



The Mentor Guide to...

**Logging
Interactions...**

**&
Accessing Reports**

Mentor Tracking System-URL

<https://www.nycenet.edu/Offices/DHR/ntims/>

software

P.C. computer..... Internet Explorer

MAC computer.....Safari

The Role of the Mentor

..... A focus on...the improvement of a teacher's instructional practice

- Never share with administration anything that can be used against the teacher.
- *Notion of Confidentiality*....If the principal or an A.P. asks, “How is Ms. Smith doing?” As the instructional leader, principal has a right to know.

Share what you two are working on. *We are working on.....*

- *management strategies*
- *flexible grouping*
- *setting up her classroom library*
- *unit-planning”*

Never share anything **evaluative**, for example, “that the teacher is struggling”.
It is job of the principal & A.P. to evaluate the teacher's practice.



Automated Emails

Principal assigns mentor to a new teacher in MTS, the following auto-mated e-mail goes out both mentor & new teacher (DOE E-mail Account).

“This is notification that Mentor: _____ has been assigned to mentor New Teacher: _____. The Mentor Tracking System, MTS, is the on-line system <http://www.nycenet.edu/offices/dhr/ntims> in which mentors must document mentor interactions occurring between mentors and each of their new teachers. New teachers should receive two-periods of mentoring each week in order to adequately meet the State’s mentoring requirement.”

Automated Emails

It is the 15th of the month. Mentor has 2 hours or less of interactions documented-*for the current month*. The following auto-mated e-mail goes out to both the mentor & principal.

“Please be reminded: For the current month, you have two-hours or less documented for your new teacher_____. Your new teacher (s) should receive two-periods of mentoring each week in order to adequately meet the State’s mentoring requirement.”

Logging Restrictions

Principal Match: mentor can only begin to log in MTS the following date after the match. Mentor cannot back-log

60-Day Window: For any given month, at the close of that month, you have until the end of the following month to enter interactions pertaining to the prior month.

Example. It is Sept. 30th, you will have until October 31st to enter interactions that occurred in September. Effective Nov. 1st. You will not be permitted to enter interactions pertaining to the month of September.

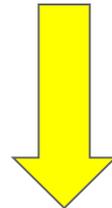
Suggestion: Log interactions weekly.....minimally monthly.

Additional MTS Logging Restrictions

- Teachers on-leave
- July & August
- Previous: physical/calendar year *
- More than 10 hrs. per month
- For a future date

To Access this Document.....

Mentor Guide: Logging Interactions



DOE Home Page

<http://schools.nyc.gov/>

Search: DAPS

(Division of Academic Performance & Support)



[Sign In](#)

[Contact Support](#)

Sign In

Enter your Central Outlook E-mail User ID and password to sign in.
OR
Enter your Mentor Tracking System User name and password.

For Outlook User ID and Password issues, contact Help Desk at (718) 935-5100.

For non-technical issues, contact HR Connect at (718) 935-4000.

Please be advised that the Mentoring Tracking System is intended for users with [Internet Explorer](#) browser. If you are not using the Internet Explorer browser, you may experience problems.

Log In

User Name:

Password:

https://165.155.112.27/Offices/DHR/ntms/Apps/frnHome.aspx Certificate Error Google

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Favorites New York City Department of Education

Page Safety Tools



Mentoring Tracking System

[Home Page](#)

[Enter Mentor Interactions](#)

[Enter Development Continuum \(Optional\)](#)

[View Teacher Reports](#)

[Change Password](#)

[Contact Support](#)

[Sign Out](#)

You signed in as:

Name:
rich,lilah

Role:
New Teacher Mentor

E-mail:

At the beginning of the school year, teachers who are new to the teaching profession are assigned to a mentor so that they can receive personalized support through their first year of teaching. The mentoring program incorporates the components recognized in current research on effective new teacher induction models, and each new teacher will be matched with a skilled mentor. Every effort is made to match new teachers with mentors in their content and certification areas.

Please use the options on the menu bar at the left or click any of the links below to access the application functionalities.

[Enter Mentor Interactions](#)

Use this section to view, edit or enter New Teacher Interactions. [Click Here](#)

[Enter Development Continuum \(Optional\)](#)

Use this section to rate New Teacher development progression on five point scale (i.e. beginning, emerging, applying, integrating, innovating) [Click Here](#)

[View Reports](#)

Use this section to view Reports. [Click Here](#)

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https://165.155.112.27/Offices/DHR/ntms/Apps/frnHome.aspx Certificate Error Google

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★ Favorites New York City Department of Education

Home RSS Print Page Safety Tools



Mentoring Tracking System

Home Page

Enter Mentor Interactions

Enter Development Continuum (Optional)

View Teacher Reports

Change Password

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Sign Out

You signed in as:

Name:
rich,lilah

Role:
New Teacher Mentor

E-mail:

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Mentor Interactions

Use this page to view mentor interaction history and to add / edit mentor interactions.

Your principal has scheduled a minimum of two-periods weekly for both mentor and New Teacher to meet.

Mentor: rich, lilah

New Teacher: Select

Select
TRUSCH SUSAN
Period From:

To:

[View Interaction Summary](#)

[Add New Interactions](#)

>To Display the Interaction History:

1. Select the New Teacher, 2. Select the Interaction period - From and To dates, 3.Click "View Interaction Summary".

[Home Page](#)

[Enter Mentor Interactions](#)

[Enter Development Continuum \(Optional\)](#)

[View Teacher Reports](#)

[Change Password](#)

[Contact Support](#)

[Sign Out](#)

You signed in as:

Name:
rich,lilah

Role:
New Teacher Mentor

E-mail:

Non-Danielson School

- Home Page
- Match New Teachers and Mentoring Plan
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports
- View Mentoring Reports
- View Teacher Admin Reports
- Teacher Mentor Verification Letter
- Mentor Course Profile
- Mentor Course Certificate
- Match New Supervisors
- Enter Supervisor Mentor Interactions
- Enter Supervisor Development Continuum (Optional)
- View Supervisor Reports
- View Supervisor Admin Reports
- Supervisor Verification Letter
- Admin Tool
- Contact Support
- Supervisor MTS Support/User Module
- Sign Out

Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor: New Teacher: Date Submitted: 8/31/2012

University: Interaction Date: Duration (hrs):

Please select one or more of the following Interaction Type(s):

- Conference (One-to-One meeting with teacher)
- Inter-visitiation
- Meet with Coach
- Visit Classroom
- Telephone
- Meet with Lead Teacher
- Co-Planning
- E-mail
- Learning Walks
- Co-Teaching
- Absent
- Walkthrough
- Modeling
- Meet with P... or AP

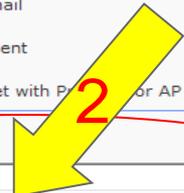
Domain: Competency:

Click "Save" to save your changes and remain on the page.
 Click "Enter Another Interaction" to save your changes and add another Interaction.
 Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
 Click "Cancel" to discard your changes and navigate back to the Homepage.

To add an Interaction Type (Step-1):

1. Select the New Teacher.
2. Select the Interaction date.
3. Select the Duration.
4. Check as many interaction type(s) as needed.
5. Click "Save", "Enter Another Interaction" or "Continue (Optional)".

Topics Discussed





- Home Page
- Match New Teachers and Mentoring Plan
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports
- View Mentoring Reports
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Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor: New Teacher: Date Submitted: 9/21/2012

University: Interaction Date: Duration (hrs):

Please select one or more of the following Interaction Type(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Conference (One-to-One meeting with teacher) | <input type="checkbox"/> Inter-visitation | <input type="checkbox"/> Meet with Coach |
| <input type="checkbox"/> Visit Classroom | <input type="checkbox"/> Telephone | <input type="checkbox"/> Meet with Lead Teacher |
| <input type="checkbox"/> Co-Planning | <input type="checkbox"/> E-mail | <input type="checkbox"/> Learning Walks |
| <input type="checkbox"/> Co-Teaching | <input type="checkbox"/> Absent | <input type="checkbox"/> Walkthrough |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Meet with Principal or AP | |

Domain: Competency:

and remain on the page.
 Click "Enter Another Interaction" to save your changes and add another Interaction.
 Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
 Click "Cancel" to discard your changes and navigate back to the Homepage.

To add an Interaction Type (Step-1):

1. Select the New Teacher. 2. Select the Interaction date. 3.Select the Duration. 4.Check as many interaction type(s) as needed. 5.Click "Save", "Enter Another Interaction" or "Continue (Optional)".

You signed in as:



- Home Page
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- Admin Tool ▶
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- Sign Out

Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor: New Teacher: Date Submitted: 9/21/2012

University: Interaction Date: Duration (hrs):

Please select one or more of the following Interaction Type(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Conference (One-to-One meeting with teacher) | <input type="checkbox"/> Inter-visitation | <input type="checkbox"/> Meet with Coach |
| <input type="checkbox"/> Visit Classroom | <input type="checkbox"/> Telephone | <input type="checkbox"/> Meet with Lead Teacher |
| <input type="checkbox"/> Co-Planning | <input type="checkbox"/> E-mail | <input type="checkbox"/> Learning Walks |
| <input type="checkbox"/> Co-Teaching | <input type="checkbox"/> Absent | <input type="checkbox"/> Walkthrough |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Meet with Principal or AP | |

Domain: Competency:

Add Domain/Competency

- Select
- Demonstrating Knowledge of Content and Pedagogy
- Demonstrating Knowledge of Students
- Setting Instructional Outcomes
- Demonstrating Knowledge of Resources
- Designing Coherent Instruction
- Designing Student Assessments

Cancel

Click "Save" to save your changes and
 Click "Enter Another Interaction" to s
 Click "Continue" to save your change
 Click "Cancel" to discard your changes and navigate back to the homepage.

To add an Interaction Type (Step-1):

1. Select the New Teacher. 2. Select the Interaction date. 3. Select the Duration. 4. Check as many interaction type(s) as needed. 5. Click "Save", "Enter Another Interaction" or "Continue (Optional)".

You signed in as:



Danielson School



Mentoring Tracking System

Home Page

Match New Teachers and Mentoring Plan

Enter Mentor Interactions

Enter Development Continuum (Optional)

View Teacher Reports

View Mentoring Reports

View Teacher Admin Reports

Teacher Mentor Verification Letter

Mentor Course Profile

Mentor Course Certificate

Match New Supervisors

Enter Supervisor Mentor Interactions

Enter Supervisor Development Continuum (Optional)

View Supervisor Reports

View Supervisor Admin Reports

Supervisor Verification Letter

Admin Tool

Contact Support

Supervisor MTS Support/User Module

Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor:	<input type="text" value="FOLARIN, DEBORAH"/>	New Teacher:	<input type="text" value="BROWN JOANNA"/>	Date Submitted:	<input type="text" value="9/20/2012"/>
University:	<input type="text" value="Select"/>	Interaction Date:	<input type="text" value=""/>	Duration (hrs):	<input type="text" value="Select"/>

Please select one or more of the following Interaction Type(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Conference (One-to-One meeting with teacher) | <input type="checkbox"/> Inter-visitation | <input type="checkbox"/> Meet with Coach |
| <input type="checkbox"/> Visit Classroom | <input type="checkbox"/> Telephone | <input type="checkbox"/> Meet with Lead Teacher |
| <input type="checkbox"/> Co-Planning | <input type="checkbox"/> E-mail | <input type="checkbox"/> Learning Walks |
| <input type="checkbox"/> Co-Teaching | <input type="checkbox"/> Absent | <input type="checkbox"/> Walkthrough |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Meet with Principal or AP | |

[Click to view information on Charlotte Danielson's Framework for teaching.](#)

Domain:	Competency:	Continuum:
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Add Domain/Competency

Save Enter Another Interaction Continue(Optional) Cancel

Click "Save" to save your changes and remain on the page.
Click "Enter Another Interaction" to save your changes and add another Interaction.
Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
Click "Cancel" to discard your changes and navigate back to the Homepage.

To add an Interaction Type (Step-1):

1. Select the New Teacher. 2. Select the Interaction date. 3.Select the Duration. 4.Check as many interaction type(s) as needed. 5.Click "Save","Enter Another Interaction" "Continue (Optional)".





- Page
- New Teachers and Mentoring Plan
- Mentor Interactions
- Development Continuum (Optional)
- Teacher Reports
- Mentoring Reports
- Teacher Admin Reports
- Teacher Mentor Verification
- Teacher Course Profile
- Teacher Course Certificate
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- Supervisor Development Continuum (Optional)
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- Supervisor Verification Letters
- Support Tool
- Contact Support
- Supervisor MTS Support/User Module

Charlotte Danielson's Framework for Teaching (2011 Revised Edition)

Adapted to reflect New York State's levels of performance

Domain	Competencies
1. Planning and Preparation	1a Demonstrating Knowledge of Content and Pedagogy
	1b Demonstrating Knowledge of Students
	1c Setting Instructional Outcomes
	1d Demonstrating Knowledge of Resources
	1e Designing Coherent Instruction
	1f Designing Student Assessments
2. The Classroom Environment	2a Creating an Environment of Respect and Rapport
	2b Establishing a Culture for Learning
	2c Managing Classroom Procedures
	2d Managing Student Behavior
	2e Organizing Physical Space
3. Instruction	3a Communicating with Students
	3b Using Questioning and Discussion
	3c Engaging Students in Learning
	3d Using Assessment in Instruction
	3e Demonstrating Flexibility and Responsiveness
	4a Reflecting on Teaching



Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor:	<input type="text" value="FOLARIN, DEBORAH"/>	New Teacher:	<input type="text" value="BROWN JOANNA"/>	Date Submitted:	9/20/2012
University:	<input type="text" value="Select"/>	Interaction Date:	<input type="text" value="▼"/>	Duration (hrs):	<input type="text" value="Select"/>

Please select one or more of the following Interaction Type(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Conference (One-to-One meeting with teacher) | <input type="checkbox"/> Inter-visitation | <input type="checkbox"/> Meet with Coach |
| <input type="checkbox"/> Visit Classroom | <input type="checkbox"/> Telephone | <input type="checkbox"/> Meet with Lead Teacher |
| <input type="checkbox"/> Co-Planning | <input type="checkbox"/> E-mail | <input type="checkbox"/> Learning Walks |
| <input type="checkbox"/> Co-Teaching | <input type="checkbox"/> Absent | <input type="checkbox"/> Walkthrough |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Meet with Principal or AP | |

[Click to view information on Charlotte Danielson's Framework for teaching.](#)

Domain:	<input type="text" value="Select"/>	Competency:	<input type="text" value="Select"/>	Continuum:	<input type="text" value="Select"/>	Add Domain/Competency
---------	-------------------------------------	-------------	-------------------------------------	------------	-------------------------------------	---------------------------------------

[Save](#) [Enter Another Interaction](#) [Continue\(Optional\)](#)

Click "Save" to save your changes and remain on the page.
 Click "Enter Another Interaction" to save your changes and add another Interaction.
 Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
 Click "Cancel" to discard your changes and navigate back to the Homepage.

To add an Interaction Type (Step-1):

1. Select the New Teacher. 2. Select the Interaction date. 3.Select the Duration. 4.Check as many interaction type(s) as needed. 5.Click "Save","Enter Another Interaction" or "Continue (Optional)".

- Select
- Beginning
- Developing
- Effective
- Highly Effective

- Home Page
- Match New Teachers and Mentoring Plan
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- View Supervisor Reports
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- Admin Tool ▶
- Contact Support
- Supervisor MTS Support/User Module ▶
- Sign Out

Add/Edit Mentor Interactions Step-2: Teacher Competencies (Optional)

Use this page to add new interaction details
 Mentoring Standards section has six standard groups where in each group is further broken down into subitems. You must select minimum one subitem from the appropriate Standard group. You may choose as many subitems under as many standard groups as appropriate.
Formative Assessment Tool section has six possible options. It is an optional section. You may select one or more as appropriate.

Mentor: GILL, PATRICIA **New Teacher:** DI CARLO, JESSICA
Date of Interaction: 10/03/2011 **Duration:** 0.75 (45 mins)

Engaging All Students in Learning (EN)	Creating an Effective Environment (EE)	Understanding & Organizing Subject Matter (SM)
<input type="checkbox"/> Link to Student Prior Knowledge <input type="checkbox"/> Use Variety Instructional Strategies <input type="checkbox"/> Use Technology & other Resources <input type="checkbox"/> Engaging students in problem solving & critical thinking <input type="checkbox"/> Working with Special Needs or ELL Students	<input type="checkbox"/> Classroom Procedures/Routines <input checked="" type="checkbox"/> Classroom Management <input type="checkbox"/> Using instructional time effectively <input type="checkbox"/> Creating a physical environment that engages all students <input type="checkbox"/> Promoting social development & responsibility	<input type="checkbox"/> Knowledge of subject matter content <input type="checkbox"/> Use of student performance/ content standards <input checked="" type="checkbox"/> Linkages across content areas <input type="checkbox"/> Using materials & resources <input type="checkbox"/> Organizing & Sequencing Curriculum
Planning Instruction (PL)	Assessing Student Learning (AS)	Developing as a Professional Educator (DP)
<input checked="" type="checkbox"/> Lesson Planning <input type="checkbox"/> Discussing short and/or long term goals for students <input type="checkbox"/> Using data to plan Content Planning/Discussion Performing/Fine Arts	<input type="checkbox"/> Use of Informal assessments <input type="checkbox"/> Use of Formal assessments <input type="checkbox"/> Analyzing Student Work <input type="checkbox"/> Using Data to Differentiate Instruction <input type="checkbox"/> Grading Systems/Criteria Assesment Options Select	<input type="checkbox"/> Goal Setting <input type="checkbox"/> Communicating with Parents <input type="checkbox"/> Reflecting on classroom data and or supervisor observations <input checked="" type="checkbox"/> Working with colleagues <input type="checkbox"/> Discussing workshops or PD opportunities

Select Formative Assessment Tools Used:

Collaborative Assessment Log
 Analyzing Student Work
 Seating Chart
 Lesson Planning
 Selective Scripting
 School & Community Resources

Save **Cancel**



Mentor Interactions

Use this page to view mentor interaction history and to add / edit mentor interactions.

Your principal has scheduled a minimum of two-periods weekly for both mentor and New Teacher to meet.

Mentor: rich, lilah

New Teacher: Select

Select
TRUSCH SUSAN

Period From:

To:

[View Interaction Summary](#)

[Add New Interactions](#)

>To Display the Interaction History:

1. Select the New Teacher, 2. Select the Interaction period - From and To dates, 3.Click "View Interaction Summary".

You signed in as:

Name:
rich,lilah

Role:
New Teacher Mentor

E-mail:



- Teachers and
- Interactions
- ment (ational)
- Reports
- g Reports
- Admin Reports
- or Verification
- Profile
- Certificate
- Supervisors
- or Mentor
- or Continuum
- or Reports
- or Admin
- ification Letter
- rt
- S
- Module

Mentor Interactions

Use this page to view mentor interaction history and to add / edit mentor interactions.

Location: (Search Location)

Your principal has scheduled a minimum of two-periods weekly for both mentor and New Teacher to meet.

Mentor:

New Teacher:

Period From: To:

[View Interaction Summary](#)

[Add New Interactions](#)

Date Submitted	Date of Interaction	Interaction types	Duration(hrs)	Action	Action	Delete
10/13/2011	10/03/2011	Conference	0.75 (45 mins)		Edit	Delete
11/23/2011	10/11/2011	Visit Classroom	0.75 (45 mins)		Edit	Delete
11/23/2011	10/13/2011	Co-Planning	0.75 (45 mins)		Edit	Delete
11/23/2011	10/18/2011	Conference	0.75 (45 mins)		Edit	Delete
11/23/2011	10/20/2011	Visit Classroom	0.5 (30 mins)		Edit	Delete
11/29/2011	11/03/2011	Visit Classroom	0.75 (45 mins)		Edit	Delete
11/29/2011	11/14/2011	Co-Planning	0.5 (30 mins)		Edit	Delete
11/29/2011	11/28/2011	Conference	0.75 (45 mins)		Edit	Delete
1						

>To Display the Interaction History:

1. Select the New Teacher, 2. Select the Interaction period - From and To dates, 3.Click "View Interaction Summary".



- Home Page
- Match New Teachers and Mentoring Plan
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports
- View Mentoring Reports
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- Contact Support
- Supervisor MTS

Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor: Date Submitted: 10/13/2011

New Teacher: University:

Interaction Date: Duration (hrs):



Please select one or more of the following Interaction Type(s):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Conference | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Visit Classroom | <input type="checkbox"/> Absent |
| <input type="checkbox"/> Co-Planning | <input type="checkbox"/> Meet with Principal or AP |
| <input type="checkbox"/> Co-Teaching | <input type="checkbox"/> Meet with Coach |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Meet with Lead Teacher |
| <input type="checkbox"/> Inter-visitiation | <input type="checkbox"/> Learning Walks |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Walkthrough |

Save **Enter Another Interaction** **Continue(Optional)** **Cancel**

Click "Save" to save your changes and remain on the page.
Click "Enter Another Interaction" to save your changes and add another Interaction.
Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
Click "Cancel" to discard your changes and navigate back to the Homepage.

Mentoring Reports....

Provides a picture of....

- Your logging pattern (Date Submitted.....Interaction Date)
- Interaction Types
- Topics Discussed (must click on: [Continue Optional](#))
- Leave of Absence Dates



Mentoring Tracking System

- Home Page
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports**
- Change Password
- Contact Support
- Sign Out

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

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Enter Development Continuum (Optional)

Use this section to rate New Teacher development progression on five point scale (i.e. beginning, emerging, applying, integrating, innovating) [Click Here](#)

View Reports

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You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

Reports

Steps to View Report:

1. Select Location if applicable, then the report that you would like to view, and School Year from the drop down boxes below.
2. Enter the date range for the report, if necessary. The date range is defaulted to the school year selected.
3. Click View Report button to generate a new report window that will show the data you requested. You will need to turn-off your Pop-up blocker to view the reports. Alternately, hold the Ctrl key down while clicking View Reports.

* Indicates required information

*Select Report:
*School Year:
*Date Range: From: To:

Interaction Report - Comprehensive
Development Continuum Report - Comprehensive
Teacher Interaction Report - Individual
Teacher Continuum Report - Individual

**Continuing Tchrs.
8/1/2010-present**

Note: All information generated in the provided reports are updated DAILY and may not reflect recent updates entered into MTS.

View Report



Reports

Steps to View Report:

1. Select Location if applicable, then the report that you would like to view, and School Year from the drop down boxes below.
2. Enter the date range for the report, if necessary. The date range is defaulted to the school year selected.
3. Click View Report button to generate a new report window that will show the data you requested. You will need to turn-off your Pop-up blocker to view the reports. Alternately, hold the Ctrl key down while clicking View Reports.

* Indicates required information

*Location:	<input type="text" value="K090- P.S. 90 EDNA COHEN SCHOOL"/>	<input type="text"/>	(Search Location)
*Select Report:	<input type="text" value="Teacher Interaction Report - Individual"/>	*New Teachers:	<input type="text" value="Select >>"/>
*School Year:	<input type="text" value="2011 - 2012"/>		<input type="text" value="Select >>"/>
*Date Range:			GLUCK, JACQUELINE LAZARE, DIANA LYNCH, SHAVONNE
From:	<input type="text" value="8/20/2011"/>		
To:	<input type="text" value="11/21/2011"/>		

Note: All information generated in the provided reports are updated DAILY and may not reflect recent updates entered into MTS.

Home Page

Match New Teachers and Mentoring Plan

Enter Mentor Interactions

Enter Development Continuum (Optional)

View Teacher Reports

View Mentoring Reports

View Teacher Admin Reports

Teacher Mentor Verification Letter

Mentor Course Profile

Mentor Course Certificate

Match New Supervisors

Enter Supervisor Mentor Interactions

Enter Supervisor Development Continuum (Optional)

View Supervisor Reports

View Supervisor Admin Reports

Supervisor Verification Letter

Admin Tool

Interaction Report

Fiscal Year: 2012

From: 8/20/2011 To: 11/21/2011

Teacher Name	Teacher Employee Ref No.	Grade Level	Mentor Name	Grade Level	School Code	Match Date	Date Submitted	Date of Interaction	Duration	Interaction Type	FAS Tools	Topics Discussed	Cluster Name	Cluster Network Name	HR Director	Leave Start Date	Leave End Date
GLUCK, JACQUELINE	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	10/27/2011	0.5	Visit Classroom		Classroom Procedures/Routines	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	10/28/2011	0.5	Conference		Classroom Procedures/Routines	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	10/31/2011	0.5	Modeling		Working with Special Needs or ELL Students	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	11/04/2011	0.5	Conference		Reflecting on classroom data and or supervisor observations	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	11/07/2011	0.5	Visit Classroom		Goal Setting	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	11/10/2011	0.5	Inter-visitiation		Use Variety Instructional Strategies	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
	1294833		CICCARELLO, RACHEL		K090	10/24/2011	11/15/2011	11/14/2011	0.5	Co-Planning		Lesson Planning	DSSI Cluster 06	CHILDREN FIRST NETWORK 605	HABIB, MANAL		
GLUCK, JACQUELINE									3.5								



Home Page

Match New Teachers and Mentoring Plan

Enter Mentor Interactions

Enter Development Continuum (Optional)

View Teacher Reports

View Mentoring Reports

View Teacher Admin Reports

Teacher Mentor Verification Letter

Mentor Course Profile

Mentor Course Certificate

Match New Supervisors

Enter Supervisor Mentor Interactions

Enter Supervisor Development Continuum (Optional)

View Supervisor Reports

View Supervisor Admin Reports

Supervisor Verification Letter

Admin Tool

Reports

Steps to View Report:

1. Select Location if applicable, then the report that you would like to view, and School Year from the drop down boxes below.
2. Enter the date range for the report, if necessary. The date range is defaulted to the school year selected.
3. Click View Report button to generate a new report window that will show the data you requested. You will need to turn-off your Pop-up blocker to view the reports. Alternately, hold the Ctrl key down while clicking View Reports.

* Indicates required information

*Location: X446- SATELLITE ACADEMY HS @ BRONX REGIONAL HS (Search Location)

*Select Report: Interaction Report - Comprehensive

*School Year: Interaction Report - Comprehensive

*Date Range: From: New & Continuing Teachers Mentored, NON-DOE Mentors, New Teacher Completed Mentoring

To: 11/21/2011

Note: All information generated in the provided reports are updated DAILY and may not reflect recent updates entered into MTS.

View Report

Interaction Report

Fiscal Year: 2012

From: 8/20/2011 To: 12/5/2011

Teacher Name	Teacher Employee Ref No.	Grade Level	Mentor Name	Grade Level	School Code	Match Date	Date Submitted	Date of Interaction	Duration	Interaction Type	FAS Tools	Topics Discussed	Cluster Name	Cluster Network Name	HR Director	Leave Start Date	Leave End Date
BURGLER, BRIGITTE	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/18/2011	0.75	Visit Classroom		Working with Special Needs or ELL Students	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/24/2011	0.75	Co-Planning	Lesson Planning,	Lesson Planning	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/09/2011	1	Co-Planning	School Community	Communicating with Parents	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/16/2011	1	Conference	Collaborative Assessment,	Classroom Management	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
BURGLER, BRIGITTE									3.5								
MCCAFFREY, SARAH	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	09/22/2011	0.75	Visit Classroom			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/06/2011	0.75	Visit Classroom			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/07/2011	0.75	Conference			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
MCCAFFREY, SARAH									2.25								

Interaction Report

Export to Excel

Fiscal Year: 2012

From: 8/20/2011 To: 12/5/2011

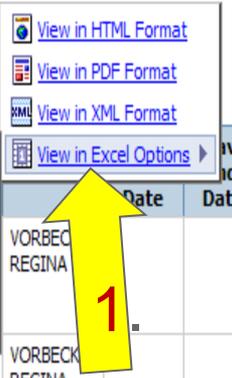
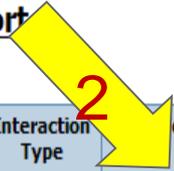
Teacher Name	Teacher Employee Ref No.	Grade Level	Mentor Name	Grade Level	School Code	Match Date	Date Submitted	Date of Interaction	Duration	Interaction Type	FAS Tools	Topics Discussed	Cluster Name	Cluster Network Name	HR Director	Leave Start Date	Leave End Date
BURGLER, BRIGITTE	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/18/2011	0.75	Visit Classroom		Working with Special Needs or ELL Students	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/24/2011	0.75	Co-Planning	Lesson Planning,	Lesson Planning	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/09/2011	1	Co-Planning	School Community	Communicating with Parents	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/16/2011	1	Conference	Collaborative Assessment,	Classroom Management	DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
BURGLER, BRIGITTE									3.5								
MCCAFFREY, SARAH	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	09/22/2011	0.75	Visit Classroom			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/06/2011	0.75	Visit Classroom			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/07/2011	0.75	Conference			DSSI Cluster 01	CHILDREN FIRST NETWORK 102	VORBECK, REGINA		
MCCAFFREY, SARAH									2.25								

Interaction Report

Fiscal Year: 2012

From: 8/20/2011 To: 12/5/2011

Teacher Name	Teacher Employee Ref No.	Grade Level	Mentor Name	Grade Level	School Code	Match Date	Date Submitted	Date of Interaction	Duration	Interaction Type	Tools	View in Excel 2007 Format	View in Excel 2002 Format	View in Excel 2000 Single Sheet Format	View in Excel 2000 Format	View in CSV Format	View in HTML Format	View in PDF Format	View in XML Format	View in Excel Options	Date	Date
BURGLER, BRIGITTE	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/18/2011	0.75	Visit Classroom												
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/28/2011	10/24/2011	0.75	Co-Planning Lesson Planning,	Lesson Planning											
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/09/2011	1	Co-Planning School Community	Communicating with Parents											
	1267752		APREA RERES, IMMACOLATA		K029	05/16/2011	11/30/2011	11/16/2011	1	Conference Collaborative Assessment,	Classroom Management											
BURGLER, BRIGITTE									3.5													
MCCAFFREY, SARAH	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	09/22/2011	0.75	Visit Classroom												
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/06/2011	0.75	Visit Classroom												
	1215758		SPERRY, SUSANNAH		K029	12/02/2010	10/07/2011	10/07/2011	0.75	Conference												
MCCAFFREY, SARAH									2.25													





- Home Page
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports
- Change Password
- Contact Support**
- Sign Out

Contact Support

For Outlook User ID and Password issues, contact Help Desk at (718) 935-5100.

For non-technical issues, contact HR Connect at (718) 935-4000.

Please be advised that the Mentoring Tracking System is intended for users with [Internet Explorer](#) browser. If you are not using the Internet Explorer browser, you may experience problems.



Contact: Teacher Development Specialist-TDS assigned to your Cluster

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail: