



Teach-Now Mentor Handbook





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Who is a Mentor?

Mentor Teachers assist the Teach-Now candidates with all field experiences and coach and evaluate the candidate through all field/clinical experiences.

The Teach-Now staff will work with the local schools and candidates to select qualified teachers to serve as Mentor Teachers.

The Mentor Teacher must

- have at least five years of outstanding teaching experience in P-12,
- be recommended by the school district or school, and
- complete the online training provided by Teach-Now to provide mentor training

Additionally, preference will be given to mentors who have:

- Prior training in mentoring
- Prior experience as a mentor
- Training in virtual mentoring

Training for Instructors and Mentors

Instructors and mentors are trained at the beginning of the program to utilize these instructional strategies in an online, virtual technological environment. The basic instructional content and subsequent assessments measures of the program are built on the InTASC Standards.



Mentor Roles and Responsibilities

1. Evaluate on the Teaching and Learning Framework (TLF):
 - o 6 informal observations
 - o 3 formal observations
 - o 1 mid-point conference
 - o 1 final conference
2. On-site Mentoring Expectations:
 - o Observe at least 30 minutes of the lesson – approximately one lesson per week
 - o Give written constructive feedback for every observation and discuss the feedback with the candidate on the lesson observed covering:
 - Candidate's reflections on the lesson – what went well and what did not
 - Your observations regarding the lesson – what went well and what did not
 - Share ratings on the TLF rubric – giving explanations for the grade marked
 - Brainstorm on at least one main idea for improvement or alternate teaching strategy for candidate to try out
 - Write down your feedback notes along with the ratings (see footnote¹)
 - o Give the candidate holistic feedback with the virtual instructor in the mid-point and final conference covering:
 - Candidate's professionalism
 - Planning
 - Ability to use data for instructional decision-making
 - Interaction with families and other teachers
 - Holistic rating on all the lessons observed till date
3. Expectations for the Candidate-Mentor relationship:
 - o Ask candidates to share data such as lesson plans, teacher-made assessments, student work, behavior logs, assessment data, etc.
 - o Analyze data to draw conclusions regarding strengths and high priority areas for candidate's growth
 - o Analyze data to set specific, measurable, and ambitious goals.
 - o Analyze data to plan for effective instructional practices.
 - o Analyze TLF scores to observe growth in the average TLF score
4. Core Professionalism requirement:
 - o Attendance
 - o On-time arrival
 - o Respect

¹ Recording of observations:

1. Informal observations ratings and feedback in the TLF form provided by Teach-Now (see pg. 3, 4)
2. Formal observations ratings and feedback on the Teach-Now platform



Candidate Clock Hours

Teach-Now candidates are required to complete a minimum of 200 hours of practice teaching with students over the 12 week period. This does not include time for lesson planning. Candidate teaching schedule should be approximately 3 hours or more per day.

Teaching and Learning Rubric Form

Teacher Candidate _____ Informal Observation # _____ Observed
Criteria _____ Date _____ Clinical Clock Hours Completed² _____

Element	4	3	2	1	Comments
TEACH					
T1 Lead well-organized, objective-driven lessons					
T2 Explain content clearly					
T3 Engage students at all learning levels in accessible and challenging work					
T4 Provide students multiple ways to move toward mastery					
T5 Check for student understanding					
T6 Respond to student understanding					
T7 Develop higher-level understanding through effective questioning					
T8 Maximize instructional time					
T9 Build a supportive, learning-focused classroom community					

*Double-click the icon below to open the Word Document template of the TLF rubric above or else please refer to the TLF 2014-15 Observation Form_mentors.docx attached with the Welcome Email.

TLF 2014-15
Observation Form_n

² Amount of time candidate has practiced teaching in class since the beginning of clinical practice internship in Teach-Now.



Teach-Now Platform Quick Start Guide

Teach-Now Program Design

The Teach-Now online program has been custom designed such that all participants follow its broad philosophies.

1. Learn by doing
2. Collaborative learning
3. Digital awareness & use

You will see these three ideologies consistently followed across the content and the online platform.

Learn by Doing

Teach-Now is a dynamic, interactive, collaborative learning program in which candidates engage in projects and activities that they collaborate on with their peers. Unlike most traditional and even online programs, the entire program is set up as a series of activities that they must complete, with feedback and evaluation by peers, instructor, and mentor. Some of the activities require candidates to observe, interview, and practice teach as part of completing clinical requirements of the program and are provided with resources for required study in order to complete the activities in the program.

Collaborative Learning

Research shows that teachers become effective from actual teaching experiences and working with each other. Teach-Now is based on learning through collaboration and virtual as well as live teaching experiences. It is important that candidates learn and improve their knowledge and teaching skills by collaborating with the other candidates in the cohort, in the school where they teach or practice teach as well as international teaching community at large.

Digital Awareness and Use

One of the increasing trends of the 21st century is the movement towards adopting digital technology in education. This program encourages candidates to learn in the way they will teach, by using various software tools and technologies freely available online to make assignment submissions. They use a new Web 2.0 tool almost every week in the program so that by the end of the program they are as digitally savvy as their students and can utilize these tools to teach effectively in the classroom.

Platform Walkthrough

Description of the different features of the platform

Top Panel





The top panel consists of “quick access” buttons that take you to specific pages on the Teach-Now platform.

Home Page:

When you log in to the Teach-Now platform with the username and password provided to you, you will first see your Home page. This is the default landing page where you can get the latest information about the program and specifically the candidates’ progress in it.

This page is distributed into three columns as shown in the illustration below:

Column 1: Your Profile, Teach-Now Syllabus, Contact Us information


Column 2: Cohort Summary Information – Schedule, Progress, and Performance, Notifications, Teach-Now Social Network on Twitter

Column 3: Program Announcements, Faculty VC, Faculty Discussion Forum, Live Chat (also used for offline messages)



[Home](#)
[Teach](#)
[Clinical](#)
[Reports](#)
[Resources](#)
[Discussion Forum](#)
[My Notes](#)

Teach-Now Instructor



Name [My Profile](#)

Kunali Sanghvi

Resources [See All](#)

No Resource found..


Teach-Now Syllabus

Go to

- Module 1: Course Introduction
- Module 2: The Culture of Schooling
- Module 3: The Learner and Learning in a Digital Age
- Module 4: Managing the Learning Environment
- Module 5: Planning and Preparation for Learning
- Module 6: Student Assessments
- Module: Teacher Practice and Proficiency

Contact Us


For complaints and suggestions, please write to

 administrator@teach-now.com

Teach-Now Program Cohorts

October 2013 Cohort for Modi

Module 3: The Learner and Learning in a Digital Age



[View Schedule](#)

Duration: 5 weeks

Module Start Date: Nov 26, 2013

Total No. of Activities in Module: 16

Instructor: Kunali Sanghvi

Mentor: Emily Feistritzer

Cohort Performance Chart

[View Detailed Progress](#)

No data found for Cohort Performance Chart

[Go to Cohort](#)

Teach-Now Program Schedule

< November 2013 >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

No Events Found

Teach-Now Instructor Notifications

My Notifications


- Faculty Virtual Class Room: Meeting Room for Instructors scheduled for Wed 27 November, 2013 at 09.30 am EST
Wed 27 Nov, 2013
- October 2013 Cohort for Module 3 starts on Tuesday 26 Nov, 2013
Tue 26 Nov, 2013
- June 2013 Cohort for Module 7 & 8 starts on Tuesday 26 Nov, 2013
Tue 26 Nov, 2013

[See All Notifications](#)

Teach-Now Social Updates

Recent Updates

#tncohort

 **Buffi** @buffiburk 6m
@kunali I was very diligent and intentional with what I would allow my young learners to access on the internet. #tncohort

Announcements

No Announcement available

Teach-Now Faculty

Faculty Virtual Class Room

- [Partnership Meeting](#)
- [Meeting Room for Instructors](#)
- [Teach-Now Meeting Room](#)

Faculty Forum

- New Report available for Instructors May 07, 2013
- Updated Discussion Forum and Faculty Forum May 31, 2013

[Create a new thread](#)

Messaging

 **Kunali (Online)**

Search

- ▶ Online (2)
- ▶ Offline (80)

**Teach Page:**

This is the landing page for the module. You will be able to complete the informal and formal observations and IMPACT evaluations from this page.

Like the Home page, this page is also distributed into three columns, as seen in the illustration below:

Column 1: Cohort Performance & Progress Charts (with link to detailed progress), Table of Contents*, Latest Resources

Column 2: VC Schedule, Pending Evaluations**, Candidate Progress Update, Notifications

Column 3: VC Recordings, Discussion Forum, Live Chat (also used for offline messages)

*Table of Contents: distributed into Units of activities. 1 Unit = 1 Week of work.

**Pending Evaluations: Mentors are required to complete the informal and formal evaluations for their respective candidate(s) *only*. This list includes Pending Evaluations of activities which will be done by the Teach-Now instructor, and informal/formal evaluations of other candidates which will be done by their respective mentors.

[Home](#)
[Teach](#)
[Clinical](#)
[Reports](#)
[Resources](#)
[Discussion Forum](#)
[My Notes](#)

Inaugural Cohort for Modules 7 & 8

Module: Teacher Practice and Proficiency

[Change Cohort](#) | [View Schedule](#) | [About Cohort](#)

Cohort Performance Chart

Total No. of Candidates in Cohort: 7
 Total No. of Gradable Activities: 9

- Outstanding
- Proficient
- Basic
- Insufficient
- Not Graded

Cohort Progress Chart

Submissions Completed: 211/259

[View Detailed Progress](#)

- Not Started (Nt Std)
- In Progress (In Pr)
- Completed (Comp)
- Submitted Not Evaluated (Sub Nt Eval)
- Missed Deadline (Msd)

My schedule

Events Schedule

Dec 03 Weekly Instructor-led Virtual Class
 Weekly Instructor-led Virtual Class by Teach-Now
 Time 08:30 PM EST

[Show All](#)

Pending Evaluations

Formal Evaluation 3 ←
 Evaluation End Date 2013-12-09 23:59:59

Activity 1: TEACH 6 Video Analysis
 Evaluation End Date 2013-12-09 23:59:59

Final evaluation conference ←
 Evaluation End Date 2013-12-09 23:59:59

[Assign module-level scores](#) [Show All](#)

Candidate Progress Update

	Activities Completed	Proficiency
Ana Maria Gonzalez	30	😊
Emmanuel Lacoste	27	😊
Kelly Mekdeci	31	😊
Robert Mace	31	😊
Susan Avery	32	😊

My Notifications

Trudy-Ann has re-submitted Unit 10 Activity 1 for evaluation
 Wed 27 Nov, 2013

Instructor Patti has evaluated Trudy-Ann's Unit 10 Formal Evaluation 3
 Tue 26 Nov, 2013

Virtual Class Room

Weekly Instructor-led Virtual Class

[Add New](#)

Discussion Forum

Finger Prints Overseas Nov 19, 2013
 Module: Teacher Practice and Proficiency

CV- November 12 Nov 12, 2013
 Module: Teacher Practice and Proficiency

MODULE TIMES -- URGENT!!! Nov 07, 2013
 Module: Teacher Practice and Proficiency

[Create a new thread](#) [Show All](#)

Messaging

Kunali (Online)

Search

▶ Online (1)
 ▶ Offline (12)

...cont'd



No Image Available

Module
Teacher Practice and Proficiency

Table of Contents

- Unit 1: Teaching and Learning Framework [+]
- Unit 2: PLAN 1 and PLAN 2 for Specific Subject and Grade [+]
- Unit 3: PLAN 3 and TEACH 1 for Specific Subject and Grade [+]
- Unit 4: PLAN 4 and PLAN 5 for Specific Subject and Grade [+]
- Unit 5: PLAN 6 and TEACH 9 for Specific Subject and Grade [+]
- Unit 6: TEACH 8 and TEACH 3 for Specific Subject and Grade [+]
- Unit 7: TEACH 2 and TEACH 4 for Specific Subject and Grade [+]
- Unit 8: TEACH 5 and TEACH 7 for Specific Subject and Grade [+]
- Unit 9: INCREASED EFFECTIVENESS 1 and 2 for Specific Subject and Grade [+]
- Unit 10: TEACH 6 and INCREASED EFFECTIVENESS 3 for Specific Subject and Grade [+]
- Unit 11: Putting it All Together [+]
- Unit 12: Program Closing [+]

Module: Teacher Practice and Proficiency Resources [See All](#)

No Resource found..

Instructor Patti has evaluated Kelly's Unit 10 Formal Evaluation 3
Tue 26 Nov, 2013

Instructor Debbie has evaluated Susan's Unit 11 Final evaluation conference
Tue 26 Nov, 2013

[See All Notifications](#)

Cohort Notifications

Ana Maria has submitted Unit 11 Activity 2
Thu 28 Nov, 2013

Trudy-Ann has re-submitted Unit 10 Activity 1
Wed 27 Nov, 2013

Susan has submitted Unit 11 Activity 3
Tue 26 Nov, 2013

Susan has submitted Unit 11 Activity 2
Tue 26 Nov, 2013

[See All Notifications](#)

Evaluation Pages:

Teach-Now activities are timed events, i.e. the informal and formal observations can be entered on the platform based on the module schedule.



Navigate to evaluation page through these links on the Teach Page: Pending Evaluations or the Show All link under Pending Evaluations, to select the specific candidate & observation from drop-down lists.

Evaluation pages are distributed into two columns:

Column 1: About Activity, Select Candidate, Grade (for formal observations) and Feedback.

Column 2: Resources, Discussion Forum threads, Your Notes, Live Chat (also used for offline messages)

Home
Teach
Clinical
Reports
Resources
Discussion Forum
My Notes

Candidate Evaluation

Formal Evaluation 3

Module: Teacher Practice and Proficiency | Unit 10: TEACH 6 and INCREASED EFFECTIVENESS 3 for Specific Subject and Grade
Show

Formal Evaluation 3

Select Candidate

Ana Maria Gonzalez

Ana Maria Gonzalez
Type: Clinical Activity

Grade

PLAN			
PLAN	Total Score: 0	Total Avg. Score: 0	Expected Avg. Score: 3.0

TEACH			
TEACH	Total Score: 0	Total Avg. Score: 0	Expected Avg. Score: 3.0

INCREASE EFFECTIVENESS			
INCREASE EFFECTIVENESS	Total Score: 0	Total Avg. Score: 0	Expected Avg. Score: 3.0

FORMAL EVALUATION			
	Total Score: 0	Total Avg. Score: 0	Expected Avg. Score: 3.0
	Expected Total Score: 123	Max. Total Score: 164	Proficiency Level:

Note: The total scores shown here are based on the mentor observed criteria only. However, the proficiency level for this evaluation is calculated against all the criteria in the rubric, including the ones not observed.

Feedback (Optional)

B
I
U
List
Table

Paragraph
Font Family
Font Size

Link
Image
Video
Audio

Undo
Redo

☒ Show grades

Attachments:

Upload file

Choose File
No file chosen

(You can upload up to 5 files, each of size within 10MB)

Save as draft
Submit
Cancel

Get Help
Edit

Required Study

Reference Material

Instructor Only

Discussion Forum

No Discussion Thread available

Create a new thread

Note

No Note available

Add Note

Messaging

Kunali (Online)

Search

Online (1)

Offline (12)

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Payment Information

Teach-Now will remunerate the mentor with \$500 for their mentoring services rendered.