

*Coordinator's
User Manual*

www.TimsWeb.org

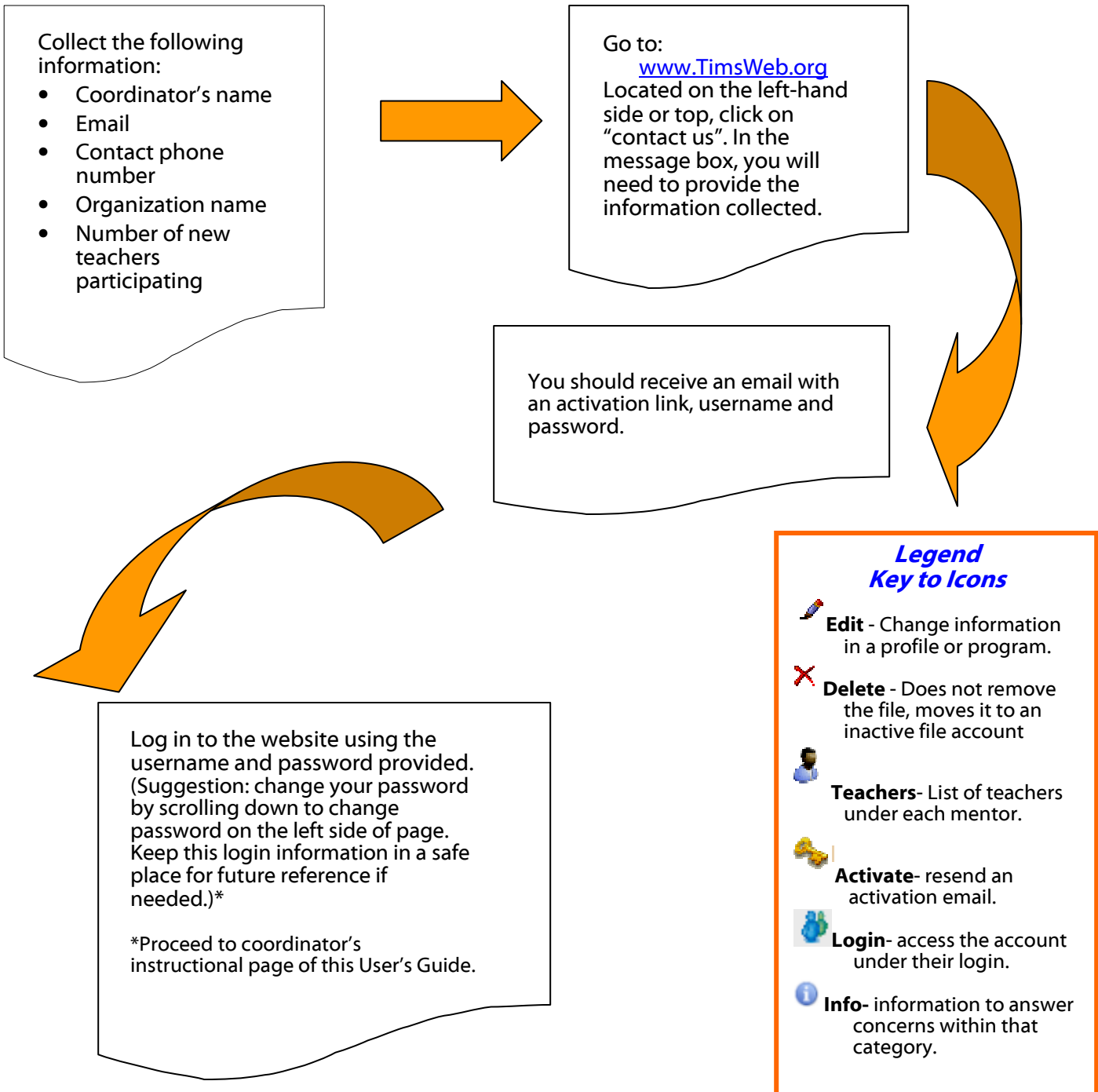
Quick Start Reference Guide

www.TimsWeb.org

Where, What, When, and How do I get started?

Let's begin with the Quick Start Reference Guide. This guide will walk you through the process in order to:

1. Customize and set up your program to meet your district's needs.
2. Track the mentor-teacher activities.
3. Reduce paperwork but improve accountability and provide a report summary for completing your CDE.



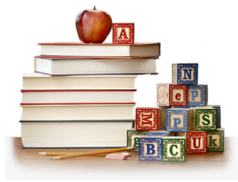


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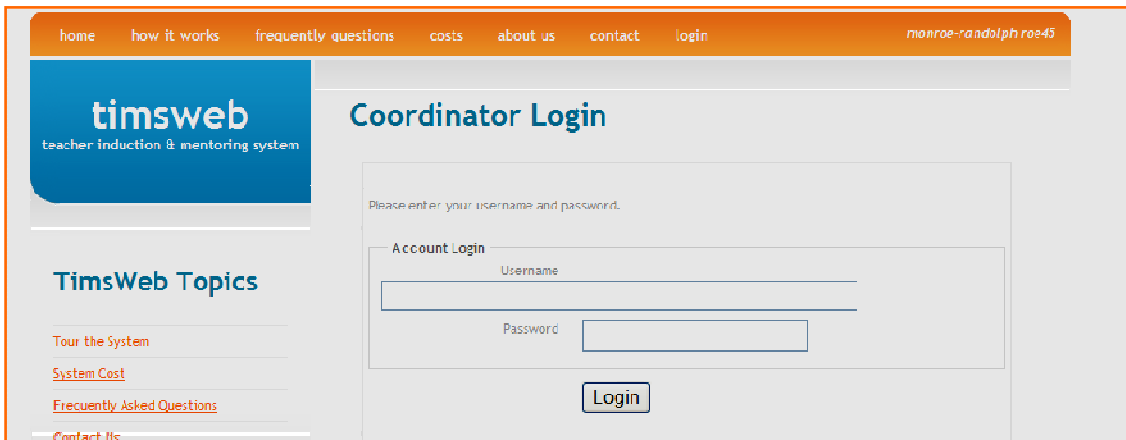
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Welcome to the Teacher Induction and Mentoring System

Congratulations! As the Coordinator, you are ready to begin setting up your program. Following these basic setup guidelines will help you to set up the program to meet your district's needs and to monitor and fulfill the state required components for the mentoring program.

When you sign on to www.TimsWeb.org . Please enter the username and password that was provided to you.



Once you have logged in, you will be directed to the Coordinator Account page. (This is where you will set up your district, schools, and program in order to meet the needs of your district.)



It is very important to change the password to a word that is familiar for your use. To change the password, scroll down to the **Account** section and click on **change password**.



Please do not use the back button on your browser when switching from one category to the next. If you choose to use the back button, the system may kick you out and you would need to log back in to the program. The system is set up to time itself out if you choose not to work in it.











Coordinator Account Page

Districts

The first thing you as the coordinator will need to do is to set up the District and School pages. The District page is designed for the coordinator to see at a quick glance all the districts within your program. For example, the coordinator may be part of a collaboration that includes several districts. The page will identify the name of the school, phone number, superintendent's name, and superintendent's email.

In order for the mentors and teachers to choose the district/school they are assigned, the coordinator must first set up the district for their program.

In order to do so, under the heading **Program**, scroll down to **Districts** and click on the word. Once this page opens, click on **Create Districts** listed on the right side of page. You will need to fill in the following information:

-  District Name
-  District Address
-  City
-  State
-  Zip District phone
-  District website
-  District fax
-  Superintendent's first name
-  Superintendent's last name
-  Superintendent's email

District Details

District Name	<input type="text"/>
District Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
District Phone	<input type="text"/>
District Fax	<input type="text"/>
District Website	<input type="text"/>
Superintendent First Name	<input type="text"/>
Superintendent Last Name	<input type="text"/>
Superintendent Email	<input type="text"/>














Important: You must list all the districts in your program or the system will not allow your participants to enter data. If you are only one district, you must enter the information as well.

Schools

(The Schools page is similar to the District page.)

This page is designed for the coordinator to see at a quick glance all the schools within your program. For example, the coordinator may be part of a collaboration that includes several schools. The page will identify the name of the school, phone number, principal's name, and principal's email.

The coordinator must set up the schools in their program also. Follow the same steps as the set up for district except click on **Schools** and **Create Schools**. You will need the following information:

-  School Name
-  School Address
-  District (Drop down menu with the district names' entered previously.)
-  City
-  State
-  Zip
-  School Phone
-  School Fax
-  Principal First Name
-  Principal Last Name
-  Principal email

School Details

School Name

School Address

Districts **-- Select --**

City

State

Zip

School Phone

School Fax

Principal First Name

Principal Last Name

Principal Email

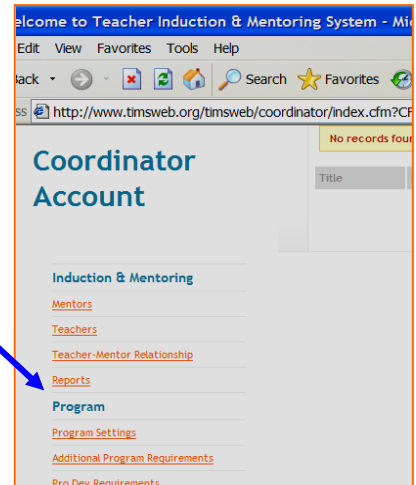


Important: You must list all the schools in your program or the system will not allow your participants to enter data.

Setting up Your Program

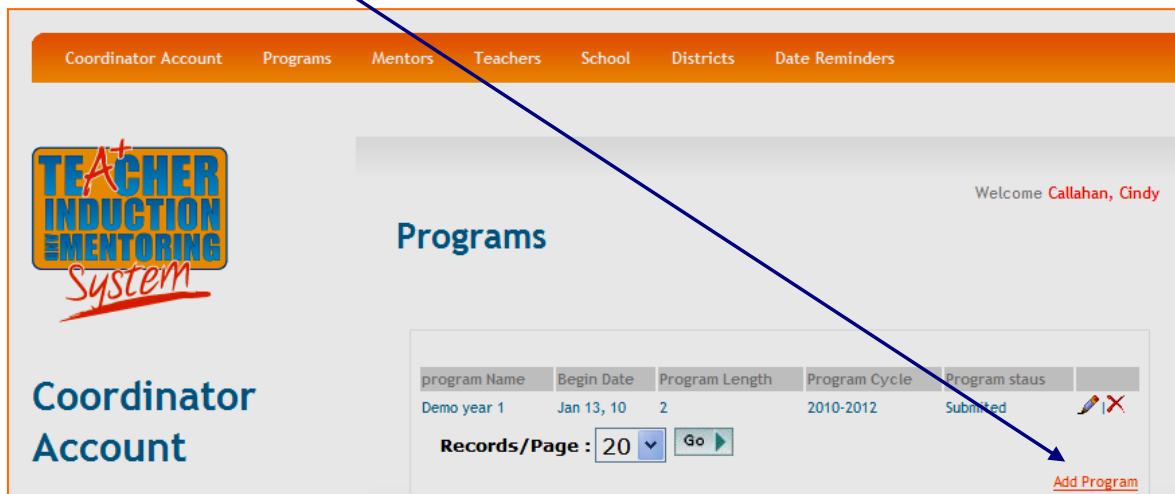
The left-hand side of the page will help guide you along the way. Let's start with setting up the program first.

Scroll down to **Program - Program settings**.



The program settings will take you to adding a program.

Click on **Add Program** located on the right-hand side.



In order to set up the program, you will need to gather the following information:

- Program Length (2–4 years)
- Define Program Cycles (i.e. 2010–2012)
- Mentor-Teacher Contact Hours (max. hours 150)
- Observations Cycles (1–8)
- Professional Development (1–10)
- Written Reflections (1-16) requirements set by the district.




Important: The state of Illinois mandates specific guidelines in implementing a New Teacher Mentoring program. The following guidelines are the minimum for each of the categories:

- | | |
|---|---------------------------|
| 🍎 Program Length- 2 years | 🍎 Prof. Development- 4 |
| 🍎 Mentor-Teacher Contact Hours- 60 hrs/year | 🍎 Observations Cycles - 3 |
| | 🍎 Reflections- 8 |

*Any additional time, activities, reflections, etc. required by the school or district should be entered under the heading, Additional Program Requirements.

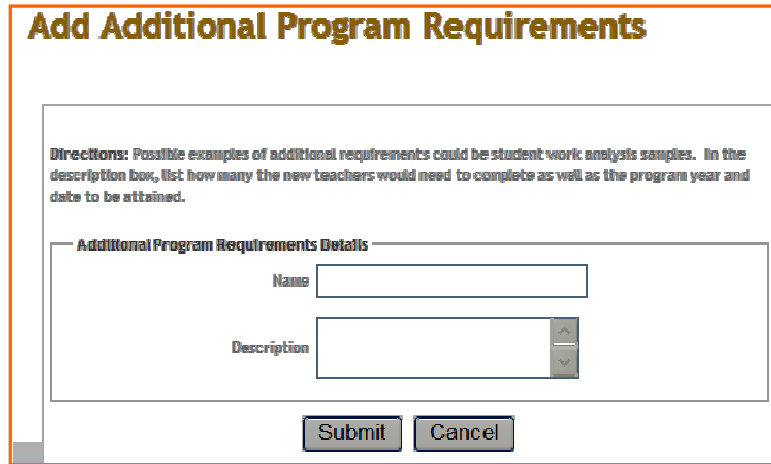
After you have entered the information, . You will get a return verification that the program information has been submitted. (If you have forgotten to enter any of the above information, you will receive an error message identifying the areas that need to be corrected.)

After all information is successfully submitted, you will be directed back to the Programs page. (If you need to edit any information, you can click on the pencil  to update.)

Additional Program Requirements

Additional Program Requirements are the local programs required beyond the state mandated requirements. For example, if your program requires analysis of student work during the second year, you would enter this information under the additional program requirements. In order to do so, the Program List on the top of the page is a starting point. Use the drop down menu to select the year the requirement must be completed. Did you require this additional work to be completed in the first, second, third, etc. year of the program you have already set? On the right side of the page, you will need to select [Add Additional Requirements](#).

Here you will fill in the Name and a Description. These additional requirements will appear on the mentors and teachers pages as a selection option.



Add Additional Program Requirements

Directions: Possible examples of additional requirements could be student work analysis samples. In the description box, list how many the new teachers would need to complete as well as the program year and date to be attained.

Additional Program Requirements Details

Name

Description

Professional Development Requirements

The state of Illinois requires the new teacher to attend 4 - Professional development activities within the required 2 years. The school/district additional requirements would be entered on the Professional Development Requirements page. Click on **Create Professional Development Requirements** and follow the prompts.



Coordinator Account

[Induction & Mentoring](#)

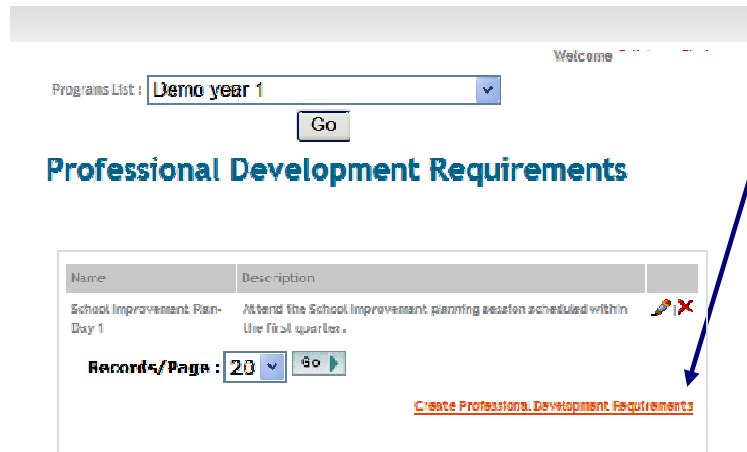
[Mentors](#)

[Teachers](#)

[Teacher Mentor Relationships](#)

[Reports](#)

[Program](#)



Welcome

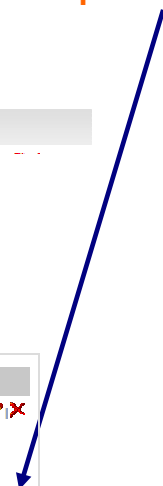
Programs List:

Professional Development Requirements

Name	Description	
School Improvement Plan- Day 1	Attend the School Improvement planning session scheduled within the first quarter.	

Records/Page :

[Create Professional Development Requirements](#)



The following are the prompts for adding Professional Development Requirements.

The screenshot shows a web form titled "Add Professional Development Requirements". The form contains two input fields: "Name" and "Description". Below the fields are "Submit" and "Cancel" buttons. Two callout boxes with arrows point to the fields: one pointing to the "Name" field and another pointing to the "Description" field.

Add Professional Development Requirements

Professional Development Requirements

Name

Description

Name of Required Professional Development Activity

Brief description of requirements

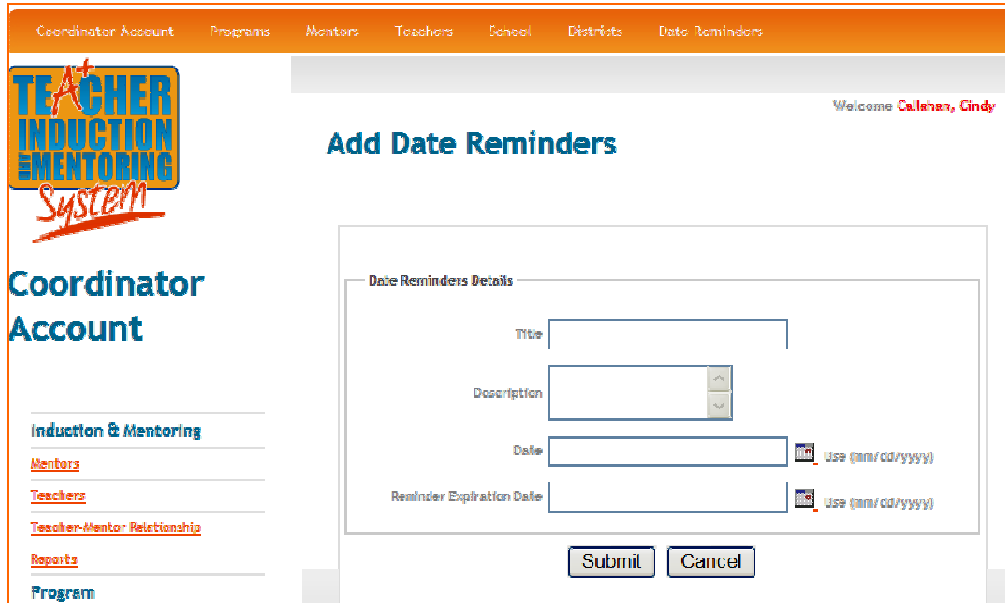
Congratulations! You have made it through the difficult pages of setting up the program. The next few pages are designed to help you set up the mentors and teachers. By following this guide and the online prompts, you will become a master at setting up this system in no time. The last part of this guide designed to assist the teachers and mentors using this program. Once they are set up in the program, they should be able to submit information with ease.

One more thing....

After you have submitted all the requirements for your program, the next step would be to set up date reminders - **if** you know deadlines for the activities – or you can move to setting up the mentor's page since they will be the person between you, the coordinator, and the new teacher. Setting up the Date Reminder page can be an easy process if you have deadlines set for your programs.

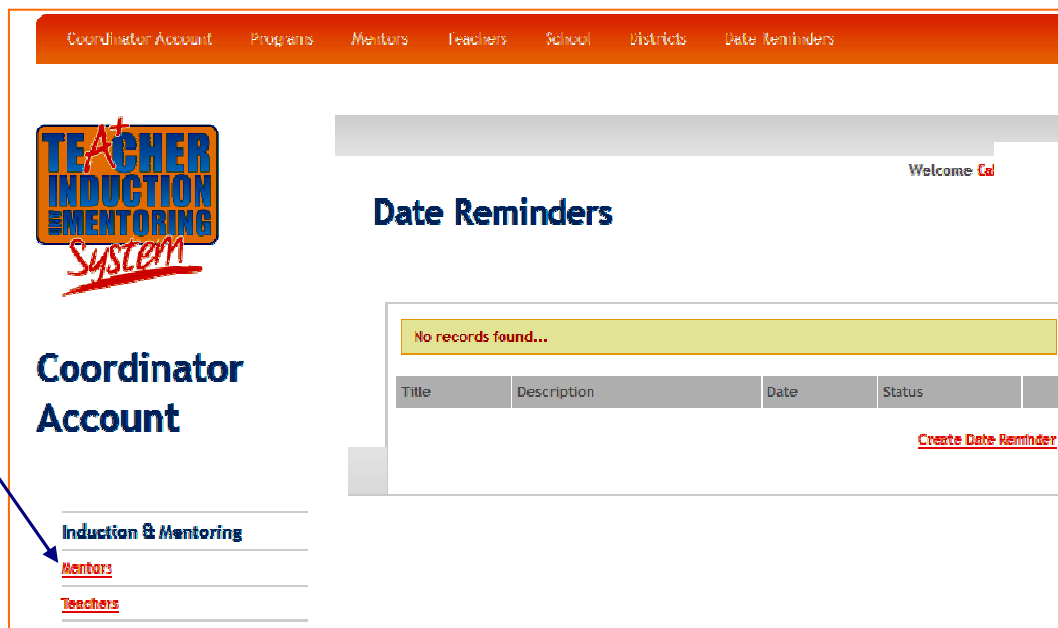
Date Reminders

The home pages display the date reminders that have been entered. To add reminders, click on **Create Date Reminders** on the bottom right side of the page. You will need to collect Date Reminders Details which include the Title, Description, Date due, and a Reminder Expiration Date. Once you have submitted the information, the date reminders will appear on all the new teachers and mentors home page as well.



Adding Mentors and Teachers

You will need to set up the mentor's accounts first in order to match a teacher to the mentor. After setting up the mentors, it will be easy to click on the mentor's name to match to the new teacher. Click on **Mentors** located on the left hand side of the Home page.



Mentors


After clicking on **Mentors** (left side) a new page will open.


Next, select- **Add mentors**, located on the right-hand side of the page.

The following information will be needed to submit the information:

- First and last name
- Valid email address
- Induction & mentoring role
 - The drop down arrow will allow you to choose from the following roles:
 - Full Time Teacher with Mentoring
 - Retired Teacher Mentoring
 - Part Time Mentor & Part Time Teacher
 - Full Time Release Mentor
 - Mentor & Program Administrator

After you submit the information, the mentor will receive an email with an activation link and a password.

The password will be a series of letters and numbers. (Something that is hard to remember.) If they did not receive an email, please check the junkmail folder or the system filter. If they still did not receive the email, check the coordinator's account mentor list. If they are listed as inactive, click on the key  in order to activate their account. Once the mentors have received the email welcoming them to timsweb, they will need to change their password by clicking on **change password** on the left side of the page.

Once they have changed their password, they will need to update their profiles by clicking on the pencil (edit)  and provide the following information:

Background Information:

- First name
- Last name
- Birth date
- Home address
- City
- State
- Zip
- Home phone
- Email address
- Race & ethnicity

Education:

- High School Graduated
- Graduating class size
- Type of High School
 - Rural
 - Suburban
 - Urban
 - Metropolitan
- Highest Degree Earned
- University Name
- University State
- Certification Program
 - Traditional Teacher Ed
 - Alternative
 - Other
- National Board Certified

Mentoring Experience:

- Years Active Mentoring
- Induction & Mentoring Role
 - Full Time Teacher with Mentoring
 - Retired Teacher Mentoring
 - Part Time Mentor & Part Time Teacher
 - Full Time Release Mentor
 - Mentor & Program Administration

Teaching Experience:

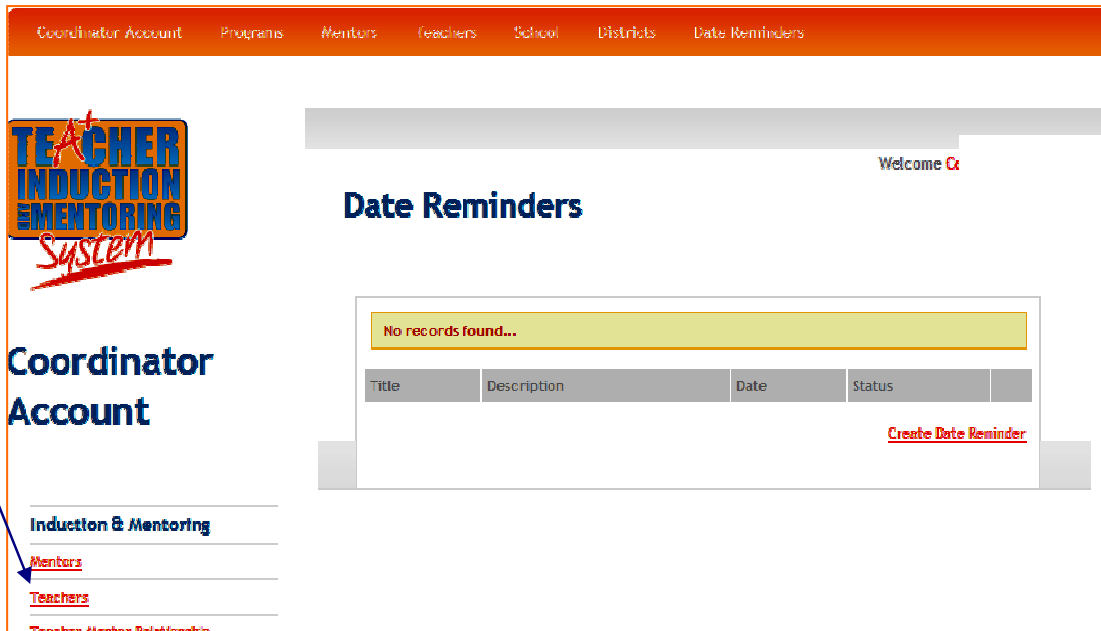
- Current Employer/School
- Years of Teaching Experience
- Primary Level of Teaching
- Content Area



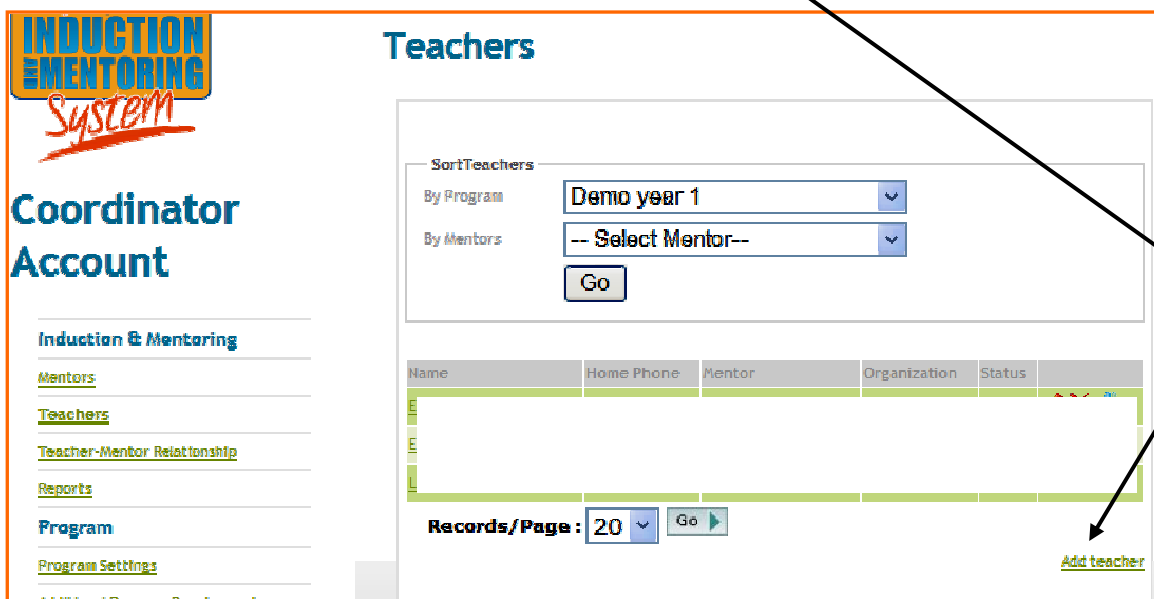
Important: It is very important to change the password to a word that is familiar for your use. To change the password, scroll down to the **change password** located on the lower left side of page and follow the prompts.

Teachers

Next you will need to enter your teachers. On the left side of the Coordinator Account's page, click on **Teachers**.



The following page will open. Adding Teachers are very similar to adding Mentors except you will need to select the program and the mentor who will be assigned to the teacher. All the mentors you have added should appear in the **Sort Teachers by Mentor's** drop down box. **If you have not added mentors, please go back and do this now!** If mentors are added, then select the Mentor for the new teacher you will be adding, then select **Add Teacher**.




(Add Teachers con't)

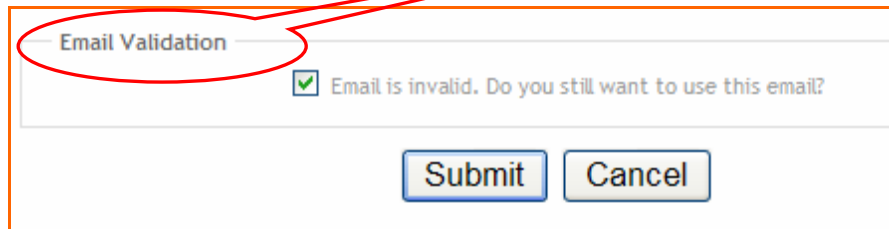
When filling in the teacher details, be sure to fill these in completely, or they will not get the email activation or password.

The following information will be needed from the new teachers:

- First name
- Last name
- Email address
- Employer/School
▼ (drop down)
- Program
▼ (drop down)
- Mentor
▼ (Drop down)

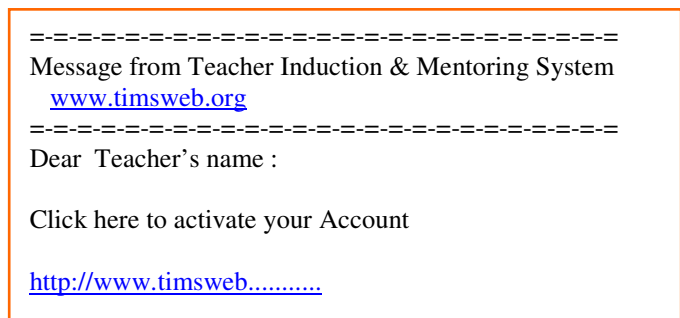
Depending on how many new teachers you have in your district, you can continue to add new teachers by following the same steps listed above. Once submitted, you will get a confirmation pop up window stating it was a successful addition.


 **Important:** If the teacher details page returns to you with an email validation message at the bottom, check the email for any corrections. If you know they are accurate, check the box and submit again. The system has an automatic email checking system that can identify invalid email addresses. Also, the teachers must have their own school email account. The system will not allow the sharing of email addresses.



Once the information has been submitted, the new teacher will receive an email asking to activate the account (same process as the mentors).

After they have completed activating their account, they will need to login to www.timweb.org with the username and password provided.



 **Important:** It is very important to change the password to a word that is familiar for your use. To change the password, scroll down to the **change password** on the left hand side of the page and follow the prompts.

(Add Teachers con't)

After the new teacher has activated and logged in to their account, they will be prompted to update their profile. **Please have them do this immediately.** If they have forgotten their password, you, as the coordinator can login and by clicking on the pencil, you can find their password listed in their profile. (Hopefully you will not need to access their account, but it is nice to know that you can help them find their password with a simple click of the mouse.) The following information will be needed in order for your new teachers to complete their profiles (very similar to the information needed for the mentor except for the **IEIN** number):

Background Information:

- First name
- Last name
- Birth date
- Home address
- City
- State
- Zip
- Home phone
- IEIN number*
- Email address
- Race & ethnicity

Education:

- High School Graduated
- Graduating class size
- Type of High School
 - Rural
 - Suburban
 - Urban
 - Metropolitan
- Highest Degree Earned
- University Name
- University State
- Certification Program
 - Traditional Teacher Ed
 - Alternative
 - Other

Teaching Experience:

- Employer/School
- Years of Teaching Experience
- Primary Level of Teaching
- Content Area

*IEIN number is found on your teaching certificate **or** by contacting the State Board of Education at <http://www.isbe.net/> and logging in to ECS.




Important: If there is a change in a teacher's name, email address, or address, it is very important for the teacher to make these changes on his/her profile **immediately**. To make these changes, click on the teacher profile and make the necessary changes.

Teacher Mentor Relationship

[Induction & Mentoring](#)

[Mentors](#)[Teachers](#)[Teacher-Mentor Relationship](#)[Reports](#)[Program](#)[Program Settings](#)[Additional Program Requirements](#)[Pro Dev Requirements](#)[Districts](#)[Schools](#)[Website](#)[FAQs](#)[Date Reminders](#)[Website Settings](#)[Account](#)[Coordinator Account](#)[Change Password](#)[Logout](#)

The Teacher–Mentor Relationship page is designed to show at a quick click the new teacher and mentor relationship and in what program they are currently participating. This page is important for any changes in the Teacher-Mentor Relationship. Did the Teacher leave the district and a new person assigned to the mentor? Did the Mentor leave the program and a new mentor assigned to the teacher? Is there a concern about the New Teacher or Mentor? This page could help in establishing new relationships if needed. Clicking on the pencil  will lead you to edit the necessary changes.

Reports

There are currently 13 reports listed on the reports page for the coordinator. By clicking on each of the reports, you should find information from all the mentors and teachers within your programs. The reports are printed according to the programs, i.e. First year teachers to the program or second year teachers in the program, etc. If you would like to see a report of your second year teachers, use the drop down menu to select Program name and then choose the report you would like to view. It is an easy step to get the information needed for all your teachers and mentors within your programs. These reports can also

help with information needed to complete the CDE (Common Data Elements) requirements for the funded programs. The information collected is taken directly from the information submitted by your mentors and new teachers and dated according to when the report is printed. You will see at a glance who has been submitting information, standards most often used or discussed, number of observation cycles completed, written reflections completed, demographics, time spent, and contacts made without going through each of the teachers and counting on your fingers and toes. By choosing one of the reports, it will open in a new window and all the information will be present. You can choose to print* this report or use the back button to go back to the coordinator's account page.

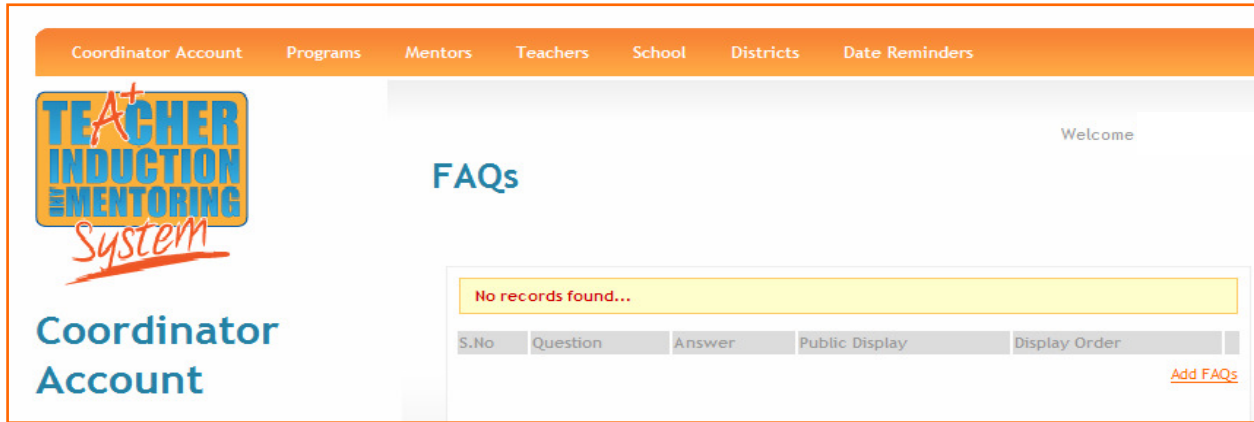
Select Program name

1. [Observation Cycles - Teachers Completed and Not Completed](#)
2. [Reflections - Teachers Completed and Not Completed](#)
3. [Mentor-Teacher Contacts Level of Interaction by Count](#)
4. [Mentor-Teacher Contacts Level of Interaction by Hour](#)
5. [Mentor-Teacher Other Content by Count](#)
6. [Mentor-Teacher Other Content by Hour](#)
7. [Mentor-Teacher Contacts Types by Count](#)
8. [Mentor-Teacher Contacts Types by Hour](#)
9. [Mentor-Teacher New Teacher Time by Count](#)
10. [Mentor-Teacher New Teacher Time by Hour](#)
11. [Mentor Demographics](#)
12. [First-Year Teacher Demographics](#)
13. [Teacher IPTS Count](#)

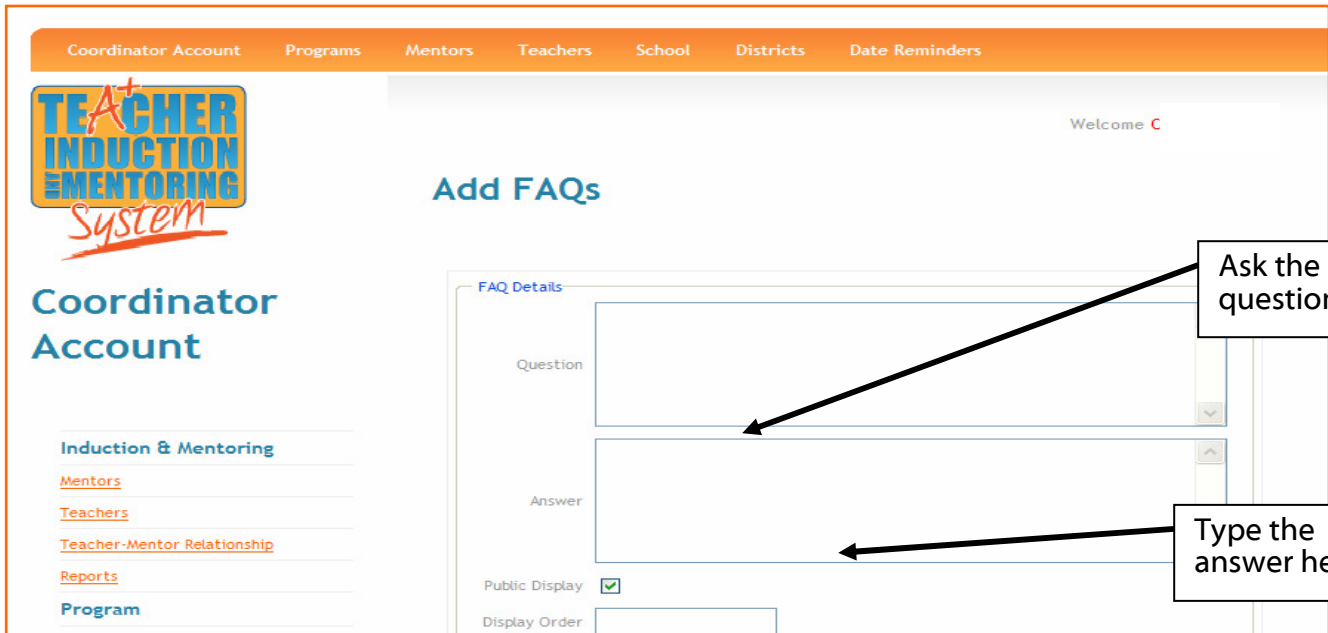


*The reports are printed in pdf format.

FAQ's



The FAQs page could be invaluable to you as the coordinator. The questions that are asked often are added to this section along with the answer. If you have any questions along the way that are not found in the FAQ section, please contact Tim@TimsWeb.org with you questions and someone will assist you with the questions.



Teacher's Account Pages

The Mentor's page and New Teacher pages are similar in a lot of areas since the mentor and new teacher must work together in order to complete the requirements. The first thing the teachers and mentors must complete after they have activated their account is to update their profiles. This is very important in order for the program to work successfully. The teacher should click on the profile and provide the following information:

Background Information:

- First name
- Last name
- Birth date
- Home address
- City
- State
- Zip
- Home phone
- IEIN number*
- Email address
- Race & ethnicity

Education:

- High School Graduated
- Graduating class size
- Type of High School
 - Rural
 - Suburban
 - Urban
 - Metropolitan
- Highest Degree Earned
- University Name
- University State
- Certification Program
 - Traditional Teacher Ed
 - Alternative
 - Other

Teaching Experience:

- Employer/School
- Years of Teaching Experience
- Primary Level of Teaching
- Content Area

*IEIN number is found by contacting the State Board of Education at <http://www.isbe.net/> and logging in to ECS



Important: If there is a change in a teacher's name, email address, or address, it is very important for the teacher to make these changes on his/her profile immediately. To make these changes, click on the teacher profile and make the necessary changes.



After you have submitted this information, please change your password by clicking on **change password** on the left side of your home page. Choosing a familiar word will help you to remember how to login to the system.

Home Page View

The categories are listed on the top of the page as well as on the left side of the Home page. The home page will display the **Activities** that have been submitted as well as whether the activities that have been approved or if they are pending approval.


In viewing this page, you will be able to see where you stand with the mentor/teacher contact activities.

Activities				
S.No	Activity	Pending Activity	Teacher	Program
1	Mentor-Teacher Contact	2		First Year
2	Reflections	3		First Year

Date Reminders View		
Title	Description	Date

By clicking on the number under the heading **Pending Activities**, it will open the page to what activities need to be confirmed, as well as those submitted and pending. If the mentor has submitted the information, you will need to click on the pencil to be able to see that you will need to confirm the activity submitted. If you, the teacher, submitted an activity, you will see submitted and you will need to let the mentor know to confirm the activities you have entered.

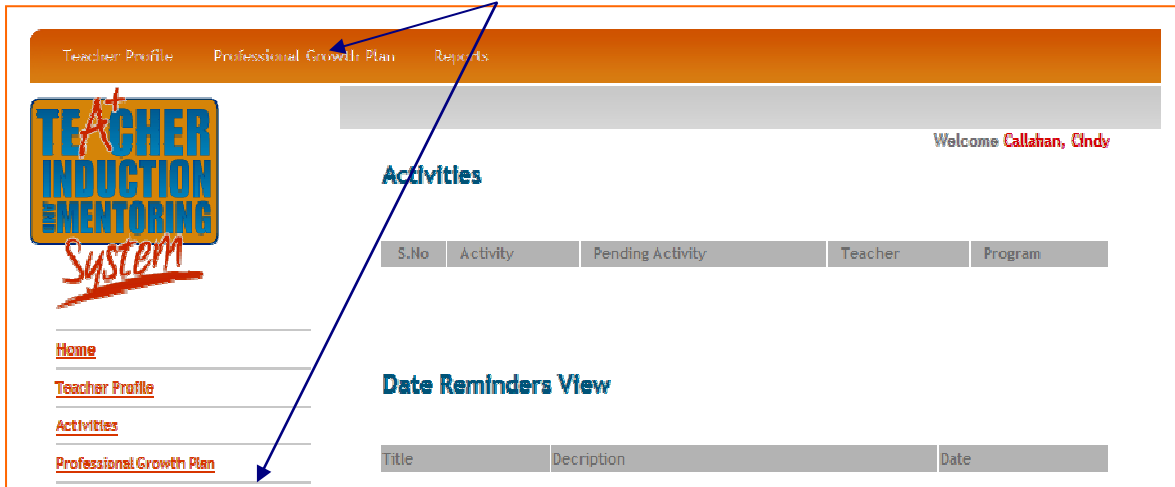
01/05/2010	Face to Face	After School	0:15	Pending	
01/25/2010	Face to Face	After School	1:0	Submitted	 
12/16/2009	Internet Based Communication	During The Day	0:15	Confirmed	


Selecting the pencil  will allow you to confirm a pending activity with your mentor, view a confirmed activity or if an activity is submitted, edit or delete the activity.

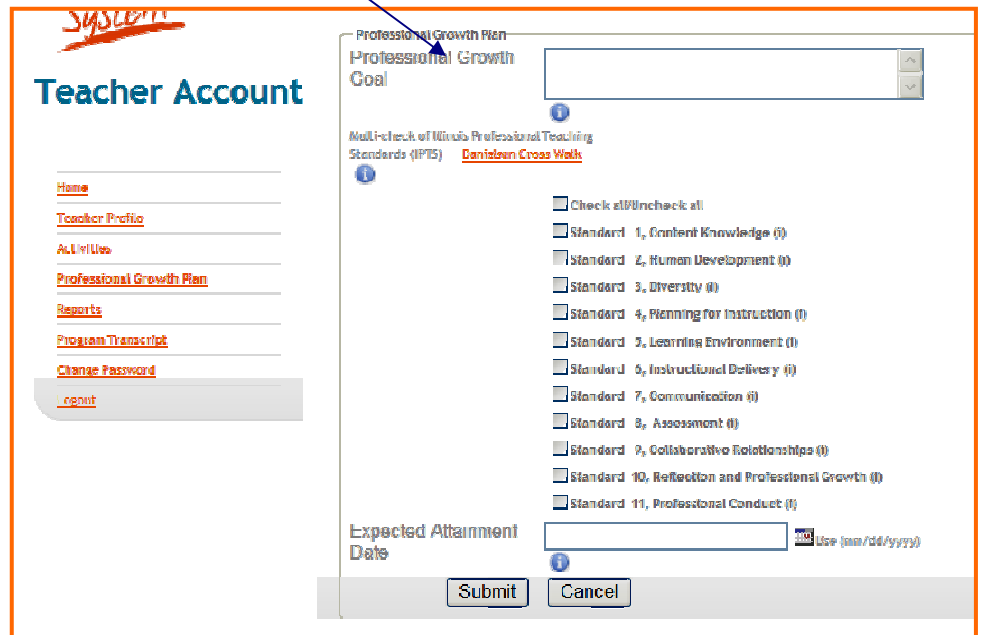
The Date Reminders View listed on this page is a friendly visual reminder when upcoming deadlines are approaching.

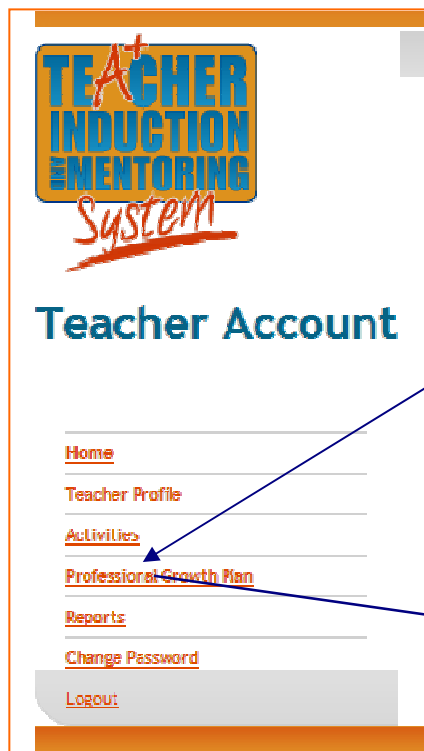
Professional Growth Plan

The teachers will need to submit their Professional Growth Plan once they have updated and completed their profile. To submit their plan, click on Professional Growth Plan on the top or bottom left side of their home page.



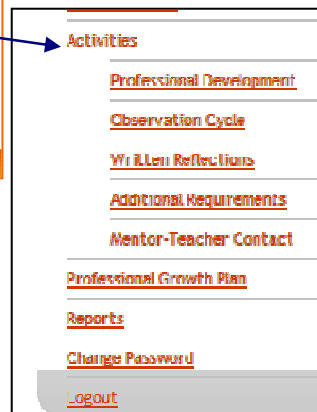
In the **Professional Growth Goal**, submit your goal for the upcoming year with the date you plan to attain the goal with at least one IPTS (Illinois Professional Teaching Standard). The IPTS standards are listed on the page. By moving your cursor over the  or (i), the full standard should appear for your use. If you are using the Danielson Framework, click on the link detailing the Crosswalk for IPTS and Danielson. This will open in a pdf format. The expected attainment date is chosen here. (Usually this will be at the end of your mentoring program guidelines).






Adding Activities

After the teachers have updated their profile, they will want to add the activities. A good rule of thumb would be to add activities at least two times a month or more in order to keep good records of the activity. Adding activities are easy and quick if you follow some simple steps. Select the **Activities** category listed on the left side of the page. Once selected, a drop down of several activities will be displayed.














Important: You should add your activities on a regular basis so you will not be so overwhelmed before a deadline. Sitting with your mentor while adding activities will make the process go faster and you can add this as contact time. It is a wonderful way to have conversations face to face. (Your mentor can confirm the activities immediately by using the refresh button on the toolbar.)

Let's look at adding **Professional Development**.

Here is where you will add your Professional Development activities you have attended. After selecting Professional Development, select **Add Professional Development** located on the right side of the page. Notice the . By moving your cursor over the button, more information

concerning this item will be revealed. (These icons may appear throughout some pages.)

You will need the following information to complete this section:

-  **Title of the Event** (drop down menu)
-  **Date of the Event**
-  **Mentor Present**. If the mentor was present, a drop down menu will ask for:
 -  **Type of Meeting** (drop down),
 -  **Level of Interaction** (drop down)
 -  **IPTS** (Illinois Professional Teaching Standards) that would be covered in the Professional Development.
 -  **Other Content (Emotional or General)**
 -  **General Topic**
 -  **Duration**
 -  **Related to Professional Growth Plan**
 -  **New Teacher Time**

Follow these steps and your information will be submitted for your mentor to confirm.

Add Observation Cycle

Select **Observation Cycle** and then **Adding Observation Cycle** on the right side of the page.

You will need the following information to complete this section:

- 🍎 **Cycle** (drop down menu) You will select the **Cycle** (drop down menu) 1, 2, or 3. Notice ⓘ the located behind the cycle drop down? Hovering your cursor over this button will let you know that “a cycle consists of a pre-observation, observation, and post observation. You will not be allowed to submit a second cycle until the first cycle is complete and confirmed.”
- 🍎 **Components** (drop down menu)
- 🍎 **Date of the Event**
- 🍎 **Mentor Present.** If the mentor was present, a drop down menu will ask for:
 - ➡ **Type of Meeting** (drop down),
 - ➡ **Level of Interaction** (drop down)
 - ➡ **IPTS** (Illinois Professional Teaching Standards) that would be covered in the Professional Development.
 - ➡ **Other Content (Emotional or General)**
 - ➡ **General Topic**
 - ➡ **Duration**
 - ➡ **Related to Professional Growth Plan**
 - ➡ **New Teacher Time**

Written Reflections

Written Reflections

Total Duration : 1.30 hours

S.No	Date of Event	Teacher Time	Level Of Interaction	Duration	Status	
1	03-09-2010	Planning	Small Group (3-5)	0:30	Pending	
2	03-04-2010	Lunch	One-on-one	0:10	Submitted	
3	03-08-2010	After School	Small Group (3-5)	0:35	Submitted	
4	02-15-2010	After School	One-on-one	0:15	Confirmed	

Records/Page :

[Add Written Reflections](#)

You will notice on your home page of **Written Reflections** you will see at a glance the Total Duration, Date of Event, Teacher Time, Level of Interaction, Duration, and Status along with the edit and delete choices. If

you have submitted information, it will automatically appear. Your status for these activities is:

pending (mentor submitted information and needs your approval);

submitted (new teacher has submitted information and is waiting for confirmation);

confirmed (everything is submitted and confirmed between the new teacher and mentor).

If this is the first time adding written reflections, this page will be blank.

To **add** written Reflections, Select **Add Written Reflections** located on the right hand side of your home page. The new page will open and the following information will be needed.

- Date of the Reflection**
- Type of Meeting** (drop down menu selection)

Mentor Teacher Contact

Date Of Reflection Use (mm/dd/yyyy)

Type of Meeting

Level of Interaction

Multi-check of Illinois Professional Teaching Standards (IPTS) [Danielson Cross Walk](#)

Standard 1, Content Knowledge (i)

Standard 2, Human Development (i)

Standard 3, Diversity (i)

Standard 4, Planning for Instruction (i)

Standard 5, Learning Environment (i)

Standard 6, Instructional Delivery (i)

Standard 7, Communication (i)

Standard 8, Assessment (i)

Standard 9, Collaborative Relationships (i)

Standard 10, Reflection and Professional Growth (i)

Standard 11, Professional Conduct (i)

Check all/Uncheck all

Other Content

General Information

Emotional Support

Duration Hrs Mns

Related Professional Growth Plan Yes No

New Teacher Time

Date of Mentor Response Use. (mm/dd/yyyy)

Mentor Duration Hrs Mns

Mentor Time

- 🍎 **Level of Interaction** (drop down selection)
- 🍎 **IPTS** (Illinois Professional Teaching Standards) that would be covered in the Professional Development.
- 🍎 **Other Content (Emotional or General)**
- 🍎 **Duration** (Time in hours and 5 minute increments)
- 🍎 **Related to Professional Growth Plan**
- 🍎 **New Teacher Time** (Drop down selection)
- 🍎 **Date of Mentor Response**
- 🍎 **Mentor Duration** (Time in hours and 5 minute increments)
- 🍎 **Mentor Time** (Drop down selection)

Additional Requirements

If your district requires additional activities to fulfill the requirement, they will be listed in this section. To locate these activities, select **Activities**, then **Additional Requirements**, located on the left side of the page. Then select **Add Additional Requirements** located on the right side of the page. The information needed for this section is:

- 🍎 **Coordinator Requirement Name** (Drop down selection)
- 🍎 **Date of the Event**
- 🍎 **Mentor Present** If the mentor was present, a drop down menu will ask for the following:
 - ➡ **Type of Meeting** (drop down),
 - ➡ **Level of Interaction** (drop down)
 - ➡ **IPTS** (Illinois Professional Teaching Standards)
 - ➡ **Other Content (Emotional or General)**
 - ➡ **General Topic**
 - ➡ **Duration**
 - ➡ **Related to Professional Growth Plan**
 - ➡ **New Teacher Time**

Mentor Teacher Contact

The Mentor Teacher Contact are for other activities needed to fulfill the total number of hours set by your district that does not fall under the Professional Development, Observation Cycle or Written Reflections. An example could be when you speak with your mentor about a situation that does not necessarily fall in the other categories. To add to the Mentor Teacher Contacts, Select **Activities, Mentor Teacher Contact** and then **Add Mentor Teacher Contact**. The following information will be needed to complete the contacts:

- 🍎 **Date of the Event**
- 🍎 **Type of Meeting** (drop down),
- 🍎 **Level of Interaction** (drop down)
- 🍎 **IPTS** (Illinois Professional Teaching Standards)
- 🍎 **Other Content (Emotional or General)**
- 🍎 **General Topic**
- 🍎 **Duration**
- 🍎 **Related to Professional Growth Plan**
- 🍎 **New Teacher Time**

Mentor Teacher Contact

Date of Event: Use (mm/dd/yyyy)

Type of Meeting:

Level of Interaction:

Multi-check of Illinois Professional Teaching Standards (IPTS) 1

- Standard 1, Content Knowledge (i)
- Standard 2, Human Development (i)
- Standard 3, Diversity (i)
- Standard 4, Planning for Instruction (i)
- Standard 5, Learning Environment (i)
- Standard 6, Instructional Delivery (i)
- Standard 7, Communication (i)
- Standard 8, Assessment (i)
- Standard 9, Collaborative Relationships (i)
- Standard 10, Reflection and Professional Growth (i)
- Standard 11, Professional Conduct (i)
- Check all/Uncheck all

Other Content:

- General Information
- Emotional Support

General Topic:

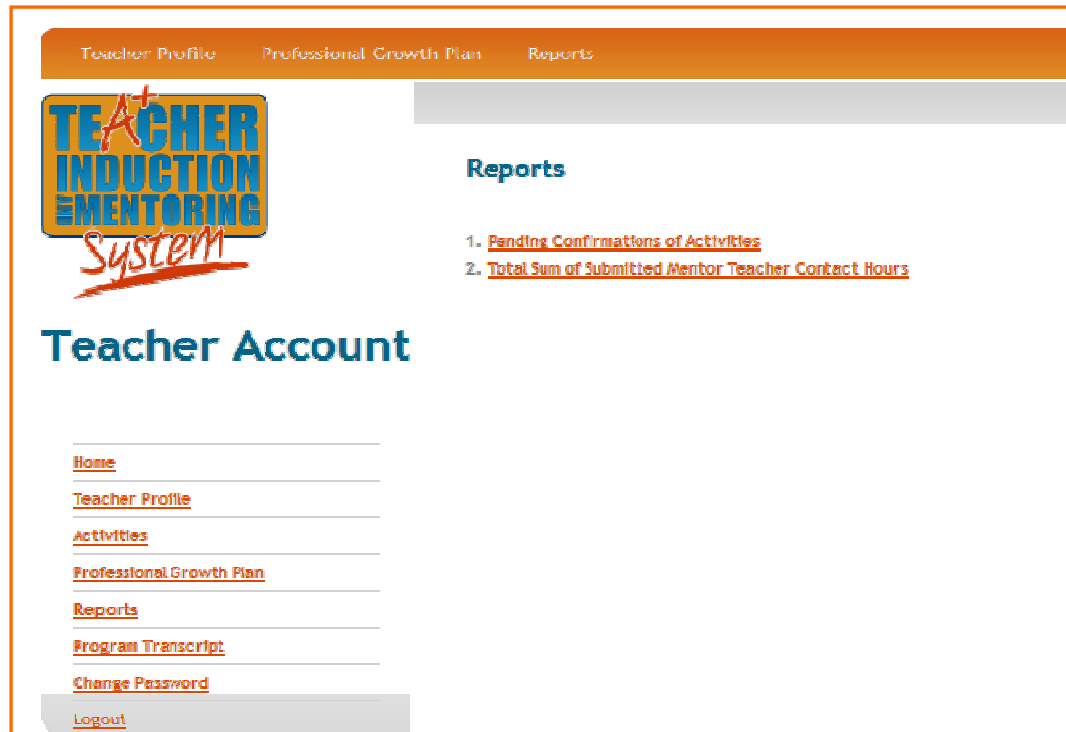
Duration: Hrs Mins

Related Professional Growth Plan: Yes No

New Teacher Time:

Reports

The **Reports** portion, on the left side of the page, is a wonderful page to view your total number of hours and if you have any pending confirmations of Activities. When you click on the reports section, you can choose from **Pending Confirmations of Activities** or **Total Sum of Submitted Mentor Teacher Contact Hours**. These reports will open in a pdf format.



The screenshot shows the TimsWeb interface. At the top, there is a navigation bar with three tabs: 'Teacher Profile', 'Professional Growth Plan', and 'Reports'. Below the navigation bar, on the left side, is a logo for 'TEACHER INDUCTION AND MENTORING System'. Below the logo is the heading 'Teacher Account' followed by a list of links: 'Home', 'Teacher Profile', 'Activities', 'Professional Growth Plan', 'Reports', 'Program Transcript', 'Change Password', and 'Logout'. On the right side, under the 'Reports' heading, there is a list of two items: '1. Pending Confirmations of Activities' and '2. Total Sum of Submitted Mentor Teacher Contact Hours'.



Important: When exiting from this page, you should use the back button on the browser. If you choose to exit out (**using the x in the corner**) you will be closing out your browser and you will need to login again.

Program Transcript

The program transcript cannot be accessed until information is submitted. The purpose of this page is to allow you, the teacher, to access your record of activities completed within this program. You will need to secure a copy at the end of each year in order to verify you have completed the requirements for each year of the program.

Mentor's Account Pages



Mentor Account

- [Home](#)
- [Mentor Profile](#)
- [Activities](#)
- [Reports](#)
- [Professional Growth Plan](#)
- [Teachers List](#)
- [Program Transcript](#)
- [Change Password](#)
- [Logout](#)

The categories are listed on the top of the page as well as on the left side of the Home page.

The home page will display the **Activities** that have been submitted as well as whether the activities have been approved or if they are pending approval.

In viewing this page, you will be able to see where you stand with the mentor/teacher contact activities.

Activities


S.No	Activity	Pending Activity	Teacher	Program
1	Mentor-Teacher Contact	9		First Year
2	Reflections	3		First Year

Date Reminders View

Title	Description	Date

By clicking on the number under the heading **Pending Activities**, it will open the page to what activities need to be confirmed, as well as those submitted and pending. If the mentor has submitted the information, you will be able to see the submitted information and if they are waiting for teacher approval-(pending) activities.

01/05/2010	Face to Face	After School	0:15	Pending 
01/25/2010	Face to Face	After School	1:0	Submitted  
12/16/2009	Internet Based Communication	During The Day	0:15	Confirmed 

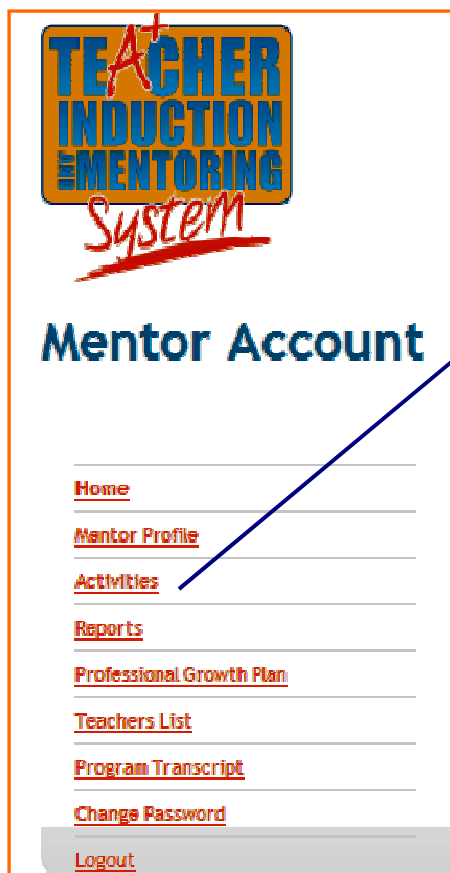
Selecting the pencil  will allow you to confirm a pending activity with your teacher, view a confirmed activity or if an activity is submitted, edit or delete the activity.

Date Reminder View

The **Date Reminders View** is a friendly visual reminder when upcoming deadlines are approaching.

Activities				
S.No	Activity	Pending Activity	Teacher	Program
Date Reminders View				
S.No.	Title	Description	Date	

The **Mentor Profile** allows the mentor to make changes to their profiles. For example, name changes, email address changes, phone number changes, etc.



Important: It is very important for the mentor to update any changes in their profiles.

Activities have a drop down list of activities necessary to complete.

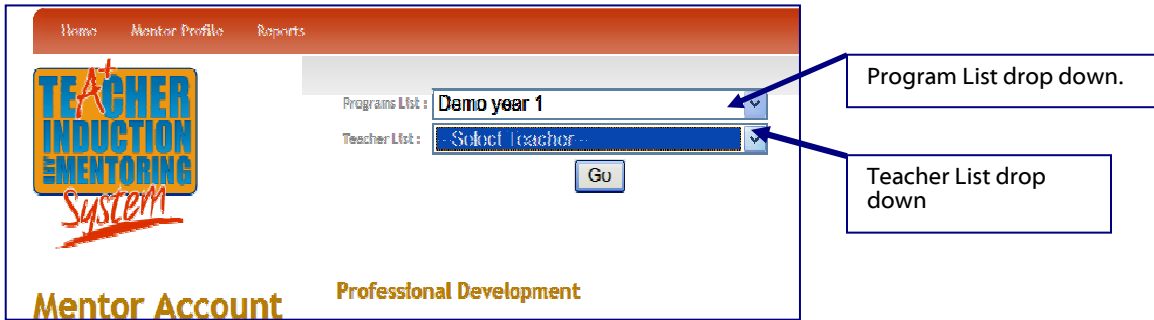
Activities

- [Professional Development](#)
- [Observations](#)
- [Reflections](#)
- [Additional Requirements](#)
- [Mentor-Teacher Contact](#)

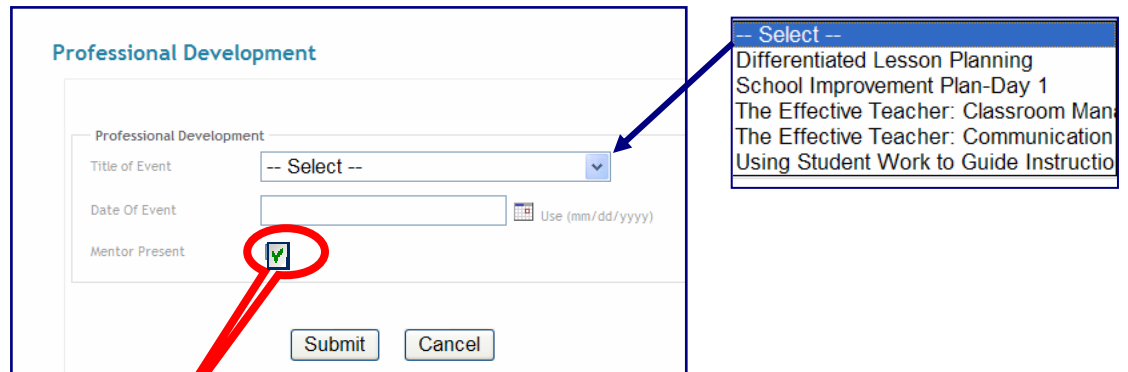
By clicking on each of the areas, the mentor will need to add their professional development, observations, reflections, additional requirements, and mentor-teacher contacts.

Professional Development

The Professional Development page allows the participant to choose their program (what year of the program they are listed under, i.e. First year, second year, etc.) and the teacher they are mentoring.



Next you will need to Add Professional Development you have attended with your new teacher. Select the title of Professional Development from the drop down menu (these topics have been entered by the coordinator of the program), date of event and mark if the mentor was present.



If the **Mentor Present** box is checked you will see information the drop down of Mentor Teacher Contact information.

Mentor Teacher Contact

Mentor Present

Mentor Teacher Contact

Type of Meeting:

Level of Interaction:

Multi-check of Illinois Professional Teaching Standards (IPTS)

- Standard 1, Content Knowledge (i)
- Standard 2, Human Development (i)
- Standard 3, Diversity (i)
- Standard 4, Planning for Instruction (i)
- Standard 5, Learning Environment (i)
- Standard 6, Instructional Delivery (i)
- Standard 7, Communication (i)
- Standard 8, Assessment (i)
- Standard 9, Collaborative Relationships (i)
- Standard 10, Reflection and Professional Growth (i, ii)
- Standard 11, Professional Conduct (ii)
- Check all/Uncheck all

Other Content

- General Information
- Emotional Support

General Topic:

Duration: Hrs Mins

Related Professional Growth Plan: Yes No

New Teacher Time:

If the **Mentor Present** box is checked you will see the following drop down information.

-- Select --
Face to Face
Journal
Internet Based Communication
Phone Call

-- Select --
One-on-one
Small Group (3-5)
Large Group (6 or more)

-- Select --
Planning
Lunch
Before School
After School
Release Time
Evening
Weekend
During Class Time
During The Day

Adding Observations and Written Reflections

Now it is time to add the Observations and Reflections. Click on **Activities**. This will reveal the Observation Cycle and Written Reflections categories.

Observation Cycle

Let's look at the Observation Cycle first. On the top of the Mentor Account page lists the program and teacher(s) you are mentoring. (Be sure you have the correct program and teacher listed before adding observation information.) Click on the **Add Observation Cycle**.

Observation Cycle

Observations

Cycle -- Select --

Components -- Select --

Date Of Event Use (mm/dd/yyyy)

Is Mentor Present ?

Annotations:

- Dropdown menu for Cycle: -- Select --, Cycle 1, Cycle 2, Cycle 3
- Dropdown menu for Components: -- Select --, Planning Conference (Pre), Observation, Reflecting Conference (Post)
- Red box around 'Is Mentor Present ?' checkbox with callout text.

If the **Mentor Present** box is checked you will need to submit the same information found under the mentor- teacher contact section.



Important: Information must be submitted under each cycle (Planning Conference, Observation, and Reflecting Conference) and confirmed between the two of you before you can submit information under the next cycle.

Written Reflections

Click on **Activities- Written Reflections**. On the top of the Mentor Account page lists the program and teacher(s) you are mentoring. (Be sure you have the correct program and teacher listed before adding written reflection information.) Click on **Add Written Reflections**. The Mentor Teacher Contact information should automatically appear. Here you would follow the same steps used throughout the Mentor Teacher Contacts.

The information will be submitted. You must fill in all the categories or the system will not let you submit the information.

Adding Additional Requirements

If your school /district have additional requirements set in order to move from the initial to the standard certificate, the additional requirements would be listed here as a drop down menu. Select the additional requirement name from the drop down. (The drop down items should be listed per district requirement) Again, if the Mentor Present box is checked, the Mentor/Teacher contact information will appear.

If the **Mentor Present** box is checked you will need to submit the same information found under the mentor teacher contact section.

Congratulations!

You have successfully completed the set-up stages of your program. Submitting and confirming the activities between the teachers and mentors is the final stage in order to “make” this program work.

Remember: If the teacher submits the activity, the mentor must confirm it. If the mentor submits the activity, the teacher must confirm it. Do not double the work by both submitting the same activities. If this happens, please do not confirm that activity. Speak with each other and decide which one needs to be deleted. You as the person submitting activities can delete the duplicate before a confirmation is submitted.

I hope you have great success with this TimsWeb! If you have any concerns, please do not hesitate to contact me tim@timsweb.org. Together we can make this a successful program for all users.