



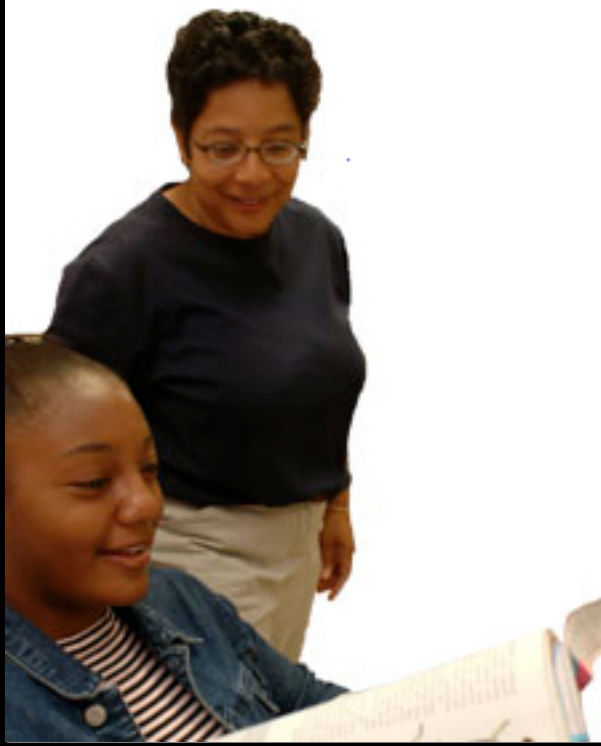
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Professional Development Online

Montgomery County Public Schools

PDO Guide to Online Mentor Logs



Mentor Log Management

This section will explain how PDO can be used to create, view, and edit your mentor logs. To use PDO to manage your mentor logs you will need to be assigned a mentee by your principal and/or the Office of Organizational Development. You will also need your PDO username and password. If you do not know your Username and Password contact the MCPS Help Desk at 301-517-5800.

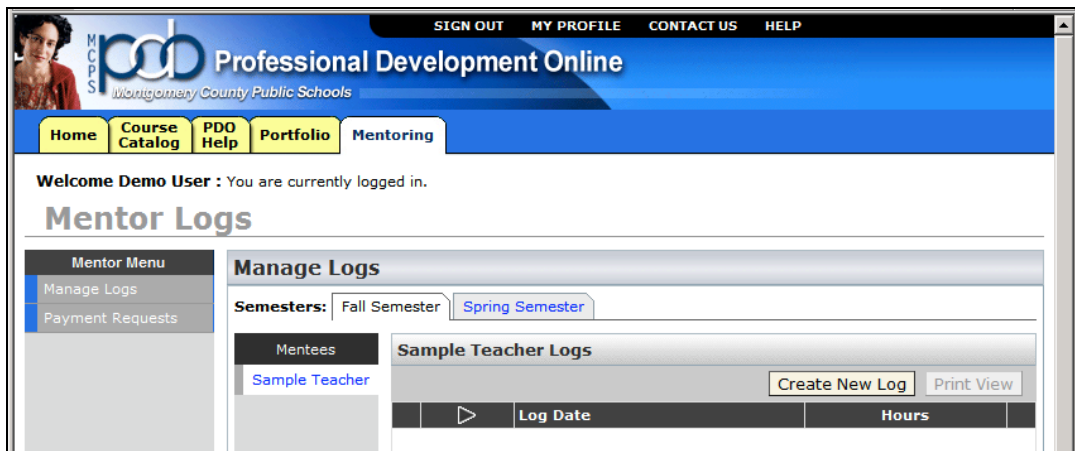
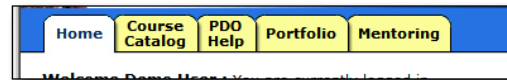
Logging into PDO

1. Open a web browser (Internet Explorer) and navigate to <http://pdo.mcpsmd.org>.
2. Enter your PDO username and password in the respective fields and click **Login**.
3. You should see a **Mentoring** tab* at the top of your window.

** If you have been assigned a mentor by your principal and don't see a **Mentoring** tab, contact the Office of Organizational Development at 301-601-0300.*

Adding a New Mentor Log

1. Click on the **Mentoring** Tab on the PDO site
2. By default PDO will display the **Manage Logs** page.
3. Select the Semester for which you are documenting. The page will default to the current semester.
Note: You will not be able log future dates in the system.
4. If you have multiple mentees select the mentee you are creating a log for from the **Mentee** list. PDO will default to the first mentee on the list. Most mentors will only have one mentee.
5. Click on the **Create New Log** button.



- Enter the date of the meeting by using the calendar pull down menus or by clicking the calendar button and navigating to the date using the calendar interface.

The screenshot shows the Professional Development Online (PDO) interface for Montgomery County Public Schools. The user is logged in as 'Demo User'. The main section is 'Manage Mentors' with a 'New Log' form. The form includes the following fields and options:

- Semester: Fall Semester - (08/15/2006 - 01/31/2007)
- Mentee Name: Sample Teacher
- Date of Meeting: December 11, 2006 (with a 'Calendar' button)
- Category: (Select all that apply)
 - Parental**: Communication, working with parents
 - Resources**: Collecting, disseminating or using resources by the new teacher
 - Instructional**: Information about teaching and learning process
 - System**: Information related to procedures of the school and/or MCPS
 - Management**: Guidance and ideas related to scheduling, organizing the day, etc.
 - Emotional**: Support through empathetic listening and sharing of experiences
 - Discipline**: Strategies for proactive and reactive discipline

A calendar pop-up is shown for January 2007, with the date 11 highlighted.

- Select all the categories that were discussed during your meeting. There is a brief description of each category on the form. Please check all that apply.
- Select duration of the meeting using the **Hours** pull down menu.

The screenshot shows the 'Hours' field set to 0.5 and the 'Topics Discussed' text area. The 'Save Log' and 'Cancel' buttons are visible at the bottom of the form.

- Type a summary of the meeting in the **Topics Discussed** field. You can copy and paste text from a Word Processor (Word) in this field.
- Click **Save Log** when complete.

Viewing Mentor Logs

1. To view a log click on the View Log button
2. Click the **Download to PDF** button to save the log as an Adobe PDF file or print the log by selecting **Print** from the **File** menu.

The screenshot shows the Professional Development Online (PDO) interface for Montgomery County Public Schools. The page is titled "Mentor Logs" and displays a "Manage Logs" section. The "Spring Semester" is selected. A "Sample Teacher Logs" table is shown with one log entry for 12/11/2006, 2.5 hours. The interface includes navigation buttons like "Home", "Course Catalog", "PDO Help", "Portfolio", and "Mentoring". A "Mentor Menu" sidebar is on the left, and a "Mentees" section is also visible.

Log Date	Hours
1. Edit View Log 12/11/2006	2.5 Delete

Total Semester Hours: 2.5

Note: The last day that logs can be created for this Semester is **02/11/2007**, you have 13 day(s) left.

Edit Mentor Logs

1. To make changes to a log click the **Edit** button next to the log you want to revise.
2. Make changes to the log and click the **Save Log** button when complete.

Deleting Logs

1. To delete a log click the **Delete** button next to the log you want to delete.
2. You will be prompted to confirm that you want to permanently delete the log. Click **OK**.

Print View

1. The **Print View** button will display all logs for the semester in one window. This view is the best for printing all logs for a mentee.
2. The logs will open in a separate window. You can save the logs as an Adobe PDF by clicking the **Download PDF** button.
3. The logs can be printed by selecting **Print** from the **File** menu.

Requesting Payment

Any mentor who completes at least one log totaling one hour or more can request payment. The payment form will be made available the day after logs are due. For the Fall semester (beginning FY08) logs will be due February 14th* and the payment request will be made available February 15th. Beginning FY07, the Spring semester deadline for submitting logs will be June 1st* and the payment form will be available June 2nd. Mentors can track the status of a payment request on PDO. All requests for payment must be printed, signed by the principal, and received by the Office of Organizational Development in order to be processed. All requests for payment must be received by June 25th of the current fiscal year.

*After the due date, mentors will not be able to add additional logs for that semester. Payments will be based on the total log hours. See below.

Submitting a Request for Payment

1. Click on the **Mentoring** tab in PDO
2. From the **Mentor Menu** on the left hand column, select the **Payment Requests** link.
3. The **Payment Request** page will list all mentee's who are assigned to you. In the Actions column click on **Request Payment**.

Note: Mentors must submit payment forms with logs totaling 12 hours per mentee for the semester in order to receive the full \$300 stipend. Any forms with logs totaling less than 12 hours will be paid at the rate of \$25 per hour. The maximum payment is \$300 per mentee per semester.

The screenshot displays the Professional Development Online (PDO) interface for Montgomery County Public Schools. The page is titled "Payment Request" and is for "Fiscal Year 2007". It shows a "Mentor Menu" on the left with options for "Manage Logs" and "Payment Requests". The main content area displays "Current Requests" for the "Spring Semester". A table lists a request for "Sample Teacher" with a total of 15.5 hours. The status is "Requested" (indicated by a green square). A note indicates that requests can be submitted until 03/02/2007, with 32 days remaining. A status key at the bottom explains the color coding: green for Requested, blue for Paid, and orange for More Info. A note also states: "** Please allow 4 weeks from payment submission date to appear on your payche".

Mentee Name	Request ID	Status	Request Date	Amount	Total Hours	Actions
1. Sample Teacher		Requested			15.5	Request Payment Print Form

Status Key:

- Green square = Requested
- Blue square = Paid
- Orange square = More Info

Note: ** Please allow 4 weeks from payment submission date to appear on your payche

4. The Payment Request form will display the mentee/mentor information and log information.
5. Complete the **Mentoring Period** section of the form by selecting **Entire** or **Part**.
6. Complete the **Mentor Course** section.
7. Click **Submit Payment Request**.

8. You will be prompted to print your **Payment Request** form. Click the **Print Form** button.
9. The form will open in Adobe Acrobat in a new window.
10. Select **Print** from the **File** menu.
11. Close the window after you have confirmed that the form printed.

The form can be reprinted at any time from the Main Payment Request screen.

12. Click **Done** to return to the main **Payment Request** screen.

Allow 4 to 6 weeks from the date that the Office of Organizational Development receives your Payment Request Form before your stipend appears in your regular paycheck.

Reprinting a Payment Request Form

1. Click on the **Mentoring** tab in PDO
2. From the **Mentor Menu** on the left hand column, select the **Payment Requests** link.
3. The **Payment Request** page will list all mentee's who are assigned to you. In the Actions column click on **Print Form**.

Checking the Status of a Payment Request Form

1. Click on the **Mentoring** tab in PDO
2. From the **Mentor Menu** on the left hand column, select the **Payment Requests** link.
3. The **Payment Request** page will list all mentee's who are assigned to you. In the Status column the current status will be listed.

The screenshot displays the 'Professional Development Online' interface for 'Montgomery County Public Schools'. The user is logged in as 'Demo User'. The 'Mentoring' tab is selected, leading to the 'Payment Request' page for 'Fiscal Year 2007'. The page shows a table of 'Current Requests' with the following data:

Mentee Name	Request ID	Status	Request Date	Amount	Total Hours	Actions
1. Sample Teacher	22175704	Requested	01/29/2007		15.5	Request Payment Print Form

A note states: "Note: The last day that requests can be submitted for this Semester is 03/02/2007, you have 32 day(s) left." A status key indicates: Requested (green square), Extended (yellow square), Paid (blue square), and More Info (orange square). A reminder says: "** Please allow 4 weeks from payment submission date to appear on your paycheck."

Status	Explanation
Requested	The payment request has been submitted electronically
Extended	The Office of Organizational Development has approved an extension of the payment deadline. Extensions can only be made within the current fiscal year.
Paid	The Office of Organizational Development has received the signed payment request form and submitted the request to payroll.
More Info	The Office of Organizational Development has returned the request for additional information. Check the form for notes from OOD.