# Rural eMentoring BC: Online Platform Tutorial

Welcome to eMentoring! This tutorial will show you how to use MentorCity and how the program works.

## Contents (click to get to each section)

## Accessing the program on MentorCity

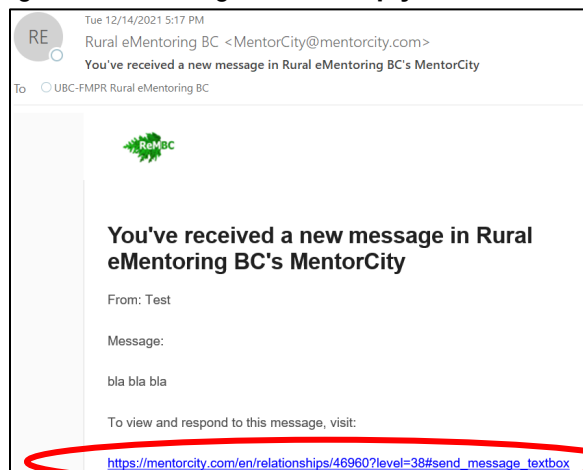- There are two ways to access the program's content and see your messages:
  1. **Method 1**: You should receive a notification every time your match sends you a message. If not, please inform the eMentoring staff. Click on the link in the email and you will be taken right to the message. **Do not reply to the email.**



  2. **Method 2**: The second way to get to the program and your messages is by going to https://www.mentorcity.com/en/sign_in and typing in your email and password.
     - If you enter your email or password incorrectly 3 times, you will get locked out of your account. You should receive an email from MentorCity with information about how to unlock your account. If you do not, please email the eMentoring staff (e.mentoring@ubc.ca)
     - After logging in, click on "connections" and then on your match's name.
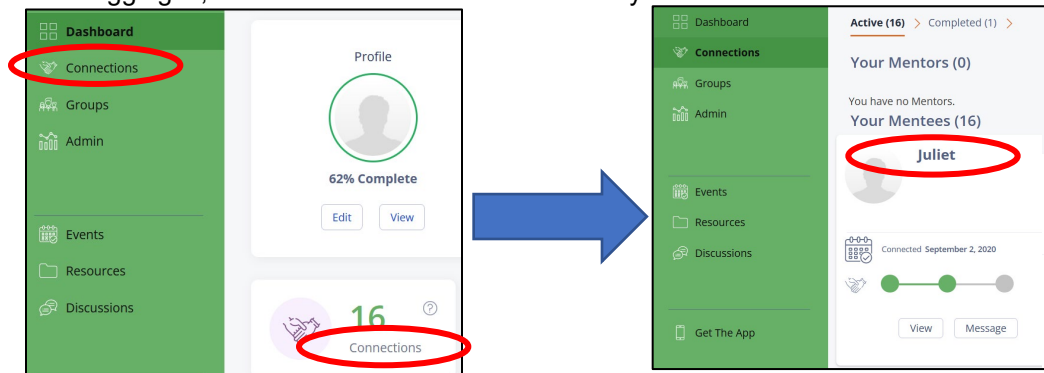
- ○ You will know you have gotten to the program's content when you see the green circle at the top of the page, which is called the Navigation Wheel.
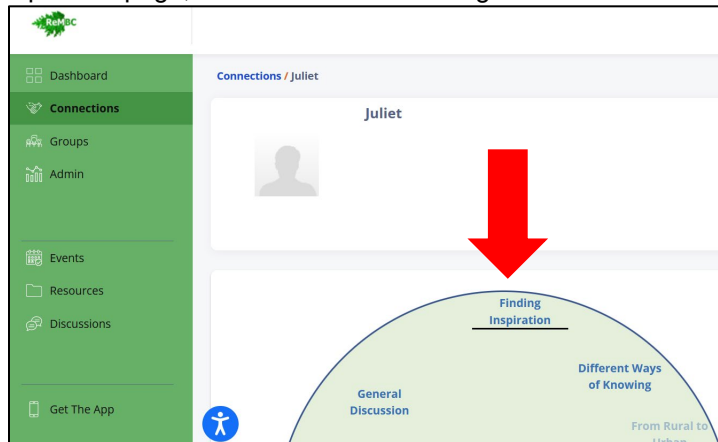


## Units

- The Navigation Wheel will allow you to access the units.
  - ○ Click the unit's name to get to it.
  - ○ Mentors will need to unlock each unit, one at a time, before mentees can click on it.
- Below the Navigation Wheel is the unit's content, beginning with its description and learning goals. Each unit has the following components:
  - ○ **Warm-up activity**: These are a few questions to help get you thinking about the unit's topic. You may or may not choose to share your answers with your match.
  - ○ **Lessons**: Each unit has one or two lessons that include:
    - **Background information** on the unit's topic, usually a video or article.
    - **Discussion Questions** that ask you to THINK about the background info, SHARE your response to a prompt or activity, and then ASK your mentor a question.
  - ○ **Extension activities and additional information** that you can choose to complete if you want to learn more about a topic.
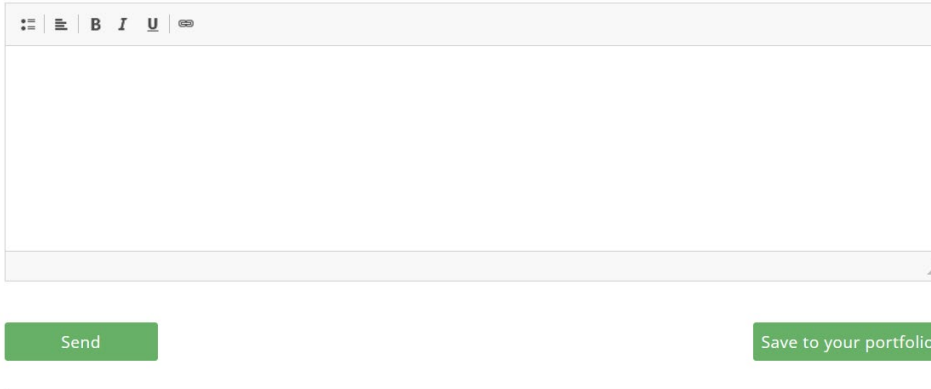


## Messages

- Scroll down to the bottom of the unit's page to write messages and view all messages you and your match have sent.
- **Viewing messages**: All messages are organized by unit, shown in gray boxes below the "send message" box. Clicking on the name of the unit within the box will show all the messages you and your mentor send about that unit, with the newest at the top.

**Send Message**

Before sending your message, please remember to click on the unit you are discussing on the Navigation Wheel to ensure that your match can find it.

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Send                                          Save to your portfolio

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In activity General Discussion « Click here to show your messages for this unit.

In activity Finding Inspiration

- ○ **To ensure your messages get sent in the right unit**, scroll up to the Navigation Wheel and make sure the unit you want to write about is underlined. If not, click on the unit's name.
- ○ If you fail to do this, your message might accidentally get lost.

Finding Inspiration

Different Ways of Knowing

General Discussion

From Rural to Urban

- **Writing messages**: After you have made sure you are sending messages for the right unit, use the "send message" box to write to your match.
  - ○ **Attaching items to your message and your portfolio**: The "Save to your portfolio" button will allow you to attach items to your messages. Every item you attach will be saved to one convenient place – your portfolio.
    - Click on "save to your portfolio", navigate to the item on your computer, and click send.
    - You will be able to view the item by clicking on the document icon in your message.
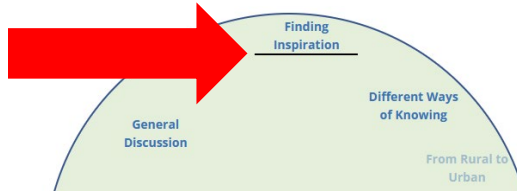
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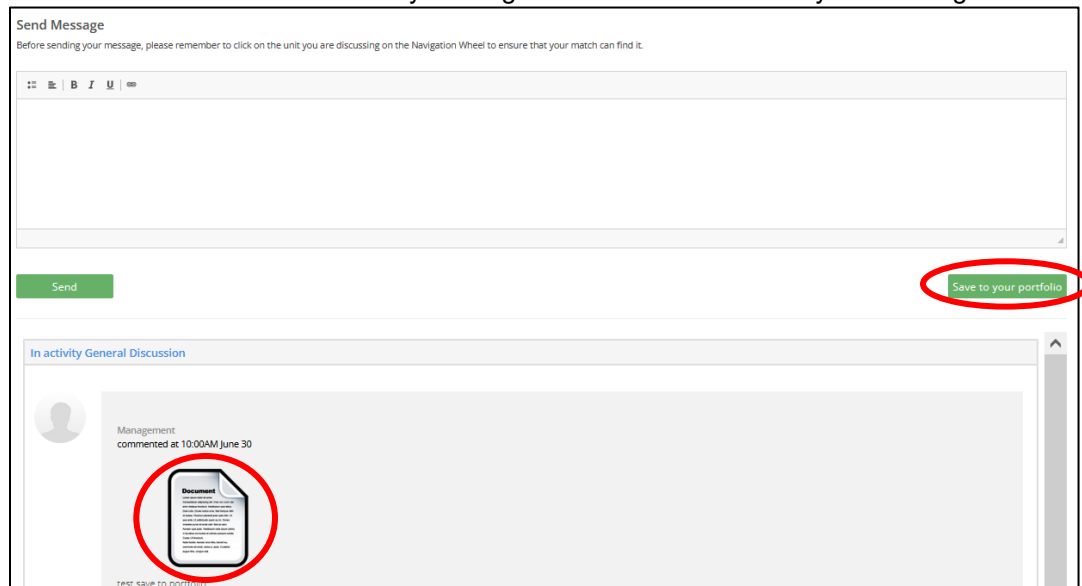
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Send                                          Save to your portfolio

In activity General Discussion

Management
commented at 10:00AM June 30

Document

test save to portfolio

- All items you attach will be saved to your portfolio, which you can view by looking under "my portfolio" on the upper right-hand side of the page.



    ▪ You should save anything that you would like to reference or keep after the program to your portfolio; for example, your resumé.
  - Instead of writing, you can also **record a video or voice message** and send it this way.
- **Virtual meetings**: If at any point you wish to have a virtual meeting with your match, via Zoom, for example, please reach out to the eMentoring staff (e.mentoring@ubc.ca). We will help you arrange it safely - because remember you are otherwise not allowed to communicate outside the MentorCity platform.

## Moving from one unit to the next

- When you have finished a unit, please take the survey at the bottom of the page.
  ○ Your answers will be anonymous and your match will not be able to see what you write.
  ○ Answering these survey questions will help us improve the program
  ○ Receive a $25 gift card for answering ALL of the survey questions for ALL of the units you complete.
- Then, confirm with your match which unit you will be working on next, and click on it on the Navigation Wheel when it is unlocked by the mentor.
- **Finishing the program**: when you have completed all desired and required units, and are ready to finish the program, click on "wrapping up" in the centre of the Navigation Wheel.
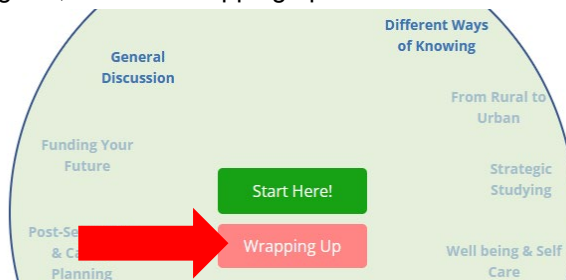


  ○ Use this space to say 'goodbye' and 'thank you'.
  ○ Please also take our final survey. It only takes 5 minutes and we will use your answers to improve the program. You will also have a chance to win a $50 gift card!

# Getting Help

- The "Need Help" section of each unit has:
  - Program tutorials, including this tutorial.
  - Information on how to fix some common technical difficulties.
  - Information about accessibility options: speech to text, text to speech, closed captioning, spell checkers, translators, etc.
  - Instructions for how to do some of the tasks on your computer that this program will require, as well as definitions of common terms we use throughout the program.
  - Mentors: find mentoring resources here.
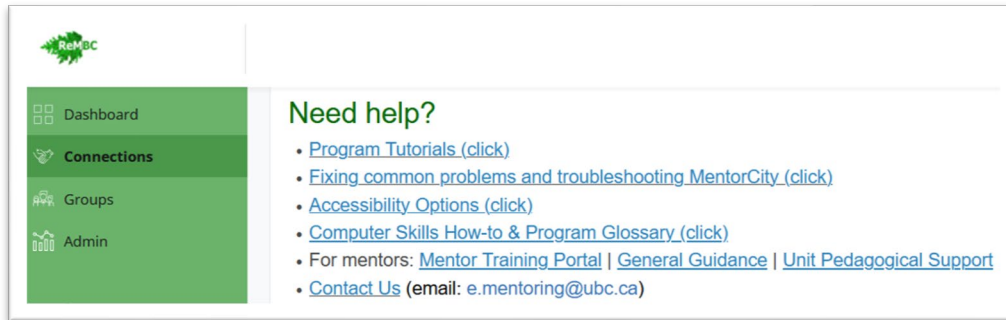


- If you need help, please email e.mentoring@ubc.ca