



# MentKnow User Manual

By Web-Weavers (*MentKnow Team 5*)

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# Introduction

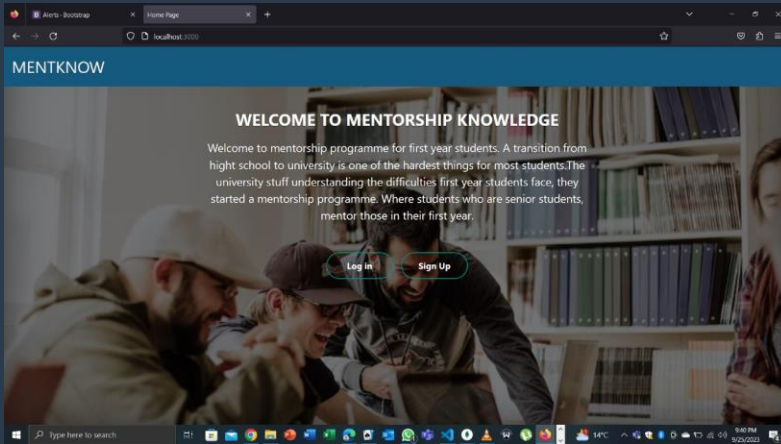
- Welcome to the MentKnow user manual. This guide will help you navigate and make the most of the MentKnow mentorship platform. MentKnow is designed to facilitate the transition of first-year students from high school to university, and it offers various features to enhance your learning and mentoring experience. This manual covers the following topics:



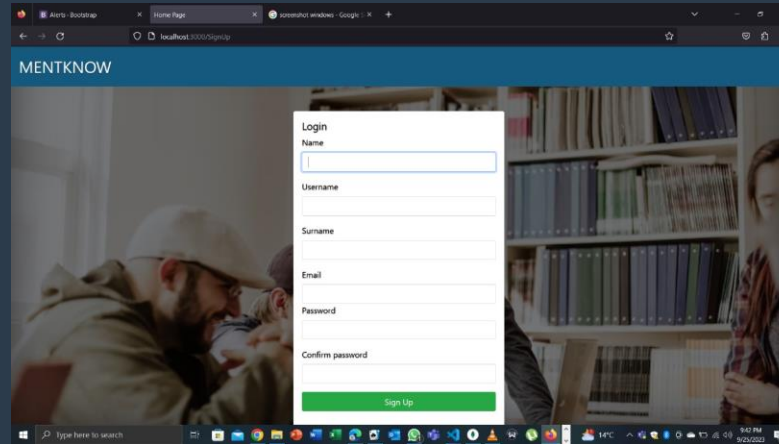
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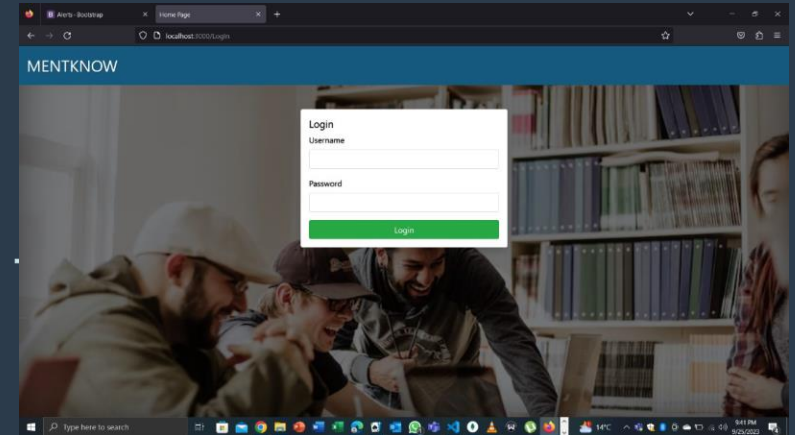
# 1. Login and Registration [Mentee only]



Navigate to the MentKnow login page.



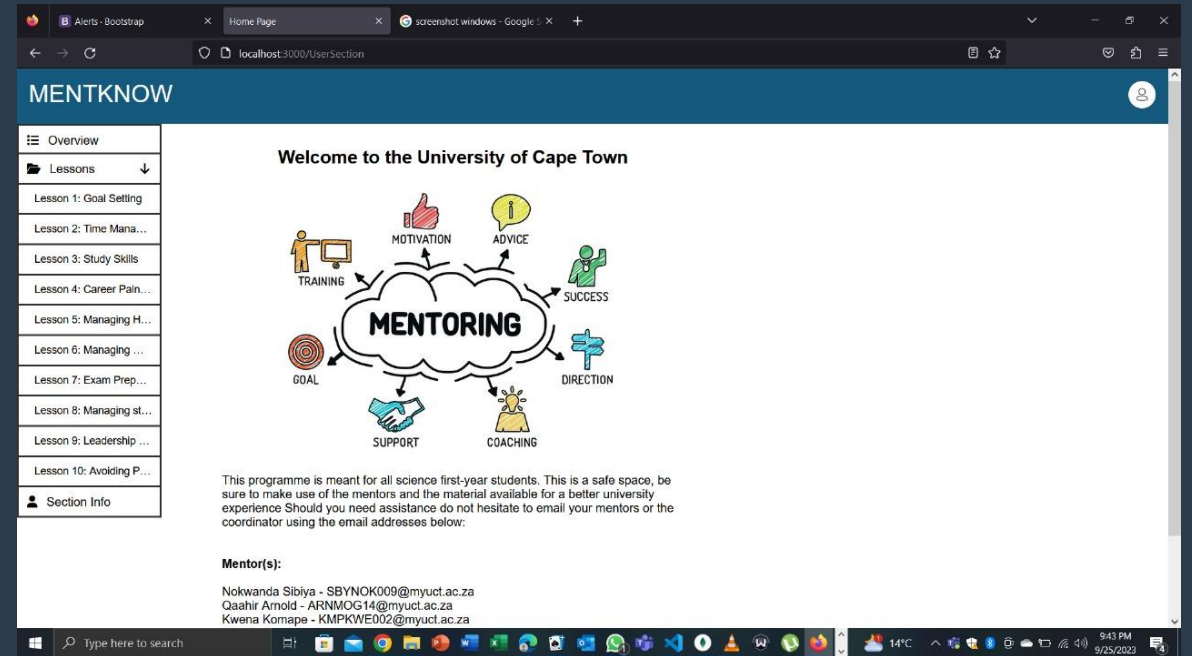
If you're a new user, click on the "Register" button. Fill in the required information, including your username and password, and click "Register."



If you're a returning user, enter your username and password, and click "Log In."

# 1.1. Overview Page (if Login Successful) [All]

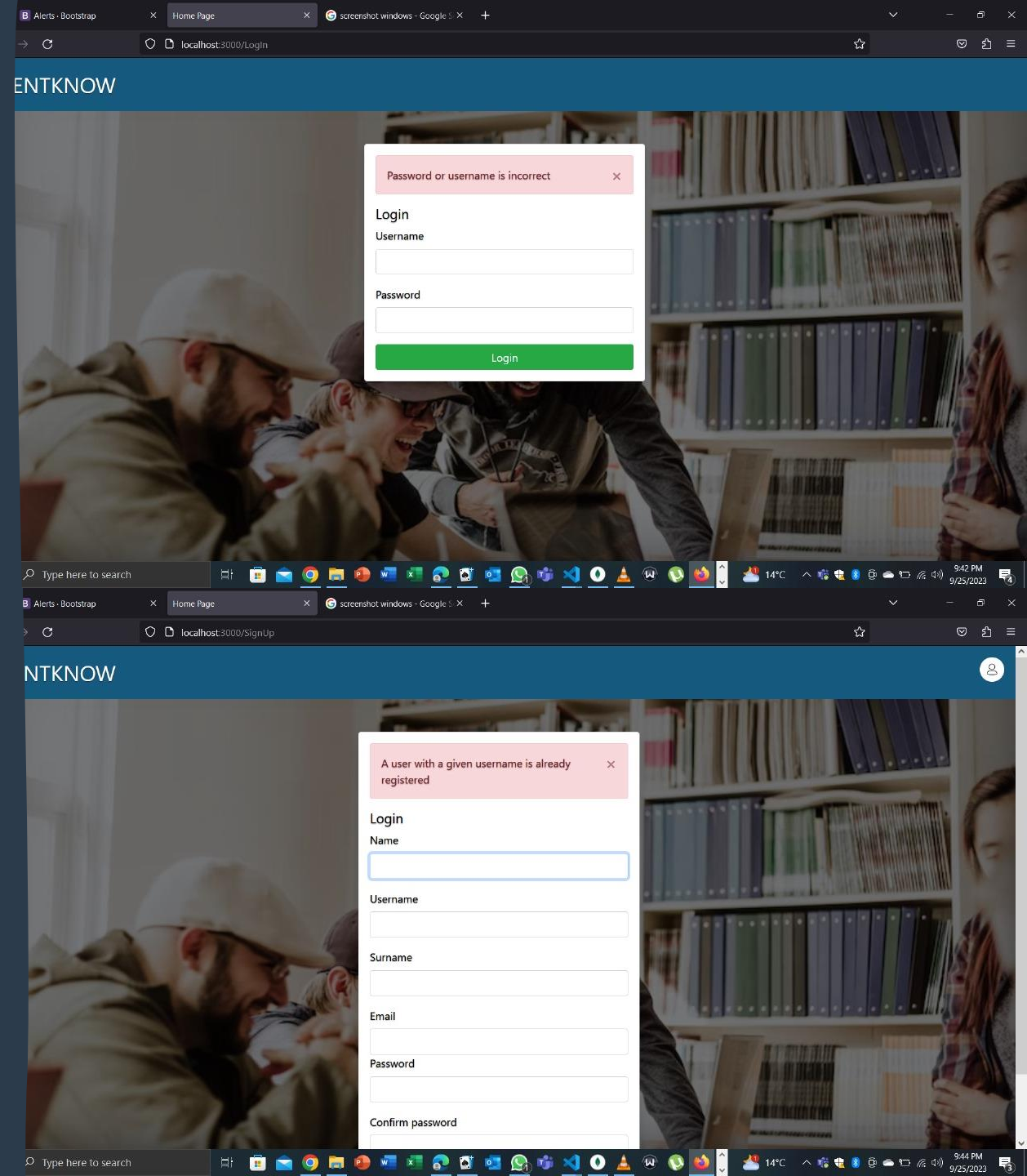
- Upon successful login, you will be directed to the Overview Page. Here, you'll find a customized dashboard based on your user role (mentee, mentor, coordinator). You can access various features depending on your role, such as viewing lessons, accessing analytics, or managing whiteboard text files.





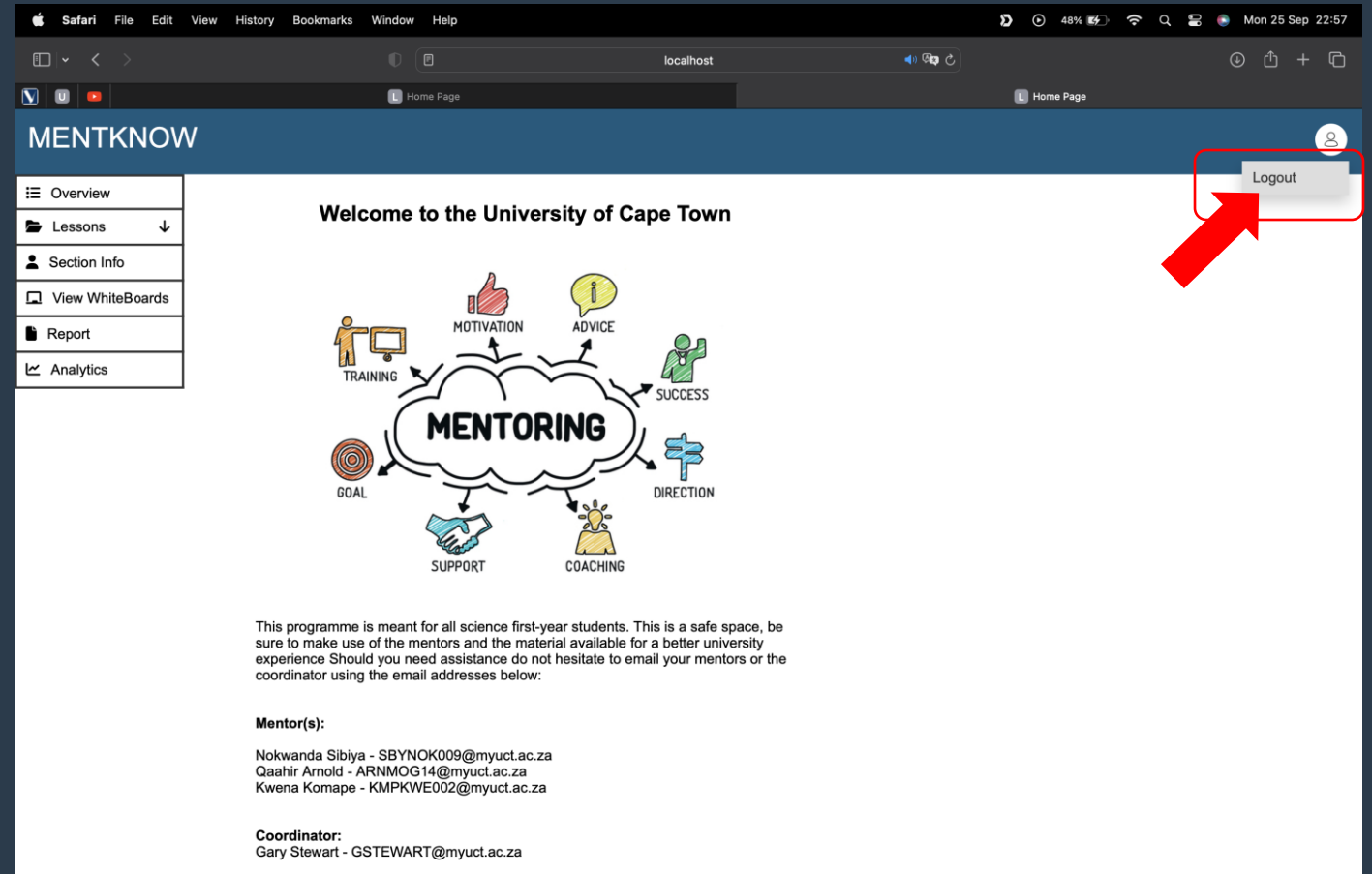
## 1.2. Error Message (if Login Unsuccessful) [A11]

- If you encounter an error message during login, it may indicate incorrect login credentials. Double-check your username and password. If the issue persists, contact your system administrator for assistance.



# 1.3. Logout [All]

- To log out of your MentKnow account, simply click the "Logout" button on the top-right corner of the page. This will securely log you out and return you to the login page.





## 2. Weekly Lessons [All]

- MentKnow provides weekly lessons for all users. Here are some key features related to weekly lessons:



## 2.1. Video on Lesson Page

- When you access a lesson page, you'll find video content relevant to the weekly topic. Click on the video to start watching and enhance your learning experience.

The screenshot shows a web browser window displaying the MENTKNOW platform. The page is titled 'Lesson 2: Time Management' and includes a sidebar with navigation options: Overview, Lessons, and Section Info. The main content area features a welcome message, a video player, and a chat room. The video player shows a cartoon illustration of a person thinking about priorities, with text overlays asking 'WHAT TASKS ARE URGENT BUT NOT ESSENTIAL?' and 'WHAT TASKS ARE ESSENTIAL?'. The chat room is titled 'Join ChatRoom' and has a 'Join Chat' button. Below the video, there are sections for 'Resources: Time Management' and 'Whiteboard: Time Management'.

**MENTKNOW**

Time starts now: 29.01  
**Lesson 2: Time Management**

Welcome back to Week 2 of our adventure! We're about to tackle a topic that's as crucial as finding a free Wi-Fi spot on campus: Time Management! Effective time management is like the secret sauce to academic success, and trust us, it'll come in handy when you're juggling classes, social events, and maybe a few Netflix binges. So, grab your planners and digital calendars; we're about to dive into the timey-wimey world of managing your day. During this session, we'll explore various aspects of time management, from setting priorities to beating procrastination. To get things rolling, students are encouraged to watch the following video and respond to the questions provided afterward.

**#2 DEFINE YOUR PRIORITIES**

ASSIGNMENTS  
TESTS

WHAT TASKS ARE URGENT BUT NOT ESSENTIAL?  
WHAT TASKS ARE ESSENTIAL?

**Join ChatRoom**  
Join Chat

**Resources: Time Management**  
Please find below resources for this weeks lesson  
[Time\\_Management.pdf](#)

**Whiteboard: Time Management**  
Please add your thoughts to this weeks whiteboard

## 2.2. Chat on Lesson Page

- Each lesson page includes a chat feature. You can interact with peers, mentors, and coordinators by participating in discussions related to the lesson. Share your thoughts and questions to foster a collaborative learning environment.

The screenshot displays the MENTKNOW web application interface. The top navigation bar is dark blue with the MENTKNOW logo and a user profile icon. A sidebar on the left contains links for Overview, Lessons, and Section Info. The main content area is titled 'Lesson 2: Time Management' and includes a welcome message, a video player for 'BUILD GOOD HABITS', and sections for resources and a whiteboard. On the right side, a 'ChatRoom' window is open, showing a conversation between 'kwena' and 'You'. A red arrow points to the chat messages.

**MENTKNOW**

Time starts now: 513.995  
**Lesson 2: Time Management**  
Welcome back to Week 2 of our adventure! We're about to tackle a topic that's as crucial as finding a free Wi-Fi spot on campus: Time Management! Effective time management is like the secret sauce to academic success, and trust us, it'll come in handy when you're juggling classes, social events, and maybe a few Netflix binges. So, grab your planners and digital calendars; we're about to dive into the timey-wimey world of managing your day. During this session, we'll explore various aspects of time management, from setting priorities to beating procrastination. To get things rolling, students are encouraged to watch the following video and respond to the questions provided afterward.

**#BUILDGOODHABITS**  
Productivity and Time Management Tips for...

More videos

**THE MENTOR**  
**HOW I START MY MORNINGS**

3:44 / 4:27 • BUILD GOOD HABITS

**Resources: Time Management**  
Please find below resources for this weeks lesson  
[Time\\_Management.pdf](#)

**Whiteboard: Time Management**  
Please add your thoughts to this weeks whiteboard

**ChatRoom**

Exit

You  
Hello

Kwena joined the conversation

kwena  
Hey how are you?

kwena  
How are you finding the time management lessons?

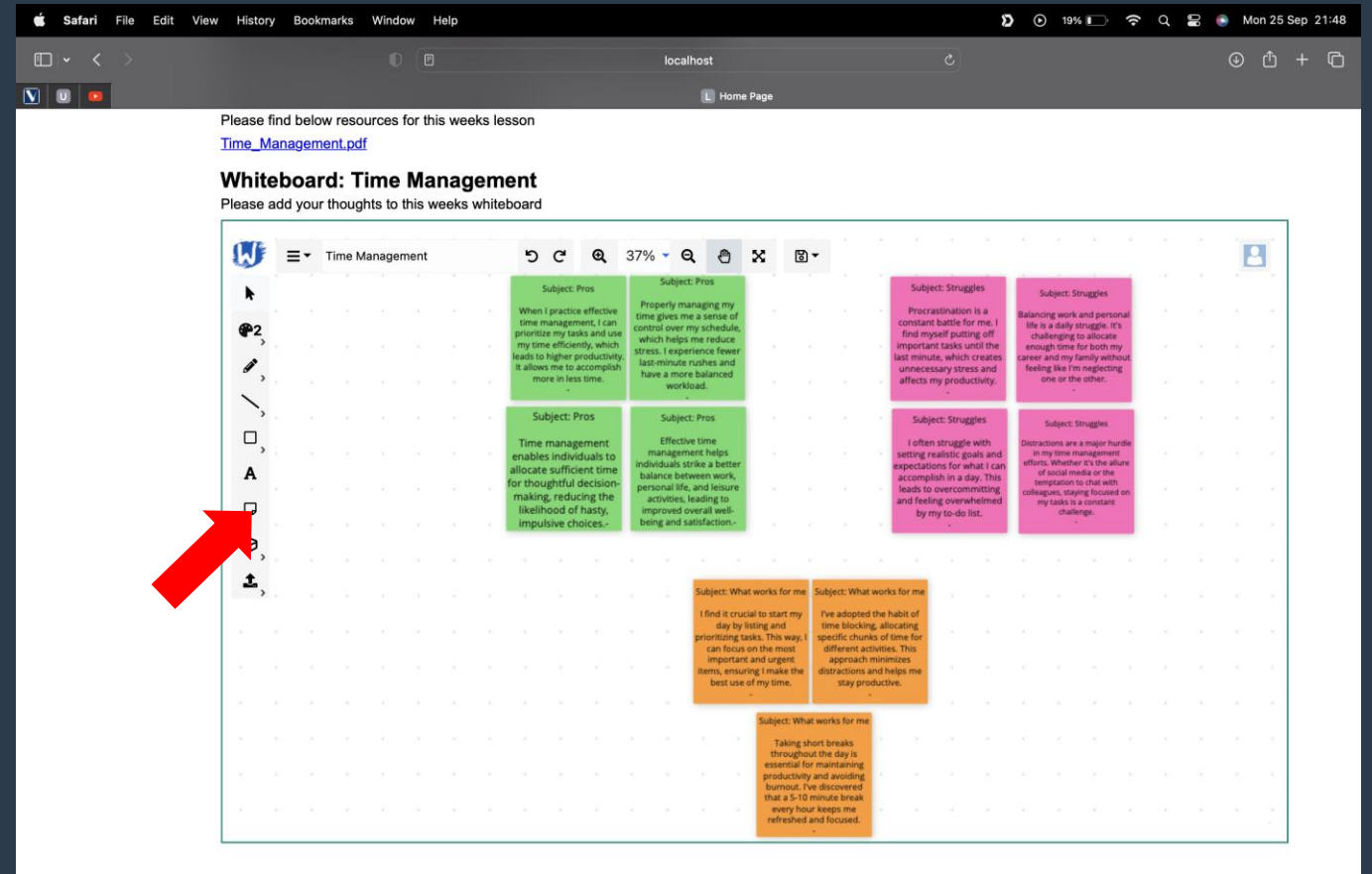
You  
I think they are really usefull

Send

## 2.3. Whiteboard on Lesson Page

- The lesson page also features a whiteboard where you can write and draw to illustrate concepts, brainstorm ideas, or collaborate with others in real-time. Your changes on the whiteboard are visible to all users on the page. Please enter a sticky note and write it in the format:

Subject: xyz  
Your paragraph  
here



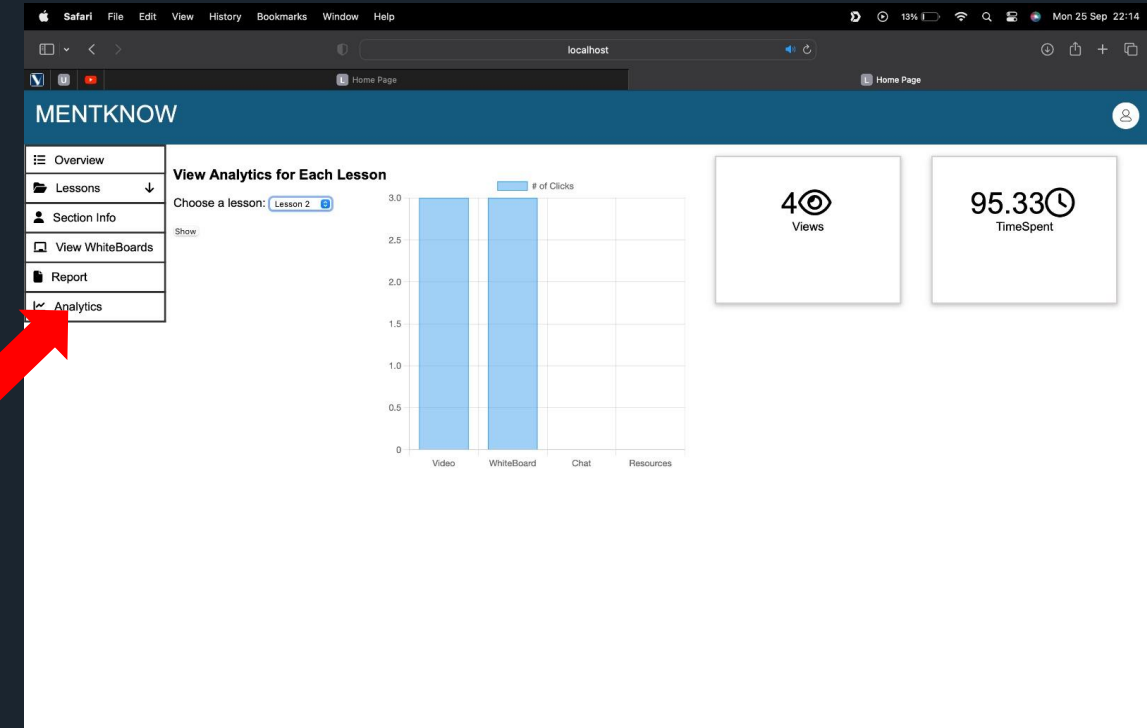


### 3. Analytics Page [Coordinator, Mentor]

- Analytics provide valuable insights into user engagement and progress. Here's how to access and utilize analytics:

## 3.1. Analytics Page with Any Lesson Chart

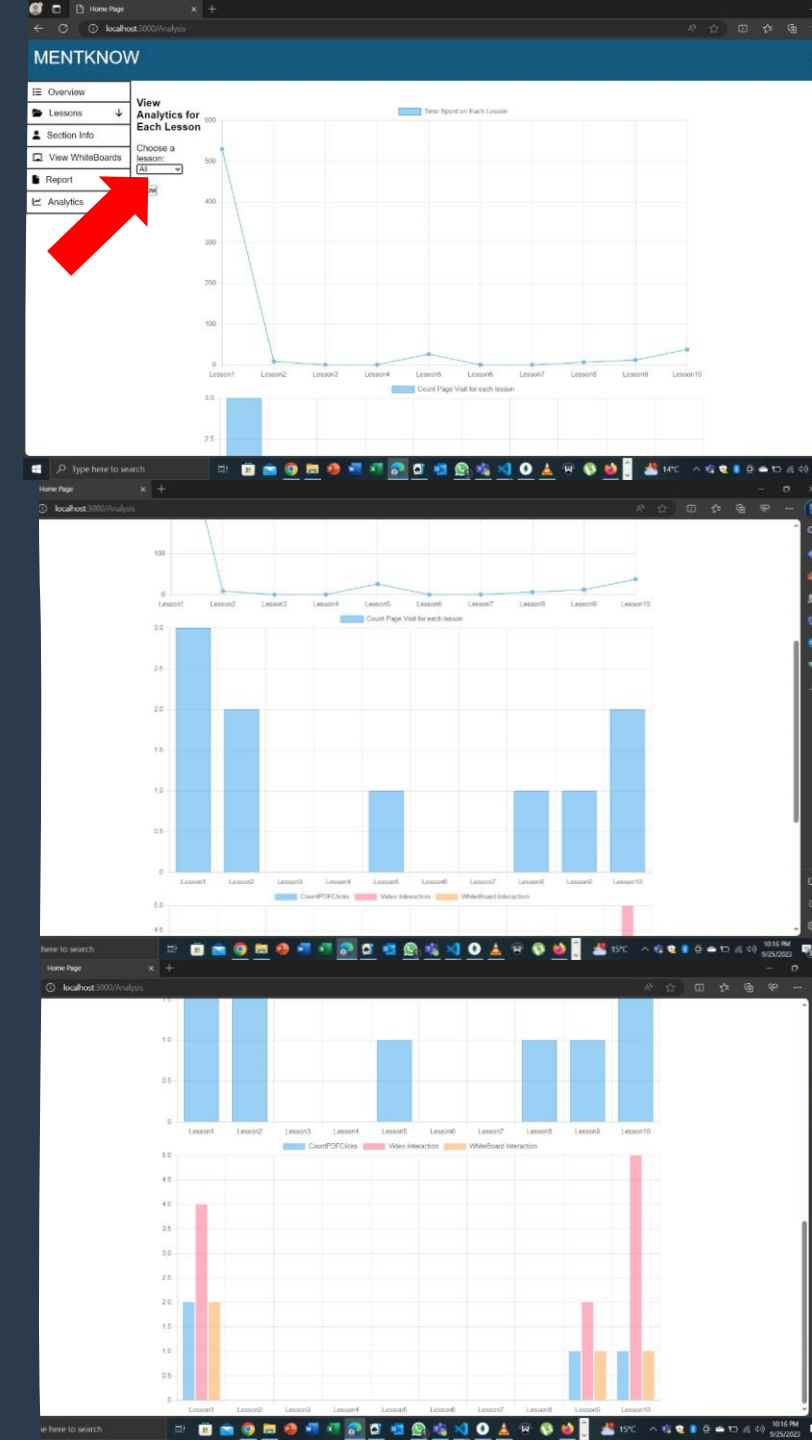
- Coordinators and mentors can access the analytics page to view charts related to user engagement with lessons. These charts help track user progress and participation. Click on the Analytics tab to explore the available charts.





## 3.2. Analytics Page with All Lessons Chart (if Available)

- If available, the analytics page may provide consolidated charts for all lessons. These charts offer a comprehensive view of user engagement across multiple lessons, allowing coordinators and mentors to assess overall program effectiveness.

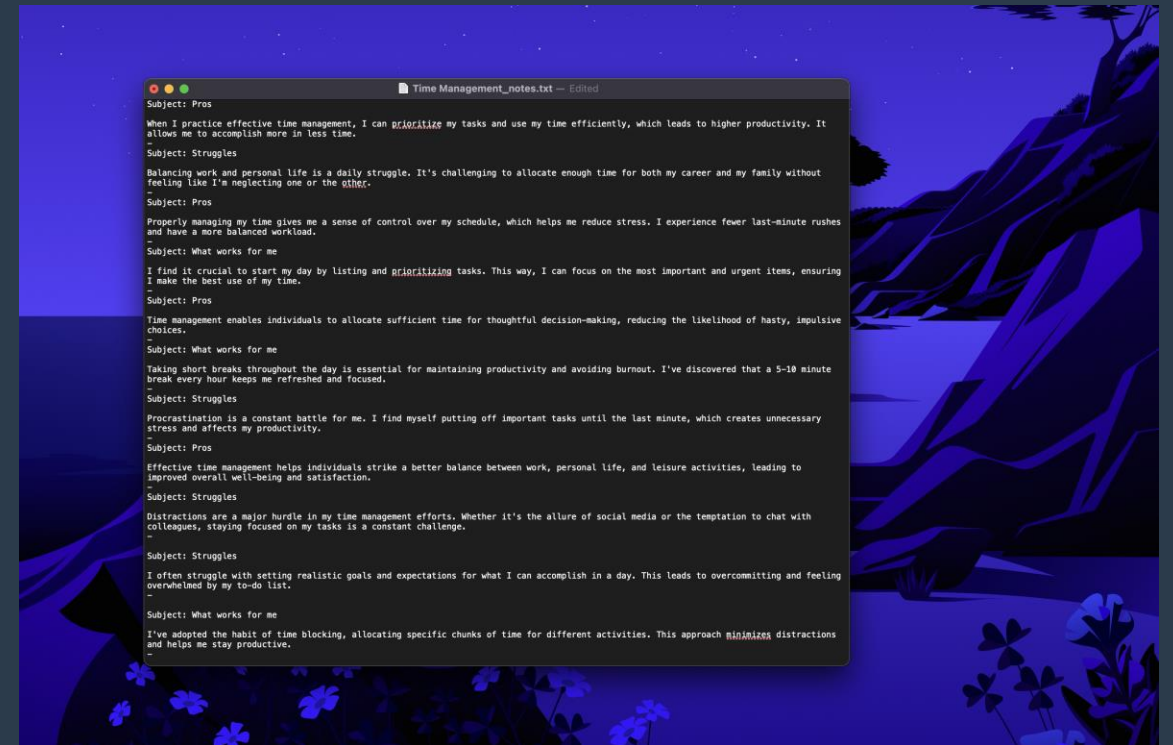
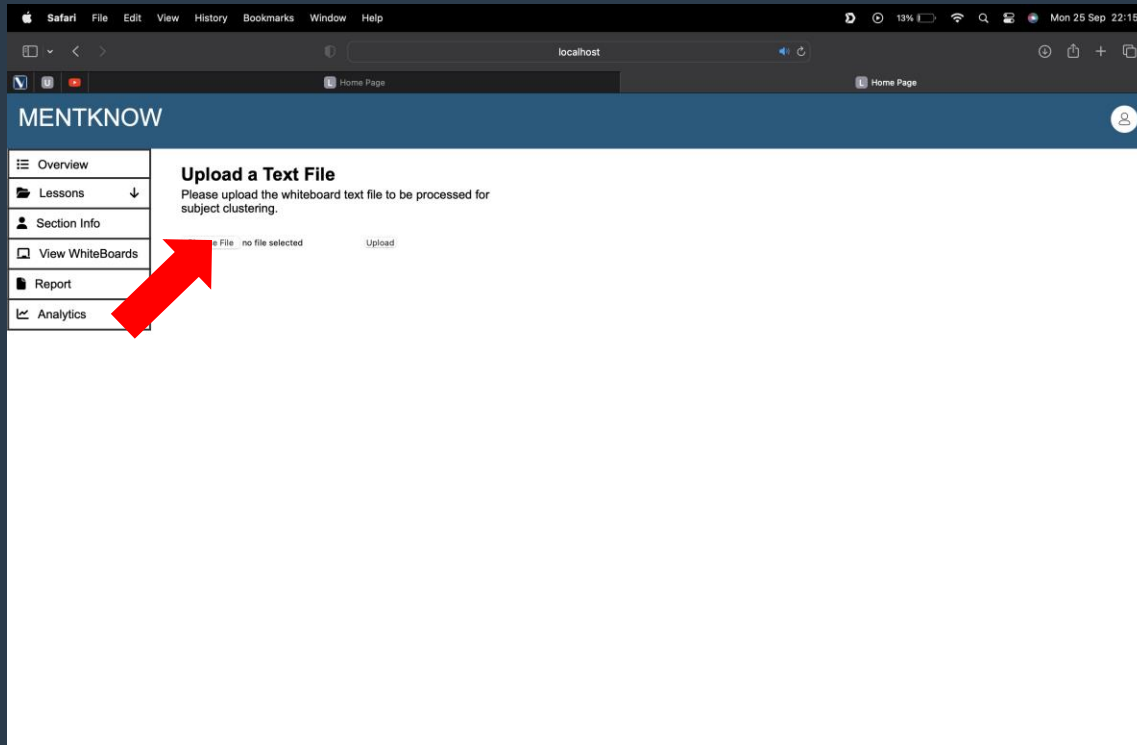


## 4. Subject Clustering for Whiteboard Text File [Coordinator, Mentor]

- Coordinators and mentors can manage whiteboard text files efficiently. Here's how:

# 4.1. Unprocessed File Upload

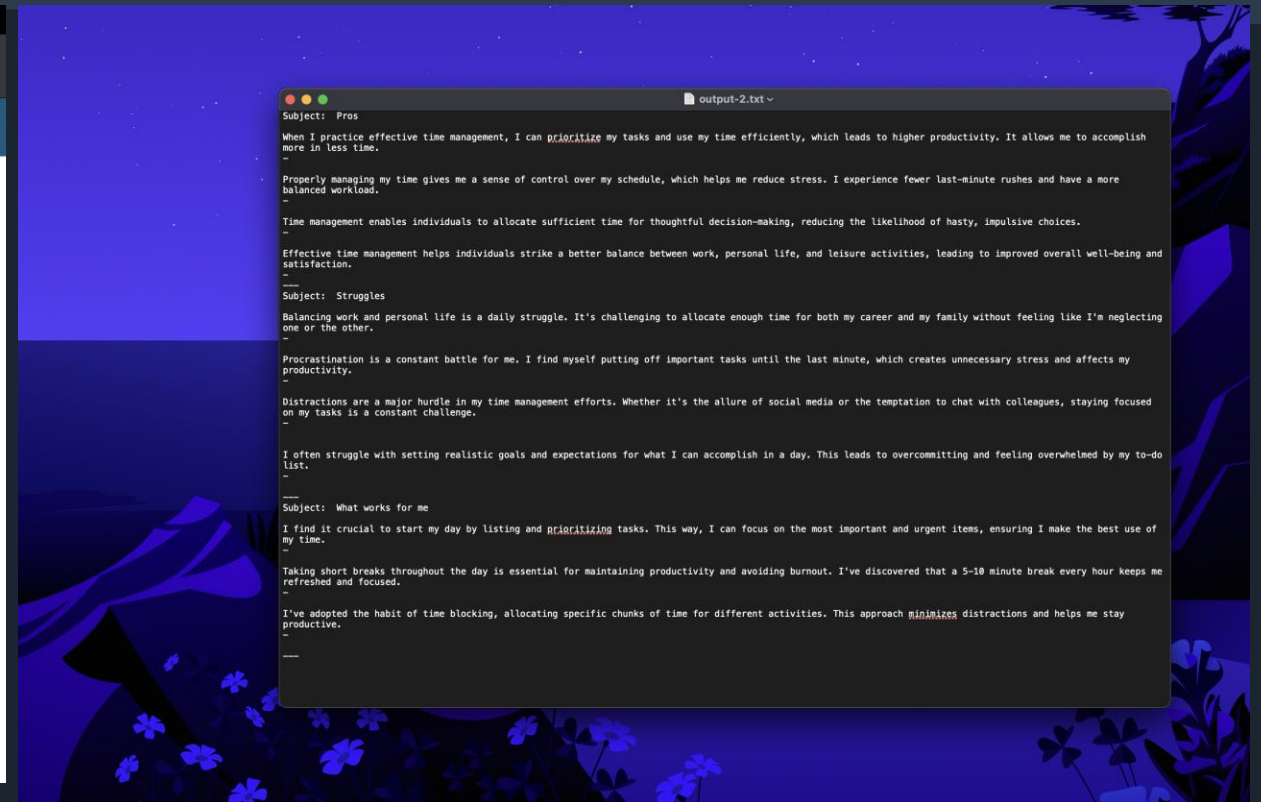
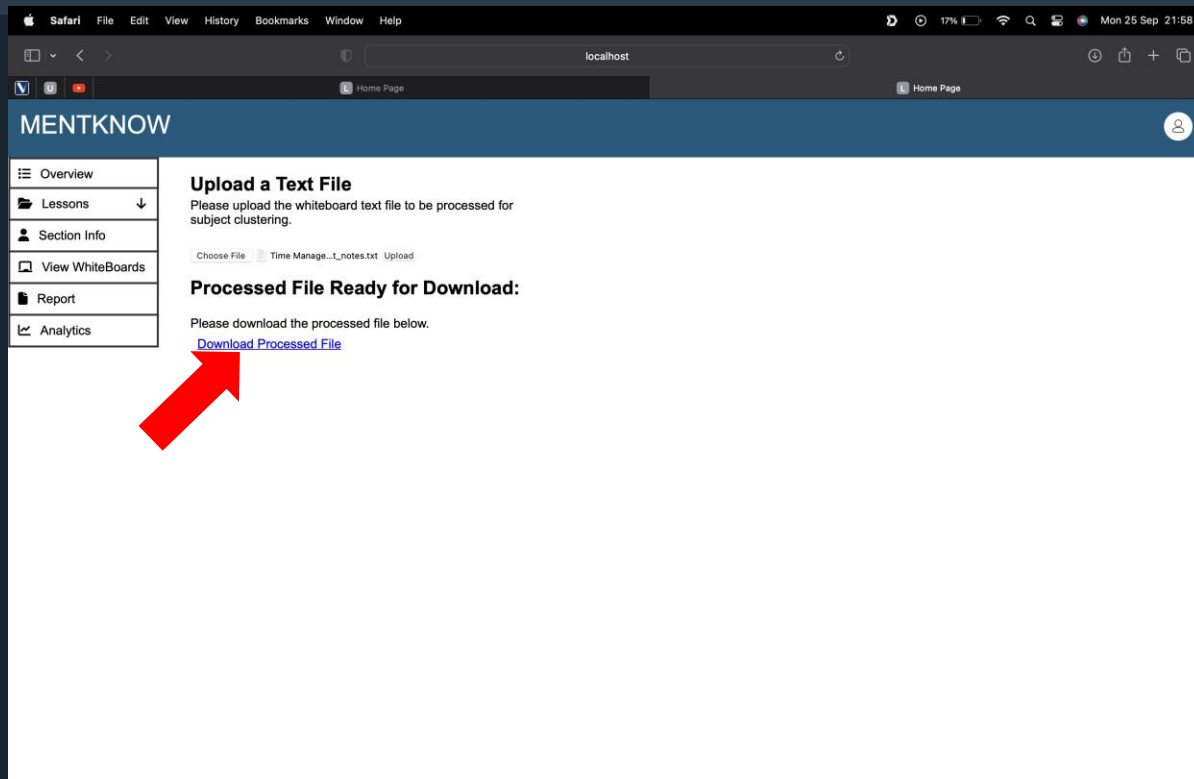
- To upload an unprocessed whiteboard text file, navigate to the relevant section. Follow the prompts to select and upload the file. Once uploaded, you can process and cluster the subjects within the file.





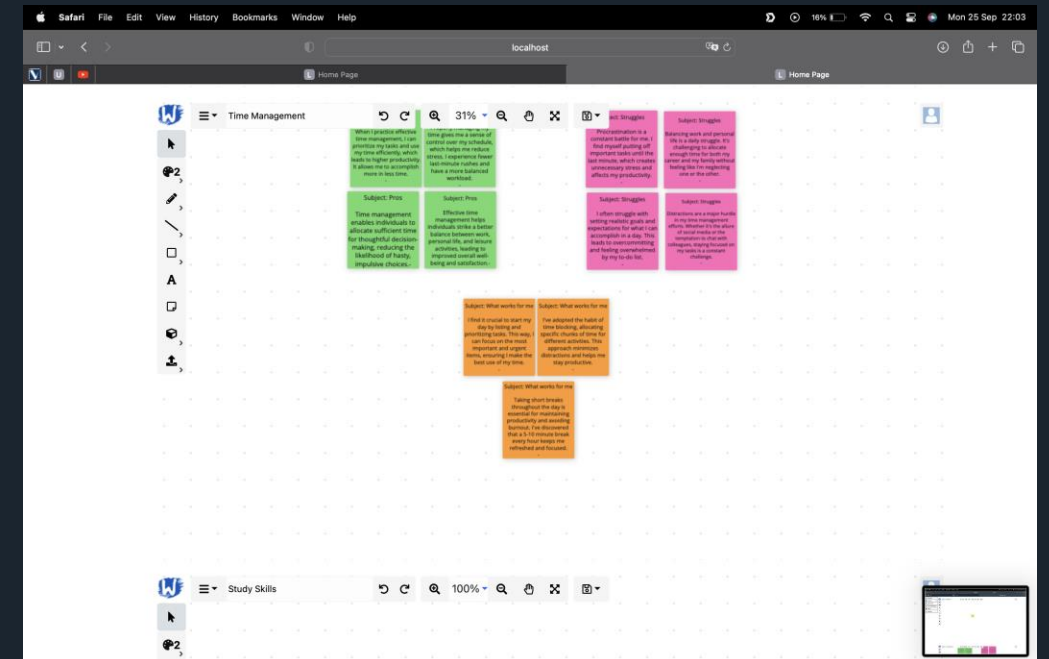
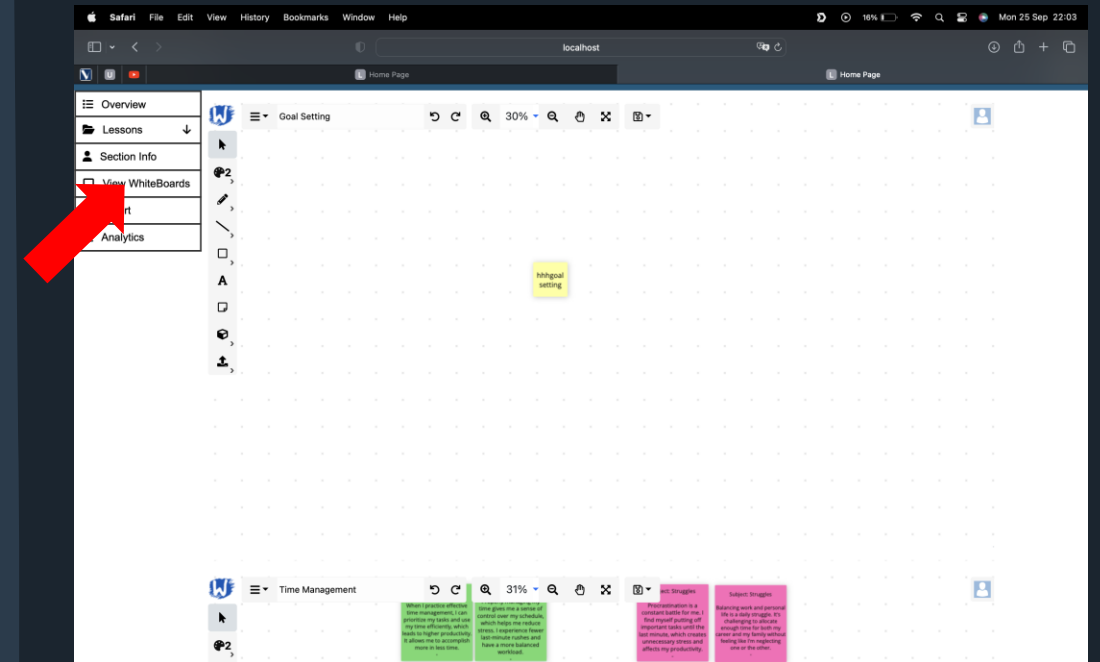
## 4.2. Processed Subject Clustered File Download

- After processing, you can download the clustered subject file. This processed file is organized and easier to read, making it valuable for program improvement and analysis.



# 5. View All Whiteboards Page [Coordinator, Mentor]

- Coordinators and mentors can access the "View All Whiteboards" page to review and monitor whiteboard interactions. This feature provides insights into user collaborations and contributions on the whiteboard.







## Conclusion

- That concludes the MentKnow user manual. We hope this guide helps you navigate the platform effectively and make the most of its features. If you have any questions or encounter issues, please contact your system administrator for assistance. Enjoy your MentKnow experience!