Student Instructions – TFE Report System

Contents
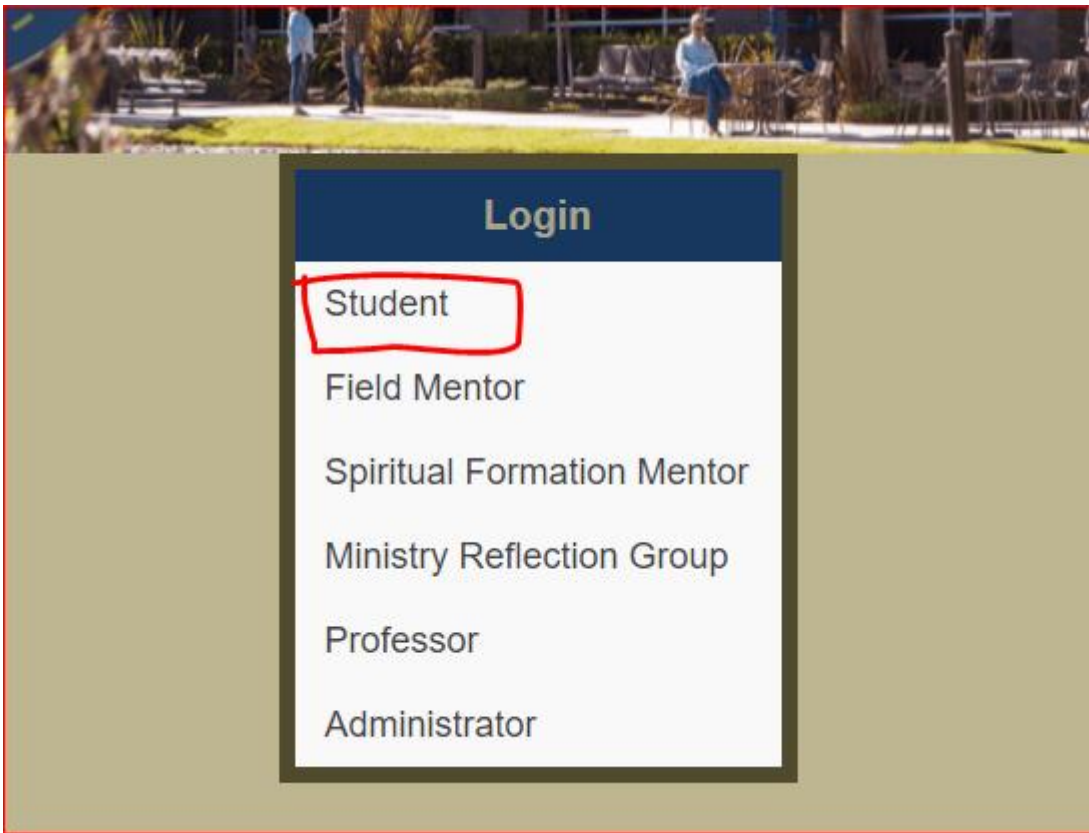
Student Login Instructions:

1. Go to http://www.ggtfe.org
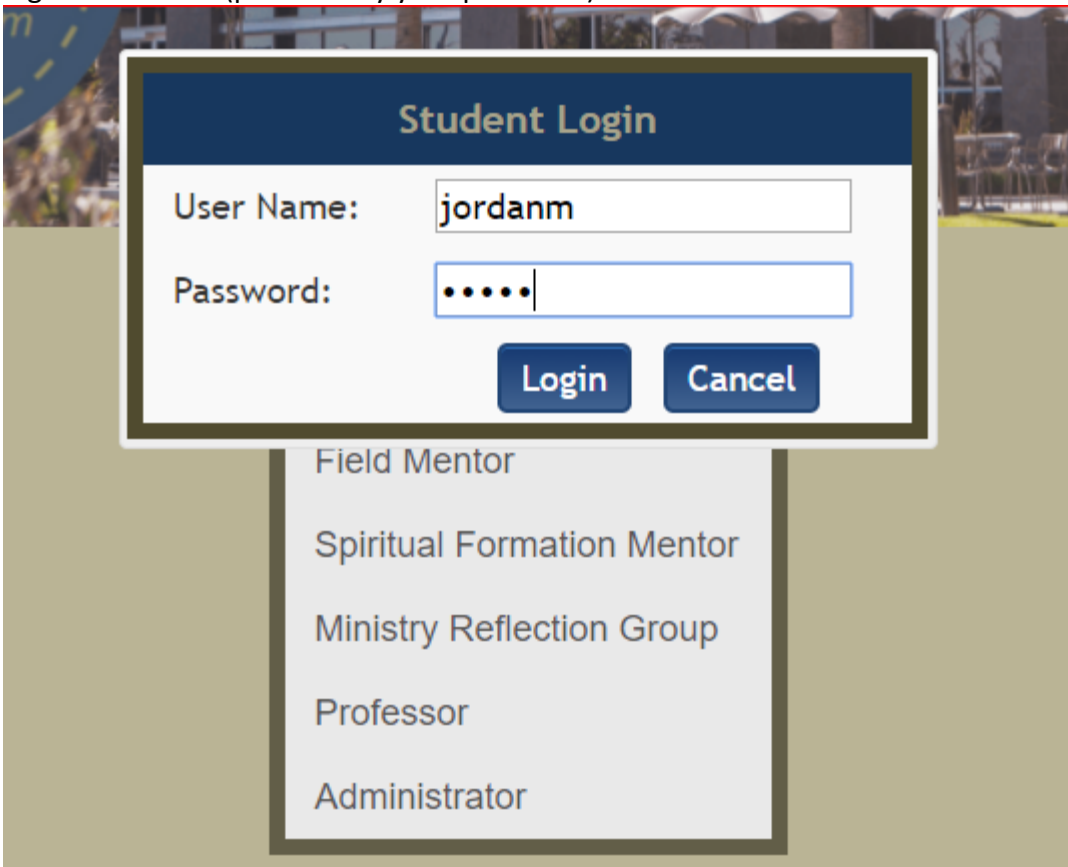
   a.

2. Click on Student in the Login box.

   a.
3. Enter your login credentials (provided by your professor)

   a.
4. Click on Login.
5. You will now see your Student Dashboard page.

Jordan M's Dashboard

Student	FM	SFM	MRG
☑ Initial Core Comp	☑ Report 1 Aug-Sep: Due Oct 01	☑ Report 1 Aug-Sep: Due Oct 01	☐ Report 1 Aug-Sep: Due Oct 01
(C) 09/27/2017 (L) 09/27/2017	☑ wk1 ☑ wk2 ☑ wk3 ☑ wk4		
☐ MRG Data	☐ Report 2 Oct: Due Nov 01	☐ Report 2 Oct: Due Nov 01	☐ Report 2 Oct-Nov: Due Dec 01
	☑ wk1 ☐ wk2 ☐ wk3 ☐ wk4		
☐ Covenant (upload doc)	☐ Report 3 Nov: Due Dec 01	☐ Report 3 Nov: Due Dec 01	☐ Report 3 Dec-Jan: Due Feb 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4		
☐ Eval Participants	☐ Report 4 Dec-Jan: Due Feb 01	☐ Report 4 Dec-Jan: Due Feb 01	☐ Report 4 Feb-Mar: Due Apr 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4		
☐ Final Core Comp	☐ Report 5 Feb: Due Mar 01	☐ Report 5 Feb: Due Mar 01	☐ Report 5 Apr Final: Due May 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4		
☐ Theo Ref (upload doc)	☐ Report 6 Mar: Due Apr 01	☐ Report 6 Mar: Due Apr 01	
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4		
☐ FM Evaluation	☐ Report 7 Apr Final: Due May 01	☐ Report 7 Apr Final: Due May 01	
	☐ wk1 ☐ wk2 ☐ wk3		

a.
b. You will be able to complete the items and upload docs in the Student column. (Refer to your syllabus to determine due dates on assignments. Uploaded files must be a ".doc" or ".docx" file. PDF files will not be accepted.)
c. When a mentor's report has been completed, a checkbox will appear and you will be able to view the report. Otherwise, the box is not checked
6. **DO NOT CHANGE** your user name or password.

Mentor's 1st-time Login Setup Instructions:

- Student, you are required to train your mentors regarding the report system.
- Ask your mentor to go to www.ggtfe.org. You will see the login page.

a.

- Click on their respective role: Field Mentor (FM), Spiritual Formation Mentor (SM), or Ministry Reflection Group Leader (MRGL). (This example will demonstrate what happens for a Field Mentor, but it applies to the other two mentors, too)

a.

- Enter the student username and password into the given fields.

a.

b.

- Click Login.
- You will see the following page:
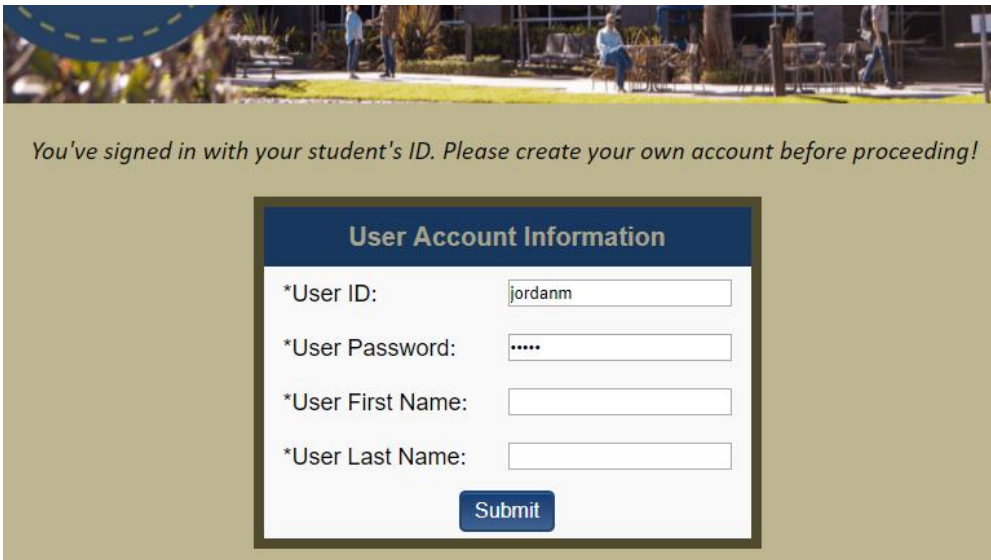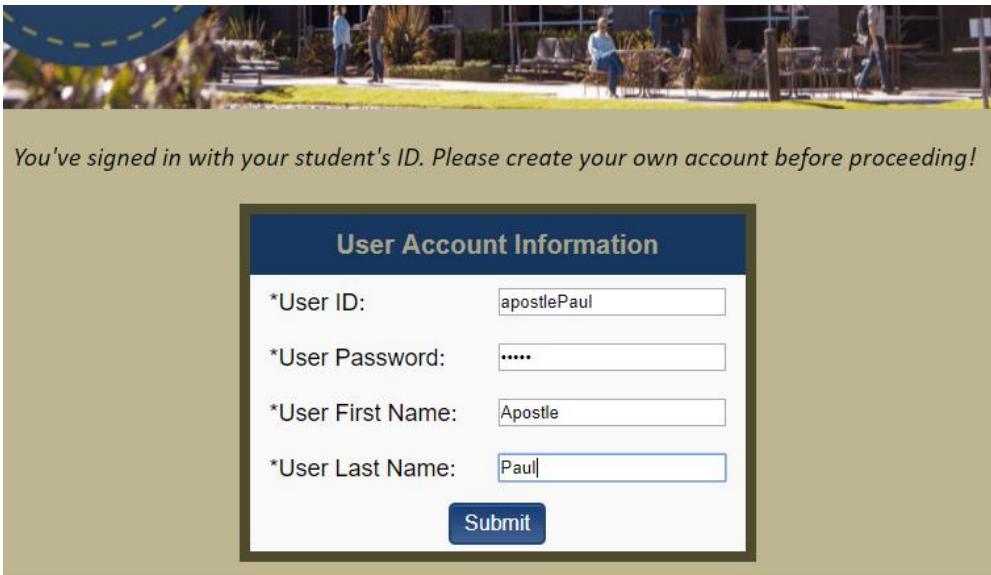
a.

- Overwrite the student's username and password with your own and fill out your first and last name. (Note: this does not overwrite the student's login credentials. It's simply a way for the system to know which FM/SM/MRGL is associated with the student.)
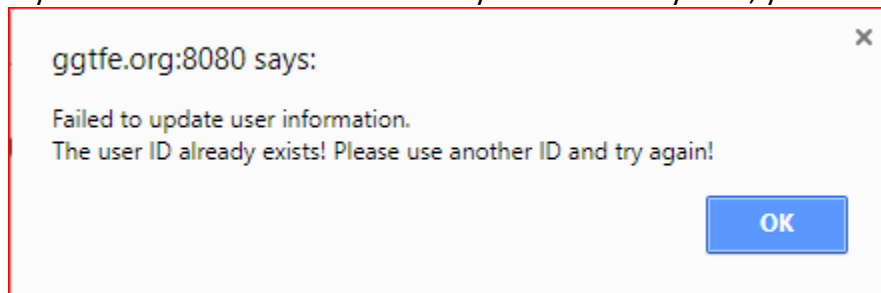
  a.

  b.
- Click Submit
- One of two dialogs will appear:
  - a. Dialog 1:
    - i. If you chose a username that already exists in the system, you will see the following one.
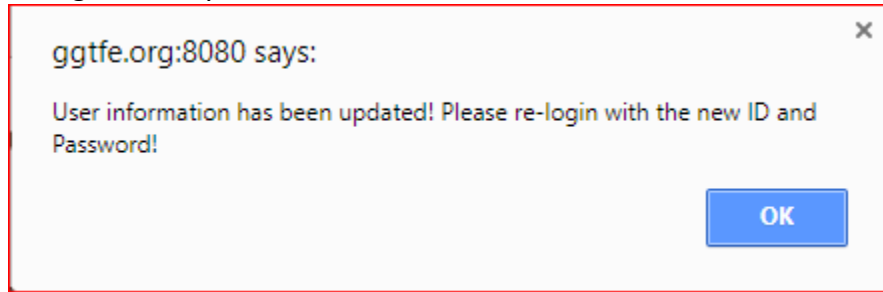

    - ii.
    - iii. Click Ok and change the username to something else and click submit once more until you see Dialog 2.
 - b. Dialog 2:

       i. If you chose a username that does not already exist in the system, you will see this dialogue. The system has now created the FM/SM/MRGL's account.

    ii.

   iii. Click Ok. You will be redirected to the Login page.

- Click on your respective role again: Field Mentor (FM), Spiritual Formation Mentor (SM), or Ministry Reflection Group Leader (MRGL).
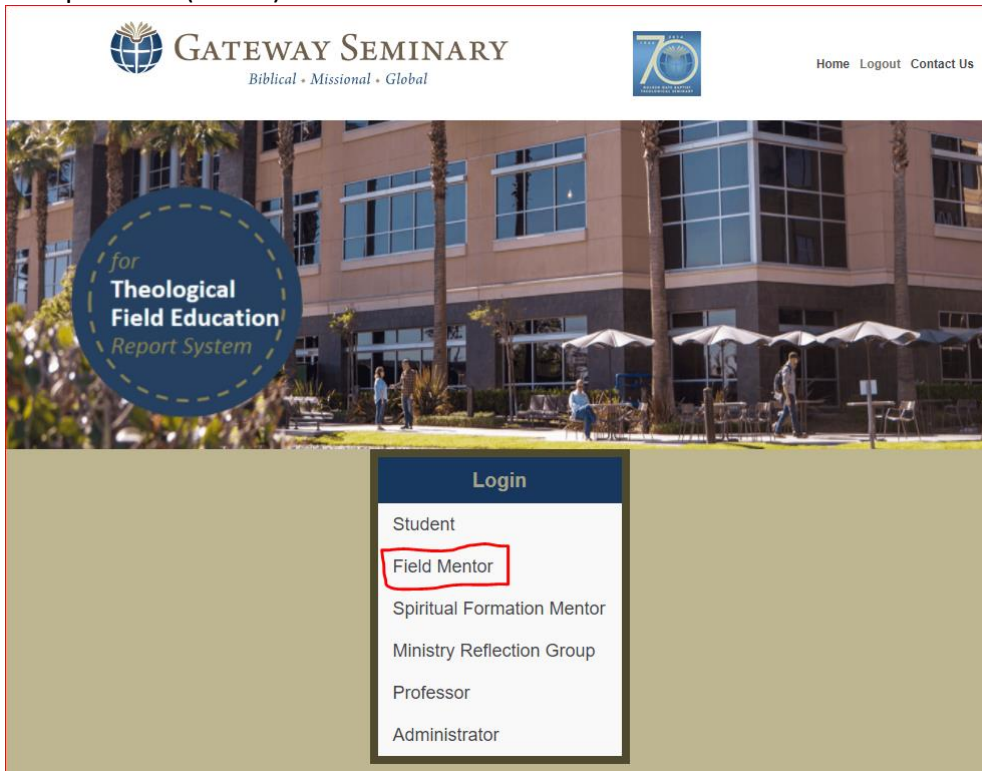
   a.

- Input the username and password you created from before. Then click Login.
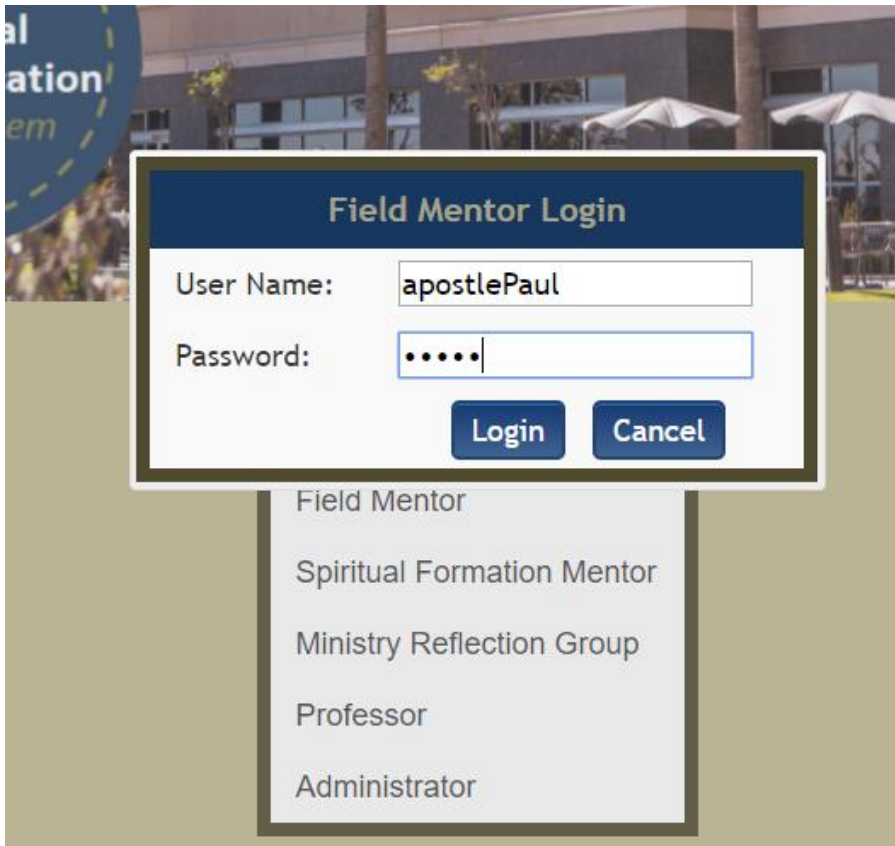
        a.
- You will see the Dashboard page. It will look different for each mentor. For example
  - a. This is the Field Mentor's view

b. This is the Spiritual Mentor's view

c. You can read most elements on the student list and have access to completing all reports on their list.

d. You will not have access to the two other mentor lists.
e. Mentors MUST COMPLETE the entire report. The student will lose points for reports that are incomplete. All monthly completed reports are due by the 1st day of the following month.

Filling out a Report

Instructions for Field Mentors

- After logging into your account, you need to click on the right place to open up your report. Please, click on the week label (e.g. "wk1", "wk2", "wk3", or "wk4"), and not on the "Report 1 Aug-Sep…" label or the button-like unchecked checkboxes. Refer to the picture below.

Admin

No Announcements at this time.   No Announcements at this tin

Jordan M's Dashboard

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☐ Initial Core Comp	☐ Report 1 Aug-Sep: Due Oct 01	☐ Report 1 Aug-Sep: Due Oct 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4	
☐ MRG Data	☐ Report 2 Oct: Due Nov 01	☐ Report 2 Oct: Due Nov 01
	☒ wk1 ✖ wk2 ▮ wk3 ⬥ wk4	
☐ Covenant (upload doc)	☐ Report 3 Nov: Due Dec 01	☐ Report 3 Nov: Due Dec 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4	
☐ Eval Participants	☐ Report 4 Dec-Jan: Due Feb 01	☐ Report 4 Dec-Jan: Due Feb 01
	☐ wk1 ☐ wk2 ☐ wk3 ☐ wk4	

    a.

- You will submit one report for all four weeks that you meet in a given month.
  - a. This report has components that are to be filled out each week, for example…

    3.   Areas discussed initiated by the student

Wk 1	
Wk 2	
Wk 3	
Wk 4	

    4.   Areas related to the student's professional/personal growth or Covenant progress discussed

Wk 1	
Wk 2	
Wk 3	
Wk 4	

        i.
  - b. This report also has components that are not dependent upon the week, for example…

5. Student Progress Chart

	Needs Attention *	Normal Progress	Substantial Progress
Spiritual/personal growth	○	○	○
Leadership development	○	○	○
Ministry skills development	○	○	○
Ability to listen and accept feedback	○	○	○
Awareness of issues he/she needs to be working on	○	○	○
Progress toward Covenant of Learning goals	○	○	○

Please rate the student's progress during the past month in the areas listed below by clicking or checking the box.

Needs Attention requires specific details in the comments section.

6. Comments

i.

- There are two common ways of filling out this report:
  a. **All at Once on Week 4**: Some of you will prefer to take notes during your weekly meetings with your student and later input all of the past four weeks' notes into the final report.
     i. If you choose to take this route, then just click on "wk4" and fill out the entire report before submitting it.
  b. **Weekly on Each Week:** Others of you will prefer to fill out the week-dependent components of the report each week after your weekly meeting with your student. Then, on week 4, you will fill out the week-independent components of the report and finally submit it. If you choose to take this route, click on each week's label and fill out part of the report. On week 4, fill out whatever you have yet to fill out.

Instructions for Spiritual Mentors and Ministry Reflection Group Leaders

- You need to click on the label "Report 1…" not the boxes as those are checkboxes:

Admin	Professor
No Announcements at this time.	No Announcements at this time.

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f.