

## Collaboratory Mentor Quick Reference Guide

1. Log into the Collaboratory.
2. Click small yellow “e” in bottom left corner to go to the *ePortfolio*.
3. A new window will open. The binders you have access to will be shown.
4. If you click on the link of this binder you can see all the writing prompts for the particular binder.
5. To search for your mentoree’s work, click the “Search” button in the top right corner of the webpage.
6. In the text box, put your student’s name and click the search button.
7. If your mentoree has written any text, their name will appear as a link with a drop down arrow to the left.
8. Click on the arrow to view their postings.
9. Click the link of the posting you would like to read. A new window will open. Postings and edits are date-coded for your reference.
10. To comment on the text, click the *Comment* button (with the yellow post-it note).
11. The text will reformat and another yellow post-it note will appear. Click this yellow post-it.
12. The text will reformat again. Click the *Comment* again and a text box will appear.
13. Delete *No comment added!*
14. Write your comment using a format that allows students to take notes on your feedback so they may make changes. Make sure to save your comments by clicking the *Save* button.
15. The students will use the *Collaboratory Feedback Checklist* form to gather your feedback and create another draft. For each prompt, they should keep the name of their work the same and differentiate it by the version number (e.g. *My Story 2.0*).
16. Send a message to your mentoree through the closed email system notifying them that you have given them feedback.

### To Send a Message

1. Go back to Collaboratory homepage. (It should be the first Internet Explorer windowed opened.)
2. Click the *Messages* button (orange) at the top of the window.
3. Click *Send a Message* button.
4. Search for mentoree’s name.
5. Select checkbox of mentoree and click select.
6. Type your message in the text box.
7. Click *Send* button.