

# Mentoring Programs

## Web Application

### User Manual

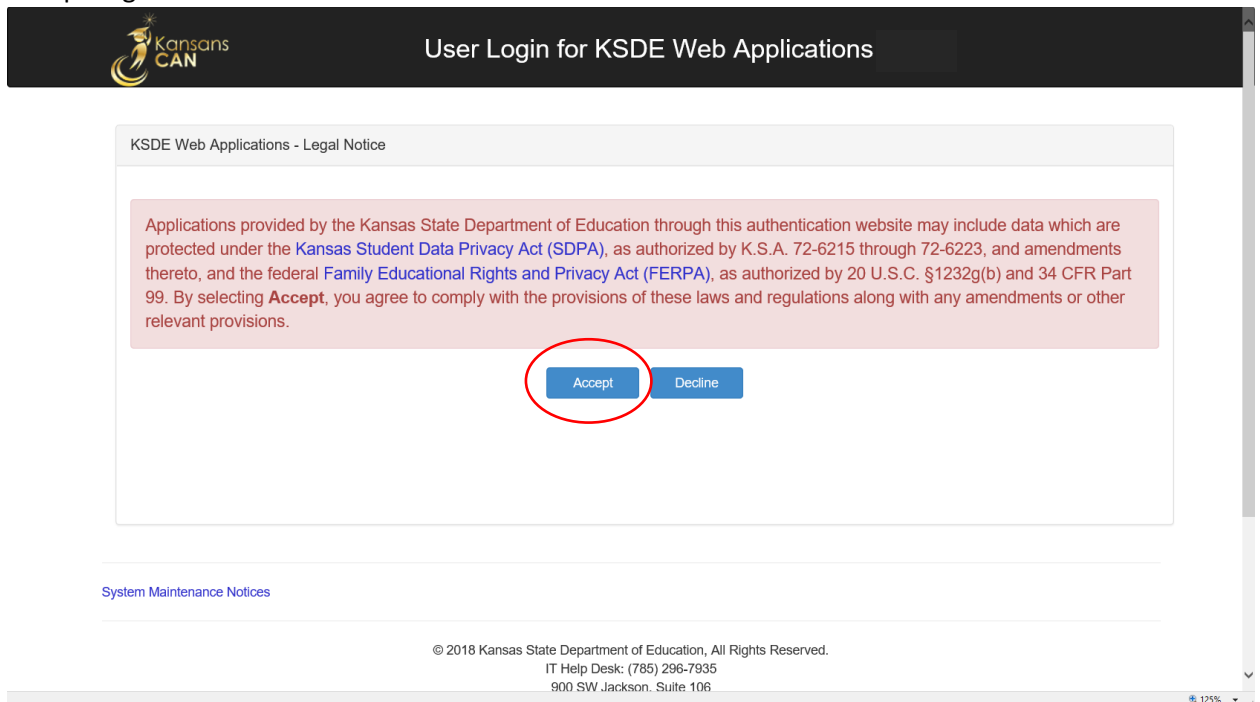


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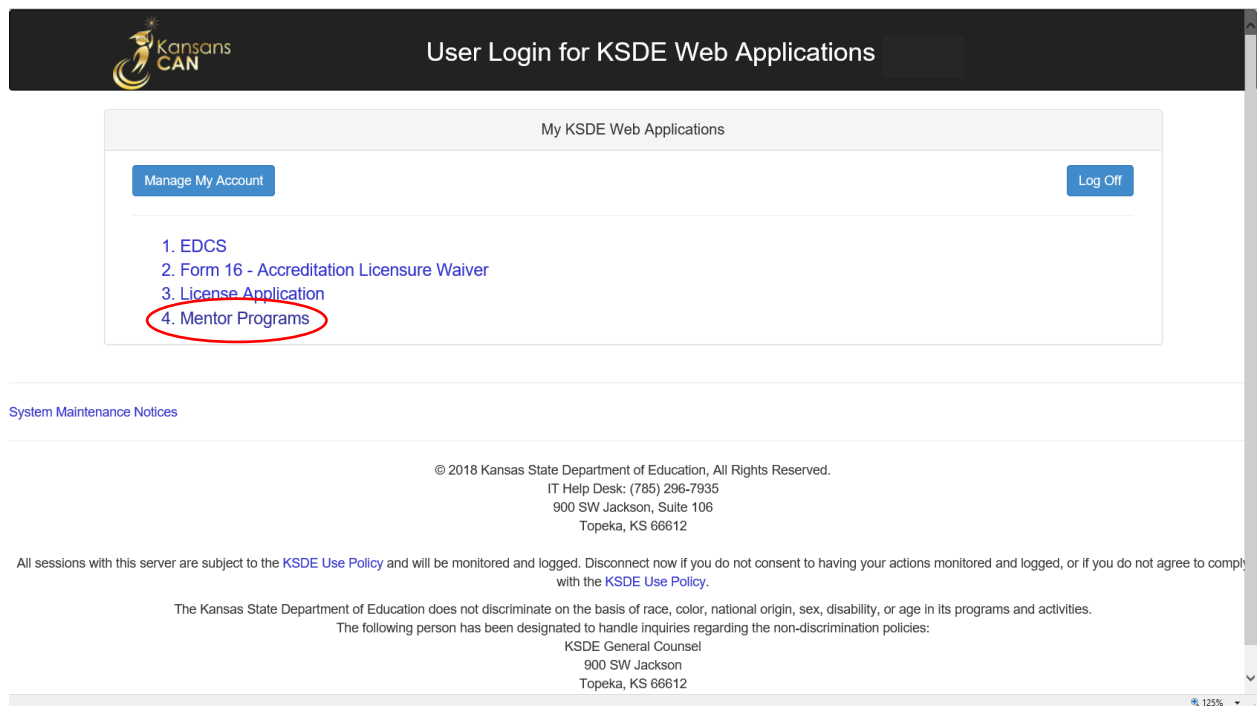
## How to Access the Mentoring Programs Application

1. Log into KSDE Web Application, located [here](#).
2. Accept Legal Notice.



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top is the Kansas CAN logo. Below it is a section titled 'KSDE Web Applications - Legal Notice'. Inside this section is a red-bordered box containing the following text: 'Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.' Below this text are two buttons: 'Accept' and 'Decline'. The 'Accept' button is circled in red. At the bottom of the page, there is a footer with copyright information: '© 2018 Kansas State Department of Education, All Rights Reserved. IT Help Desk: (785) 296-7935 900 SW Jackson, Suite 106 Topeka, KS 66612'.

3. Click on “Mentor Programs”



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top is the Kansas CAN logo. Below it is a section titled 'My KSDE Web Applications'. Inside this section are two buttons: 'Manage My Account' and 'Log Off'. Below these buttons is a list of links: '1. EDCS', '2. Form 16 - Accreditation Licensure Waiver', '3. [License Application](#)', and '4. [Mentor Programs](#)'. The 'Mentor Programs' link is circled in red. At the bottom of the page, there is a footer with copyright information: '© 2018 Kansas State Department of Education, All Rights Reserved. IT Help Desk: (785) 296-7935 900 SW Jackson, Suite 106 Topeka, KS 66612'. Below the footer, there is a disclaimer: 'All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#). The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel 900 SW Jackson Topeka, KS 66612'.

4. Read Welcome to the Mentor Program announcement then select year current school year.

**Mentor Programs**

Building: 0000 Access Level: District School Year: N/A

Manage Applications  
Logout  
**Welcome**  
Contact Us

### Welcome to the Mentor Program

This application will determine which mentor teachers are eligible to receive a prorated mentor stipend for 2017-18. To review guidance information on mentoring and mentor stipend qualifications, go to <http://www.ksde.org/Portals/0/TLA/Mentoring/Mentoring%20and%20State%20Funded%20Stipends.pdf>

Complete the following steps:

1. Review the list of mentors that you entered last fall when you applied for a mentor grant. Complete any missing fields. Add or delete as needed
2. Enter mentees: 1st and 2nd year teachers receiving mentoring.
3. Create the assignments by matching each mentee to the appropriate mentor.
4. Submit: sign the assurances statement and submit your mentor assignments.

KSDE will certify your eligible mentors and verify to the district. Funds will be deposited as a reimbursement to your district's general fund in the final payment. The district must distribute the stipend to the eligible teachers.

**Select Year**

School Year: **Select a School Year**  
2017 - 2018  
2016 - 2017

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125%

The menu on the left-hand side of the menu will appear.

## How to Enter a Mentor

1. To enter a mentor, click the Mentor Tab on the left-hand side of the screen.

**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Welcome to the Mentor Program**

This application will determine which mentor teachers are eligible to receive a prorated mentor stipend for 2017-18. To review guidance information on mentoring and mentor stipend qualifications, go to <http://www.ksde.org/Portals/0/TLA/Mentoring/Mentoring%20and%20State%20Funded%20Stipends.pdf>

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**Select Year**

School Year: 2017 - 2018

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2. Click the Add Mentor button.

**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Mentor List**

Add Mentor +

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[Helpdesk@ksde.org](mailto:Helpdesk@ksde.org)

3. Enter the Mentor's Educator ID number. Select the blue check-mark button to valid the Educator ID. The system will automatically check their qualifications. Then click the save icon to enter the mentor into your list.

Mentor Programs

Building: 0000 Access Level: District School Year: 2017 - 2018

### Mentor List

Enter Educator ID	Check	Name	3 Years Experience	Professional License	Educator Type Check	Save
7525792941	<input checked="" type="checkbox"/>	Jane C Doe	No	No	No	

The system will automatically determine these fields. A "yes" will appear when the educator meets these requirements.

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[Helpdesk@ksde.org](mailto:Helpdesk@ksde.org)

4. The mentor name will appear below. You can only enter a mentor once in this list

Mentor List

Add Mentor

Educator ID	Educator Name	3 Years Experience	Professional License	Educator Type Check	Delete
7525792941	Jane C Doe	No	No	No	

The system will automatically determine these fields. A "yes" will appear when the educator meets these requirements.

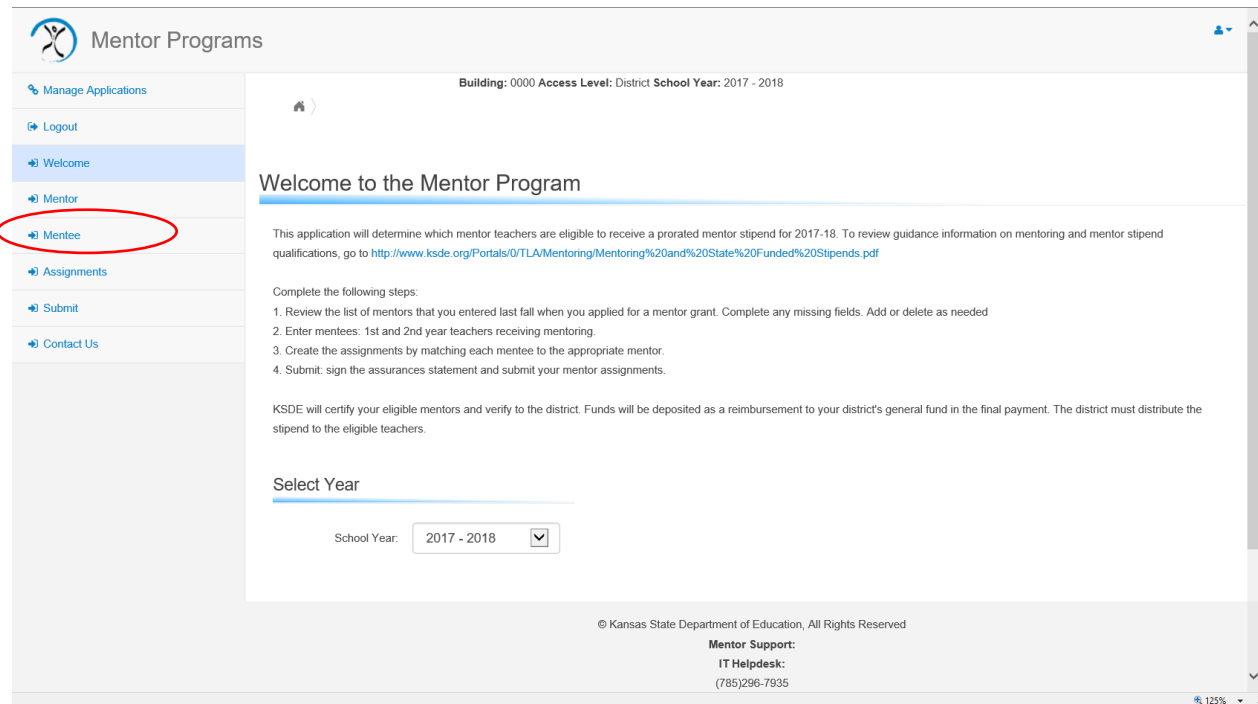
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IT Helpdesk:  
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[Helpdesk@ksde.org](mailto:Helpdesk@ksde.org)  
900 SW Jackson  
Topeka, KS 66612-1212

All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged.  
Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the KSDE Use Policy.

5. If the Mentor meets all of the qualifications for the mentoring stipend, the qualification columns will read with all yesses.

## How to Enter a Mentee

1. To enter the mentees, click the Mentee Tab on the left-hand side of the screen.



**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Welcome to the Mentor Program**

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Complete the following steps:

1. Review the list of mentors that you entered last fall when you applied for a mentor grant. Complete any missing fields. Add or delete as needed
2. Enter mentees: 1st and 2nd year teachers receiving mentoring.
3. Create the assignments by matching each mentee to the appropriate mentor.
4. Submit: sign the assurances statement and submit your mentor assignments.

KSDE will certify your eligible mentors and verify to the district. Funds will be deposited as a reimbursement to your district's general fund in the final payment. The district must distribute the stipend to the eligible teachers.

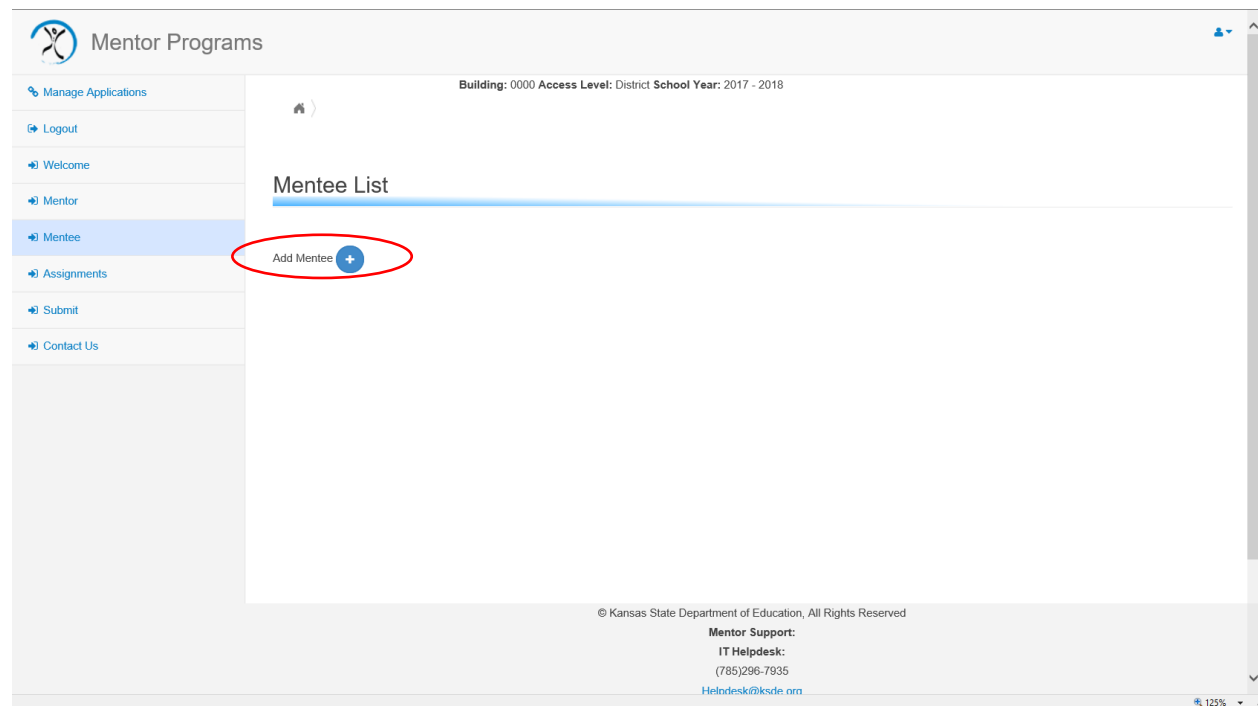
**Select Year**

School Year: 2017 - 2018

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2. Click the add Mentee button



**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Mentee List**

Add Mentee +

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3. Enter the Mentee's Educator ID number. Select the blue check-mark button to validate the Educator ID. The system will automatically check their qualifications. Then click the save icon to enter the mentor into your list.

Mentor Programs

Building: 0000 Access Level: District School Year: 2017 - 2018

### Mentee List

Enter Educator ID	Check	Name	Experience Check	License Check	Educator Type Check	Save
4374584234		John Doe	No	No	No	

The system will automatically determine these fields. A "yes" will appear when the educator meets these requirements.

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4. The mentee's name will appear below. You can only enter a mentor once in this list

Mentor Programs

Building: 0000 Access Level: District School Year: 2017 - 2018

### Mentee List

Add Mentee

Educator ID	Educator Name	Experience Check	License Check	Educator Type Check	Delete
4374584234	John Doe	No	No	No	

The system will automatically determine these fields. A "yes" will appear when the educator meets these requirements.

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5. If the Mentee meets all of the qualifications for the mentoring stipend, the qualification columns will read with all yesses.



## How to Enter a Mentoring Assignments

1. To enter a mentoring assignment, click the Mentee Tab on the left-hand side of the screen.

**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Welcome to the Mentor Program**

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4. Submit: sign the assurances statement and submit your mentor assignments.

KSDE will certify your eligible mentors and verify to the district. Funds will be deposited as a reimbursement to your district's general fund in the final payment. The district must distribute the stipend to the eligible teachers.

**Select Year**

School Year: 2017 - 2018

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2. Click the Add Assignment button

**Mentor Programs**

Building: 0000 Access Level: District School Year: 2017 - 2018

**Assignment List**

Add Assignment +

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3. From the Mentor and Mentee from the dropdown menu. Indicate the mentoring timeframe: Full Year, Fall, or Spring. Click the Save Icon to enter the assignment

The screenshot shows the 'Mentor Programs' interface. On the left is a sidebar with navigation links: Manage Applications, Logout, Welcome, Mentor, Mentee, Assignments (highlighted), Submit, and Contact Us. The main content area is titled 'Assignment List' and includes a header with 'Building: 0000 Access Level: District School Year: 2017 - 2018'. Below this is a form with fields for 'Mentor' (Jane C Doe (7525792941)), 'Mentee' (John Doe (4374584234)), and a selection for the timeframe (Full Year, Fall, Spring). The 'Full Year' option is selected. There are 'Save' and 'Cancel' buttons. Red arrows point to the Mentor dropdown, the Mentee dropdown, the 'Full Year' radio button, and the 'Save' button. At the bottom, there is copyright information for the Kansas State Department of Education and contact details for IT Helpdesk.

4. Your mentoring assignment will appear below in your assignment list.

This screenshot shows the 'Assignment List' after the assignment has been saved. An 'Add Assignment' button with a plus icon is visible. Below it, a table lists the assignments. The first row is circled in red and contains the following information:

Mentor	Mentee	Assignment Time
Jane C Doe	John Doe	Full Year

At the end of the row, there are edit and delete icons. The footer of the page includes the same copyright and helpdesk information as the previous screenshot.

5. A mentoring assignment can only be entered once. If you created an incorrect assignment, you can edit by clicking the edit button or delete the assignment by using the delete button.

The screenshot shows the 'Mentor Programs' web application. On the left is a sidebar with navigation links: Manage Applications, Logout, Welcome, Mentor, Mentee, Assignments (highlighted), Submit, and Contact Us. The main content area is titled 'Assignment List' and includes an 'Add Assignment' button. Below this is a table with columns for Mentor, Mentee, and Assignment Time. A single row is visible with the data: Jane C Doe, John Doe, Full Year. To the right of this row are two circular buttons: one with a pencil icon (edit) and one with an 'x' icon (delete). Red arrows point from text boxes labeled 'Click to Edit' and 'Click to Delete' to these respective buttons. At the top of the main area, it says 'Building: 0000 Access Level: District School Year: 2017 - 2018'. The footer contains copyright information for the Kansas State Department of Education and contact details for Mentor Support.

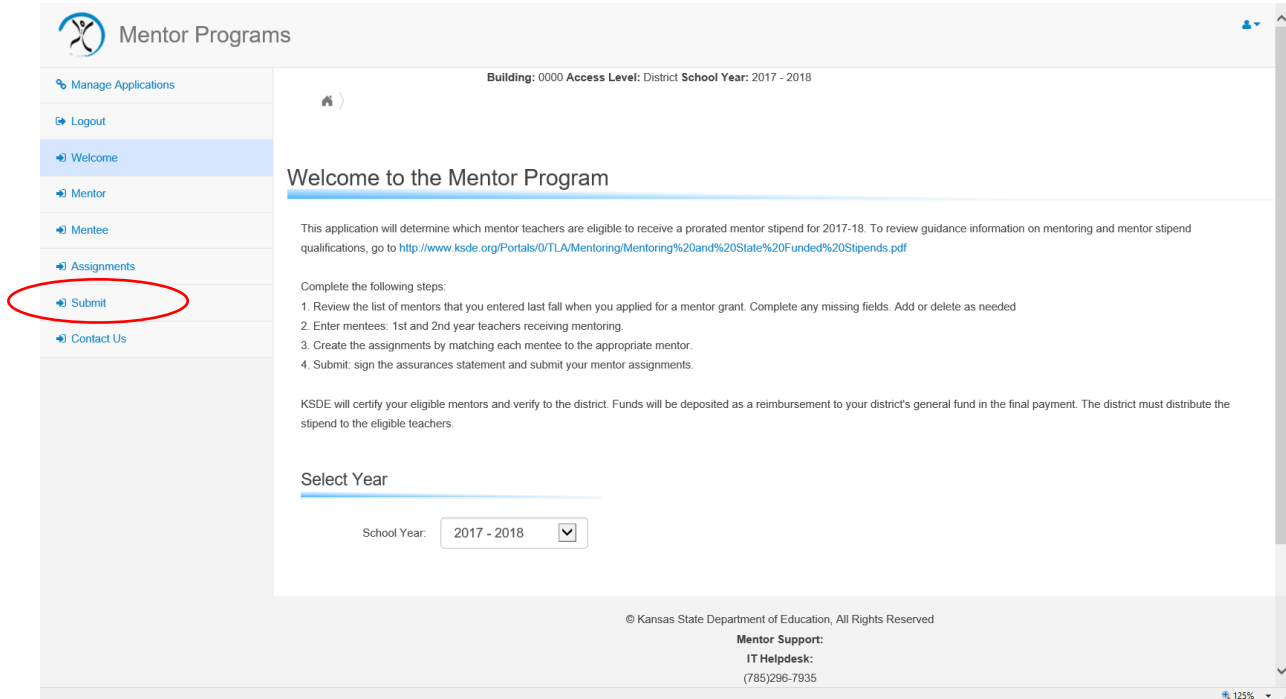
Mentor	Mentee	Assignment Time
Jane C Doe	John Doe	Full Year

6. If you edit an assignment, make sure to click the save to save your edits.

This screenshot shows the 'Mentor Programs' web application in edit mode. The sidebar is identical to the previous screenshot. The main content area is titled 'Assignment List'. Below the 'Add Assignment' button, the form for editing an assignment is displayed. It includes dropdown menus for 'Mentor' (Jane C Doe (7525792941)) and 'Mentee' (John Doe (4374584234)). Under 'Assignment Time', there are three radio button options: 'Full Year' (selected), 'Fall', and 'Spring'. To the right of these options are three circular buttons: a save button (floppy disk icon), a cancel button (undo icon), and an edit button (pencil icon). A red arrow points from a text box labeled 'Click to Save' to the save button. The footer is the same as in the previous screenshot.

## How to Submit your Mentor Program

1. Once you have entered your mentors, entered your mentee and created your mentoring assignments, you will need to submit it to KSDE. To submit, click Submit Tab on the left-hand side of the screen.



The screenshot shows the 'Mentor Programs' application interface. On the left-hand side, there is a navigation menu with the following items: 'Manage Applications', 'Logout', 'Welcome', 'Mentor', 'Mentee', 'Assignments', 'Submit' (highlighted with a red circle), and 'Contact Us'. The main content area displays a 'Welcome to the Mentor Program' message. It includes a link to a KSDE document regarding mentor stipends and a list of steps to complete the application process. Below the steps, there is a 'Select Year' section with a dropdown menu showing '2017 - 2018'.

Building: 0000 Access Level: District School Year: 2017 - 2018

### Welcome to the Mentor Program

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3. Create the assignments by matching each mentee to the appropriate mentor.
4. Submit: sign the assurances statement and submit your mentor assignments.

KSDE will certify your eligible mentors and verify to the district. Funds will be deposited as a reimbursement to your district's general fund in the final payment. The district must distribute the stipend to the eligible teachers.

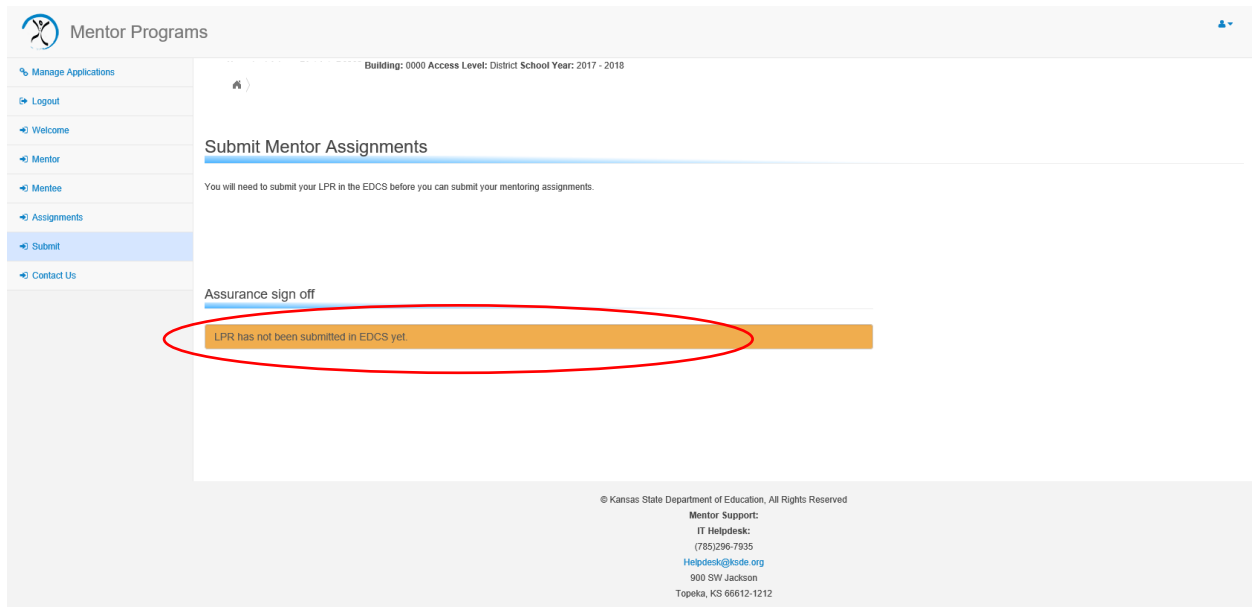
Select Year

School Year: 2017 - 2018

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IT Helpdesk:  
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2. Your Licensed Personnel Report will need to be submitted prior to submitting your mentoring assignments. If your Licensed Personnel Report is not submitted, you will receive the following message.



The screenshot shows the 'Mentor Programs' application interface. The left-hand navigation menu is the same as in the previous screenshot, with 'Submit' highlighted. The main content area displays a 'Submit Mentor Assignments' message. It states that the user needs to submit their LPR in the EDCS before submitting mentoring assignments. Below this message, there is an 'Assurance sign off' section. A red circle highlights an orange banner that reads 'LPR has not been submitted in EDCS yet'.

Building: 0000 Access Level: District School Year: 2017 - 2018

### Submit Mentor Assignments

You will need to submit your LPR in the EDCS before you can submit your mentoring assignments.


Assurance sign off

LPR has not been submitted in EDCS yet

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[Helpdesk@ksde.org](mailto:Helpdesk@ksde.org)  
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Topeka, KS 66612-1212

3. If your Licensed Personnel Report is submitted, you will see an assurance screen with a submit button. Click the check box after you have read the assurances statement. Enter your full name and title. Then click the submit button.

Mentor Programs

School Year: 2017 - 2018

Manage Applications

Logout

Welcome

Mentor

Mentee

Assignments

Submit

Plans

Reports

Maintenance

Contact Us

### Submit Mentor Assignments

You will need to submit your LPR in the EDCS before you can submit your mentoring assignments.

#### Assurance sign off

☐ I verify the information reported is complete and accurate to the best of my knowledge. I further verify that the teachers listed as mentors have completed a mentor training program based on the approved mentor program guidelines, and are delivering an approved mentor program to their mentees.

Your electronic signature here:

Your title here:

Submit

Check box to affirm assurances.

Enter Full Name

Enter Full Title

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Mentor Support:

## Contact Us

For Content Questions, please contact

Susan Helbert, TLA Assistant Director

(785)296-2289, [shelbert@ksde.org](mailto:shelbert@ksde.org)

For System Questions:

Lori Adams, Coordinator

(785)296-3835 or [ladams@ksde.org](mailto:ladams@ksde.org)