PDO Guide to Online Mentor Logs

Mentor Log Management

This section will explain how you can use the PDO to create, view, and edit your mentor logs.
To use PDO to manage your mentor logs you will need to be assigned a mentee by your principal and/or the New Teacher Induction program. You will also need your PDO username and password. If you not know your Username and Password contact the MCPS Help Desk at 301-517-5800.

Logging into PDO

1. Open a web browser (Chrome) and navigate to http://pdo.mcpsmd.org.
2. Enter your PDO username and password in the respective fields and click **Login.**
3. You should see a **Mentoring** tab at the top of your window.

*If you have been assigned a mentor by your principal and do not see a **Mentoring** tab, contact the New Teacher Induction Program at 301-217-5100.*

Adding a New Mentor Log

1. Click on the **Mentoring** Tab on the PDO site
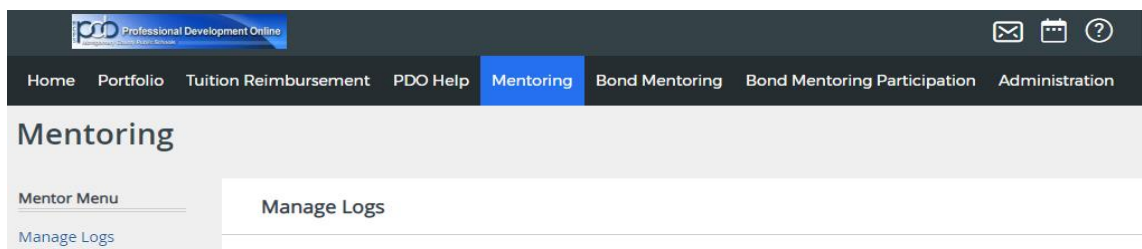
2. By default, PDO will display the Manage Logs page.
3. Select the Semester for which you are documenting. The page will default to the current semester.
4. If you have multiple mentees, select the mentee you are creating a log for from the **Mentee** list. PDO will default to the first mentee on the list. Most mentors will only have one mentee.
5. Click on the **Create New Log** button.
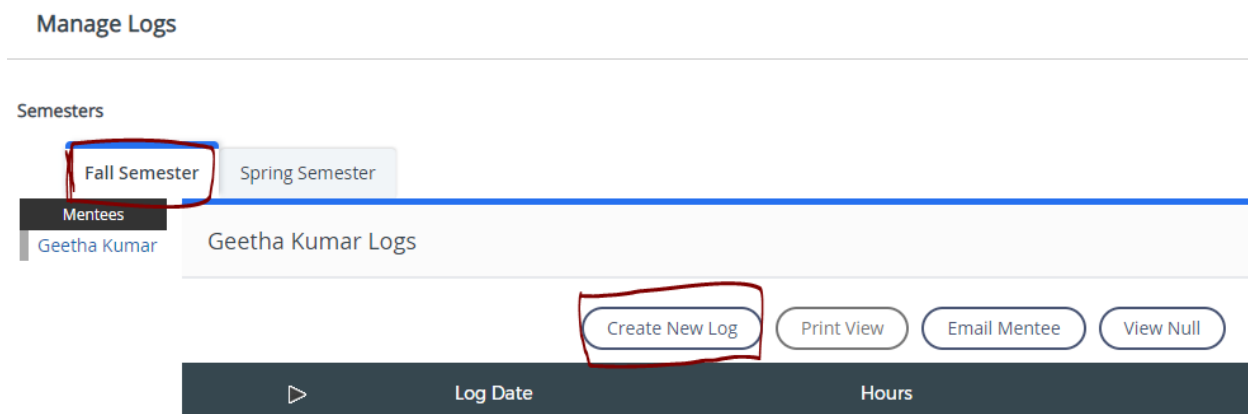
6. Enter the date of the meeting by using the calendar pull down menus or by clicking the calendar button and navigating to the date using the calendar interface.

7. Select all the categories that were discussed during your meeting. There is a brief description of each category on the form. Please check all that apply.
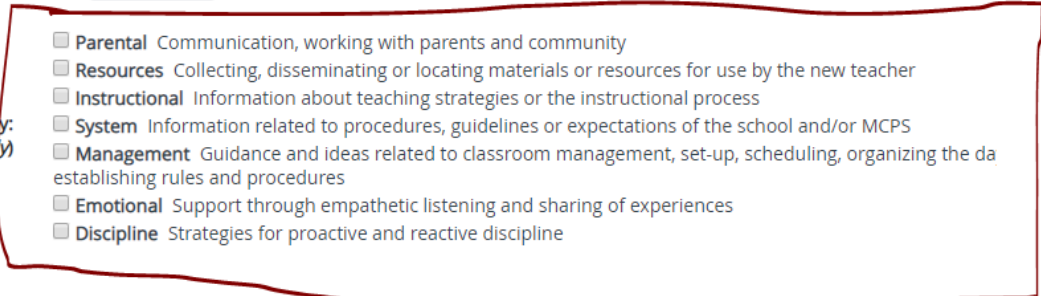
8. Select duration of the meeting using the Hours pull down menu.

Hours: 0 ▼ : 00 ▼

Topics Discussed:

Share with Mentee: ☐

(Save Log)   Cancel

9. Type a summary of the meeting in the **Topics Discussed** field. You can copy and paste text from a Word Document in this field.
10. Click **Save Log** when complete.

Viewing Mentor Logs

1. To view a log click on the **View Log** button.
2. Click the **Download to PDF** button to save the log as an Adobe PDF file or print the log by selecting **Print** from the **File** menu.

			(Create New Log)	(Print View)	(Email Mentee)	(View Null)

▷	Log Date				Hours	
1. ►	(Edit) (View Log)	09/12/2018			0.5	(Delete)
		Total SemesterHours:			0.5	

View Log

Close Window

Download PDF

Semester:	Fall Semester - (08/25/2018 - 01/25/2019)
Mentee Name:	Geetha Kumar
Date of Meeting:	09/12/2018
Category:	**Management** Guidance and ideas related to classroom management, set-up, scheduling, organizing the day, establishing rules and procedures
Hours:	0 : 30
Topics Discussed:	Provided some ideas related to classroom management
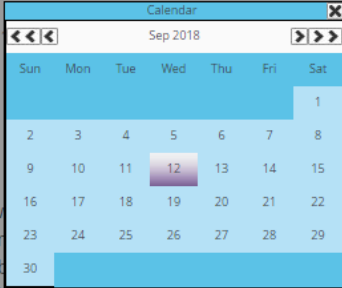
Edit Mentor Logs
1. To make changes to a log click the **Edit** button next to the log you want to revise.
2. Make changes to the log and click the **Save Log** button when complete.

Deleting Logs
1. To delete a log click the **Delete** button next to the log you want to delete.
2. You will be prompted to confirm that you want to permanently delete the log. Click **OK.**

Print View
1. The **Print View** button will display all logs for the semester in one window. This view is the best for printing all logs for a mentee.
2. The logs will open in a separate window. You can save the logs as an Adobe PDF by clicking the **Download PDF** button.
3. The logs can be printed by selecting **Print** from **the File** menu.

Requesting Payment
Mentors who complete at least one log totaling one hour or more are eligible to request payment.
The payment form will be available on PDO by late January 2022 for the fall semester and late May 2022 for the spring semester**.**
In addition to submitting a payment request on PDO, mentors must follow directions given in the mentor payment request email that they receive from DPGS in January, in order to receive payment.

It is the mentor's responsibility to ensure that all requirements (logging hours on PDO in a timely manner, submitting payment request on PDO and following instructions from the email they receive are met **no later than the deadlines for the fall and/or spring semester(s). Requests received after the deadline will not be processed.** Submission of BOTH forms are essential to process the payment request for each semester.

Submitting a Request for Payment

1. Click on the **Mentoring** tab in PDO
2. From the **Mentor Menu** on the left-hand column, select the **Payment Requests** link.
3. The **Payment Request** page will list all mentees who are assigned to you. In the Actions column click on **Request Payment**.

*Submit separate payment requests for each of your mentees for each semester.

Note: Mentors must submit logs totaling a minimum of 12 hours per mentee for the semester in order to receive the full stipend. Mentors who have completed a mentor forum or the one credit CPD course, TOT-06 will receive $300 per mentee per semester. Mentors who have completed the three-credit course, TOT-02 will receive $400 per mentee per semester. Any forms with logs of less than 12 hours will be paid at the $25 per hour rate.

Mentors should average **at least three weekly meetings per month**.

4. The **Payment Request** form will display the mentee/mentor information and log information.
5. Complete the **Mentor Course** section.
6. Click **Submit Payment Request**.

7. You will be prompted to print your **Payment Request** form. Click the **Print Form** button.
8. The form will open in Adobe Acrobat in a new window.
9. Select Print from the File menu.
10. Close the window after you have confirmed that the form printed.

If you have problem printing please contact Help Desk immediately at 301 517 5800.

11. Click **Done** to return to the main **Payment Request** screen.

Allow 4 to 6 weeks from the date that the New Teacher Induction Program receives your Payment Request From before your stipend appears in your regular paycheck.

Reprinting a Payment Request Form
1. Click on the **Mentoring** tab in PDO.
2. From the **Mentor Menu** on the left hand column, select the **Payment Requests** link.
3. The **Payment Request** page will list all the mentees who are assigned to you. In the **Actions column** click on **Print Form**.
4. If have technical difficulties, contact Help Desk at 301 517 5800

Checking the Status of a Payment Request Form

If you have not received payment for the first semester in one of your March paystubs, please email Mrs. Serenity Moore, coordinator, Onboarding Induction and Professional Growth Systems, at Serenity_L_Moore@mcpsmd.org, regarding the status. PDO does not reflect the payment status.