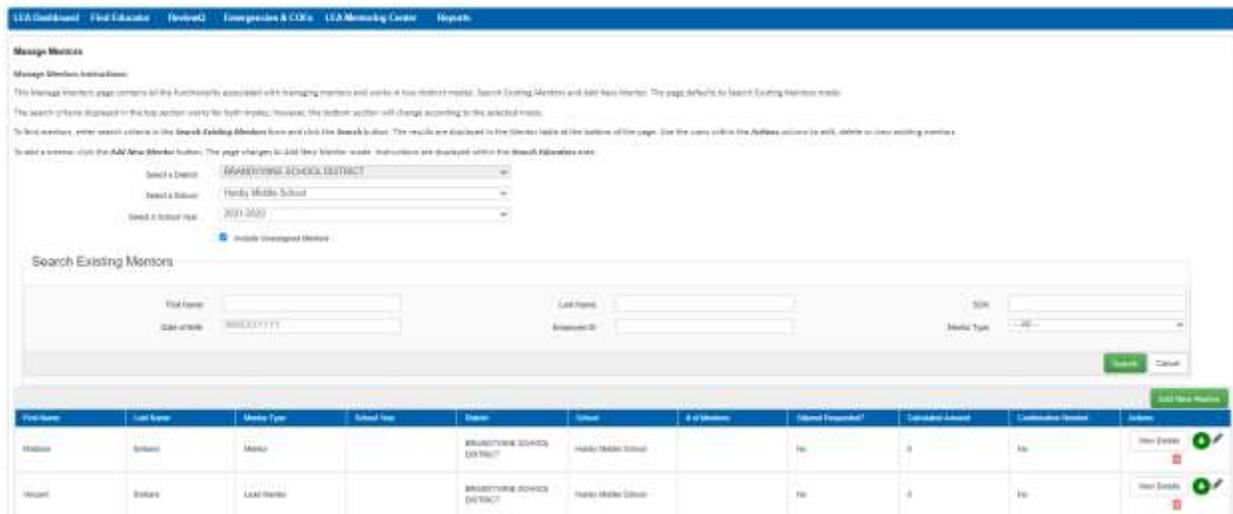


Figure MM-MMO-05: Existing Mentors Filtered by School and School Year

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.

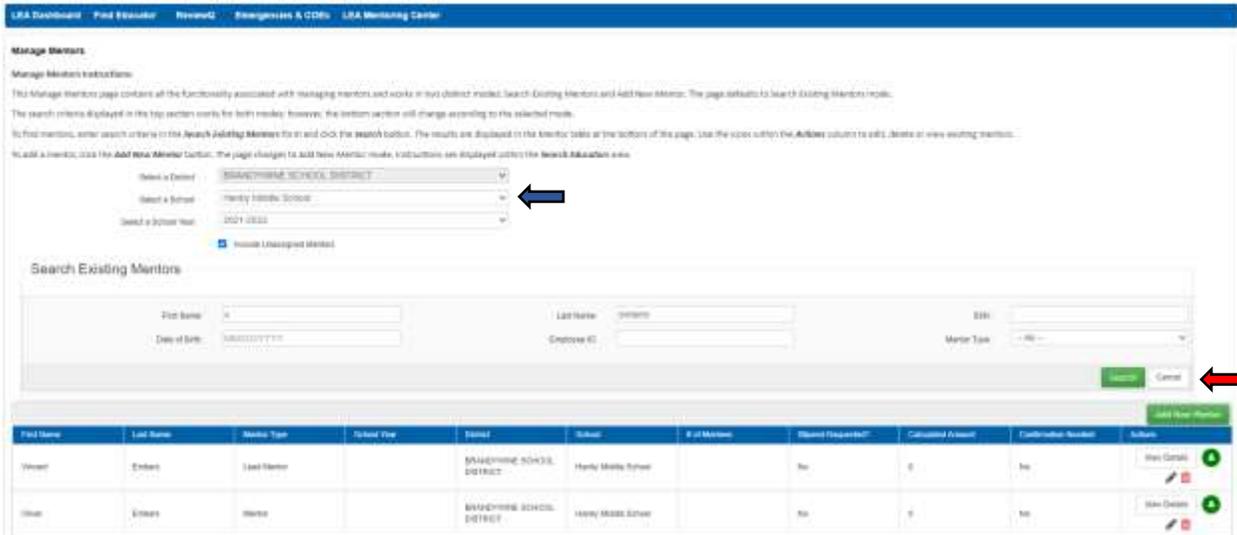


Figure MM-MMO-06: Existing Mentors Filtered by School, School Year and Personal Data

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.

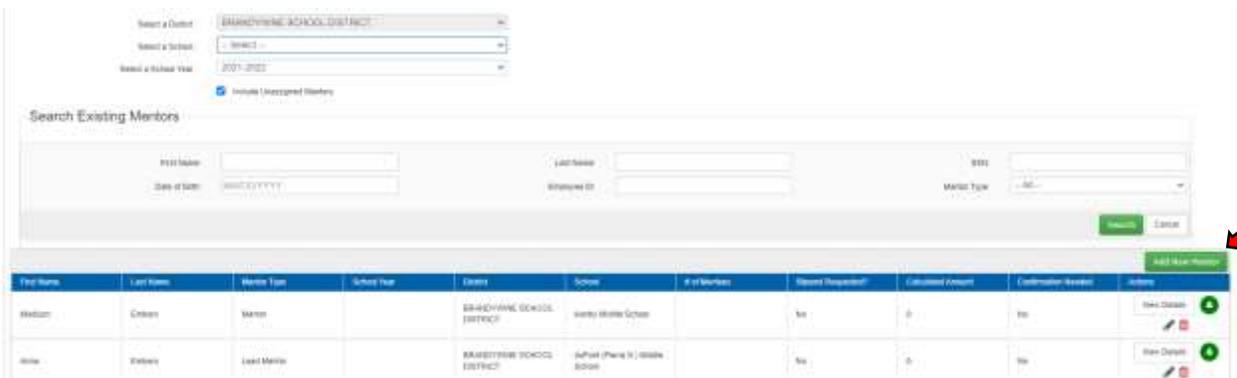


Figure MM-MMO-07: Search Filters Reset to Show Existing Mentors in School District

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.

Figure MM-MMO-10: Search Mentor by Name

Click the **Search** button.

Search Educators

First search for an educator using any of the following fields. Press the "Search" button next to the educator you want to add.

First Name: JEFFY Last Name: EMMETT SSN: EMPLOY ID:

Date of Birth: 04/22/1977

Employee ID	First Name	Last Name	SSN	Date of Birth	District	School	Actions
	Jeffrey	Emmett	022222222	04/22/1977	BRANDYBINE SCHOOLS DISTRICT	Jeffrey (Pamela S.) Middle School	Select

First Name: Last Name: Mentor Type: Save Mentor Cancel

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.

Now, choose the mentor type and post "Save Mentor"

First Name: JEFFY Last Name: EMMETT Mentor Type: Select

Save Mentor Cancel

Figure MM-MMO-12: 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.

Now, choose the mentor type and post "Save Mentor"

First Name: Jeffrey Last Name: Emmett Mentor Type: Select

- Select
- Mentor
- Lead Mentor
- Mentor + Lead Mentor

Save Mentor Cancel

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

A list of **Mentor Types** is presented. The Mentor Types listed are: **Mentor**, **Lead Mentor** and **Mentor + Lead Mentor**. Select the appropriate mentor type for the educator identified as a new mentor.

Now, choose the mentor type and post "Save Mentor"

First Name: JEFFY Last Name: EMMETT Mentor Type: Mentor

Save Mentor Cancel

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	District	School	# of Mentors	Revised Proposed?	Calculated Amount	Confirmation Needed	Actions
Jeffrey	Emmett	Mentor		BRANDYBINE SCHOOLS DISTRICT	Jeffrey Middle School		NA	0	NA	Take Details
Jeffrey	Emmett	Mentor		BRANDYBINE SCHOOLS DISTRICT	Jeffrey Middle School		NA	0	NA	New Details
Jeffrey	Emmett	Mentor		BRANDYBINE SCHOOLS DISTRICT	Jeffrey (Pamela S.) Middle School		NA	0	NA	New Details

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.

First Name	Last Name	Mentor Type	Current Job	District	School	# of Mentees	Board Approved?	Unassigned Amount	Completions Received	Actions
MADISON	DUMAS	Lead Mentor		GRANDVIEW SCHOOL DISTRICT	Early Middle School		No	0	No	View Details
Oliver	Emerson	Mentor		GRANDVIEW SCHOOL DISTRICT	Early Middle School		No	0	No	View Details
John	Emerson	Mentor		GRANDVIEW SCHOOL DISTRICT	Alpena Elementary Middle School		No	0	No	View Details

Figure MM-MMO-19: Existing Mentor Modifications Saved

Delete Existing Mentor

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, provided that there are no mentees assigned to the mentor selected for deletion.

If a mentor has mentees assigned, then the mentor cannot be deleted until all mentees have been removed (unassigned) from the selected mentor. To remove a mentee from a mentor, refer to the [Delete Mentor-Mentee Relationship](#) section.

View Mentor Details

To view the details of an existing mentor, click the **View Details** button in the **Actions** column of the desired mentor.



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:

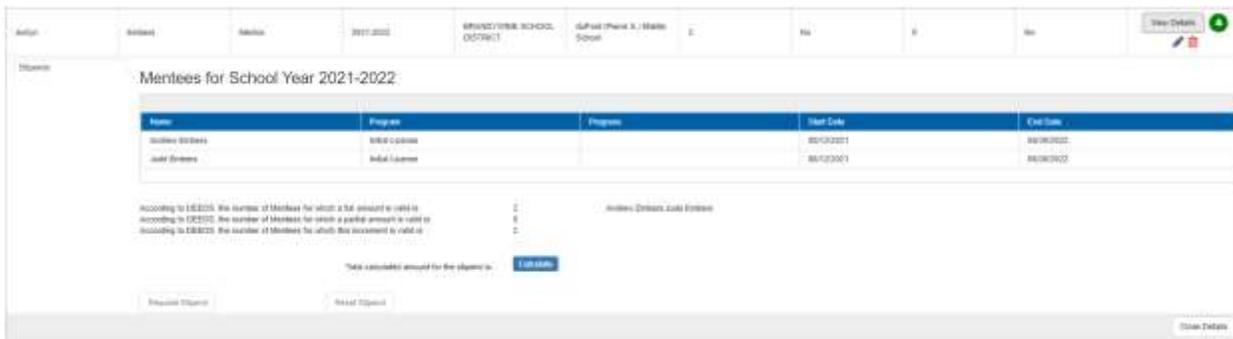


Figure MM-MMO-21: View Details of Mentor with Mentees Assigned

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-22: 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. 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.

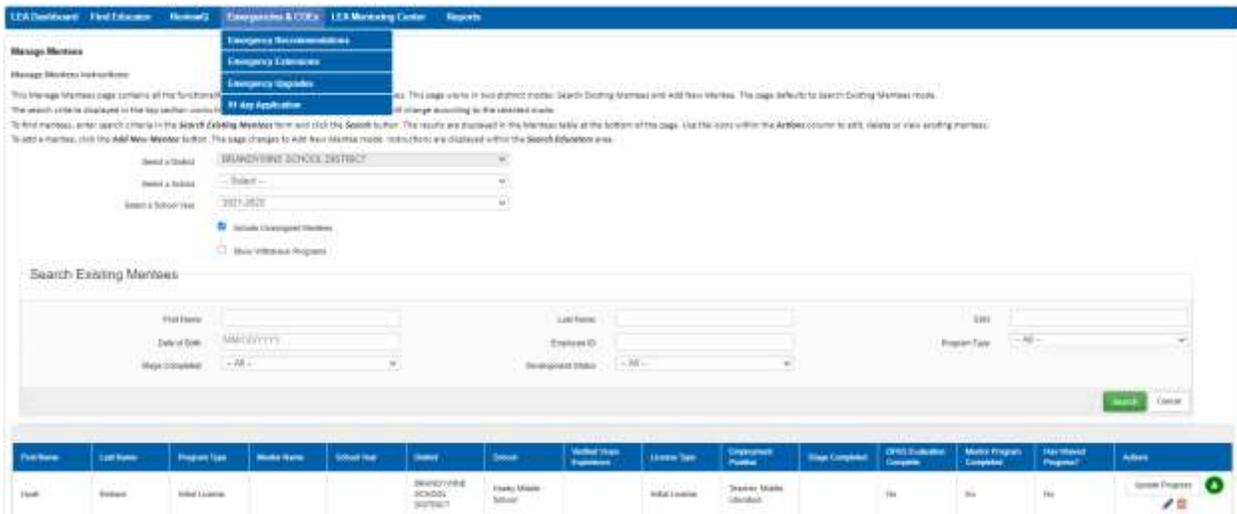


Figure MM-MTM-02: Manage Teaching Mentees Page

This **Manage Mentees** page contains all the functionality required to manage teaching mentees that currently exist 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 showing **Existing Mentees**, 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.

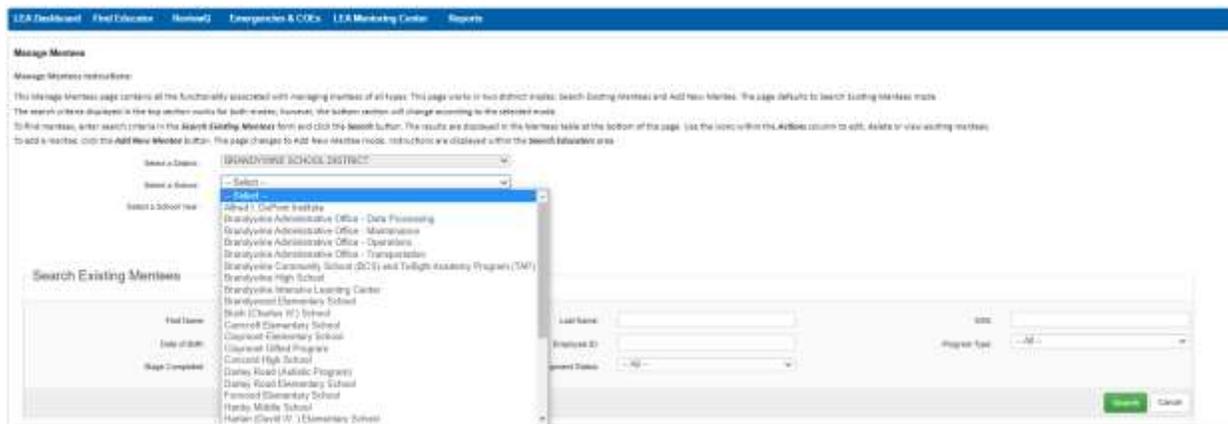


Figure MM-MTM-03: Manage Teaching Mentees School Options List

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 will never be prior to 2021-2022, as this is the year that mentoring data was first saved with the DEEDS system. 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.

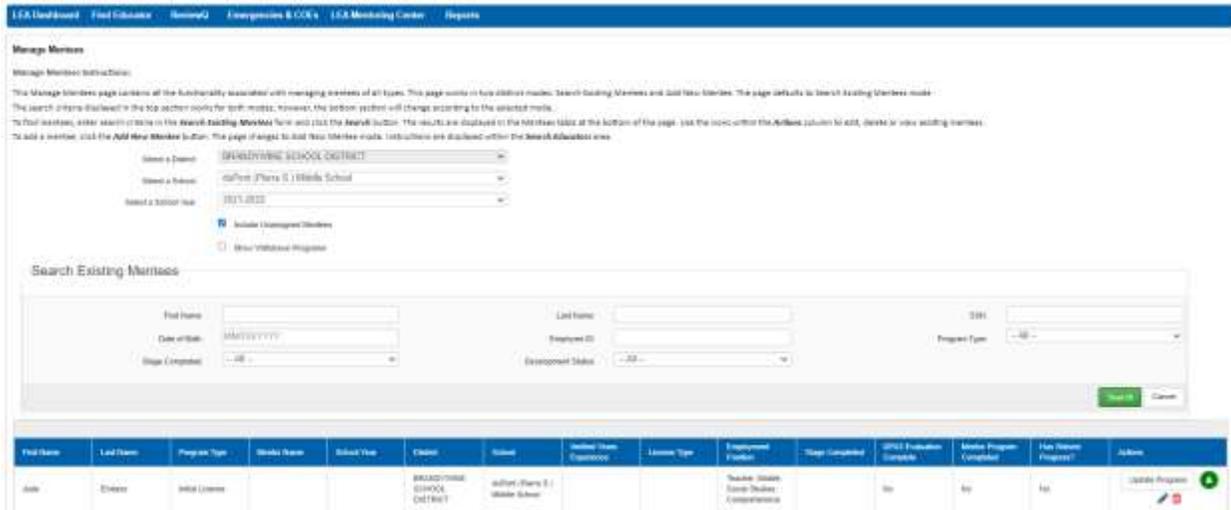


Figure MM-MTM-05: Existing Mentees Filtered by School and School Year

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.

There are a few reasons that a mentee may not be shown in the search results table. Educators are assigned to a mentoring program when credentials are issued, so if the mentee does not have valid licensure and certification, then you will need to wait for this to be completed. To determine if an educator has valid credentials, use the **Find Educator** menu option to search for the individual and select the **Credentials** tab to view their licensure and certification details. If the educator has valid licensure and certification and is not showing in the results table and you believe that they should, please email the DEEDS mailbox (deeds@doe.k12.de.us) and request that the individual be added to a mentoring program. In the email request, please specify the name of the individual, the school district or charter and the mentoring program type, if you know it.

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.

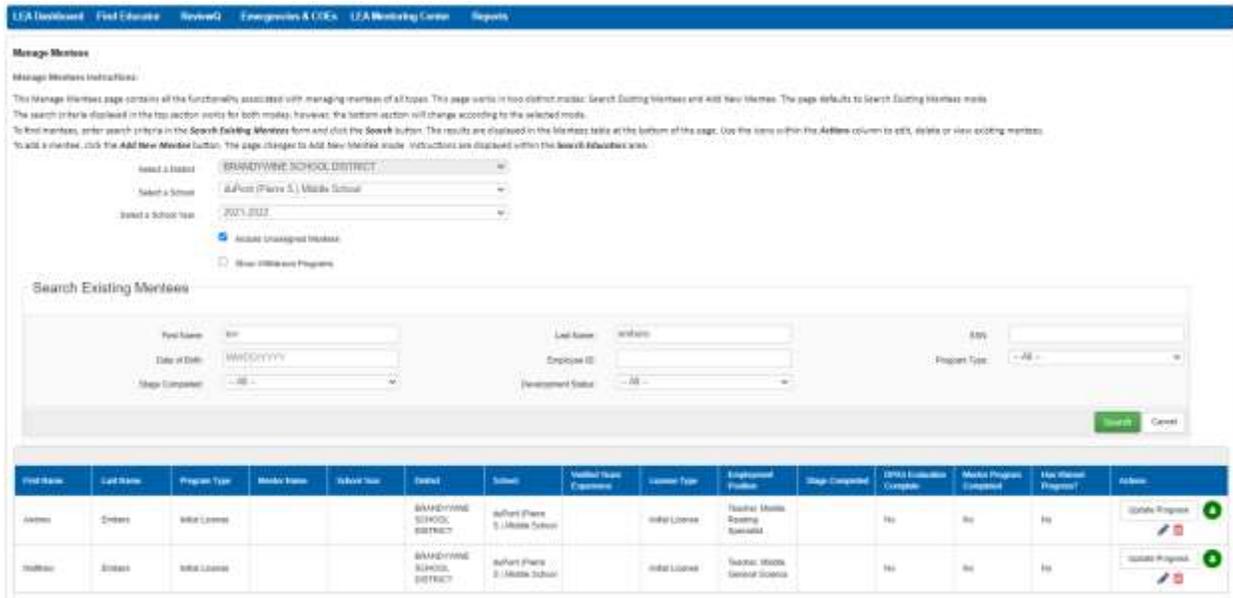


Figure MM-MTM-06: Existing Mentees Filtered by School, School Year and Personal Data

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**.

Manage Mentees

Manage Mentees Instructions:

This Manage Mentees page contains all the functionality associated with managing mentees of all types. This page exists 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 work 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 Education area.

Select a District: BRANDYWE SCHOOL DISTRICT

Select a School: St Paul (Parrs S.) Middle School

Select a School Year: 2021-2022

Include Unassigned Mentees

Show Unassigned Programs

Search Existing Mentees

First Name: [] Last Name: [] SSN: []

Date of Birth: MMDDYYYY Employee ID: [] Program Type: New to Act

Stage Completed: -- All -- Development Status: -- All --

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

Click the **Search** button.

Manage Mentees

Manage Mentees Instructions:

This Manage Mentees page contains all the functionality associated with managing mentees of all types. This page exists 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 work 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 Education area.

Select a District: BRANDYWE SCHOOL DISTRICT

Select a School: St Paul (Parrs S.) Middle School

Select a School Year: 2021-2022

Include Unassigned Mentees

Show Unassigned Programs

Search Existing Mentees

First Name: [] Last Name: [] SSN: []

Date of Birth: MMDDYYYY Employee ID: [] Program Type: New to Act

Stage Completed: -- All -- Development Status: -- All --

First Name	Last Name	Program Type	Mentor Name	School Year	Grade	School	Student Years Experience	License Type	Supervised Practice	Stage Completed	EPHO Consultant Complete	Mentor Program Complete	Has Moved Program?	Actions
[redacted]	[redacted]	New to Act				BRANDYWE SCHOOL DISTRICT		St Paul (Parrs S.) Middle School	Initial License	Teacher, Mentor, Mentor Status, Supervisors	No	No	No	Update Program

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.

Search Existing Mentees

First Name: [] Last Name: [] SSN: []

Date of Birth: MMDDYYYY Employee ID: [] Program Type: -- All --

Stage Completed: -- All --

Development Status: -- All --

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 (red arrow below) in the **Actions** column associated with the desired mentee.

First Name	Last Name	Program Type	Mentor Name	School Year	District	School	Mentor Status	License Type	Deployment Status	Stage Completed	DPAS Evaluation Complete	Mentor Program Complete	Has Mentor Program?	Actions
James	Smith	Initial License	Judith Smith	2021-2022	BRANDYBINE SCHOOL DISTRICT	Jeffrey (Phase 1) Middle School	Initial License	Teacher Mentor	Ready to Evaluate	No	No	No	No	Update Progress

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

A new form is inserted directly below the table entry for the selected mentee.

First Name	Last Name	Program Type	Mentor Name	School Year	Student	School	Verified Years Experience	Lesson Type	Engagement Profile	Year Completed	2021 Evaluation Complete	Mentor Program Completed	Has Shared Progress?	Actions
Andrew	Ennes	Initial Course	Janice Binkley	2021-2022	BRANDYME SCHLES (DISTRICT)	Jeffrey (John E.) Wilson School	1	Initial Course	Teacher: Middle Reading Specialist		No	No	No	Update Progress

Progress														
<input type="checkbox"/> Year 1 <input type="checkbox"/> Other Course Completed														
Year	Left Year	Verified Years	Lesson Type	Start Date	The Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Form Updated	Actions
<input type="checkbox"/>														
Year 2														
<input type="checkbox"/>														
Year 3														
<input type="checkbox"/>														
Year 4														
<input type="checkbox"/>														

Figure MM-MTM-13: Manage Mentees Update Progress Form

The mentoring progress information is divided into four tabs: **Progress**, **Program**, **Evaluations** and **Historical Mentoring**. The progress form is initialized to the **Progress** tab, which appears green to indicate that it has been selected.

Progress Tab

The **Progress** form is broken into year sections. The number of years shown in the form may vary, depending on the type of **Program** that the mentee is assigned to. In the example above, there are four years: **Year 1**, **Year 2**, **Year 3** and **Year 4**, which correspond to the four years of this 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:

First Name	Last Name	Program Type	Mentor Name	School Year	District	School	Mentor Years Experience	License Type	Employment Status	Stage Complete	IPEDS Evaluation Complete	Mentor Program Complete	Has Mentor Progress?	Actions
Jason	Embers	Initial License	Jason Embers	2021-2022	BRANDYVINE SCHOOL DISTRICT	Jefferson (Phase II) Middle School	1	Initial License	Teacher: Middle Reading Specialist	Year 2	No	No	No	Update Progress

Year	Split Year	Mentor Name	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Years Experience	Mentor Form Received	Form Updated	Actions
Year 1 <input type="checkbox"/> Other Course Complete														
Year 2 <input checked="" type="checkbox"/> Link to Progress														
Year 2	Full Year		Initial License	07/18/2021		2021-2022	BRANDYVINE SCHOOL DISTRICT			Jason Embers	1	<input type="checkbox"/>	<input type="checkbox"/>	

Figure MM-MTM-14: 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.

First Name	Last Name	Program Type	Mentor Name	School Year	District	School	Mentor Years Experience	License Type	Employment Status	Stage Complete	IPEDS Evaluation Complete	Mentor Program Complete	Has Mentor Progress?	Actions
Jason	Embers	Initial License	Jason Embers	2021-2022	BRANDYVINE SCHOOL DISTRICT	Jefferson (Phase II) Middle School	1	Initial License	Teacher: Middle Reading Specialist	Year 2	No	No	No	Update Progress

Year	Split Year	Mentor Name	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Years Experience	Mentor Form Received	Form Updated	Actions
Year 1 <input type="checkbox"/> Other Course Complete														
Year 2 <input checked="" type="checkbox"/> Link to Progress														
Year 2	Half Year		Initial License	07/18/2021		2021-2022	BRANDYVINE SCHOOL DISTRICT	Jefferson (Phase II) Middle School	Teacher	Jason Embers	1	<input type="checkbox"/>	<input type="checkbox"/>	
Year 2	Half Year		Initial License	07/18/2021		2021-2022	BRANDYVINE SCHOOL DISTRICT	Jefferson (Phase II) Middle School	Teacher	Jason Embers	1	<input type="checkbox"/>	<input type="checkbox"/>	

Figure MM-MTM-15: 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:

Year	Split Year	Mentor Form Received	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
Year 2	Full Year		Initial License	07/01/2021		2021-2022	BRANDYBINE SCHOOLS DISTRICT	Jeffrey (Pamela S.) Miller School	Teacher, Middle, Reading Specialist	Jodye Emery	<input type="checkbox"/>	<input type="checkbox"/>		

Figure MM-MTM-16: 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.

Mentor Form Upload

Mentee Form Upload

Figure MM-MTM-17: 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. Optionally, a **File Description** can be added. Although this is not necessary, it is good practice to add a file descriptor so that the file is easily identified. 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**.



Figure MM-MTM-18: 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**.

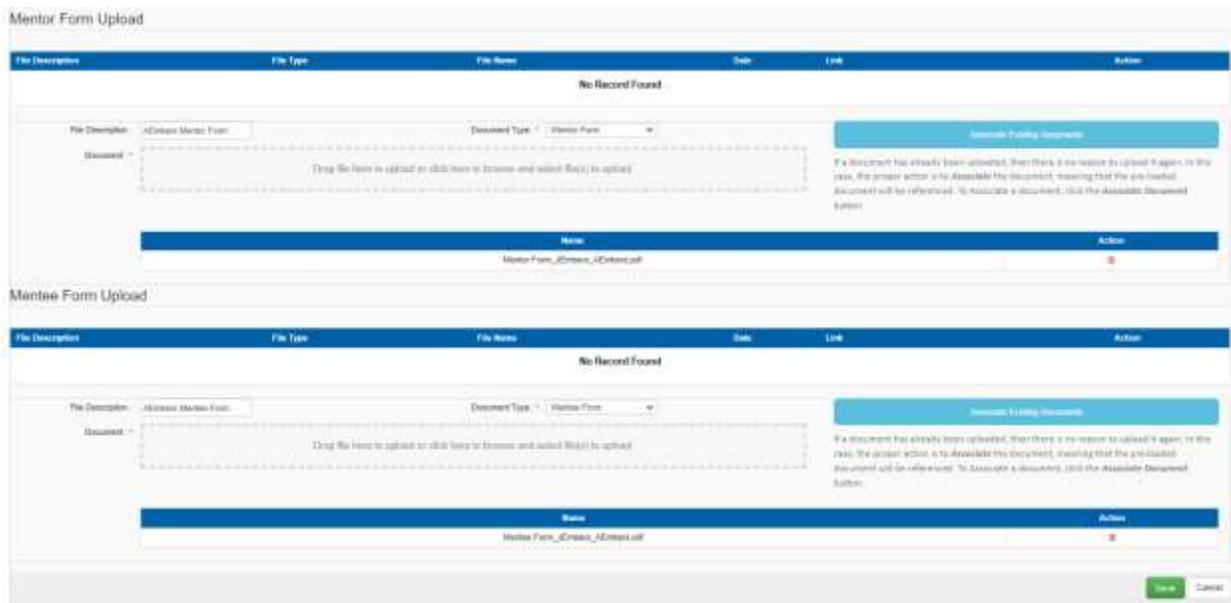


Figure MM-MTM-19: Mentor Form and Mentee Form Documents Selected

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	Parent Name	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Profile	Mentor Form	Mentor Form Received	Mentee Form Received	Forms Uploaded	Action
Year 2	Full Year		Initial License	07/1/2021		2021-2022	BRANDYVILLE SCHOOL DISTRICT	Jeffrey (Jenae) J. Middle School		Jeffrey (Jenae)			Mentoring Forms - Mentor Form (See Mentee Forms, Mentee Form)	

Figure MM-MTM-20: 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.

The **Progress** tab has now been completed and other tabs can be reviewed.

Program Tab

Click the **Program** tab.



Figure MM-MTM-21: Manage Mentees Update Program Form

The **Program** tab appears green to indicate that it has been selected. The **Program** form is used solely to record the **Verified Years of Experience**. A traditional mentoring program is four (4) years; however, if a mentee already has experience, then they can be awarded **Years of Experience**, to reduce the number of years in a Mentoring Program.

In the example above, the mentee has been awarded one (1) **Verified Years of Experience**, so this mentee is only required to complete three (3) years in the Mentoring Program.

Evaluations Tab

Click the **Evaluations** tab.



Figure MM-MTM-22: 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 corresponding 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.

Historical Mentoring Tab

Click the **Historical Mentoring** tab.

First Name	Last Name	Program Type	Mentor Name	Student Year	Student	Student	Student Year Experience	License Type	Programmed Profile	Stage Completed	DEAF Evaluation Complete	Mentor Program Completed	Has Mentor Program?	Action
Jessica	Priddy	Initial License	Jessica Priddy	2011-2012	BRANDYBINE SCHOLA DISTRICT	edford (Parr) S - MIDDLE SCHOOL	1	Initial License	Teacher - Middle Reading Specialist	Year 2	No	No	No	Update Progress

Program Type	Mentor Name	Student Year	Student Year Experience	Action
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Figure MM-MTM-23: 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, if any such information exists. In the example above, there is no **Historical Mentoring** data, and therefore the Mentoring Programs table is empty.

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	Student Year	Student	Student	Student Year Experience	License Type	Programmed Profile	Stage Completed	DEAF Evaluation Complete	Mentor Program Completed	Has Mentor Program?	Action
Jessica	Priddy	Initial License	Jessica Priddy	2011-2012	BRANDYBINE SCHOLA DISTRICT	edford (Parr) S - MIDDLE SCHOOL	1	Initial License	Teacher - Middle Reading Specialist	Year 2	No	No	No	Update Progress

Figure MM-MTM-24 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.

Manage Mentor-Mentee Relationships

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



Figure MM-M2M-01: Manage Mentor-Mentee Relationships Menu Selection

Select **Manage Mentor-Mentee Relationships** from the dropdown menu options.

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

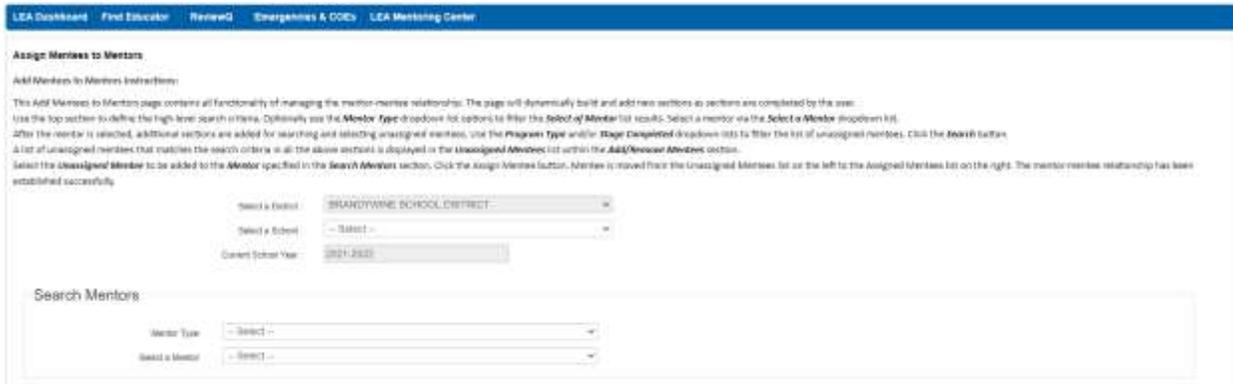


Figure MM-M2M-02: Add Mentees to Mentors Page

In the previous sections, instructions were provided on how to manage mentors and mentees separately. This **Assign 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 **Assign 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.

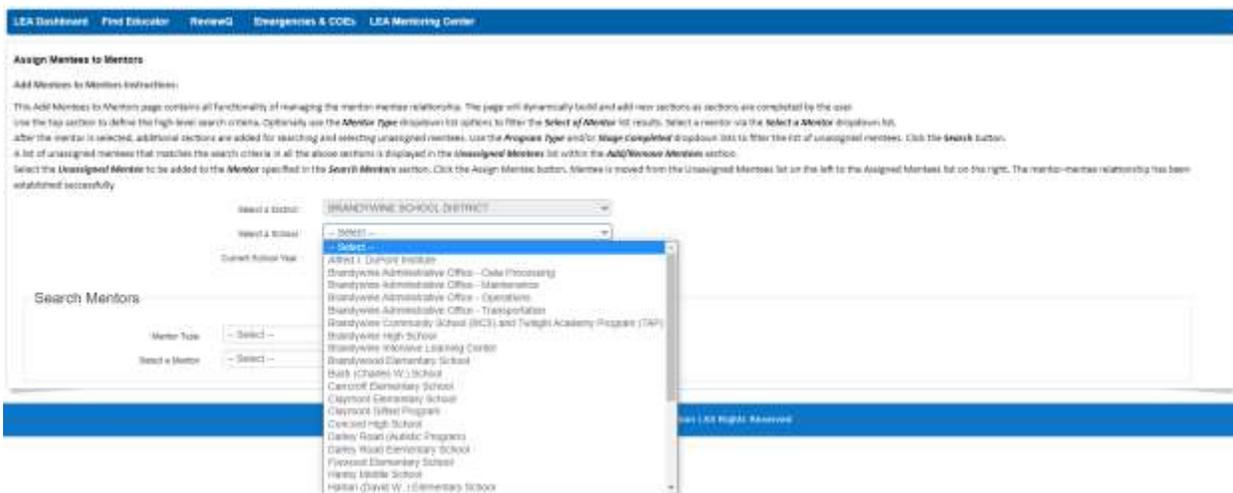


Figure MM-M2M-03: Add Mentees to Mentors School Options List

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 will never be prior to 2021-2022, as this is the year that mentoring data was first saved with the DEEDS system.

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.

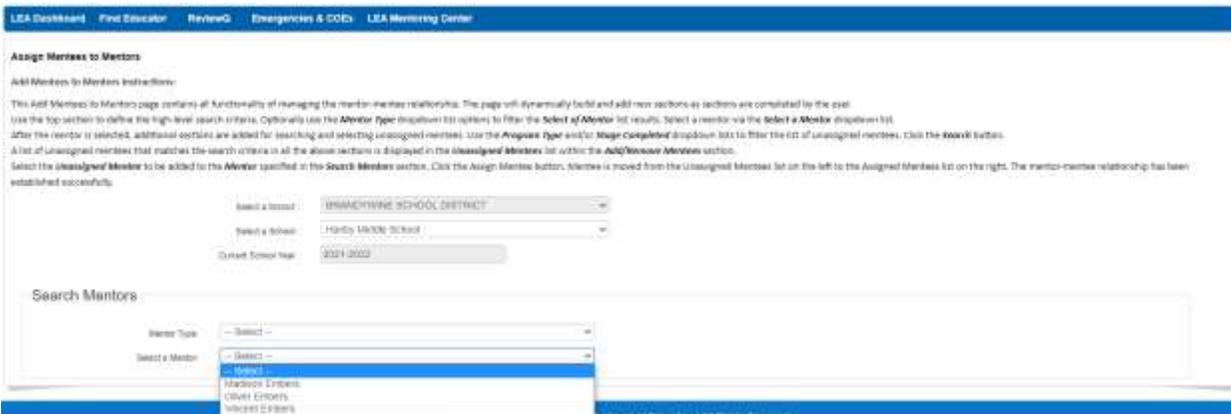


Figure MM-M2M-05: Mentors Filtered by School and School Year

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.

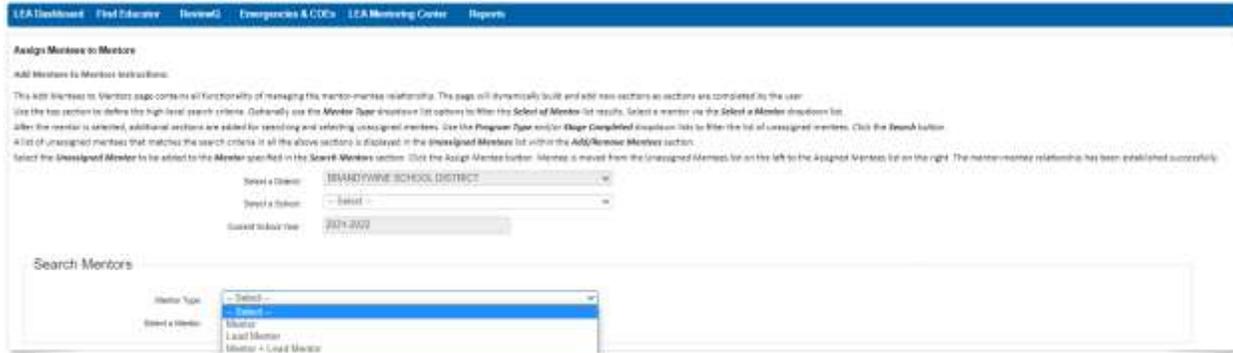


Figure MM-M2M-06: Search Mentors Criteria- Mentor Type Options List

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.

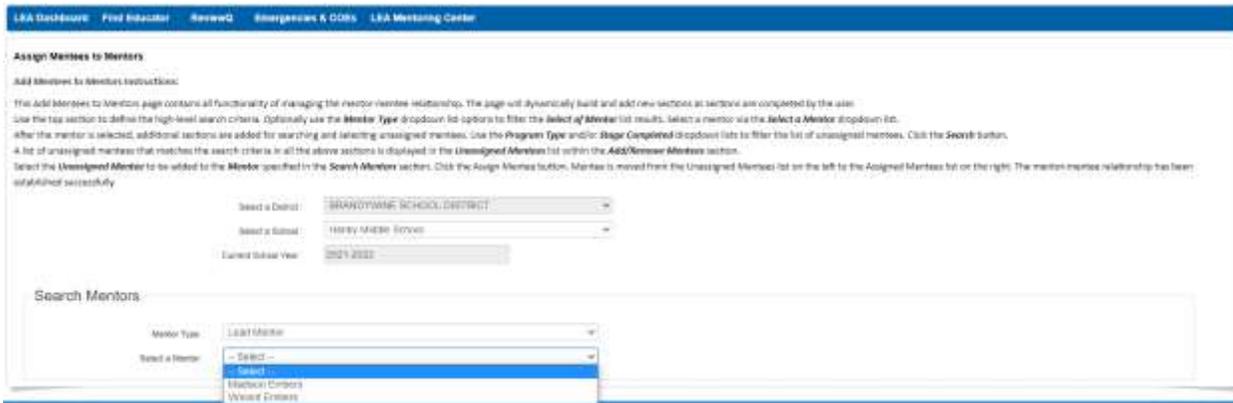


Figure MM-M2M-07: Mentors Filtered by School, School Year and Mentor Type

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

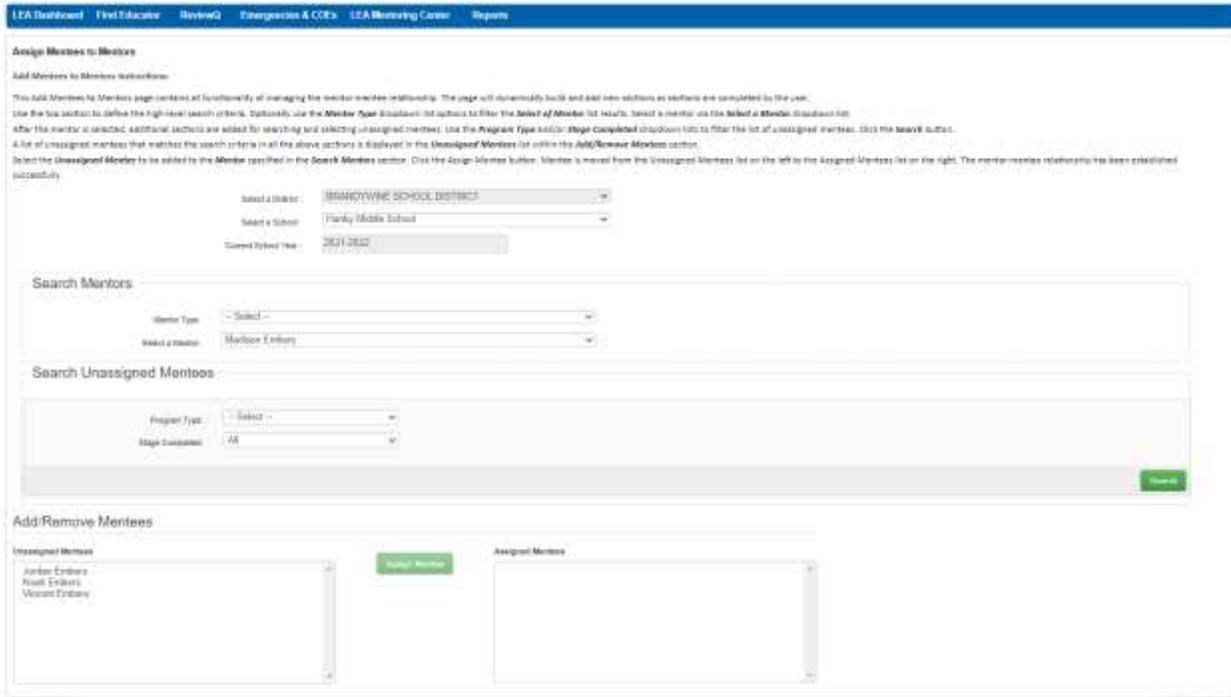


Figure MM-M2M-08: Unassigned Mentees Displayed for Assignment

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).

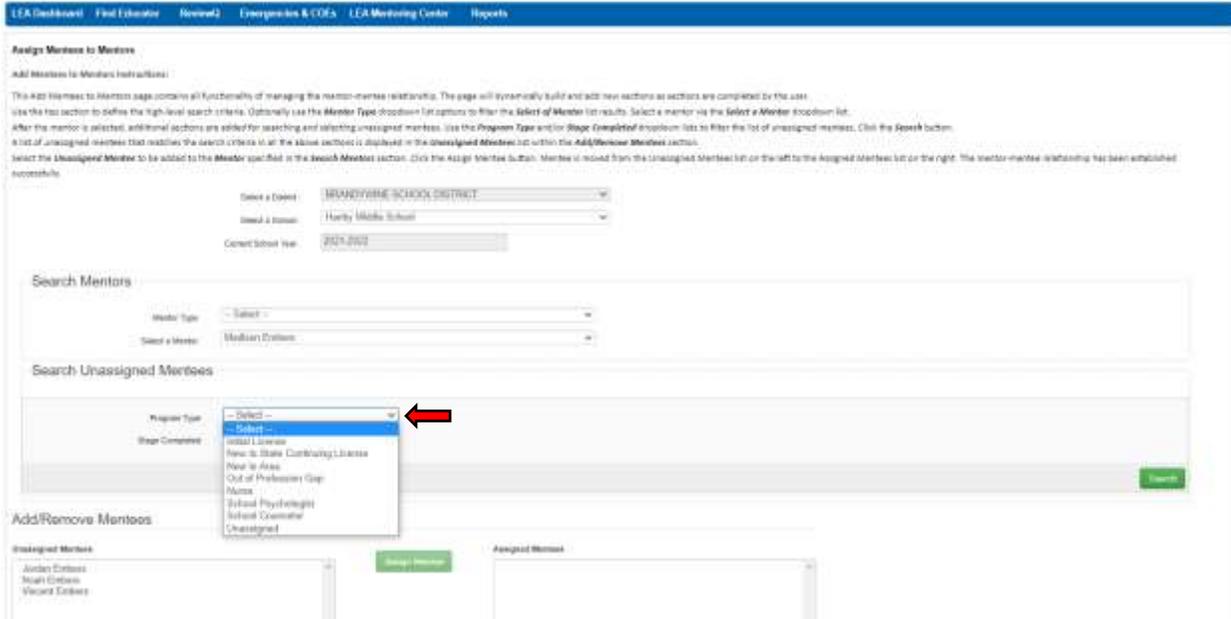


Figure MM-M2M-09: Search Unassigned Mentees - Program Type Options List

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).

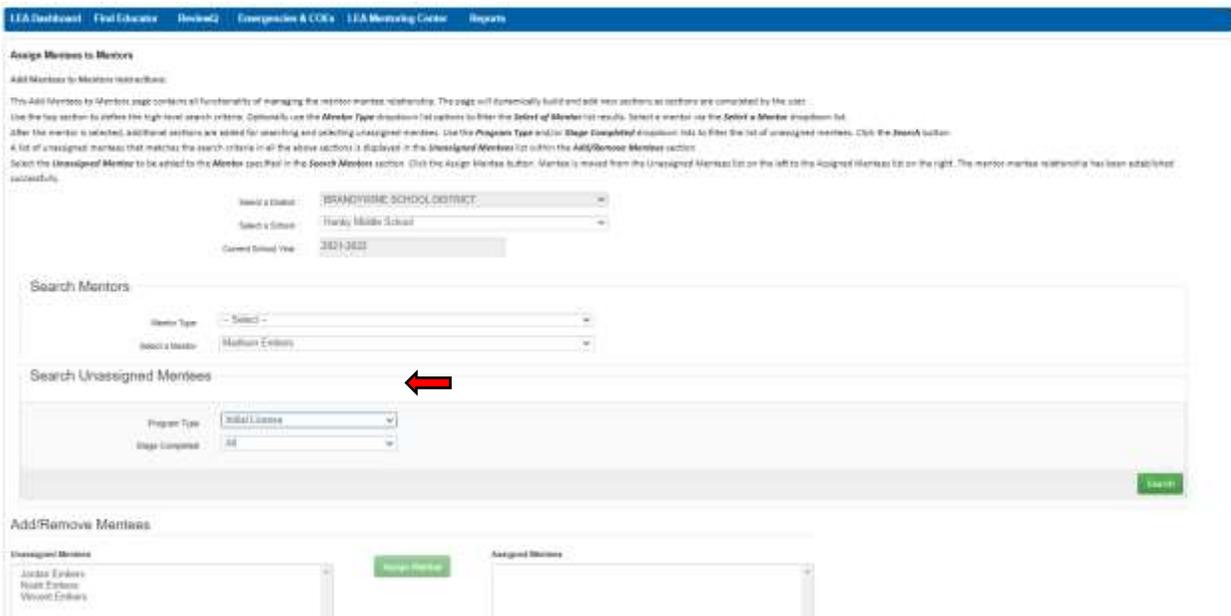


Figure MM-M2M-10: Search Criteria to Filter Unassigned Mentees by School, School Year and Program Type

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

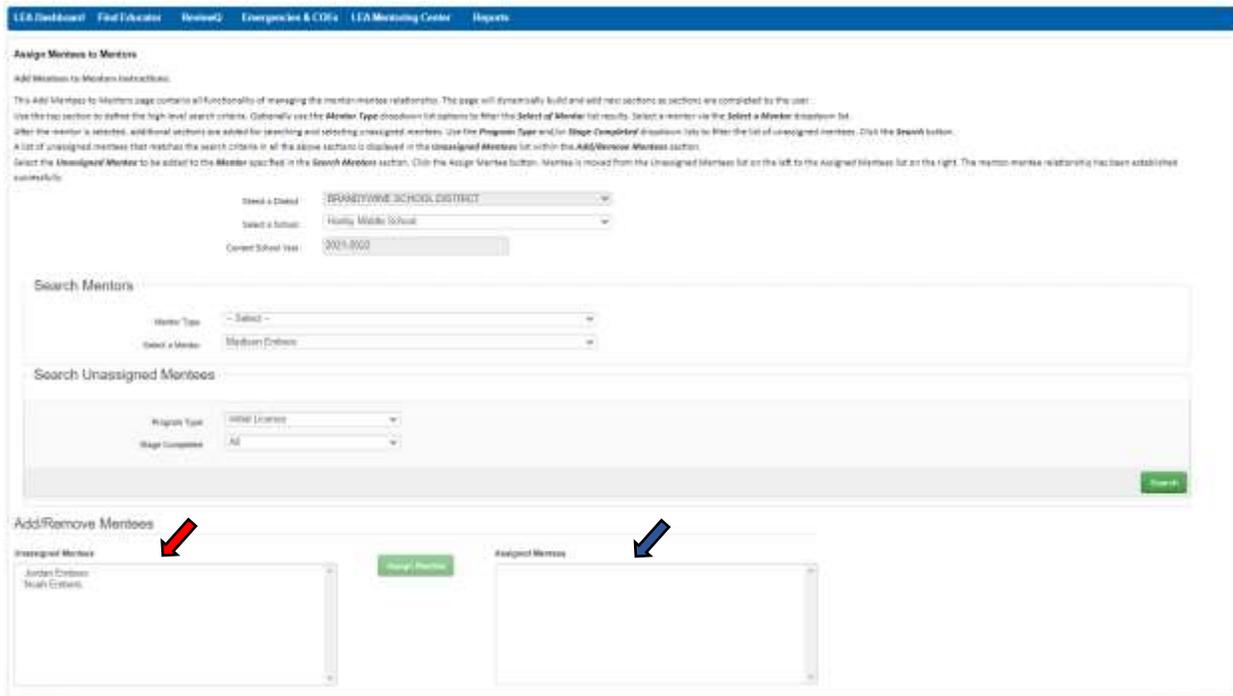


Figure MM-M2M-11: Unassigned Mentees Filtered by School, School Year and Program Type

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.

Add Mentor-Mentee Relationship

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. The mentee name is highlighted blue to indicate that it has been selected.

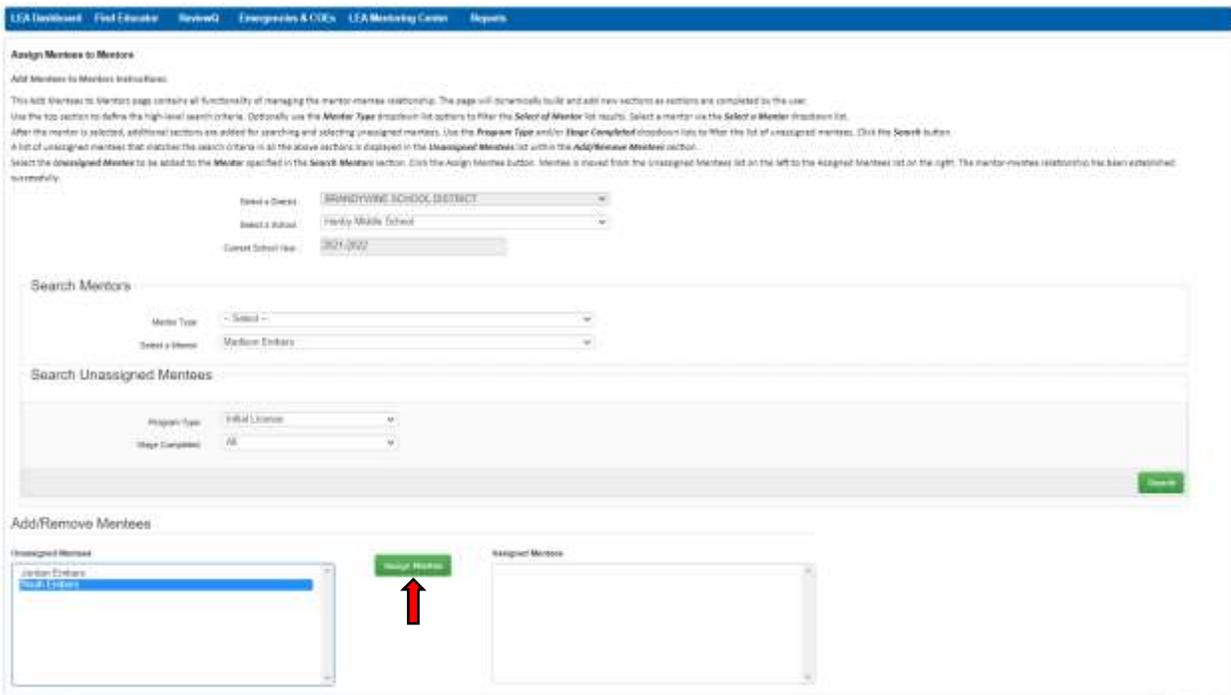


Figure MM-M2M-12: Unassigned Mentee Selected

When a mentee name is selected, the **Assign Mentee** button (red arrow above) in the middle of the dual control lists is enabled. Click the **Assign Mentee** button in the **Add/Remove Mentees** section.

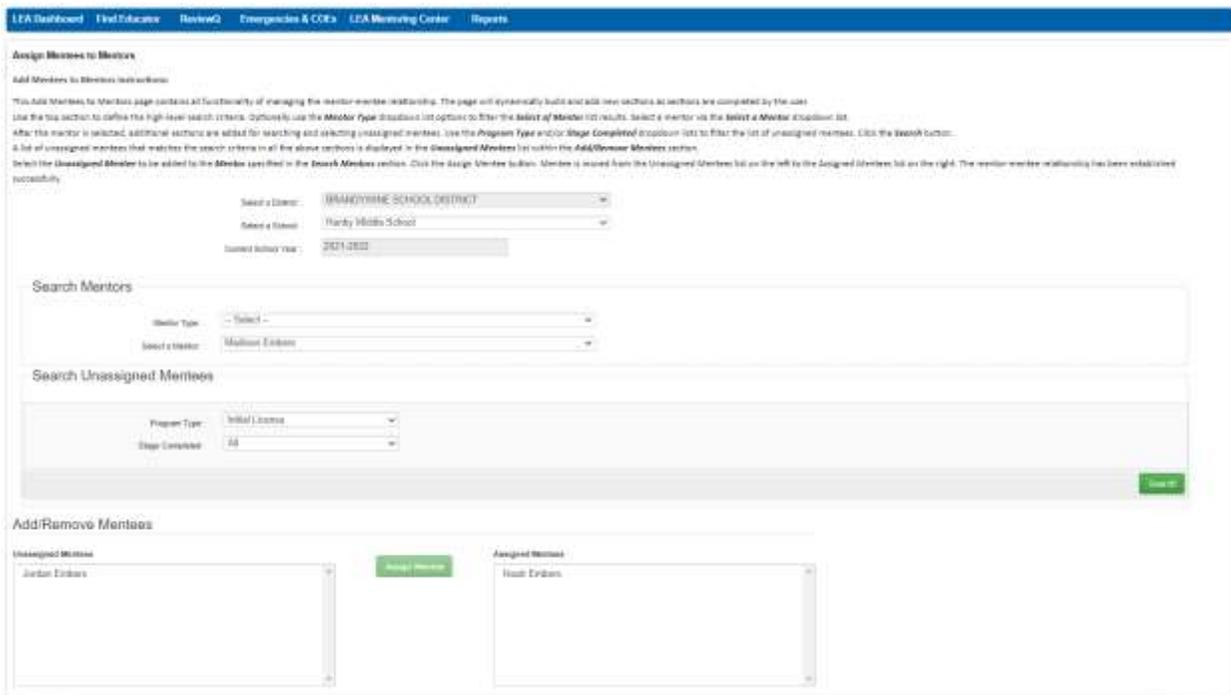


Figure MM-M2M-13: Unassigned Mentee Assigned to Selected Mentor

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. Also note that once the selected mentee has been assigned, the **Assign Mentee** button becomes disabled again since there is no mentee selected.

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.

Edit Mentor-Mentee Relationship

From the Manage Mentor-Mentee Relationships page, specify the required search criteria to find the desired mentor-mentee relationship to be edited.

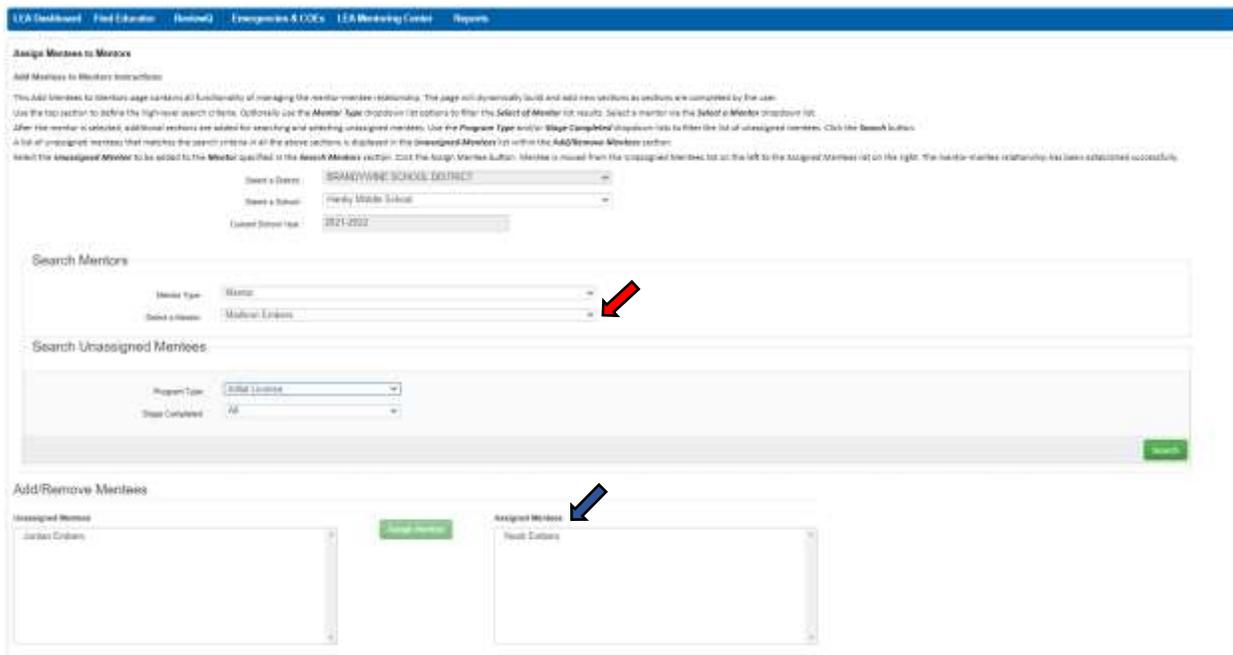


Figure MM-M2M-14: Find Mentor-Mentee Relationship

The mentees currently assigned to the selected **Mentor** (red arrow above) will appear in the **Assigned Mentees** box (blue arrow above).

Select the mentee to be edited by clicking on the name inside the **Assigned Mentees** box.



Figure MM-M2M-15: Select Assigned Mentee

When the assigned mentee is selected, an Edit Relationship form is inserted to the right of the selected mentee, displaying the specifics of the Mentor-Mentee Relationship. The information displayed includes **Start Date**, **End Date**, **Mentor District**, **Mentee District** and **School Year**. The **Mentor District** and **Mentee District** fields appear gray to indicate that these cannot be edited. The remaining fields can be edited.

Updating the **Start Date** or **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. 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.

Likewise, the **Start Date** can be modified to indicate when the mentor-mentee relationship began. Modify the **Start Date** to match when mentee was assigned to the mentor.



Figure MM-M2M-16: Modify Assigned Mentee Start Date

In this example, the **Start Date** is changed to '01/01/2022' to indicate that the mentee was not assigned to the mentor until the beginning of the year, which equates to the middle of the school year. Click the **Update** button to save the changes, or click the **Cancel** button to exit the operation without saving changes. Either option will dismiss the **Edit Relationship** box.

If changes were saved, then the mentor-mentee relationship has been modified successfully. To confirm that the change has been saved, select the mentee name in the **Assigned Mentee** box again.



Figure MM-M2M-17: Assigned Mentee Relationship Data

The information in the **Edit Relationship** box shows that the **Start Date** has been successfully modified.

The **Start Date** of the mentor-mentee relationship has a direct impact on the mentor information as well. In this example the **Start Date** has been modified to indicate that the mentee was not assigned to the mentor until January, which equates to half of the school year. To view the change, select **LEA Mentoring Center / Manage Mentors** from the main menu. Enter search criteria to find the desired mentor.

Figure MM-M2M-18: Manage Mentors Search Criteria

Click the **Search** button.

First Name	Last Name	Mentor Type	School Year	District	School	# of Mentees	Special Requested?	Calculated Amount	Confirmation Status	Actions
Haskins	Emma	Mentor	2021-2022	BRADYWARE SCHOOL DISTRICT	Hasty Middle School	1	No	0	Yes	View Details

Figure MM-M2M-19: Manage Mentors Search Results Table

Table of mentors that match the search results is displayed. Click the **View Details** button in the **Actions** column of the table.

Figure MM-M2M-20: Manage Mentors View Details Information

Mentoring data specific to the selected mentor is displayed. Note that the mentor is credited with a partial year for the mentee whose **Start Date** was edited to January. The value for **According to DEEDS, the number of Mentees for which a full amount is valid is 0**. The value for **According to DEEDS, the number of Mentees for which a partial amount is valid is 1**, and the name of the mentee is displayed to the right of this value.

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-21: 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.

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.

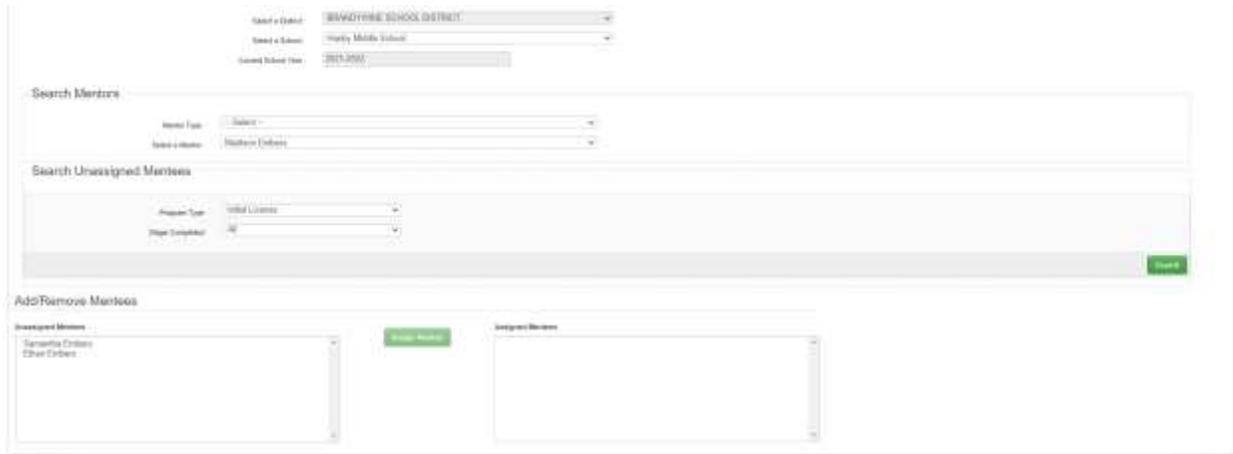


Figure MM-M2M-22: Mentor-Mentee Relationship Deleted

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.