



**The Alberta Mentoring Partnership's**

# **Online Orientation for Mentors**

**GETTING STARTED:**

**For Mentoring Organizations & Schools**



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# Online Mentor Training

This is an orientation into the world of mentoring and how you can make a difference in the life of a child or youth. You will learn what it means to be a mentor and how mentoring works. In this orientation, we cover the basics of mentoring - the importance of mentoring, the role of the mentor, and what kind of support you can expect from your mentoring program. You will also be introduced to the dynamics of building a positive mentoring relationship.

## Getting Started

### For Mentoring Organizations & Schools:

To get started with the Online Orientation for Mentors, we encourage your organization to first apply for partnership with the Alberta Mentoring Partnership. If you are not already a partner you can apply here:

[albertamentors.ca/partner](http://albertamentors.ca/partner)

### For Mentors:

To get started with the Online Orientation for Mentors, you can visit our website at [moodle.albertamentors.ca](http://moodle.albertamentors.ca)

From there, you can create a new account. When creating your new account you will need to select the Organization or School you are with. If you are not a part of any particular organization or school, you can still sign-up for the training by selecting "Other Authorized User" as your organization instead.



Home ▶ Log in to the site

### Log in

Username / email

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

**STEP 1**  
Create a new account

### Are you first time here?

Please ensure your agency contact has provided you with a "Mentor Support" link and someone will reply to your email following these few easy steps, you will soon be able to access the training as an online learner!

\*Note: Users with Outlook e-mails such as "hotmail.com" and "live.ca" are having issues receiving confirmation e-mails. If possible please use an alternative e-mail otherwise contact Mentor Support to activate your account.

**STEP 2**  
Select Your Organization/  
School

### Organization

Organization \* Required

\*Note: If your organization isn't listed, please get in touch with the AMP at [mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca)

# Using the Training

To get started using the training, follow these steps:

**STEP 3:**  
Once logged in, you need to click into the Orientation for Mentors course.



**STEP 4:**  
Next, you have to click to open the learning modules.

 Orientation for Mentors Training

## Welcome to the Online Orientation for Mentors course.

Click on the Orientation for Mentors training link to get started. \*Note: You must view every slide in order to complete the training.

**STEP 5:**  
Type in the Orientation for Mentors course code, which is: **amp**

▼ amp enrollment

Enrolment key

**Enrol me**

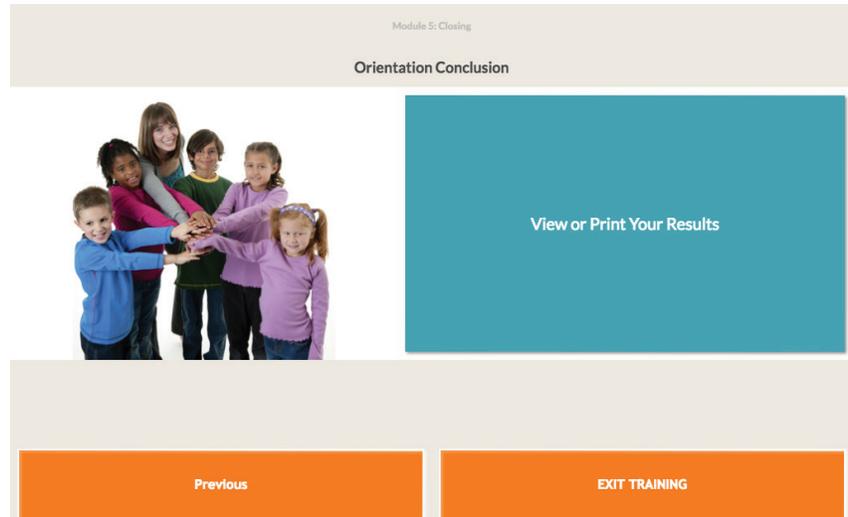
**STEP 6:**  
Complete the learning modules. This should take you approximately one hour.  
Your progress will be saved and you can return at another time to complete the modules if you want.



STEP 7:

Once you finish the modules you are given the option to View or Print your answers. Mentoring Organizations or Schools can ask their Mentors to bring these to in-person training sessions or to simply send in their answers.

Click "Exit Training" to receive your certificate



STEP 8:

If you have completed the learning modules, you now have access to your Online Orientation for Mentors certificate.

Congratulations!



## Certificate of Completion



Certificate of Completion



**Restricted** Not available unless: The activity **Orientation for Mentors Training** is marked complete

# For Schools or Large Groups of Mentors

If you have a class or a large group of students that you were wanting to do the Online Orientation for Mentors you can send us a list of names and we can provide you with a list of logins. Please send any inquiries to:

[mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca)

## Reporting

If you want to keep track of who completes the Online Orientation for Mentors, you can do so in a couple of ways. You could simply ask your Mentors to submit their certificate of completion that they receive upon completing the training, or we can set you up with an admin account for your organization (contact [mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca) to set this up)

With an admin account, you will be able to log-in and view the User list for your Organization or School. To access this report simply log-in with your admin account, click into the Orientation for Mentors course, and you should find your user report in the top-right hand corner as "Organization/School User Report".

### Welcome to the Orientation for Mentors

Welcome to the Orientation for Mentors course. To get started please click on the training link below to get started. Once you have completed the training, please return to this page where you will have access to your training questions that you answered and your certificate.



## Course Completion

When a user completes the training they will have a printout of the responses and they will receive a certificate of completion. If your organization or school requires proof of completion, they can ask their Mentors to submit either a copy of their certificate or a copy of their answers.

Likely, you can also log in and view your organization's user report.

### QUESTIONS?

If you have any questions, please get in contact with the Alberta Mentoring Partnership:

[mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca)

10-2-2018

Your Orientation for Mentors Answers - Alberta Mentoring Partnership



Who was a mentor in your life?

What were some of their qualities?

How will you as a mentor build healthy brains? (One)

Enter the first way...

How will you as a mentor build healthy brains? (Two)

Enter the second way...

How will you as a mentor build healthy brains? (Three)

Enter the third way...

In your role as a mentor, how will you build a positive mentoring relationship?

What would be an example of when you would reach out to the staff who are supporting your mentoring relationship?

# FAQ

## **Do I have to pay or register to use this training?**

No. This training is available as one of the no-fee benefits of the Alberta Mentoring Partnership. In exchange for using the training, we ask you to help us mobilize and spread the word about the training, and we may survey you as part of our commitment to continuous improvement in the future. We encourage you, if you are not currently a partner, to learn more about the benefits of our no-fee partnership today at <https://albertamentors.ca/for-schools-agencies/become-a-partner/>

## **What technical specifics are required?**

It is designed to function on most platforms and browsers. This means that the training is accessible on iPad's,, smart phones, desktops and more. You will also need an internet connection. If you experience any issues, please email [mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca)

## **If I have completed the previous training, am I eligible to complete this new training?**

Of course. There is no limit as to how many times you can complete the training and we encourage you to try it.

## **What age group is this training targeted towards?**

We have age groups ranging from teens and up using this training.

## **I'm hard of hearing or have accessibility problems?**

The training is subtitled and a downloadable version is available. If there is another way we can assist, please get in touch with us at [mentor.support@albertamentors.ca](mailto:mentor.support@albertamentors.ca)

## **I was hoping that the training would contain more information. Where can I learn more?**

The Alberta Mentoring Partnership is constantly expanding and refreshing our training resources for mentors and mentees in the community. We encourage you to share with us resources or assets that you have found helpful in your mentoring journey and explore the rest of the mentoring training resource available at <https://albertamentors.ca/mentorship-training/>

## **What other professional development opportunities are available for Mentors and Agencies?**

The Alberta Mentoring Partnership is your mentoring resource. Subscribe to our Newsletter to learn more about upcoming events and learning opportunities, and please download our podcasts to hear previous webinars on important mentoring trends and challenges.

## **Can I reproduce parts of the training or include it in my own organizational training?**

Of course, however we ask that you cite the material and link to our website to ensure the most timely information is available.



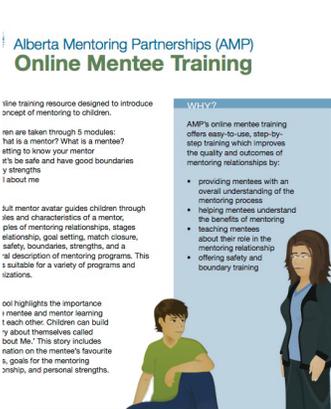
# Further Training Opportunities

## Online Mentee Training

The Alberta Mentorship Partnership has worked with mentees, mentors and parents to develop a short orientation to your mentorship experience – for both kids and parents. The course, which can be used in group, school and one-on-one settings, provides an overview of some of the core concepts of being a mentee, including:

- What is a Mentor? What is a Mentee?
- Getting to Know your Mentor
- Let’s Be Safe and have Good Boundaries
- My Strengths
- All About me

Learn more: <https://albertamentors.ca/mentorship-training/>



## Hosting a Teen Mentor Training Event

Get your teen mentors off on the right foot giving back to the community. This toolkit provides a 7-step framework for hosting a teen mentor training event, from planning and event logistics to event day preparation and wrap up.

Learn more: <https://albertamentors.ca/training/mentor-training-event-toolkit/>

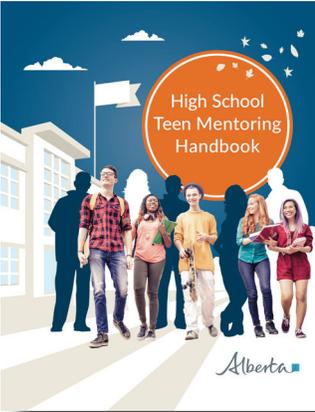


## High School Teen Mentoring Handbook and Activity Book

This High School Teen Mentoring Handbook was developed as a result of a four-year pilot program of Alberta Advanced Education, in partnership with Boys and Girls Clubs Big Brothers Big Sisters of Edmonton and Area, and supported by Alberta Education. During this pilot, high school students met one-to-one with younger students, one hour a week for the school term. The goal of these sessions was for high school mentors and their mentees to work together to identify strengths and interests, increase career awareness, and begin identifying post-secondary options.

Learn more:

<https://albertamentors.ca/mentoring-in-schools/high-school-teen-mentoring-toolkit/>





Alberta  
**Mentoring  
Partnership**  
*Your Mentoring Resource*

[albertamentors.ca](http://albertamentors.ca)