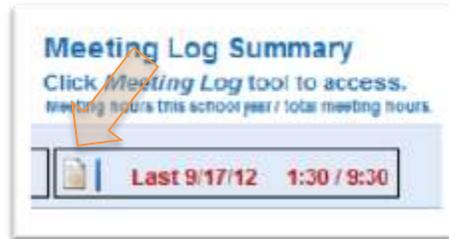

How Do I Make a Mentor Meeting Log entry?

The new requirement for Mentors to enter meeting logs in the Mentor Meeting Log has raised questions requesting guidance. As a mentor you will get access to your mentee's Meeting Log in the same manner as last year. Click on the log icon to open the Mentor Meeting Log.



This opens the Log Summary Page. Click on the "Add New" button to open the page for entering the log.



You may edit or delete a log entry when the "Action" tools are visible.



On the "Add Meeting Log page, use the page tools to complete the first four fields:

* Meeting Date: 

* Start Time:

* End Time:

* Focus:

Summary statement is visible to District Facilitator, School Administrator and Beginning Teacher.

The Mentor Confidential Comments are visible only to the Beginning Teacher and the Mentor.

Remember to  when you are done. This sends a message to your beginning teacher to review the log entry.