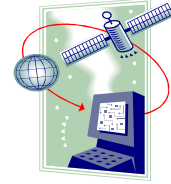


# **DataFeed System 2.0** **Mentor Teacher Instructions**

October 26, 2001



## **Transition Instruction for Mentor Teachers**

If you are a Mentor Teacher who will be offering Savvy Cyber Teacher courses either now or in the future you will need to transition over to the new DataFeed System 2.0. The following instructions will guide you through that process.

1. Access the new DataFeed System 2.0 at:  
**<http://www.k12science.org/alliance/datafeed>**
2. Follow the link that reads "Click here to register".
3. Follow the on screen instructions. You will need to enter in your contact information and identify your site, district and school.
4. When prompted, enter in a unique Username and Password for your account. **Be sure to write down that information below:**

**USERNAME:** \_\_\_\_\_

**PASSWORD:** \_\_\_\_\_

**NOTE:** You will need this account information the next time you log in.

5. Contact your local Project Coordinator (contact information is available via the Virtual Help Desk) and let them know that you have registered in the new system. Your Project Coordinator will then elevate the status of your account to that of a Mentor Teacher. Once this has been done they will contact you and you can start using the system.
6. Once your Mentor Teacher account is set up you will be able to schedule your courses.
7. **Mentee Teachers will register at the first workshop, as you did in steps #1-4, and then sign up for your course.**
8. Mentee Teachers will complete the online evaluation forms by logging back into their DataFeed System accounts and selecting the appropriate link from their menu.

Contact Josh Baron at **[jbaron@stevens-tech.edu](mailto:jbaron@stevens-tech.edu)** or at (201) 216-8070 for assistance.

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## How to Schedule a Course

Scheduling your course accurately and updating it if changes occur is very important. The new DataFeed System uses the course dates and times to determine when you participants are allowed to sign up for your course and complete online evaluation forms. If your schedule changes for any reason (snow day, technical problems, etc.) make sure you update your course schedule immediately.

**Restrictions:** Course sign up is allowed at the first workshop and at any time within the eight days following it. Workshop evaluation forms cannot be completed prior to the completion of the specific workshop or if the evaluation form was completed already.

1. If you are not already logged into the system go to <http://www.k12science.org/alliance/datafeed> and log in.
2. From your Mentor Teacher account menu select "**Schedule a Course**".
3. Select the "**Site**" (e.g. Cleveland, Miami, Phoenix, etc.) from the first window.
4. Select the "**Course Type**" from the second window. If you are training Mentee Teachers (i.e. those who will NOT go on to train others) then you should select a course marked as "**[MENTEE]**". If you are training Mentor Teachers (i.e. those who will go on to train others) then you should select a course marked as "**[MENTOR]**".
5. Check to make sure that your name is listed as the trainer and click on continue. Note: It is no longer necessary to include both trainers when scheduling a course.
6. Select the "**Training Facility Location**" where the **FIRST WORKSHOP** (e.g. Week One) will be held. If your location is not listed select the any location you wish and continue entering in your course schedule. Once completed you can e-mail Josh Baron at [jbaron@stevens-tech.edu](mailto:jbaron@stevens-tech.edu) and request that your training facility be added.
7. Enter in the "**Start Date and Time**" and the "**End Date and Time**" for the **FIRST WORKSHOP** (e.g. Week One). DO NOT enter the end date and time for the entire course.

8. Enter in the "**Training Facility Room Number or Other Identifier**". This should be the identification information for the actual room where you will be conducting training. Click on continue.
9. A course schedule will now be generated based on the dates and times for the first workshop (e.g. Week One). It will be created using the standard 10 workshop model with one 3-hour workshop per week at the same time and date. Once the course schedule has loaded you will be able to adjust the locations and start and end dates and times if you are not following the standard training model.
10. Click on continue to complete the scheduling process. If successful, you will receive an on-screen message indicating that your action was completed successfully.

### **How to Update a Course Schedule**

1. If you are not already logged into the system go to **<http://www.k12science.org/alliance/datafeed>** and log in.
2. From the Mentor Teacher account menu select "**Update Course Schedule**".
3. Select the course that you wish to update. Click on continue.
4. Make any necessary changes to the course schedule. Click on continue.

### **How to Add a Mentee to Your Course**

In general, Mentee Teacher should sign up for a course on their own (see Mentee Teacher Instructions) from their Mentee Teacher account. In cases where they have missed the cutoff for signing up for the course (e.g. they started after the Week 2 workshop) or other problems have occurred you can "manually" sign a Mentee teacher up for your course.

1. The Mentee Teacher will first need to register in the system (see Mentee Teacher Instructions).
2. If you are not already logged into the system go to **<http://www.k12science.org/alliance/datafeed>** and log in.

Contact Josh Baron at **[jbaron@stevens-tech.edu](mailto:jbaron@stevens-tech.edu)** or at (201) 216-8070 for assistance.

3. Select the course to which you want to add a Mentee Teacher. Even if only one course is listed you still need to select it.
4. Enter in either the last name or first name of the user. You can enter in part of their name if you are unsure of how it is spelled. A list of all possible matches will be returned to you.
5. Select the Mentee Teacher's name from the list. You **must** select a name even if only one appears.
6. After you click on the submit button the Mentee Teacher will be added to the course.

## Mentor Teacher Account Screen Overview

These instructions highlight the major functions that are available to Mentor Teachers in the new DataFeed System 2.0. Once each function is accessed on screen instructions will tell you what to do. Please note that any function marked "coming soon!" will be available in the next few weeks. Notices will be posted to the project listservs when the functions are activated.

