

# Mentor Me Learner Guide

2009

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# Introduction

This program has been developed to provide skills and knowledge about mentoring for volunteer mentors in the Skilled Migrant Mentoring Program (SMMP) and the Refugee Mentoring Program (RMP) at Sydney Community College.

## Activities

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MentorMe is divided into sections and contains a range of activities. The sections, and the activities within each section, are listed below:

1. What's in it for me? :
  - Download the Goal Sheet
  
2. What is mentoring? :
  - Short answer question
  - Download SMMP or RMP Agreement Form
  - The mentoring boundaries and roles - case study - short answer question
  - The cross cultural knowledge questions
  - The workplace culture - single best answer quiz
  
3. The characteristics of a mentor:
  - The case study - short answer question
  
4. Your mentoring relationship
  - Short answer question
  
5. Setting Goals
  - Short answer questions
  
6. How to structure a mentoring session
  - Short answer questions
  
7. Mentee learning styles
  - The VARK online questionnaire
  - Short answer question
  
8. The nuts and bolts
  - Listening - single best answer quiz
  - Questioning - multiple choice and single best answer questions
  - Gaining rapport - short answer question

Instructions for each activity are contained within the site.

## Assessment

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Within the program is an opportunity to gain a statement of attainment in TAADEL403B Facilitate Individual Learning, a unit of competency from the Certificate IV in Training and Assessment. If you wish to undertake the statement of attainment please contact your RMP or SMMP coordinator for more information on 02 8752 7555.

An information pack can be downloaded from the Assessment section of the site.

## System requirements

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- A computer with an internet connection and browser is required. *Note: Firefox is the recommended browser. Internet Explorer sometimes has display errors.*
- The latest version of Flash Player installed on their computer. This can be downloaded for free from <http://get.adobe.com/flashplayer/>.

## Participating in the course

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What follows are instructions to help you register with the site, enroll in the course and complete the activities.

# Log in to the course

## Register with the SCC learning management system

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- a. Open your web browser e.g. Internet Explorer, Firefox, Chrome, Safari.
- b. Go to <http://scc.moodle.com.au/course/view.php?id=17>. You should see a box like the one shown in Figure 1 below:

### Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Figure 1

- c. Click on the 'Create new account' button (circled in red) to open the 'New account' page. A blank 'New Account' page is shown in Figure 2 below.

### Choose your username and password

Username\*

Password\*   Unmask

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### More details

Email address\*

Email (again)\*

First name\*

Surname\*

City/town\*

Country\*

There are required fields in this form marked\*.

Figure 2

- d. Enter the username and password you would like to use to log into the Moodle. Note: The password must contain at least 8 characters including one number and one non-alpha-numeric character (e.g. !#\$). Then enter your preferred email address [twice] and your first name, surname, city or town and then your country.

(You must put the requested information into all the fields [boxes] with an asterisk next to them otherwise you won't be able to move to the next step of registration.)

You can use the drop-down arrow on the right of the 'Country' box to select 'Australia' from a list.

- e. Left click on the 'Create my new account' button (circled) to move to the 'Confirm your account' page (Figure 3).

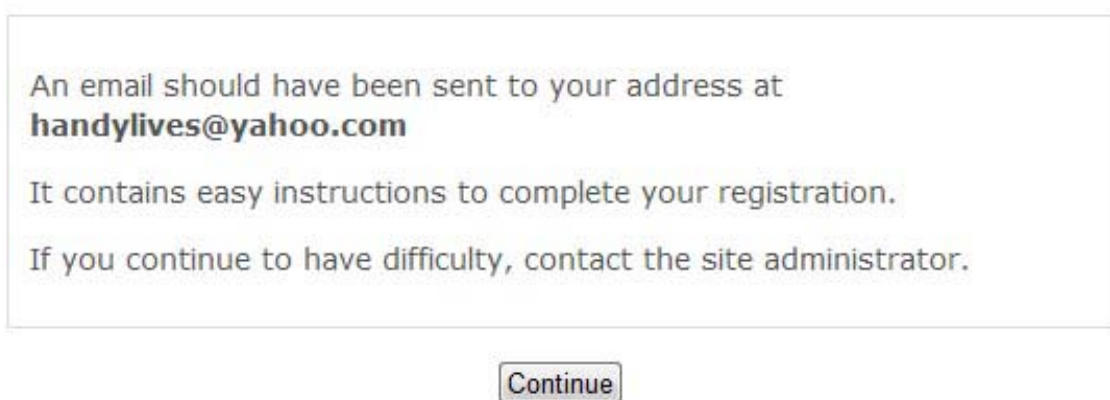


Figure 3

- f. The email you receive will be similar to the one depicted below. Please confirm your Moodle account by accessing your email and clicking the link (circled in the example below) in the email you receive from 'Admin User'.

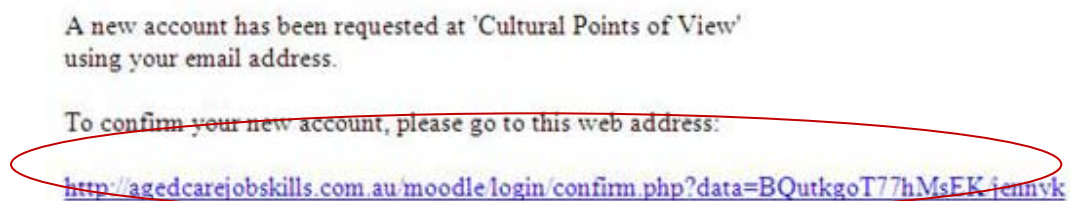


Figure 4

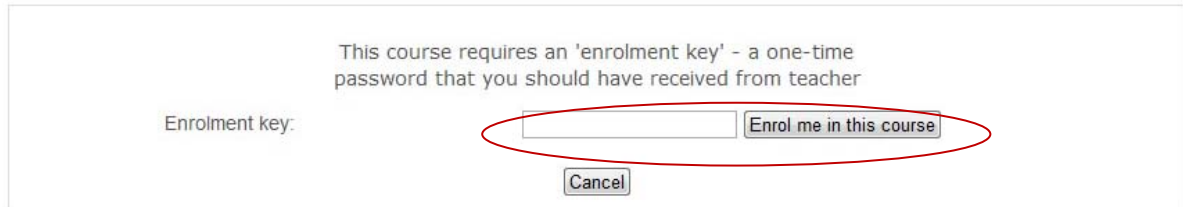
If you don't receive an email from 'Admin User' check your email account's junk or spam folders in the first instance and then contact the college on (02) 8752 7555 for assistance.

- g. This will take you to the Sydney Community College learning management system. (Figure 5).

## Enrol in the Mentor Me online training program

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- h. Click on 'Enrol me in this course' on the Administration block to the left of your window and then click on Enrol me in this course. Then, enter the enrolment key you have received by email and click on Enrol me in this course (Figure 5).



This course requires an 'enrolment key' - a one-time password that you should have received from teacher

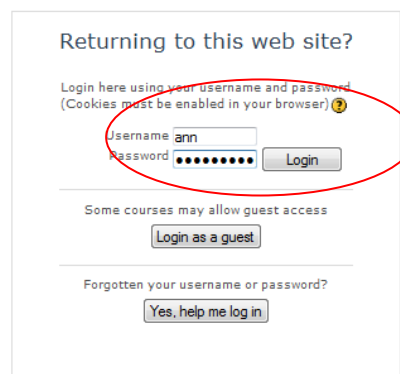
Enrolment key:

Figure 5

## Logging back in to Mentor Me

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- a. Open your web browser e.g. Internet Explorer, Firefox, Chrome, Safari.
- b. Go to <http://scc.moodle.com.au/course/view.php?id=17>. You will see the following image.



Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) 🤖

Username   
Password

Some courses may allow guest access

Forgotten your username or password?

Figure 6

- c. Enter the log in details you created previously into the log in box shown in Figure 6. Left click the 'Login' button to log back in to the course.

## Help!

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If you have followed these instructions and still can't access the discussion forum you can contact the college for further assistance on (02) 8752 7555 and ask for the SMMP or RMP Coordinator.

# Activities

## Audio

There are two topics which contain audio activities:

- a. What is mentoring
- b. The Nuts and Bolts/Listening

To listen to the audio simply click on the link provided and then click the play button (figure 7).



Figure 7

## Video

Videos are located within four topics:

- a. The introduction
- b. What is Mentoring?/What kind of support does mentoring provide at SCC
- c. Nuts and Bolts/Building Rapport
- d. What Next?/You have completed Mentor Me

To watch a video please click on the image as directed in the online course.

## Quizzes

Mentor Me contains three different types of questions including:

- Multiple choice
- Single best answer
- Short answer

Mentor Me refers to all question types as quizzes.

(See page 3 for location of activities).

At the end of a quiz you will see the options displayed below in figure 8.

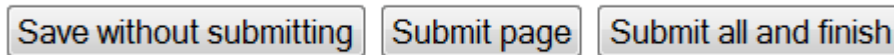



Figure 8

- *Save without submitting* - do this if you haven't yet answered all parts of the question and wish to come back later.
- *Submit page* - this is relevant where there are several questions which are on more than one page.
- *Submit all and finish* - when you choose this option the system will return automated feedback.

## Short Answer Questions




















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There are a number of short answer questions throughout the course. A short answer question requires you to respond to a question using your own words. Figure 9 below is an example. (The system refers to short answer questions as quizzes).

1  Where would you position Juanita on the change curve? Please give the reason for your answer.

Marks: --/1

Answer:

Trebuchet 1 (8 pt) Lang **B I U S**  $x_2 x^2$                    



Path:  

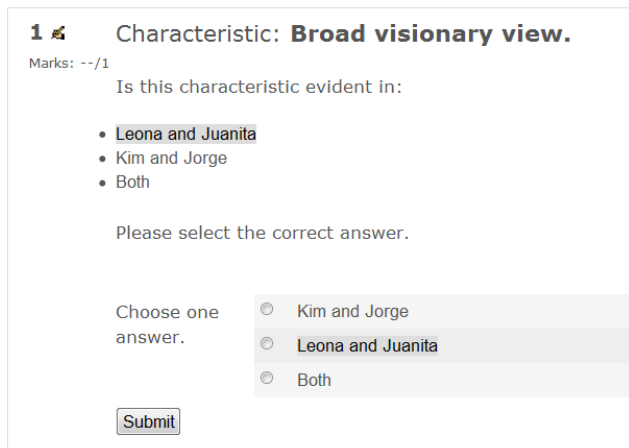
Figure 9


When you choose to Submit or to Submit all and finish the system will return automated feedback and you can compare your answer with ours. The system will not return a mark for these questions as it cannot predict the exact words you will use. If you are undertaking the Statement of Attainment your assessor will mark your work when all activities have been completed.

## Multiple choice questions

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An example of a multiple choice questions is below at figure 10.



1  Characteristic: **Broad visionary view.**  
Marks: --/1  
Is this characteristic evident in:

- **Leona and Juanita**
- Kim and Jorge
- Both

Please select the correct answer.

Choose one answer.

Kim and Jorge

**Leona and Juanita**

Both

Figure 10

You can choose to click *Submit* when you complete each question and receive immediate feedback or you can follow the instructions provided for Short Answer Questions (above). In the case of a multiple choice quiz you will receive feedback about your answer and a mark.

## Checking your results

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To check the results from the multiple choice quiz questions, select Grades from the Administration block.

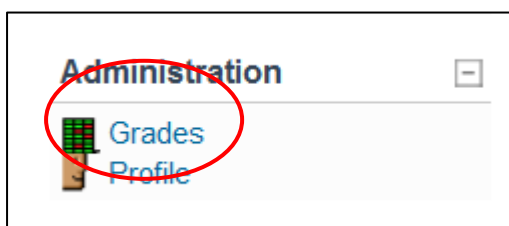


Figure 11

You will see a list of the activities in MentorMe. Those activities which are graded will show the range of grades you can achieve, your mark and your total. If there is no grade range, then the activity is ungraded. (Note: those participants who are undertaking the assessment tasks will receive a grade from the assessor. See the assessment task for more details).

Grade item	Grade	Range	Percentage	Feedback
Mentor Me				
<input checked="" type="checkbox"/> Workplace Culture	-	0.00-3.00	-	
<input checked="" type="checkbox"/> Characteristics of a mentor	-	0.00-13.00	-	
<input checked="" type="checkbox"/> Smart Goals		-		
<input checked="" type="checkbox"/> Listening Quiz	-	0.00-10.00	-	
<input checked="" type="checkbox"/> Questioning	-	0.00-15.00	-	
<input checked="" type="checkbox"/> Building rapport		-		
<input checked="" type="checkbox"/> The mentoring relationship		-		
<input checked="" type="checkbox"/> What is mentoring		-		
<input checked="" type="checkbox"/> Mentoring boundaries and roles		-		
<input checked="" type="checkbox"/> Learning styles		-		
<input checked="" type="checkbox"/> How to structure a mentoring session quiz		-		
$\bar{x}$ Course total	-	0.00-100.00	-	

Figure 12

## Join the mentor discussion forum

We strongly encourage you to join the Peer Support Network. In here you can gain valuable tips from other volunteer mentors as well as sharing your own experiences

- a. Next click on Connect with the Peer Support Network here!



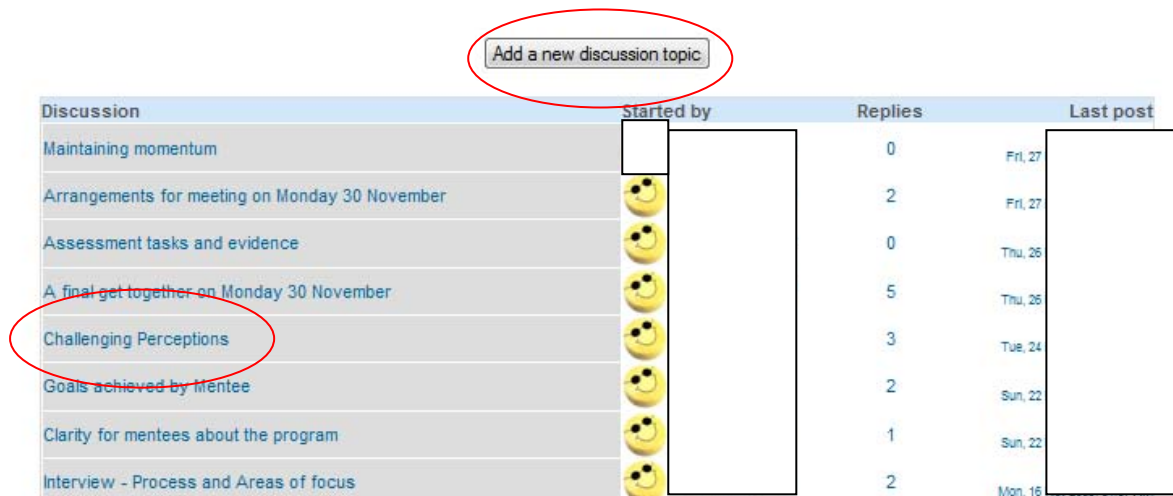
**Welcome to Mentor Me**  
 a training program for volunteer mentors  
[Connect with the Peer Support Network here!](#)

This program has been developed for volunteer mentors in the Skilled Migrant Mentoring Program (SMMP) and the Refugee Mentoring Program (RMP) at Sydney Community College. There ten sections:

<a href="#">What's in it for Me?</a>	<a href="#">How to structure a mentoring session</a>
<a href="#">What is Mentoring?</a>	<a href="#">Mentee Learning Styles</a>
<a href="#">Characteristics of a mentor</a>	<a href="#">The Nuts and Bolts</a>
<a href="#">Your Mentoring Relationship</a>	<a href="#">What next?</a>
<a href="#">Setting Goals</a>	<a href="#">Assessment</a>

Figure 13

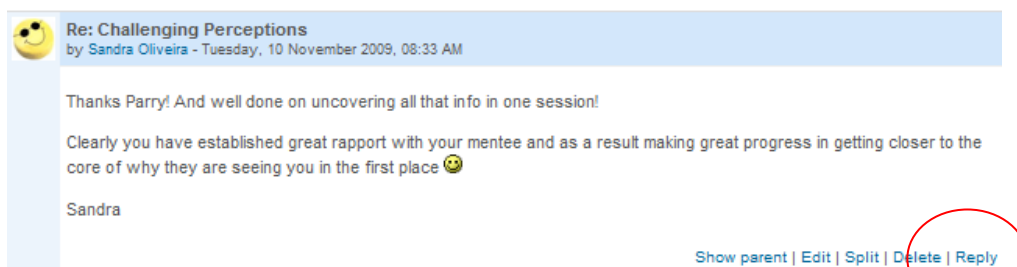
- b. To join an existing discussion just click on the Discussion subject or to begin your own discussion click on *Add Discussion* , enter a subject line and your post, and finally click on *Post to Forum*.



Discussion	Started by	Replies	Last post
Maintaining momentum		0	Fri, 27
Arrangements for meeting on Monday 30 November		2	Fri, 27
Assessment tasks and evidence		0	Thu, 26
A final get together on Monday 30 November		5	Thu, 26
Challenging Perceptions		3	Tue, 24
Goals achieved by Mentee		2	Sun, 22
Clarity for mentees about the program		1	Sun, 22
Interview - Process and Areas of focus		2	Mon, 16

Figure 14

To respond to an existing post just click on Reply (Figure 8), enter your response and then click on Post to Forum



**Re: Challenging Perceptions**  
by Sandra Oliveira - Tuesday, 10 November 2009, 08:33 AM

Thanks Parry! And well done on uncovering all that info in one session!

Clearly you have established great rapport with your mentee and as a result making great progress in getting closer to the core of why they are seeing you in the first place 😊

Sandra

Show parent | Edit | Split | Delete | Reply

Figure 15

## Feedback and questions

That's it! We hope you enjoy the program and would welcome your feedback. Please feel free to contact your RMP or SMMP Coordinator with comments or questions at any time.