

How to set up a supervised group for Mentor and Mentee discussion on MentorSpace 1-to-1

This page illustrates how a secure discussion can be set up for a Mentor and Mentee on the MentorSpace 1-to-1 secure networking system, located at:

http://mentorspace.peermentor.org/elgg_yos/

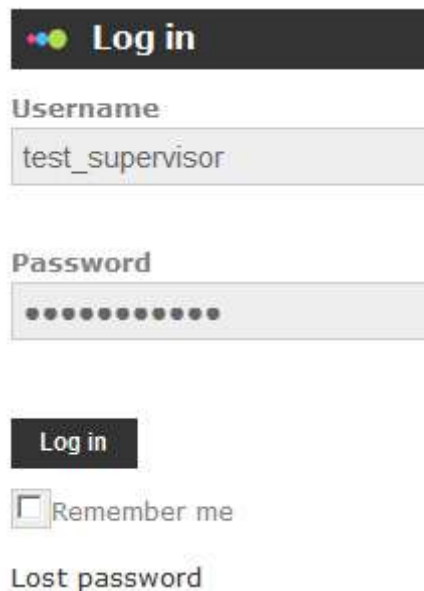
Please note that within this system all discussions are monitored by supervisors and/or administrators.

There are two persons that can set up a secure discussion on MentorSpace 1-to-1: an **Administrator** or a person who has been provided with the role of a **supervisor**. Please note that there is currently no Supervisor role as such within MentorSpace 1-to-1. Therefore, it is necessary for a person acting as a supervisor to adopt an Administrator role within the system. An Administrator role for a person can only be set up by another Administrator.

This document assumes that the person that is acting as a supervisor has already been provided with the Administrator role within the system.

For this document, three test accounts have been set up to easily illustrate the steps needed to set up the discussion group. The accounts are temporary accounts for a person acting as a supervisor, a mentor and a mentee.

Step 1 – Supervisor login



The image shows a login interface for a supervisor. At the top is a dark button with a colorful logo and the text "Log in". Below this are two input fields: "Username" containing the text "test_supervisor" and "Password" which is masked with dots. Underneath the password field is another dark "Log in" button. At the bottom, there is a checkbox labeled "Remember me" which is currently unchecked, and a link labeled "Lost password".

Figure 1

The supervisor should initially login using their account details that will have been provided to them previously (Figure 1). If the supervisor cannot remember their login

details, they should either use the **Lost password** feature and follow the onscreen instructions, or consult an Administrator to obtain the necessary details.

Step 2 – Supervisor creates a new group

The first thing that a person acting as a supervisor within MentorSpace 1-to-1 should do is to create a new group for the discussion. This group should contain the selected Mentor and Mentee and of course, the supervisor so that supervision can take place between the two users.

Upon successful login to the system, to create a new group, select the **Groups** option menu item from the toolbar at the top of the screen (Figure 2).

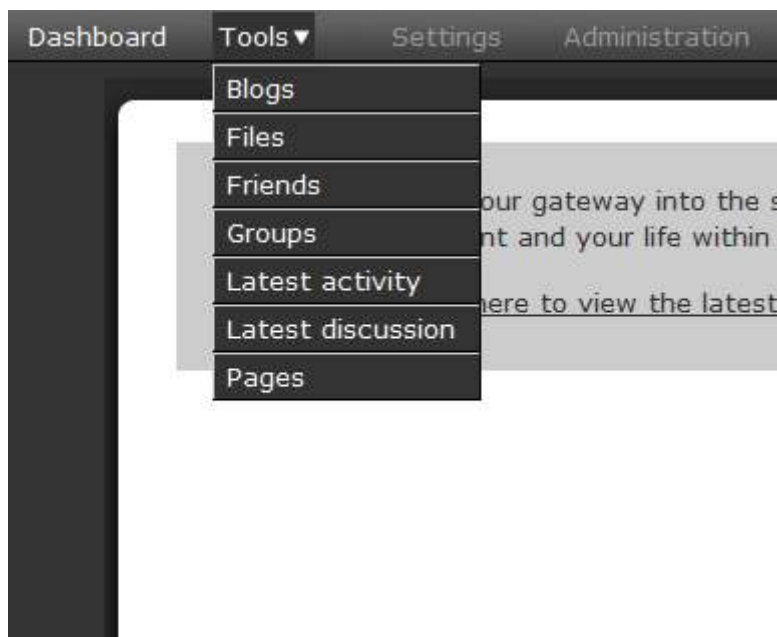


Figure 2

On the next screen, select the **Create a new group** sidebar option (Figure 3).

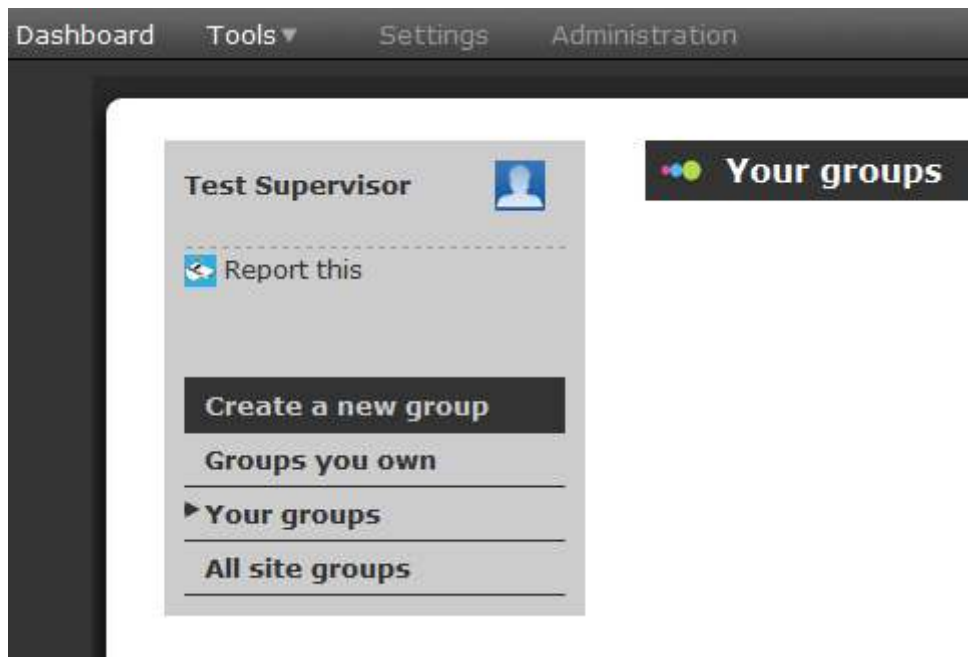


Figure 3

On the screen that appears next, the various options should be set for the group (Figure 4).

Create a new group

Group icon (leave blank to leave unchanged)

Group name

Description

B I U | ABC | | | | | | | | | HTML

This is a restricted discussion group. Access to the group is at the sole discretion of the supervisor.

Path: p

Brief description

Interests

Website

Membership

Private ▾

Access permissions

Private ▾

Figure 4

The only options that need to be considered in this screen are the **Group name**, and the **Membership** and **Access permissions** settings at the bottom of the screen. You can also optionally set the other fields, however it is recommended they be left blank for security purposes.

The most important thing to remember is to set the Membership and Access permissions fields to **Private**. This ensures security.

When you have set the fields, click the **Save** button at the bottom of the screen.

Step 3 – Supervisor invites Mentor and Mentee to the group

Important: Before you can invite any user to a group, you must have established a 'friend' relationship with that person.

An easy way to establish a friend relationship in MentorSpace 1-to-1 is to first search for that person via the search box (Figure 5). You can search by the name of the person, or the username. Both should enable you to locate that user. Enter the name in the search box and click on the **Go** button next to the box. For this example, because the sample accounts have been created for Mentor and Mentee, along with the supervisor account, mentor is being used as the search criteria.

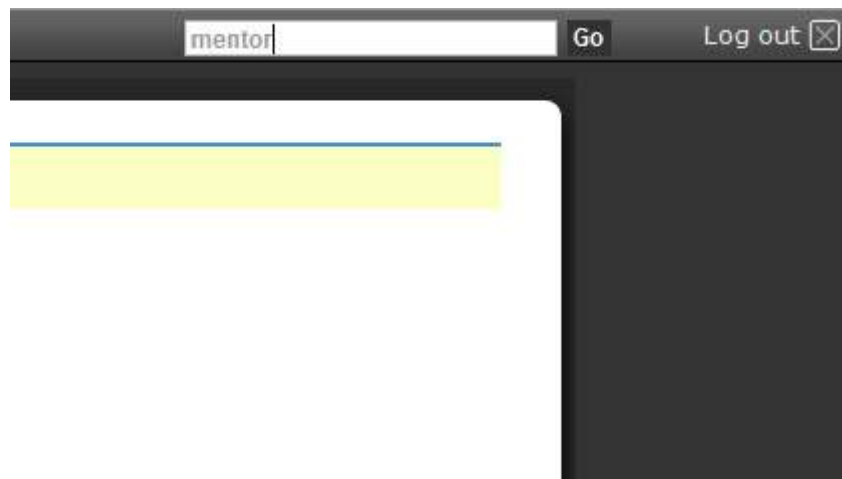


Figure 5

When you have located the user in the search results listings, hover your mouse over the bottom right of the user's icon, as shown in Figure 6, until a **down arrow** appears.



Figure 6

Clicking on this down arrow gives you the available options for that user. From these available options, select the **Add friend** option (Figure 7).

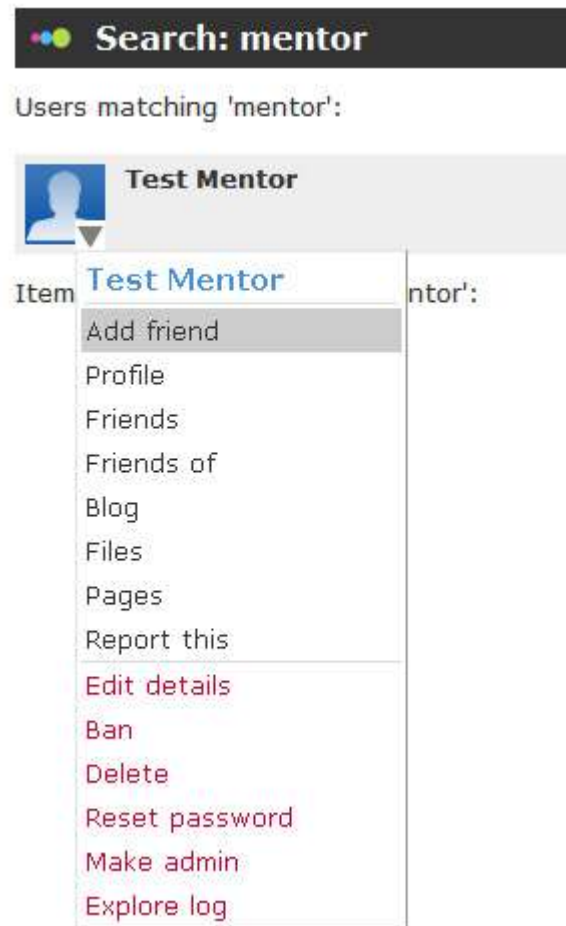


Figure 7

A green message will appear across the top of the page to confirm that you have added that person as a friend (Figure 8).



Figure 8

The person that you have added as a friend will, depending in if that person has email notifications turned on in their account settings, will receive an email message like the one shown in Figure 9.

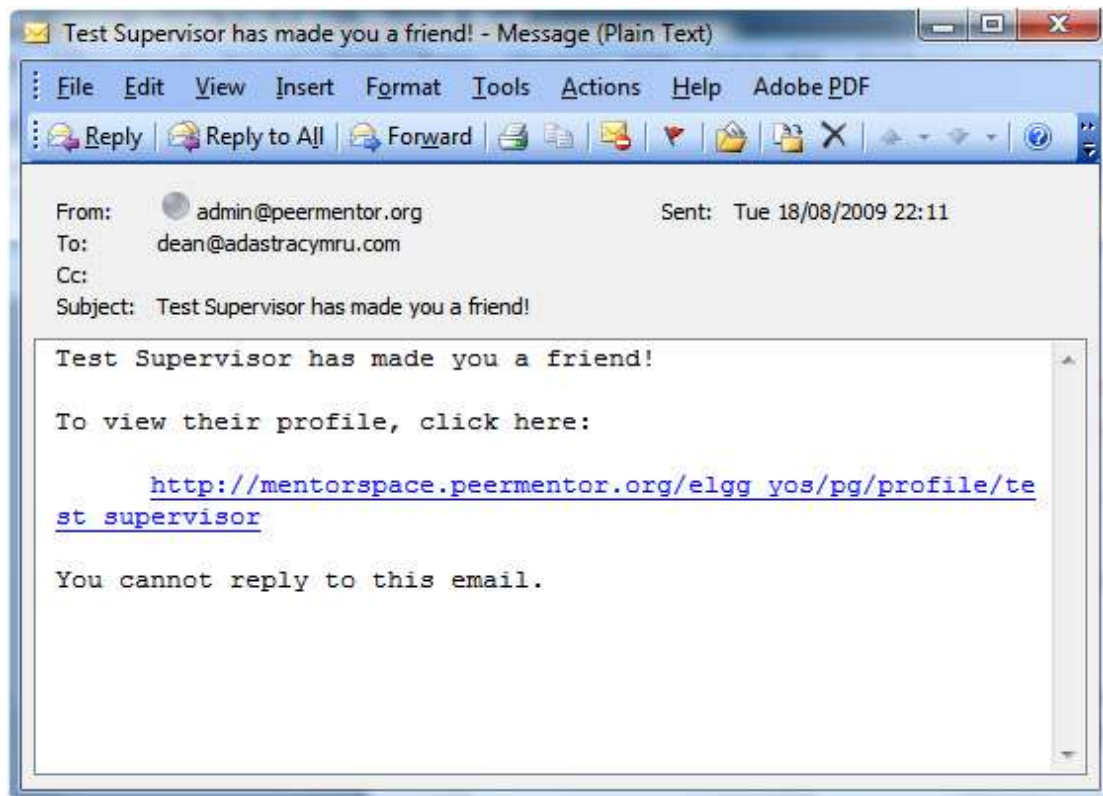


Figure 9

The supervisor has now established a friend relationship with the mentor.

The same steps should now be carried out to add the mentee as a friend in the same way (Figures 10-13).

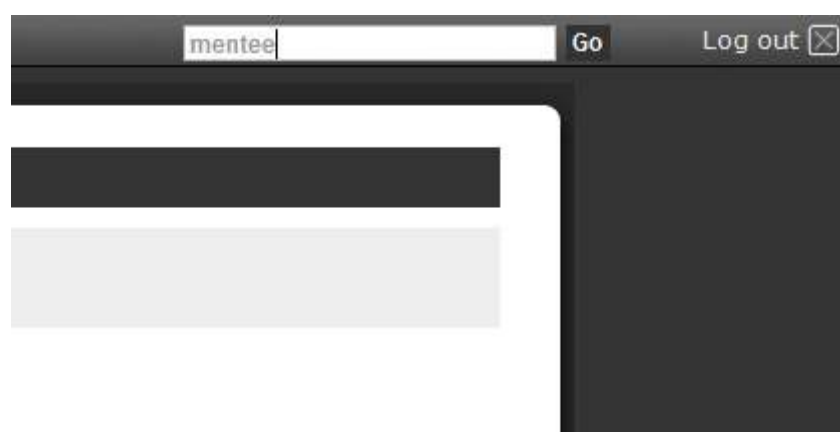


Figure 10

When you have located the user in the search results listings, hover your mouse over the bottom right of the user's icon, as shown in Figure 11, until a **down arrow** appears.



Figure 11

Clicking on this down arrow gives you the available options for that user. From these available options, select the **Add friend** option (Figure 12).

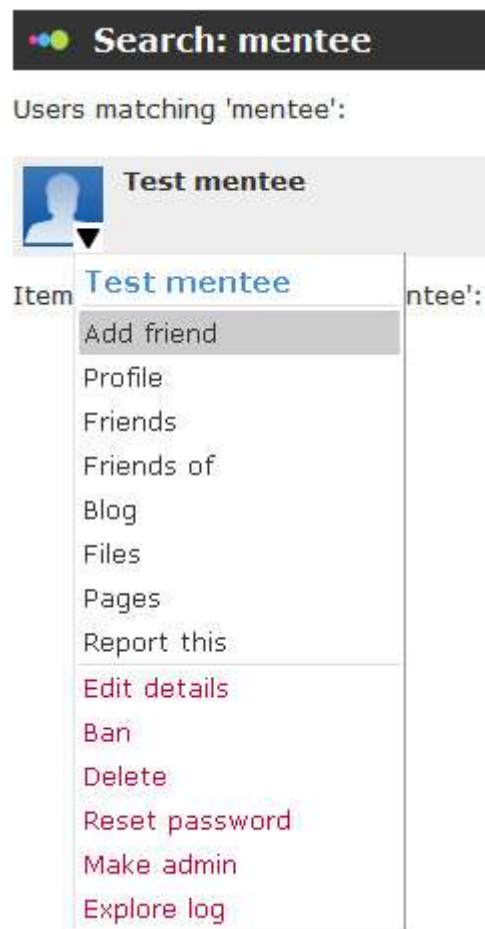


Figure 12

A green message will appear across the top of the page to confirm that you have added that person as a friend (Figure 13).

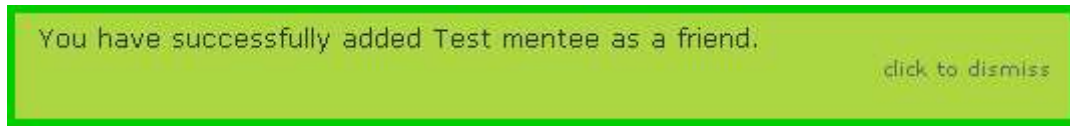


Figure 13

With the group now created and both the Mentor and the Mentee added as friends to the supervisor, the next step is to add both users to the new group. To do that, select the groups menu option item from the toolbar across the top of the screen (Figure 14)

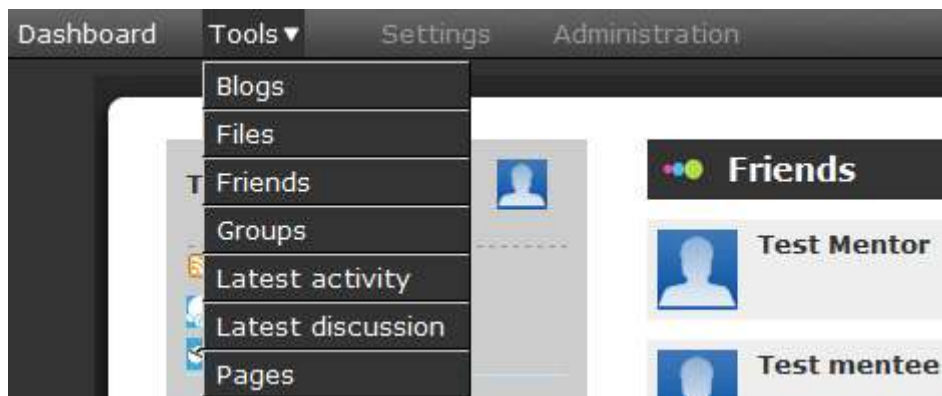


Figure 14

Access the new group that you have created by clicking on the icon (Figure 15).



Figure 15

The next screen displays the main group page (Figure 16). As can be seen, there are currently no members to the group.

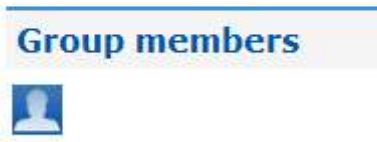
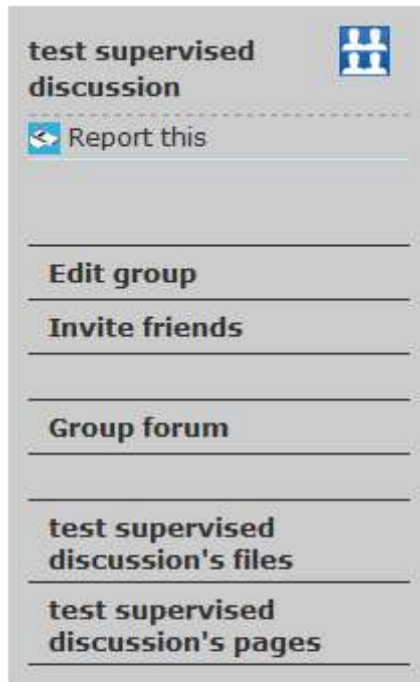
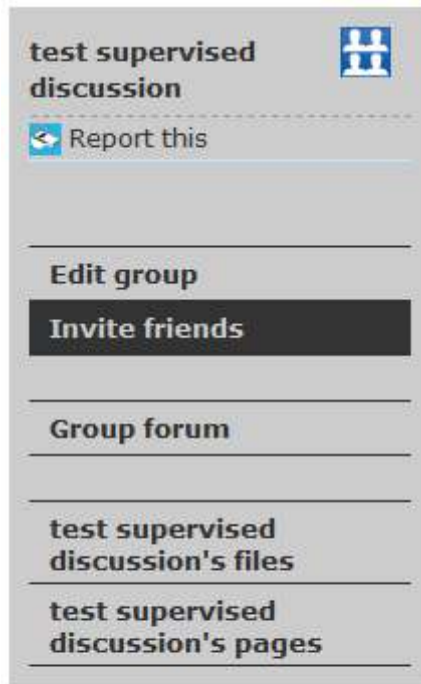


Figure 16

Invite the selected Mentor and Mentee to the group, so that they can begin their discussion.

To do this, select the **Invite friends** sidebar option (Figure 17).



Group members



Figure 17

You will then see the Invite friends screen (Figure 18). This is where you select the required users to add to the group.

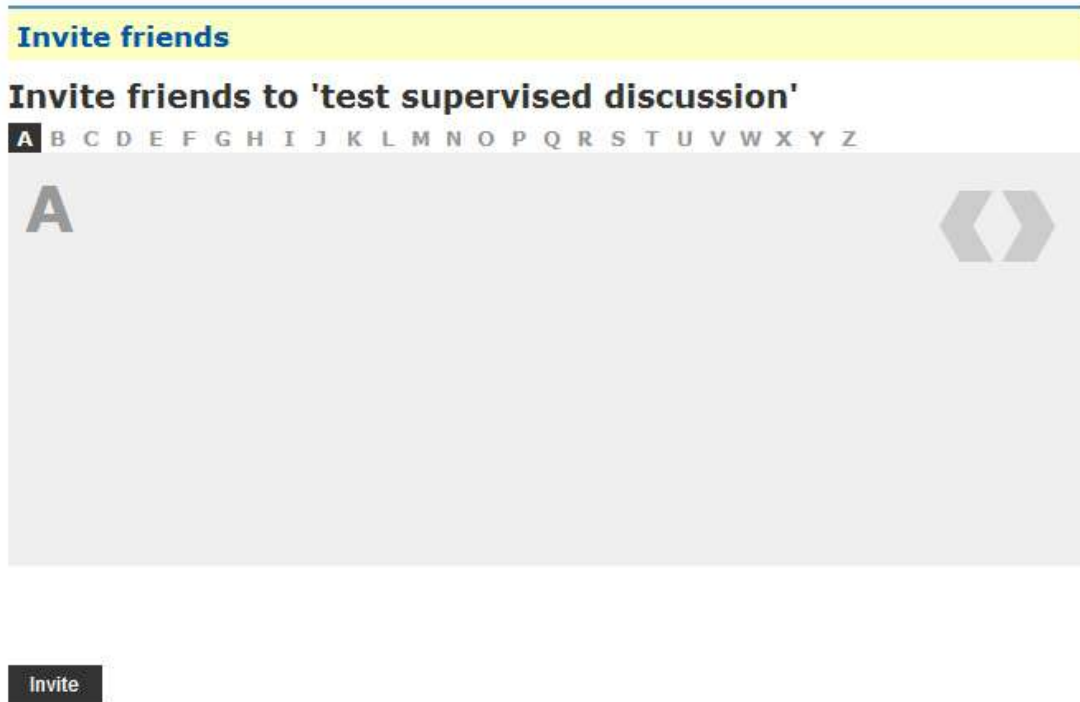


Figure 18

To locate a user, click on the letters at the top, depending on the name of the user. For this example, both Mentor and Mentee begin with the letter T, as in Test. (Figure 19).

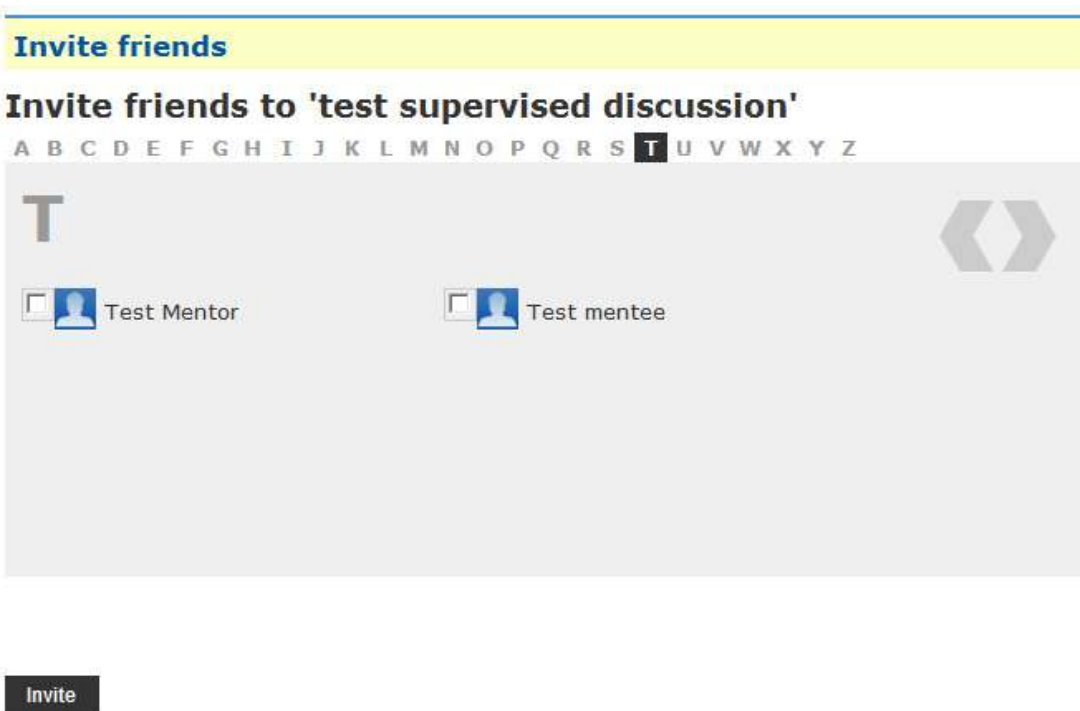


Figure 19

Inviting both of these users is then simply a matter of selecting the checkboxes next to their names and clicking on the **Invite** button at the bottom (Figure 20)

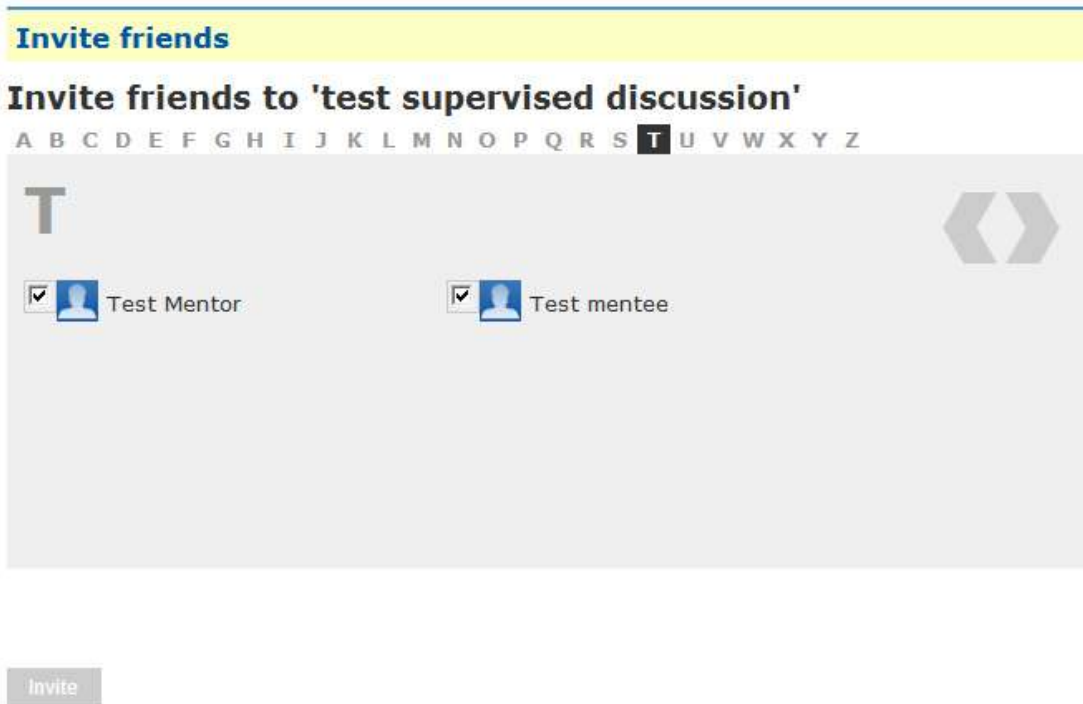


Figure 20

When this is done, you will received a confirmation box, as displayed in Figure 21.



Figure 21

When this is done, an email will automatically be sent to the invitees, as shown in Figure 22. Please note that the invitees need to confirm their membership to the group by clicking on the validation link in their email.

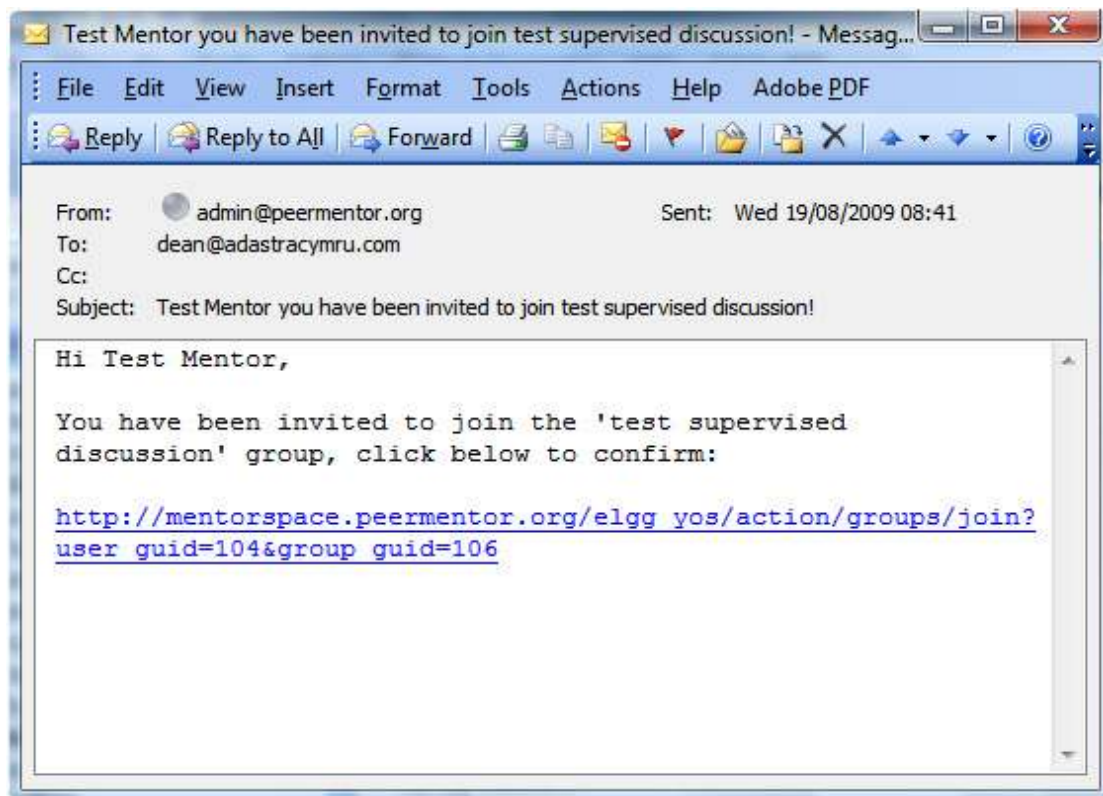


Figure 22