

**Administrator: PLEASE GIVE THIS SHEET TO ANY MENTOR ASSIGNED TO A NEW TEACHER TO PASCO**

Thank you for agreeing to mentor a teacher new to our district. Please make sure to watch the Mentor Podcast located on the Professional Development web page. [http://www.pasco.k12.fl.us/staffdev/new\\_teacher\\_support/](http://www.pasco.k12.fl.us/staffdev/new_teacher_support/)  
This podcast will provide more detail on your responsibilities and how to use the online mentor log.

## Instructions for ONLINE Mentor Log

1. Please drag the File Maker Pro Mentor Log Opener from your email to your desktop.
2. Double Click the File Maker Pro Mentor Log Opener.
3. A green screen will open with the directions for Log on.
4. Your account name is the name part of you email. (ex. scross)
5. Your password is the same. (ex. scross)
6. The home screen is in "List View" which will show a list of all your mentoring activities.
7. Click on Form View to see the actual log.
8. To begin a new record, click the "New Record" green plus sign at the top.
9. Type the Mentee's name under "My Mentees" then click the Green check mark to add a new mentee's name.
10. Using the Calendar, select the date of the Mentoring Activity.
11. Type the start time and end time in 15-minute increments. The amount of time will be automatically calculated. Make sure to use the appropriate format and put a.m. or p.m. after the times.
12. Select the Activity Topic from the drop down menu. Then type a description of what occurred.

The screenshot shows the Mentor Log software interface. At the top, there is a navigation bar with icons for Home, Find, Sort, Reports, Duplicate Record, New Record, and Delete Record. Below this is a sidebar with navigation arrows. The main area is divided into several sections:

- Mentor Information:** Mentee Name: Shelia Blue, DO.
- Activity Details:** Date: 8/30/2010, Start Time: 12:00pm, End Time: 12:30pm, Time Spent (Calculated): 12:30. Below this is a "Sample method to type in Time:" section with "Start Time: 8:30 am" and "End Time: 2:30 pm", and a note: "Please use **am** and **pm** after typing in your time."
- My Mentees:** A table with columns for Last Name, First Name, and Work Location. The first row shows "Brown", "Terri", and "Gulfside Elementary School". There are green checkmarks in the first two columns of the first two rows.
- Mentee Work Location:** Mentee Last Name: Brown, Mentee First Name: Terri, Work Location: Gulfside Elementary School.
- Description of Activity:** Activity Topic: Rapport Building/Celebrations (selected from a dropdown), Description: Met with Terri for lunch to catch up with her to see how things are going.

\*YOU WILL NOT HAVE TO PRINT OR EMAIL YOUR LOG, AS IT WILL BE AUTOMATICALLY SAVED ON THE DISTRICT'S SERVER.