

# User manual for the Cherwell School Year 11 Mentoring Scheme software

## Contents

<a href="#">Introduction.....</a>	<a href="#">3</a>
<a href="#">What this software does.....</a>	<a href="#">3</a>
<a href="#">Software restrictions.....</a>	<a href="#">3</a>
<a href="#">System requirements.....</a>	<a href="#">5</a>
<a href="#">Hardware.....</a>	<a href="#">5</a>
<a href="#">Additional hardware requirements for hosting the system.....</a>	<a href="#">5</a>
<a href="#">Software.....</a>	<a href="#">5</a>
<a href="#">Additional software requirements for hosting.....</a>	<a href="#">5</a>
<a href="#">Specific user guides.....</a>	<a href="#">6</a>
<a href="#">For students.....</a>	<a href="#">6</a>
<a href="#">View contacts.....</a>	<a href="#">6</a>
<a href="#">Search contact.....</a>	<a href="#">9</a>
<a href="#">For parents.....</a>	<a href="#">10</a>
<a href="#">For mentors.....</a>	<a href="#">11</a>
<a href="#">View meetings.....</a>	<a href="#">11</a>
<a href="#">Add meeting.....</a>	<a href="#">12</a>
<a href="#">Edit meeting.....</a>	<a href="#">12</a>
<a href="#">Delete meeting.....</a>	<a href="#">13</a>
<a href="#">View targets.....</a>	<a href="#">14</a>
<a href="#">Add target.....</a>	<a href="#">14</a>
<a href="#">Edit target.....</a>	<a href="#">16</a>
<a href="#">Delete target.....</a>	<a href="#">16</a>
<a href="#">For administrators.....</a>	<a href="#">18</a>
<a href="#">Installation.....</a>	<a href="#">18</a>
<a href="#">General guide.....</a>	<a href="#">20</a>
<a href="#">Login.....</a>	<a href="#">20</a>
<a href="#">Main page.....</a>	<a href="#">20</a>
<a href="#">View meetings.....</a>	<a href="#">21</a>
<a href="#">View targets.....</a>	<a href="#">23</a>
<a href="#">Add/edit/delete comment.....</a>	<a href="#">24</a>
<a href="#">View contacts.....</a>	<a href="#">25</a>
<a href="#">Search contact.....</a>	<a href="#">26</a>
<a href="#">Glossary of terms.....</a>	<a href="#">32</a>

## Introduction

Welcome to the Cherwell School mentoring system for Year 11. This manual is designed for users of the Cherwell School's Year 11 mentoring scheme and may be used instead of the current standard methods, such as written notes, email or phone texting. This guide explains how to use this software. As a user of this software you may communicate amongst the other users who you undergo the mentoring scheme with. There are three different user types: students, parents and mentors. Since each different category of user will have different uses and features available to them, this is explained in further detail in the sections applicable to each category. This software is designed to enable the mentoring scheme to be accessible from school and outside school at any desirable time. This software is designed with two major components in mind: meetings and contacts. Meetings are the major events where the student and their mentor normally meet one-to-one. They discuss the student's schoolwork, homework and coursework. After the discussion the mentor sets targets for the particular meeting. The mentor may have a sheet of paper to record these details before entering them into the system.

## What this software does

This software is designed to enable its users to access stored information for meetings and targets on the school server. The students may view arranged meetings, targets and keep up to date with the system outside their meetings. Parents do not play any role within a meeting and this software enables a parent to access the information on their student's meetings and targets. Mentors have the extended ability to add, edit and delete their meetings. They may also add, edit and delete targets for any of their meetings. Each user may comment on one of their existing meetings.

The other major feature of this software is to enable the user to become connected with other users through the database. You may add a request for any user the system displays from the search and wait for the other user to add your request. You are then connected with your requested user.

## Software restrictions

Students:

You may not add, edit or delete meetings or targets. You may also not alter comments made by other users. You are restricted to viewing your meetings and targets, but have the option to comment on targets relevant to your meetings.

You are unable to search and make a request for other students. This software is designed for enabling students, parent and mentors to effectively communicate through to each other

in regard to meetings and targets, not with other students in regard to each other's meetings or targets.

#### Parents:

You may not add, edit or delete meetings or targets. You may also not alter comments made by other users. You are restricted to viewing your student's meetings and targets, but have the option to comment on targets relevant to your student's meetings.

Parents may only search and request students but no other parents or mentors. Parents are connected to this scheme primarily through their students.

#### Mentors:

You may not add, edit or delete meetings which do not have any relevance to you. Your ID is saved with each meeting you add and no other mentor may view it or add meetings for you. As with meetings, only targets related to your meetings will be displayed and only these may be added, edited or deleted by you. You also cannot add, alter or remove comments added by your student or your student's parent. Deleting the target does remove all the comments related to this target, however.

Mentors may only search and request students but no other mentors or parents. Mentors require at least one student in order to use this system.

#### Other restrictions for all users:

You may not access, alter or remove any system files on the server except through use of the software provided. You may also not upload files to the server. Any data you access, modify or delete may only be that from typical use of this software.

Please also take care when returning to using the mentoring system already logged in after performing other activities using the same instance of web browsing. This may cause the current session to expire, but not return to the login page. Such errors as 'error: Undefined variable: UserLogin' may appear. The solution to this is to log out and log back in.

# System requirements

## Hardware

The hardware requirements for using this software on different systems may vary widely and so may not be exact. Please refer to the manuals for the respective software you require to use the mentoring system, such as the HTTP client (e.g. web browser), network interface software and operating system software. If necessary, consult the documentation for the hardware you are using this software on.

To use the mentoring software on a typical PC you may require the following:

- A processor of 233MHz-500MHz or higher (e.g. Intel Pentium, PowerPC G3)
- 64MB-128MB RAM or greater
- 200-500 MB of disk space or greater
- Display which is capable of displaying 800 x 600 pixel resolution and displays with at least 256 colours
- Peripheral devices such as a mouse and a keyboard

For non-standard computers these requirements may vary further and different hardware may meet different software requirements.

## Additional hardware requirements for hosting the system

For those who wish to host there it will also be necessary to meet the following:

- A server which supports Apache or Microsoft IIS
- A network connection which remains accessible at flexible hours

## Software

Software requirements are as follows:

- Operating systems which are compatible with HTTP, PHP and MySQL include: Microsoft Windows 2000, XP, Vista, Windows 7. Mac OS 10.4 is recommended for Mac OS users.
- Apache or Microsoft IIS.
- PHP 5.2.8
- Web browsers including: Google Chrome 4.1, Mozilla Firefox 3.0, Microsoft Internet Explorer 7 and Safari 4.

## Additional software requirements for hosting

Software for hosting purposes are as follows:

- Website pages
- Database structure
- Software which enables you to upload files to the server
- PHPMyAdmin, or other administrative software which enables exporting data from one database and importing into another; it may also be useful to address any issues arising, should they occur, when importing into the mentoring scheme's database
- HTTP interface for listening to client requests

## Specific user guides

### For students

The aim of this project is to benefit the students who participate in this scheme, primarily for their schoolwork. This is designed primarily to enable you to communicate with your parent and mentor from inside and outside school at flexible times. As a student you will be assigned a mentor and a parent. This may be uploaded to the system already, but if not you may still find your users and request them. If you are not registered on the scheme, consult the system administrator who administers the online mentoring scheme. Once you are registered with a username and a password you may view your parent and mentor contacts. If your parent or mentor user does not appear on the server, consult them or the system administrator about the issue. While a parent is not necessary in this process, having a mentor contact is essential in order to view the meetings, targets and upload/view files on the system. The mentor will add each meeting and target onto the server. If you wish to notify your mentor about a target then please use the comment field allocated to you. Simply click the hyperlink within the 'Student comment' column within the table, write your message and save it.

*Students have the following uses of the system:*

- View their parent and mentor contacts and delete existing contact connections
- Make any requests for a parent if there is currently no parent connection
- Make any requests for a mentor if there is currently no mentor connection
- Cancel any requests they make and accept or reject any requests made for them
- View any meetings and targets which their mentor has created
- Add, edit or delete their own comments

### View contacts

Students have a different interface to other types of user. Parent details are displayed, or in the case no parent is found, a notification to suggest you to add a request for one. The mentor is then checked and if found, their details are displayed. If the mentor is not found then the student is notified about this and is suggested to add a request for a mentor.

## View contacts

---

No parent found. You may not be assigned to a parent. If this is the case, use the 'Search contact' link and follow the page instructions to request your parent user or add them if they have requested you. If you already have a parent entry but this message is displayed, please consult the system administrator.

No mentor found. You may not be assigned to a mentor. If this is the case, use the 'Search contact' link and follow the page instructions to request your mentor user or add them if they have requested you. If you already have a mentor entry but this message is displayed, please consult the system administrator.

---

[Search contact](#)

[Go to main page](#)

Initially you will start without being connected with anyone else.

---

You have a request from Simon Gurm-Villet.

Requester user ID: 22.

Requester is a parent.

[\(Add contact\)](#)-----[\(Reject contact\)](#)

You have a request from Sacha Simon.

Requester user ID: 22.

Requester is a mentor.

[\(Add contact\)](#)-----[\(Reject contact\)](#)

---

You have requested the user Simon Gurm-Villet.

Requested user ID: 22.

Requested user is a parent.

[\(Cancel request\)](#)

You have requested the user Sacha Simon.

Requested user ID: 22.

Requested user is a mentor.

[\(Cancel request\)](#)

---

You may receive requests from your parent and mentor, or may have sent a request yourself. In any case, only the recipient of the request may decide to add you or reject you.

## View contacts

---

Your parent is Simon Gurm-Villet.  
Parent ID = 22.

[\(Delete contact\)](#)

No mentor found. You may not be assigned to a mentor. If this is the case, use the 'Search contact' link and follow the page instructions to request your mentor user or add them if they have requested you. If you already have a mentor entry but this message is displayed, please consult the system administrator.

---

You have a request from Sacha Simon.

Requester user ID: 22.

Requester is a mentor.

[\(Add contact\)](#)-----[\(Reject contact\)](#)

---

You have requested the user Sacha Simon.

Requested user ID: 22.

Requested user is a mentor.

[\(Cancel request\)](#)

---

[Search contact](#)

[Go to main page](#)

As displayed, any requests you accept from a parent will cancel all other requests between yourself and any parent. The same goes for adding mentors; other mentors are not added and requests from them/to them are deleted. In the image a parent is added and is now a contact of the student.

## View contacts

---

Your parent is Simon Gurm-Villet.  
Parent ID = 22.

[\(Delete contact\)](#)

Your mentor is Sacha Simon.  
Mentor ID = 22.

[\(Delete contact\)](#)

---

[Search contact](#)

[Go to main page](#)

When a student has both a parent and a mentor, they are shown their details without error messages. The student may also decide to delete any user they are currently connected with, such as when they may wish to no longer be mentored, or when they change mentor.



## Search contact

When first using this software you may be required to search your assigned parent and mentor. You may use their first name, surname or user ID (if provided). If no results appear for your selected user then you may wish to search without entering any data into any field. You do, however, need to specify whether it is a parent or a mentor you are searching unless you already have at least one connected with you on the system.

## Search contact

Search a parent or mentor

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Parent <input type="radio"/> Mentor		
<input type="button" value="Submit"/>		

Please select your search criteria. By default, if no fields have entered data all of the possible users are displayed.

[View contacts](#)

At first, you will need to choose which user type to search for. Enter information into the boxes, choose the method for each field and then submit. To cancel, click the link below the message, named 'View contacts'.

## Search contact

You already have a parent and a mentor assigned to you. You may only have one parent and one mentor at any one time. Please delete your parent/mentor association if you wish to add a new contact.

[View contacts](#)

When a student browses this page having already a parent and a mentor connection, they may not add another user.

## **For parents**

As a parent you may be involved in activity outside any of your student's meetings which take place.

Parents have the following uses for this system:

- View and delete current student contact links
- Make requests for students who have no parent contact connection yet
- Cancel any requests they make and accept or reject any requests that have been made for them
- View any of their student's meetings and targets
- Add, edit or delete their own comments

## For mentors

The mentoring scheme's aim is to benefit students, primarily with their schoolwork. As a mentor you will use this system for supplementing the student with information to keep them up to date. Any communication done outside meetings should be added to this system. The student may therefore access any current information and that of previous meetings both from outside school and inside school at any flexible time.

Mentors have the following uses for this system:

- View and delete current student contact links
- Make requests for students who have no mentor contact connection yet
- Cancel any requests they make and accept or reject any connection requests from students
- View, edit or delete any of their meetings with their students
- View, edit or delete targets they have set
- Add, edit or delete their own comments

### View meetings

You may view, edit and delete meetings if you have at least one student. For each of your meetings you may view targets, edit any of these meetings and delete any meetings. If you wish to add a meeting, click on the 'Add meeting' hyperlink near the end of the page. If you wish to edit or delete a meeting, there should be a link to the right of each meeting displayed for either action.

## View meetings

---

Student: Sacha Gurm-Villet. Student ID is 22.

Their parent's name is Simon Gurm-Villet. Parent ID is 22.

---

Sacha's meetings:

There are currently no meetings.

You can add a meeting for this student by clicking the 'Add meeting' link.

---

[Add meeting](#)

[Homepage](#)

At first you will be required to add a meeting.

## Add meeting

This page enables you to enter the date of the meeting to be added and which of your students it is related to. It is automatically assigned an ID for the mentor (yours) and a unique meeting ID. Upon adding. You may enter any date within the current academic year from September to June inclusive. In the case you do not wish to add a meeting, click on the 'Cancel and view meetings' hyperlink to return to viewing meetings without adding a meeting.

## Add meeting

Please enter information in each field and then submit.

Meeting date: day  month

Select your student

Submit

[Cancel and view meetings](#)

Adding a meeting requires the selection of a student and a date.

## Add meeting

Error with date input information. Please enter an appropriate date.

Meeting date: day  month

Select your student

Submit

[Cancel and view meetings](#)

It is essential that you enter a correct date, otherwise the meeting cannot be added.

## Edit meeting

If you wish to alter the date or choose a different student for this meeting, enter the information as you would when adding a meeting. If you are satisfied with the changes then submit the information. If you wish to cancel the decision then click the 'Cancel and view meetings' hyperlink.

*Note: editing a meeting is irreversible. There is no method of retrieving deleted or overwritten data. Edit a meeting with caution. Each field associated with the meeting is replaced with new data.*

## Edit meeting

Current meeting date is Monday 03 May 2010

Meeting date: day  month

Current student is Sacha Gurm-Villet, form 11AB, ID 22.

Select your student

Current meeting ID: 41

[Cancel and view meetings](#)

You can edit a meeting. All the existing details are loaded into each box. You may edit the meeting just as with adding one.

## View meetings

Student: Sacha Gurm-Villet. Student ID is 22.

Their parent's name is Simon Gurm-Villet. Parent ID is 22.

Viewing meetings after editing one.

Sacha's meetings:

Date	Student ID	Mentor ID	Meeting ID			
Tuesday 4 May	22	22	41	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add meeting](#)

[Homepage](#)

## Delete meeting

When a meeting is no longer necessary it may be wise to remove it entirely. All of the basic meeting details are displayed and you may delete it. In the case you do not wish to delete the meeting you may click the 'Cancel and view meetings' hyperlink to return to viewing your meetings.

*Note: deleting a meeting is irreversible. There is no method of retrieving deleted or overwritten data. Delete a meeting with caution. Each field associated with the meeting is deleted.*

## Delete meeting

Current meeting date is Tuesday 04 May 2010

Current student is Sacha Gurm-Villet, form 11AB, ID 22.

Current meeting ID: 41

Submit

[Cancel and view meetings](#)

Before actually deleting the meeting, you will be taken to this screen. All the meeting details are displayed so you can check and verify that you wish to delete this meeting.

## View targets

As a mentor you must create a target for your student before they are able to view them. You may begin to add a target by clicking the 'Add target' hyperlink and follow the instructions for adding a target. Targets may be divided into two sub-targets: one for students and one for mentors. Either user or both may have a target. The target may be commented on by the student, parent and mentor. Each comment field has been dedicated to their respective user. Any existing targets may also be edited or deleted, but each comment left by other users cannot be edited by you. When deleting a target each field entry is deleted with the target.

## View targets

---

Meeting ID: 41

You are connected to this meeting.

You will need to add a target before you can view one.

There are currently no targets for this meeting.

You can [add a target](#) to this meeting.

[View meetings](#)

## Add target

As a mentor you are able to add a target to any of your meetings at any given time. You are required to enter data in the mandatory fields: the target the user is set for; the target set for the user; the day and month the target is due in. You also have the option to add a comment. When selecting the user to set a target for you have the choice of the student, the student's parent or yourself (the mentor). When selecting the month you are able to choose a target due date between September and June inclusive.

*Note: the date you enter must be no earlier than the current day in the current academic year. You must set a target in advance before it is due in.*

*Note: the target is by default set to incomplete. If the target is complete then you may set it to its appropriate state through the 'Edit target' page.*

Which of the users is this target set for?

User target:

Comment:

Date target due: day  month

[Cancel and view targets](#)

You will need to enter details in the following fields: the type of user, their target and the date of meeting. Please note that you may not enter a date earlier in the academic year than the current date.

Please enter data in required fields (user, target and date due)

Which of the users is this target set for?

User target:

Comment:

Date target due: day  month

[Cancel and view targets](#)

This is an error message to notify that the mentor failed to enter details in each field.

Error with date input information. Please enter an appropriate date.

Which of the users is this target set for?

User target:

Comment:

Date target due: day  month

[Cancel and view targets](#)

You also need to ensure that the date actually exists.

Cannot set a due date earlier than today.

Which of the users is this target set for?

User target:

Comment:

Date target due: day  month

[Cancel and view targets](#)

Finally you need to ensure that the date is at least the current date or later. Dates earlier than the current date (today's date) are not accepted.

## Edit target

As a mentor you are given access to edit any target within your meeting. Each existing data will be automatically set for editing. You can then replace any data requiring amendments. You may also set an incomplete target to being complete. As with adding a meeting, you may only set the date to the current day or later in the current academic year.

*Note: editing a target is irreversible. There is no method of retrieving deleted or overwritten data. Edit a target with caution. Each field associated with the target is replaced with new data.*

Which of the users is this target set for?

User target:

Student's comment:

Parent's comment:

Comment:

Date target due: day  month

Target met? ☐ Yes ☒ No

[Cancel and view targets](#)

All the existing data is loaded into their correct boxes. Edit the target just as with adding it.

## Delete target

Also for mentors only, you may delete an obsolete or unnecessary target which you previously added. You will first view the details and be prompted one final time before the target is deleted.



*Note: deleting a target is irreversible. There is no method of retrieving deleted or overwritten data. Delete a target with caution. Each field associated with the target is deleted.*

Target for user: student

Target: This is the student target

Student comment:

Parent comment:

Mentor comment: This is the mentor comment

Date target due: Tuesday 4 May

Target Met: No

[Cancel and view targets](#)

Before deleting the selected target you are taken to this screen where you are asked to confirm your decision. You can also check the details to verify the meeting is the correct meeting.

## For administrators

### Installation

Before the system is usable you will require specific administrative software which enables you to upload files to the server and copy database files.

First, you will need to upload the system files and website to the server at an appropriate address. All the web pages must be located in the same folder. The database folder for the system must also be located in the same folder as the web pages. Using an FTP client, through port 21 you may upload the files to your chosen folder. It must be accessible from outside the Local Area Network (LAN). You are required to enter a username and password. The default username for the existing installation is 'sachasimon'. The default password is 'qp12zm'. This is the same for PHPMYAdmin.

The information system SIMS holds current data of the students, parents and staff. This information will be required to be used for the mentoring scheme. Export the current information to a .csv file and import into PHPMYAdmin. Copy each field from the .csv file into their corresponding fields in each of the respective user tables in the database. Student information belongs in StudentTable, parent information belong in ParentTable and mentor information belongs in MentorTable. Only the users involved in the mentoring scheme should be added to the newly-installed database.

PHPMYAdmin will enable you to transfer the details of any user involved in the scheme. Additionally, user logins and passwords will need to be assigned to each individual user. This may need to be done by manually entering details into each record. There are several fields in each user table. The UserFirstName field contains the user's first name and UserSurname contains the user's surname. UserLogin is the login user account which the user logs in with. UserPassword is the password of which the user logs in with. UserEmail and UserPhoneNumber contain an email address and a phone number respectively. Replace 'User' with 'Student', 'Parent' or 'Mentor' when entering details. No ID should be manually assigned; the system should do this automatically. The UserLogin and UserPassword fields will require to be assigned values either by the users themselves or under an incrementing number system and possibly randomly generated passwords. After the user details are implemented the system should be completely void of errors in any standard scenario. However, there is a need to address the issue of a limited number of meetings and targets in their respective tables. There is a limit to how many meetings may be added to MeetingTable and how many targets may be added to TargetTable. There is also the need to address the limitations of RequestTable and how many requests can be added. The default settings should be adequate for standard use. If there is a need to change the maximum number of digits for the number of meetings, targets or requests, edit the primary key property (the ID) and assign a greater number of digits for that field.

To start the software, open the web browser on a client machine and enter the directory into the address bar where the web pages are located. The default current installation is at 'http://sachasimon.cherwellcomputing.co.uk/'.

When an installation is initialised it may be wise to backup data at regular intervals in the case of a complete system failure. To do this, copy the website, database and administrative tools used for the mentoring scheme to other storage media, such as a secondary hard disk or magnetic tape. The relative file sizes for each component of the mentoring system should be low enough to fit them onto USB storage media. Should a system failure occur you should have been stored on backup media. You should also have set the server to do regular backups of the mentoring system, of which the most recent working version may be retrieved. Place the system files back into the system (take care not to overwrite files, even if they are reported to be corrupt!). Test the system again and if successful, allow the users to use it again. If unsuccessful, continue to troubleshoot errors, such as the configuration of the software and hardware, including the network, until the issue is resolved. In the case of unrecoverable data it may not be possible to return from last time the system failed. Instead, try a fresh install. If the system still fails, attempt to reinstall other dependencies such as PHP and Apache. In the case of these components failing, reinstall all the software on the server. If all else fails, there may be a hardware fault and the server/other hardware may require repair/replacement.

## General guide

### Login

You must have a username, login password and be registered under a user category. If you do not have a user login you must consult the system administrator to be allocated a user login and password. Once you have been given a login you may use your login details to. If you make a mistake when logging into the server, the login page will display the username you entered (if you entered anything into this field). This helps with checking for spelling errors or typing mistakes.

## Welcome to the Cherwell School Mentoring scheme online.

Please enter your details.

username:

passphrase:

user type: ☐ Student ☐ Parent ☐ Mentor

This system is designed to support PHP version 5.2.8 or higher and  
MYSQL version 5 or higher.

### Main page

Once successfully logged into the server your details are displayed and are presented with the choice to view your meetings, contacts or log out. There are hyperlinks available to view meetings and contacts. If you decide to log out your session will end and be directed back to the login page. Whilst viewing the main page after logging in you may not be presented with all your details, although optional details do appear if set. An email address and a phone number are optional. Please consult the system administrator if you are missing/adding any of the optional information. In addition it is necessary to consult them if any standard details are incorrect. Students will have a form group which they are allocated to.

Logged in as st22.

Your name is Sacha Gurm-Villet.

You are a student.

Your student user ID is 22.

Your form group is 11AB.

Session logged in

Logged in as pa22.

Your name is Simon Gurm-Villet.

You are a parent.

Your parent user ID is 22.

Session logged in

[View meetings](#)

[View contacts](#)

[Log out](#)

Logged in as me22.

Your name is Sacha Simon.

You are a mentor.

Your mentor user ID is 22.

Session logged in

[View meetings](#)

[View contacts](#)

[Log out](#)

[View meetings](#)

[View contacts](#)

[Log out](#)

Logged in as a student (left), parent (middle) and mentor (right).

## View meetings

Here you may view all of the meetings you are connected with. Each meeting is given a student ID and a mentor ID. Students always see a meeting with their ID and their mentor's ID. Parents may view only meetings which have a student ID of which belongs to a student they are connected with and their respective mentor's ID. Mentors are able to view, edit or delete any meeting containing the mentor's ID (please see the specific mentor's user guide). If there are currently no meetings scheduled then the mentor should add one to the database for when the student and the mentor can next meet.

## View meetings

---

No parent found. Please search for one and make a request.

No mentor found. Please search for one and make a request.

---

[Homepage](#)

You are required to first have requested or have been requested from your mentor and have them added before you may view meetings.

## View contacts

---

No student found in the database. Please search for your student using the 'Search contact' link or add them if they have requested you.

[Search contact](#)

[Go to main page](#)

As a parent or mentor you will first need to be connected with your student before you may view meetings.

## View meetings

---

Your parent's name is Simon Gurm-Villet. Parent ID is 22.

Your mentor's name is Sacha Simon. Mentor ID is 22.

---

Sacha's meetings:

There are currently no meetings.

---

[Homepage](#)

When first viewing this page a meeting may not exist as of yet. As a student or parent you will be required to wait until your mentor adds a meeting. Consult your mentor if you believe they need to be notified.

## View meetings

Student: Sacha Gurm-Villet. Student ID is 22.

Their parent's name is Simon Gurm-Villet. Parent ID is 22.

You will see that meetings appear in a table. Mentors may add, edit and delete meetings as well as view them.

Sacha's meetings:

Date	Student ID	Mentor ID	Meeting ID			
Monday 3 May	22	22	41	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add meeting](#)

[Homepage](#)

## View targets

Within a meeting there may be one or more targets which have been set, either for the student, parent or mentor. Each target may be due no earlier than the current day within the academic year. The student, their parent and the mentor may add, edit or delete their own comment for each target. The target's description should be displayed along with whether it has been met as of yet. For the purpose of convenience there is also the target ID which is displayed. In case of a moderate error this issue may require the user to consult the administrator of the system and supply them with the ID numbers, including your user ID, user type, meeting ID and target ID. If there are no targets then the mentor will be required to add one.

## View targets

Meeting ID: 41

You are connected to this meeting.

Targets for this meeting:

User type	User's target	Date due	Student comment	Parent comment	Mentor comment	Target met?	Target ID
Student	This is the student target	Tuesday 4 May	<a href="#">(add/edit comment)</a> <a href="#">(delete comment)</a>		This is the mentor comment	No	43

[View meetings](#)

Viewing targets, the user may comment on one. Mentors may also add, edit or delete a target.

## Add/edit/delete comment

Each user may add a comment for each target. This could aid in the event a mentor may have entered incorrect information or if the users require further details about the targets. A user may add, edit or delete their own comments, but no more than one comment may be left for any target. In any case each user's comment box does not update automatically, except for when a user adds, edits or deletes their comment. Therefore, when a mentor amends the target description any student, parent or mentor comments will require updating. This is because the students and parents should not be required to repeat their comments in the case a mentor needs to make several changes to a particular target.

Note: certain characters such as apostrophes (') may be rendered the new comment as discarded because the programming depends on the use of these symbols for use as single quotation marks. Other non-standard characters, such as double quotation marks ("), may cause erroneous behaviour when submitted because they may also perform unexpected actions to happen in the program, specifically back slashes appearing in place of the double quotation marks when editing such comments. Please use standard letters, numerals and non-miscellaneous characters.

Comment:

The user may enter a comment using standard characters. They may then add it.

Add/edit comment

[Delete comment](#)

[Cancel and view targets](#)

## View targets

Meeting ID: 41

You are connected to this meeting.

Targets for this meeting:

User type	User's target	Date due	Student comment	Parent comment	Mentor comment	Target met?	Target ID
Student	This is the student target	Tuesday 4 May	This is the student comment <a href="#">(add/edit comment)</a> <a href="#">(delete comment)</a>		This is the mentor comment	No	43

[View meetings](#) You are directed back to viewing targets with the new comment in your respective user comment slot. In this case the user is a student.



Comment:

[Add/edit comment](#)

This time, the student has decided to comment on the target. However, there is already an existing comment so it is loaded into the box. The student may then enter their new comment and submit or delete it.

[Delete comment](#)

[Cancel and view targets](#)

## View targets

Meeting ID: 41

You are connected to this meeting.

Targets for this meeting:

User type	User's target	Date due	Student comment	Parent comment	Mentor comment	Target met?	Target ID
Student	This is the student target	Tuesday 4 May	<div>This is the edited student comment</div> <div><a href="#">(add/edit comment)</a></div> <div><a href="#">(delete comment)</a></div>		This is the mentor comment	No	43

[View meetings](#)

Viewing a target after editing a comment.

## View contacts

Users may view any contacts and details that they are connected with. Students are connected to at maximum one parent and mentor. Parents and mentors are directly connected with students and information for their other connected user is displayed to the current parent/mentor. Users may also view any requests they make to other users and any requests for them made by other users. If you have made a request and your requested user has not responded, you can cancel it. If you have been requested by another user you may accept or reject the request. If you accept a request the requester becomes linked to you and the request is deleted. If you reject them, their request is deleted and you are not linked to them. Any existing user connections can also be deleted. This may be because a user may no longer be on the mentoring scheme. If a student and a mentor are no longer connected with each other on the system, their meetings and targets still exist, hence it may

be wise for the mentor to delete targets, meetings and then delete the connection between them and their student.

## View contacts

---

No parent found. You may not be assigned to a parent. If this is the case, use the 'Search contact' link and follow the page instructions to request your parent user or add them if they have requested you. If you already have a parent entry but this message is displayed, please consult the system administrator.

No mentor found. You may not be assigned to a mentor. If this is the case, use the 'Search contact' link and follow the page instructions to request your mentor user or add them if they have requested you. If you already have a mentor entry but this message is displayed, please consult the system administrator.

You begin with no contacts. Here is a view of the page when viewed by a student.

[Search contact](#)

[Go to main page](#)

## View contacts

---

No student found in the database. Please search for your student using the 'Search contact' link or add them if they have requested you.

Parents and mentors will see this message if they have no students yet.

[Search contact](#)

[Go to main page](#)

## Search contact

Students may add a request for any parents unless they are already connected with a parent. They may also have no more than one mentor. Using the interface the user may search for a name beginning, ending with the entered text or, by default, containing the text. If no text is entered, the field is ignored and any other field with entered data is considered. The user may know the other user's user ID. In this case the user may enter into the ID field the ID they wish to search for. The user may wish to search just one user ID or a number which appears in any user ID. If the user enters no information into any of the fields then each possible user from the set category is displayed and each one may be requested by the user.

## Search contact

Search a parent or mentor

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Parent ☐ Mentor

Please select your search criteria. By default, if no fields have entered data all of the possible users are displayed.

[View contacts](#)

Students will be able to search a parent and/or mentor if they are missing a user connection. The field for entering first name is on the left, the field for entering the surname is in the middle and the field for inserting the ID is on the right. When deciding between searching a parent or mentor the student must specify otherwise the search cannot happen. A table will display each result and the student may add a request, highlighted by the link, 'Add request'.

## Search contact

Search a parent or mentor

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text" value="sacha"/>	<input type="text" value="gurm-villet"/>	<input type="text"/>

☒ Parent ☐ Mentor

Please select your search criteria. By default, if no fields have entered data all of the possible users are displayed.

[View contacts](#)

Here is an example of searching for a parent with the first name, 'sacha,' and the surname, 'gurm-villet'. Please note that the search is not case sensitive and will not be affected by accented alphabet letters, such as accented vowels.

## Search contact

Search a parent or mentor

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Parent <input type="radio"/> Mentor		

Parent first name	Parent surname	Parent ID	
Sacha	Gurm-Villet	4	<a href="#">Add request</a>
Sáchá	Gúrm-Villét	999	<a href="#">Add request</a>

[View contacts](#)

Results from the search above. Note the various results that could appear from the actual search. Add a request for the user you should be connected with.

## Search contact

Search a student

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student form:

Please select your search criteria. By default, if no fields have entered data all of the possible users are displayed.

[View contacts](#)

First Name:	Surname:	ID:
Begins with: <input type="radio"/>	Begins with: <input type="radio"/>	Is exactly: <input type="radio"/>
Ends with: <input type="radio"/>	Ends with: <input type="radio"/>	Contains: <input checked="" type="radio"/>
Contains: <input checked="" type="radio"/>	Contains: <input checked="" type="radio"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student form:

When a parent or mentor searches for a student, only those without a connection with a parent (if the current user is a parent) or mentor (if the current user is a mentor) will be displayed. In this case the user is searching for a student in a particular form.

Results are displayed in a table and each field in the search is reset. Each of the students retrieved from the search may be requested by the current user.

Student first name	Student surname	Student ID	Student form	
Simon	Gurm-Villet	1	11FRM	<a href="#">Add request</a>
Sacha	Gurm-Villet	11	11FRM	<a href="#">Add request</a>
Sáchá	Gúrm-Villét	999	11FRM	<a href="#">Add request</a>

[View contacts](#)

---

You have a request from Simon Gurm-Villet.

Requester user ID: 22.

Requester is a parent.

[\(Add contact\)](#)-----[\(Reject contact\)](#)

You have a request from Sacha Simon.

Requester user ID: 22.

Requester is a mentor.

[\(Add contact\)](#)-----[\(Reject contact\)](#)

---

You have requested the user Simon Gurm-Villet.

Requested user ID: 22.

Requested user is a parent.

[\(Cancel request\)](#)

You have requested the user Sacha Simon.

Requested user ID: 22.

Requested user is a mentor.

[\(Cancel request\)](#)

---

## View contacts

---

Your parent is Simon Gurm-Villet.  
Parent ID = 22.

[\(Delete contact\)](#)

Your mentor is Sacha Simon.  
Mentor ID = 22.

[\(Delete contact\)](#)

---

[Search contact](#)

[Go to main page](#)

Students will have no requests after they become connected with a parent and a mentor.

An example of a student who has made requests and has received them. When receiving a request, you can accept and add a connection with the requester or reject them. When you have sent a request for other users you may cancel the request. Cancelling and rejecting a request just eliminates the request concerned. The situation is as if the request was not made at all. Adding a contact will create a connection between you and the requester.

## View contacts

---

Your student is Sacha Gurm-Villet.  
StudentID is 22.  
Student form is 11AB.

[\(Delete contact\)](#)

Their parent is Simon Gurm-Villet,  
Parent ID = 22.

---

[Search contact](#)

[Go to main page](#)

In this case the mentor has one student. Each student's set of details will be followed by their parent's.

## View contacts

---

Your student is Sacha Gurm-Villet.  
StudentID is 22.  
Student form is 11AB.  
[\(Delete contact\)](#)

Their mentor is Sacha Simon,  
Mentor ID = 22.

---

[Search contact](#)

[Go to main page](#)

## View contacts

---

Your student is FIRSTNAME SURNAME.  
StudentID is 8.  
Student form is FORM.  
Student email is example@email.com.  
Student phone number is 123123123.  
[\(Delete contact\)](#)

Their mentor is FIRSTNAME SURNAME,  
Mentor ID = 2. Their email address is example@email.com . Their phone number is 123123123 .

---

Your student is firstname surname.  
StudentID is 9.  
Student form is form.  
[\(Delete contact\)](#)

Their mentor is FIRSTNAME SURNAME,  
Mentor ID = 2. Their email address is example@email.com . Their phone number is 123123123 .

---

Your student is Sacha Gurm-Villet.  
StudentID is 11.  
Student form is 11FRM.  
Student email is student@example.com.  
Student phone number is 12345678901.  
[\(Delete contact\)](#)

Their mentor is Sacha Gurm-Villet,  
Mentor ID = 3. Their email address is mentor@example.com . Their phone number is 12345678901

---

Here is an example of a parent with three students. The first two students have the same mentor but the third is different. In this example some details are shared between the student and the mentor but essentially they are treated as different users. Please note only students can be deleted by a parent or mentor. If a parent deletes a student, their mentor's details will also disappear.

## Glossary of terms

*character* - a grapheme, a fundamental unit of written language, such as an alphabetic letter or a symbol.

*field* - element of a particular object, such as the first name of a student.

*hyperlink* - link to another page in the system.

*interface* - the system of interaction between the user and the software.

*session* - communication session between two information devices, used to store information such as login details under an instance of being logged in within this system.

*system* - the mentoring scheme software which this manual encompasses.