*HISD CONNECT: MAS*

  
Business Requirements Document

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**Requirements Acceptance**

***List the people associated with the project that require sign off.***

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**Change History**

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# OVERVIEW AND BACKGROUND

## PURPOSE OF THIS DOCUMENT

To document the Business Requirements for Mentor Activity System to be built in the SharePoint platform. This document will include the MAS forms, workflows, and notifications being created in SharePoint.

## OVERVIEW OF THE APPLICATION

The Mentor Activity System (MAS) application needs to be designed to keep track of teacher mentor-mentee relationships and activities (hours spent mentoring) for beginning teachers and the assigned Mentors. This information should be documented within the application and shared with Professional Development, HR and Payroll.

# REQUIREMENTS

## ROLES/PERMISSIONS

MAS should have the following role-based user types:

* + 1. Teacher (Mentor/Mentee) :

The functionality to differentiate between Mentor and Mentee should be built into the application. The teacher should be identified as Mentor or Mentee even if the relationship status is “Pending”( It does not need to be approved).

If the teacher is Mentee should be able to:

* Verify a mentor activity.
* View certain reports.

If the teacher is Mentor, should be able to:

* View/Sign to agree to mentor.
* View Mentee Relationship.
* Document a mentor activity.
* View certain reports.
  + 1. Principal: The Principal should have access to data for ONLY their own campus. The Principal should be able
* Create/Edit a mentee/mentor relationship.
* Approve mentee/mentor relationships.
* View mentor/mentee profiles.
* View mentor/mentee activities (activity logs).
* Add and edit campus contact information (CIC).
* View reports.
  + 1. MAS CIC: The CIC should have the following access for ONLY their own campus:
* Create/Edit a mentee/mentor relationship.
* View mentor/mentee profiles.
* View mentor/mentee activities (activity logs).
* View reports.
  + 1. MAS Administrator (Admin): The ADMIN should have access to data for the whole distrit. The Admin should be able
* Create/Edit a mentee/mentor relationship.
* View mentor/mentee profiles.
* View mentor/mentee activities (activity logs).
* View all reports per school/mentor/mentee along with additional reports.
* Send emails to schools/principals and other defined groups.
* Edit verbiage on mentor agreements.
* Set time configuration.
* Set mentor log standards.
* Edit home screen verbiage.
* Add and edit campus contact information (CIC).

## PRINCIPAL/CIC USE CASE

|  |  |
| --- | --- |
| Actor: | Principal / CIC |
| Description: | The user should be able to accomplish the following functions:  1. Able to view the welcome message having important details as set up by the administrator.  2. Able to assign/view the campus contact (Only for Principal).  3. Able to create a Mentor/Mentee relationship for their own campus.  4. Able to view Mentor and Mentee profiles for their own campus.  5. Able to view Mentor Activity Logs for their own campus.  6. Able to view reports for their own campus. |
| Preconditions: | * User is logged in as a Principal / CIC . |
| Postconditions: | The user is successful in carrying out all of the functions mentioned in the Description section. |
| Frequency of Use: | Continuous Usage |
| Normal Course of Events: | **2.2.1 View Welcome page**  2.3.1.1 User logs in to the application, the welcome page is displayed. The verbiage for the message should be editable by the Admin.  **2.2.2 Campus Contact (Only for Principal)**  2.2.2.1 User clicks on the “Campus Contact” link, the system should display all the employees for the campus that fall under the criteira provided.(User has provided the specifics).  2.2.2.2 The user should be able to select a Campus contact (CIC) from the list, the system should send an email to the Campus Contact stating that they have been selected.  2.2.2.3 The user should be able to View/Edit the existing Campus Contact.  Note: There can be more than one CIC for each campus.  **2.2.3 Create/View a Mentor/Mentee Relationship**  ***Note: Currently there is a dropdown for selecting the school, going forward there should be no dropdown. The School Name, Principal and CIC should be display only.***  **View/Edit Existing Relationships**  2.2.3.1 The user clicks on the Mentor/Mentee Relationship link. The system should display School Name, Principal and CIC followed by the grid of existing relationships.  2.2.3.2 The user should have an option to edit/view each relationship.  The following information about the relationship should be displayed in the Grid:   * Mentor Name * Mentor Employee ID * Mentee Name * Mentee Employee ID * Mentee Start date (from one source, this should be their start date with HISD) * Mentee End Date (This should be one year from Mentee Start Date). * Relationship Status (Active/Inactive/Pending). * Principal Approval (Accept/Pending). * Mentor Agreement (Accept / Pending)   When the user selects to ***View/Edit*** a relationship, display the following:   * Mentor Name * Mentor Employee ID * Mentee Name * Mentee Employee ID * Mentee Start date (from one source, this should be their start date with HISD) * Mentee End Date (This should be one year from Mentee Start Date). * Relationship Start date: default to date the relationship was entered. * Relationship End Date: If the relationship is inactive, then it defaults to the date it became inactive, or else it defaults to what had been set by the admin. * Mentor Agreement (Accept / Pending)   The user should be able to edit the following:   * Relationship Status (Active/Inactive/Pending/Reject). The Principal and CIC should be able to change the relationship status. * Principal Approval (Accept/Pending). ONLY the Principal should be able to change the Approval not the CIC.   **Add a new Relationship**  2.2.3.3 User selects to create a new relationship. The following information needs to be captured:   * Mentor Name: This should be a dropdown and list all the employees for the particular campus. * Mentor ID : this should be display only and be autopopulated based on the selection in the “Mentor Name” dropdown. * Mentee Name: This should be a dropdown and list all the teachers for the particular campus. * Mentee ID: this should be display only and be autopopulated based on the selection in the “Mentee Name” dropdown. * Relationship Start Date: should be a display and populated with the current date. * Relationship End Date: This should be display only and be populated with what the Admin set up in the the “Default Inactive Date” field under their Administration section. * Status: should default to “Pending” * Principal Approval : Should be a dropdown with the option of “Accept and Decline” ) . Should only appear for Principal and not for CIC.   2.2.3.4 Once a new relationship is entered, the relationship should be assigned a “Pending” status.  **2.2.4 Mentor Profile.**  ***Note: Currently there is a dropdown for selecting the school, going forward there should be no dropdown. The School Name, Principal and CIC should be display only.***  2.2.4.1 User selects the Mentor Profile option and the System displays the School Name, Principal and CIC followed by all the existing Mentors for the school.  2.2.4.2 The user should have a “View” option to see detailed Mentor profile. The following should be “Displayed” once the user clicks on “View”   * Name * Employee ID * Principal * CIC * Department (school) * One Source title : (coming from job description)   Note: the Conference time and Program section has been taken out from the current screen.  **2.2.5 Mentee Relationship.**  ***Note: Currently there is a dropdown for selecting the school, going forward there should be no dropdown. The School Name, Principal and CIC should be display only.***  2.2.5.1 User selects the Mentee Relationship option and the System displays the School Name, Principal and CIC followed by all the existing Mentees for the school.  2.2.5.2 The user should have a “View” option to see detailed Mentee profile. The following should be “Displayed” once the user clicks on “View”   * Name * Employee ID * Principal * CIC * Department (school) * One Source title (coming from job description) * Certification Status: Certified, ACP (Radiobutton). * Mentor Name: should display the assigned mentor * Mentor Agreement: Accept /Pending   **2.2.6 Activity Log**  2.2.6.1 User selects the “Activity Log” option. The system displays the following:   * Department: should display the School Name. * Mentor Name: dropdown that display all the mentors for the school. * School year : History needs to be maintained for the past 5 years.   2.2.6.2 Once the user selects the Mentor Name, the system should display all the existing Activity Logs for the selected Mentor. The following should be displayed:   * Activity Date/time * Activity Code * Time Spent * Communication Type * Mentee & Attendees * Mentee Verification * Mentor Comment   2.2.6.3 The user should have a “View” option to see detailed Activity Log. The following should be “Displayed” once the user clicks on “View”. (All this data should come from the Activity Logs that the Mentor entered)   * Mentor (name) * Activity Code * Activity Date * Activity time * Time spent * Communication type * Other attendees * Mentor comment * Display the Activity Log standards ( This is set by the Admins in the Admin sreens)   **Note: The user should not be able to edit the Activity Logs** |
| Alternative Courses: |  |
| Exceptions: |  |
| Special Requirements: | The only difference between the Principal and CIC role is that the CIC should not be able to approve a relationship. Only the Principal can approve a relationship. The CIC will enter the relationship and it should be routed to the Principal for Approval. |
| Assumptions: |  |

## MENTOR USE CASE

|  |  |
| --- | --- |
| Actor: | Mentor |
| Description: | The user should be able to accomplish the following functions:   1. Able to view the welcome message having important details as set up by the administrator. 2. Able to View Mentee Relationship 3. Able to Add/View their own activity logs 4. Able to view reports   Note: Taking out Mentor Profile from the previous screens and renaming Mentee Profile to “Mentee Relationship”. |
| Preconditions: | * User is logged in and has been assigned the Mentor role. |
| Postconditions: | The user is successful in carrying out all of the options mentioned in the Description section. |
| Frequency of Use: | Continuous Usage |
| Normal Course of Events: | **2.3.1 View Welcome page**  2.3.1.1 User logs in to the application, the welcome page is displayed. The verbiage for the message should be editable by the Admin.  **2.3.2 Mentee Relationship**  2.3.2.1 The user clicks on the Mentee Relationship link, the system displays all the Mentee names assigned to the Mentor.  2.3.2.2 The user selects the Mentee Name and the “Mentor Agreement” is displayed.  2.3.2.3 The User should have an option to either “Accept” or “Reject” the agreement.  **2.3.3 Activity Logs**  2.3.3.1 The user clicks on the “Activity Log” link. The system should display a grid with all the existing Activity logs for the Mentor. The grid should have the following columns:   * Activity Date * Activity Code * Time Spent * Communication Type * Mentees * Mentor Comments   2.3.3.2 The Mentor should be able to edit the activity logs for ONLY the current month/window as set by the administrator in the CBM standards section of the Administration screen. All the other log entries should be View/read only.  2.3.3.3 **Add Activity Logs**  2.3.3.3.1 The User clicks on the “Add Log Entry” link, the system displays all the mentees assigned to the Mentor. The user selects a mentee.  2.3.3.3.2 The following information needs to be filled in by the Mentor:   * Activity Code: Dropdown populated with the values set by the Admin in the administration section. * Activity Date: The date that the Activity took place. * Activity time: the time that the Activity took place. * Time Spent: The amount of time that was spent on the activity. * Communication Type: Group or Mentee (radiobutton). If the user selects “Group”, the system should allow for multiple mentees to be added to the log. The log will then be attached to every mentee designated. * Add Mentees to Log Entry: If there were multiple mentees involved in the Activity, the user can select their names from the dropdown. * Mentor Explanation: The mentor types in the the details of the Activity, this should be a maximum of 100 characters. * Activity Log Standards: The user selects checkboxes with IP/PE criteria. The IP/PE criteria will change very rarely, the Adim should have the capability to update it in case it changes.   The mentor clicks on Save and the Activity Log is entered into the grid. |
| Alternative Courses: |  |
| Exceptions: |  |
| Special Requirements: |  |
| Assumptions: |  |

## ADMIN USE CASE

|  |  |
| --- | --- |
| Actor: | Administrator |
| Description: | The user should be able to accomplish the following functions:  1. Able to view the welcome message having important details as set up by the administrator.  2. Able to assign/view the campus contact.  3. Able to create a Mentor/Mentee relationship for the whole district.  4. Able to view Mentor and Mentee profiles for the whole district.  5. Able to view Mentor Activity Logs for the whole district.  6. Able to view reports for the whole District .  7. Able to maintain Activity Codes.  8. Able to maintain Administrator screen.  9. Able to view/update homescreen messages. |
| Preconditions: | * User is logged in as an administrator. |
| Postconditions: | The user is successful in carrying out all of the functions mentioned in the Description section. |
| Frequency of Use: | Continuous Usage |
| Normal Course of Events: | **2.4.1 View Welcome page**  2.4.1.1 User logs in to the application, the welcome page is displayed. The verbiage for the message should be editable by the Admin.  **2.4.2 Campus Contact**  2.4.2.1 User clicks on the “Campus Contact” link, the system should display all the campuses within the district.  2.4.2.2 The User should be able to View/Edit the Campus Contact for each school. The CIC’s that the principal selected should be displayed.  2.4.2.3 The user click on “Edit” option . The System should display all the employees for the selected campus that are (User has provided the criteria for populating). User should be able to select a Campus contact (CIC) from the list, the system should send an email to the Campus Contact stating that they have been selected.  **2.4.3 Create/View a Mentor/Mentee Relationship**  **View/Edit/Delete Existing Relationships**  2.4.3.1 The user clicks on the Mentor/Mentee Relationship link. The system should display a dropdown for Department. User selects the School Name from the dropdown, the Principal and CIC should be autopopulated based on the selection.  2.4.3.2 The system displays a grid of existing relationships. User should have an option to edit/view/Delete each relationship.  The following information about the relationship should be displayed in the Grid:   * Mentor Name * Mentor Employee ID * Mentee Name * Mentee Employee ID * Mentee Start date (from one source, this should be their start date with HISD) * Mentee End Date (This should be one year from Mentee Start Date). * Relationship Status (Active/Inactive/Pending). * Principal Approval (Accept/Pending). * Mentor Agreement (Accept / Pending)   When the user selects to ***View/Edit*** a relationship, display the following:   * Mentor Name * Mentor Employee ID * Mentee Name * Mentee Employee ID * Mentee Start date (from one source, this should be their start date with HISD) * Mentee End Date (This should be one year from Mentee Start Date). * Relationship Start date: default to date the relationship was entered. * Relationship End Date: If the relationship is inactive, then it defaults to the date it became inactive, or else it defaults to what had been set by the admin. * Mentor Agreement (Accept / Pending)   The user should be able to edit the following:   * Relationship Status (Active/Inactive/Pending/Reject). The Principal and CIC should be able to change the relationship status.   **Add a new Relationship**  2.4.3.2 User selects to create a new relationship. The following information needs to be captured:   * Mentor Name: This should be a dropdown and list all the employees for the particular campus. (User provided the criteria) * Mentor Employee ID : this should be display only and be autopopulated based on the selection in the “Mentor Name” dropdown. * Mentee Name: This should be a dropdown and list all the teachers for the particular campus. (User to follow up if there is a way in SAP to identify beginning teachers only). * Mentee ID: this should be display only and be autopopulated based on the selection in the “Mentee Name” dropdown. * Relationship Start Date: should be a display and populated with the current date. * Relationship End Date: This should be display only and be populated with what the Admin set up in the “Default Inactive Date” field under their Administration section. * Status: should default to “Pending”   2.4.3.4 Once a new relationship is entered, the relationship should be assigned a “Pending” status and it should be routed to the Pricipal for approval.  Note: The Delete option should ONLY be available for the Admin.  **2.4.4 Mentor Profile.**  2.4.4.1 User selects the Mentor Profile option and the System displays a dropdown named Department. User selects the School Name from the dropdown and the Principal and CIC is autopopulated based on the selection followed by all the existing Mentors for the school.  2..4.4.2 The user should have a “View” option to see detailed Mentor profile. The following should be “Displayed” once the user clicks on “View”   * Name * Employee ID * Principal * CIC * Department (school)   One Source title: (coming from job description )  Note: the Conference time and Program section has been taken out from the current screen.  **2.4.5 Mentee Relationship.**  2.4.5.1 User selects the Mentee Relationship option and the System displays a dropdown named Department. User selects the School Name from the dropdown and the Principal and CIC is autopopulated based on the selection followed by all the existing Mentees for the school.  2.4.5.2 The user should have a “View” option to see detailed Mentee profile. The following should be “Displayed” once the user clicks on “View”   * Name * Employee ID * Principal * CIC * Department (school) * One Source title: (coming from job description) * Certification Status: Certified, ACP (Radiobutton/ either or). Data comes from EDW. Not editable by the user. * Mentor Name: should display the assigned mentor * Mentor Agreement: Accept /Pending   **2.4.6 Activity Log**  2.4.6.1 User selects the “Activity Log” option. The system displays the following:   * Department: should display the School Name. * Mentor Name: dropdown that display all the mentors for the school. * School year : History needs to be maintained for the past 5 years.   2.4.6.2 Once the user selects the Department and Mentor Name, the system should display all the existing Activity Logs for the selected Mentor. The following should be displayed:   * Activity Date/time * Activity Code * Time Spent * Communication Type * Mentee & Attendees * Mentee Verification * Mentor Comment   2.4.6.3 The user should have a “View” option to see detailed Activity Log. The following should be “Displayed” once the user clicks on “View”. (All this data should come from the Activity Logs that the Mentor entered)   * Mentor (name) * Activity Code * Activity Date * Activity time * Time spent * Communication type * Other attendees * Mentor comment * Display the standards ( This is set by the Admins in the Administration screens)   **Note: The Admin cannot edit the Activity Logs.**  **2.4.7 Acivity Codes**  2.4.7.1 User clicks on the “Activity Codes” link, the system displays a grid of all the existing codes with an option to edit. The Grid should display the following:   * Code : the abbreviation of the code * Description: the description of the code * Status: Active/Inactive   The Admin should be able to edit all the fields in the grid.  **Add Activity Code**  2.4.7.2 User clicks on the “Add Activity Code” option, the system displays the following for the user to enter:   * Code : the abbreviation of the code * Description: the description of the code * Status: Active/Inactive   The user clicks on “Save” and the new code is entered in the Grid.  ***Note: User should be able to sort the Grid based on “Status”.***  ***Note: “Extended Days” field has been removed from the previous application***.   * + 1. **Administration**   2.4.8.1 User should have the ability to send mass emails to specific groups (user to provide the specific groups, ex. Principals, Mentors, Mentees). The admin should be able to draft/modify the contents of the email.   * + - 1. Time Configuration   This section needs to be broken down into two parts:   1. **Mentor Activity Logs**  * **Start Date**: The start date for the Mentor to enter Activity logs for the month. * **End Date**: The End Date for the Mentor to enter Actvity logs for the month.  1. **Relationships**  * **Default Inactive Date:** The date that the relationships will become inactive.   + - 1. CBM Standards   The CBM standards are the number of Activity Logs that a Mentor needs to enter for a specific month.  The system should display a grid with the Month and the number of logs the mentor needs to enter for each month. The Admin should be able to Edit/Update the number of logs for each month.  The system should send reminder emails to Mentor if the required number of logs are not entered. The Admin should have the feature to set the number of days remaining to send the email.   * + - 1. Mentor Agreement   The Admin should be able to update the verbiage of the Mentor Agreement. This is the agreement that the Mentor Accepts when they click on the “Mentee Relationship”.   * + - 1. Home Screen Messages   The Admin should have the ability to Add/Update the homescreen messages for :   * Principal / CIC * Mentor * Mentee * Admin |
| Alternative Courses: |  |
| Exceptions: |  |
| Special Requirements: |  |
| Assumptions: |  |

## MENTEE USE CASE

|  |  |
| --- | --- |
| Actor: | Mentee |
| Description: | The user should be able to accomplish the following functions:   1. Able to view the welcome message having important details as set up by the administrator. 2. View/Verify Mentor activity logs 3. Able to view certain reports   Note: Taking out Mentor/Mentee Profile from the previous screens. |
| Preconditions: | * User is logged in as a Mentee |
| Postconditions: | The user is successful in carrying out all of the options mentioned in the Description section. |
| Frequency of Use: | Continuous Usage |
| Normal Course of Events: | **2.5.1 View Welcome page**  2.5.1.1 User logs in to the application, the welcome page is displayed. The verbiage for the message should be editable by the Admin.  **2.5.2 Activity Logs**  2.5.2.1 The user clicks on the “Activity Log” link. The system should display a grid with all the existing Activity logs for the Mentee. The grid should have the following columns:   * Activity Date * Activity Code * Time Spent * Communication Type * Mentees * Mentee Verification (Pending/Yes/No). The default should be “Pending”.   2.5.2.2The Mentee should have the ability to Verify each individual Activity log and also an option to “Verify All” Activity logs.   * + - 1. Clicking on the “Verify” (Y/N) (individual logs), should display the Activity Log window (Details). The Mentee should have the ability to enter comments. The comments should not be a required field if the Mentee verifies the log.       2. If the Mentee does NOT verify the log then they are required to select a reason from a dropdown (user to provide the values). They should also have an option to leave a comment.   ***Note: There is no time limit as to when the Mentee can verify the logs.*** |
| Alternative Courses: |  |
| Exceptions: |  |
| Special Requirements: |  |
| Assumptions: |  |

## PROCESS FLOWS

**2.6.1 Add Mentor Mentee Relationship**



## **BUSINESS RULES**

2.7.1 The Mentor and Mentee will always belong to the same campus.

2.7.2 The Mentor can have multiple Mentees but a Mentee cannot have multiple Mentors.

2.7.3 The Mentor can be a teacher or other professional at the campus.

2.7.4 The Mentee will always be a beginning teacher.

2.7.5 A CIC can also be a Mentor.

## **REPORTS**

The following reports will exist in MAS:

**2.8.1 ACTIVITY TOTAL**

This report is used by the Administrator to get the total number of hours spent by Mentors for each school office.

**Search Criteria:**

* School Office: Name of the CSO, should have the ALL option
* School: Name of School, should have the ALL option
* Start Date
* End Date

**Report Columns**

* CSO: Name of the CSO
* School: School Name
* PS Dept ID
* Activity : The activity code selected for the particular activity
* Time: The time spent by the mentor for that activity
* “CSO (Name of the CSO)” Total : The total time spent by all the Metors in all the schools for that CSO.

**Access**

* Only Admins should have access to this report.

**2.8.2 MENTOR ACTIVITY LOG**

This report is used to get details of all the Activities entered by the Mentors.

**Search Criteria:**

* School: Name of School, should have the ALL option
* Mentor: All the Mentors for the selected school, should have the ALL option
* Mentee: All the Mentees for the selected Mentor, should have the ALL option
* Start Date
* End Date

**Report Columns:**

* Mentor Name
* Mentor Employee ID
* Mentor Email
* Mentee Name
* Mentee Employee ID
* Mentee Email
* School : School Name
* PS Dept ID
* Date : Date of Activity
* Activity: Activity code
* Activity Time: Time spent on that Activity
* Who was Involved: Attendees for the Activity (Mentees, other attendees)
* Mentor Comment: Mentor comment on the Activity

**Access:**

**The following should have access to the report:**

* Admin: for the whole district
* Principal/CIC: For their campus
* Mentor: Only for their own Mentees.

**2.8.3 MENTOR COMPLETION REPORT.**

This reports tells if the Mentor has completed the required number of logs.

**Search Criteria:**

* School: Name of School, should have the ALL option
* Mentor: All the Mentors for the selected school, should have the ALL option
* Mentee: All the Mentees for the selected Mentor, should have the ALL option.
* Start Date
* End Date

**Columns:**

* School
* PS Dept ID
* CIC
* CIC Email
* Mentor Name
* Mentor Employee ID
* Mentor Email
* Mentee Name
* Mentee Employee ID
* Mentee Email
* Month : Current Month
* Log Entry Count: The Activity logs entered by the Mentor for the month.
* Met Requirement: Y/N (difference between the logs entered and the logs required for the month.)

**Access:**

The following should have access to the report:

* Admin: for the whole district
* Principal/CIC: For their campus
* Mentor: Only for their own Mentees.

**2.8.4 VERFICATION STANDARDS & TOOLS**

This report gives the details of the Activities verified or not verified by the Mentees.

**Search Criteria:**

* School: Name of School, should have the ALL option
* Mentor: All the Mentors for the selected school, should have the ALL option
* Mentee: All the Mentees for the selected Mentor, should NOT have the ALL option as this report is run per each Mentee.
* Start Date
* End Date

**Columns:**

* School
* PS Dept ID
* Mentor Name
* Mentor Employee ID
* Mentor Email
* Mentee Name
* Mentee Employee ID
* Mentee Email
* Activity Date: the date that the Activity occurred
* Activity Time: The time that the Activity took place
* Mentee Comments: The comments entered by the Mentee for the Activity
* Mentor Comments: The comments entered by the Mentor for the Activity
* Time Spent: time spent on the Activity
* Mentee Verified: Y/N, if the Mentee verified the activity.

**Access:**

The following should have access to the report:

* Admin: for the whole district
* Principal/CIC: For their campus

**2.8.5 Mentor/Mentee Demographic Report**

This report give the demographic details of all the Mentor and Mentee relationships for the district.

**Search Criteria:**

* School: Name of School, should have the ALL option
* Start Date
* End Date

Note: the relationship should be created between the selected Start and End date, does not matter if it is Active or Inactive.

**Columns:**

* School
* PS Dept ID
* CIC
* CIC Employee ID
* CIC Email
* Mentor Name
* Mentor Employee ID
* Mentor Email
* Mentee Name
* Mentee Employee ID
* Mentee Email
* Start Date: relationship start date
* End Date: relationship end date
* Principal Approval: Y/N
* Mentor Agreement: Accept/Pending
* ACP: certification status
* Mentor Job title
* Mentee Job title
* Mentee Start Date
* Mentee End Date

**Access:**

The following should have access to the report:

* Admin: for the whole district

## CAPACITY/DATA STATISTICS

2.9.1 MAS is used on a weekly basis, the Mentors are expected to input thir logs weekly. Most Activity logs are entered towards the end of the month, so there is comparatively more users accessing MAS during the last week of each month. During that period the Mentees are also accessing the application to verify the logs.

|  |  |
| --- | --- |
| # of Mentors | 800 – 1100 depending on the year. |
| # of Mentees | 800 – 1100 depending on the year. |