



The Mentor Guide to...

**Logging
Interactions...**

&
Accessing Reports



Dennis M. Walcott, Chancellor

The Mentor Tracking System, MTS

2011-2012

Mentor Tracking System-URL

<https://www.nycenet.edu/Offices/DHR/ntims/>

- Must use a P.C. computer with Internet Explorer.
- The system is not designed for MAC computer users.

D.O.E. Mentors-Use Outlook D.O.E. E-Mail Address & Password to log-on.....

The screenshot shows a web browser window with the following elements:

- Browser Title:** New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services
- Address Bar:** <https://www.nycenet.edu/Offices/DHR/ntims/Secure/login.aspx?ReturnUrl=%2FOffices%2FDHR%2Fntims%2Fdefault.aspx>
- Page Header:** NYC Department of Education, Dennis M. Walcott, Chancellor. Mentoring Tracking System logo.
- Navigation:** Sign In, Contact Support.
- Sign In Instructions:**

Enter your Central Outlook E-mail User ID and password to sign in.
OR
Enter your Mentor Tracking System User name and password.

For Outlook User ID and Password issues, contact Help Desk at (718) 935-5100.

For non-technical issues, contact HR Connect at (718) 935-4000.

Please be advised that the Mentoring Tracking System is intended for users with [Internet Explorer](#) browser. If you are not using the Internet Explorer browser, you may experience problems.
- Log In Form:**

Log In

User Name:

Password:

Log In
- Page Footer:** © 2006 The New York City Department Of Education. Privacy Policy And Terms Of Use.

Non-DOE Mentors

The principal must assign you-in the Mentor Tracking System-a user id. Principal must share the user id with you. Use the user id to log onto MTS with the password below.

Your password is: Welcome.123

Once you log-on, you have the option of changing your password to one of your choice. No one should know your password-only you!

After Log in...See Home Page. Click On: Enter Mentor Interactions

New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services

https://165.155.112.27/Offices/DHR/ntms/Apps/fmh/home.aspx

File Edit View Favorites Tools Help

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Mentoring Tracking System

Mentoring Tracking System

Home Page
Enter Mentor Interactions
Enter Development Continuum (Optional)
View Teacher Reports
Change Password
Contact Support
Sign Out

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

At the beginning of the school year, teachers who are new to the teaching profession are assigned to a mentor so that they can receive personalized support through their first year of teaching. The mentoring program incorporates the components recognized in current research on effective new teacher induction models, and each new teacher will be matched with a skilled mentor. Every effort is made to match new teachers with mentors in their content and certification areas.

Please use the options on the menu bar at the left or click any of the links below to access the application functionalities.

Enter Mentor Interactions

Use this section to view, edit or enter New Teacher Interactions. [Click Here](#)

Enter Development Continuum (Optional)

Use this section to rate New Teacher development progression on five point scale (i.e. beginning, emerging, applying, integrating, innovating) [Click Here](#)

View Reports

Use this section to view Reports. [Click Here](#)

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Done

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Select Teacher from New Teacher drop-down

New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services

https://165.155.112.27/Offices/DHR/ntms/Apps/frmNTMentorViewInteractions.aspx

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Mentoring Tracking System

Mentoring Tracking System

Mentor Interactions

Use this page to view mentor interaction history and to add / edit mentor interactions.

Your principal has scheduled a minimum of two-periods weekly for both mentor and New Teacher to meet.

Mentor: rich, lilah

New Teacher: **Select** (dropdown menu open showing Select and TRUSCH SUSAN)

Period From: [] To: []

[View Interaction Summary](#) [Add New Interactions](#)

>To Display the Interaction History:
1. Select the New Teacher, 2. Select the Interaction period - From and To dates, 3.Click "View Interaction Summary".

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Click On: Add New Interactions

The screenshot shows a web browser window displaying the 'Mentoring Tracking System' interface. The browser title is 'New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services'. The address bar shows the URL: <https://165.155.112.27/Offices/DHR/ntms/Apps/frmNTMentorViewInteractions.aspx>. The page header includes the NYC Department of Education logo and the 'Mentoring Tracking System' title.

The main content area is titled 'Mentor Interactions' and contains the following text: 'Use this page to view mentor interaction history and to add / edit mentor interactions. Your principal has scheduled a minimum of two-periods weekly for both mentor and New Teacher to meet.'

The form includes the following fields and controls:

- Mentor: rich, lilah (dropdown menu)
- New Teacher: Select (dropdown menu)
- Period From: [] (text input)
- To: [] (text input)
- View Interaction Summary (button)
- Add New Interactions (button, circled in red)

Below the form, there is a section titled '>To Display the Interaction History:' with the following instructions: '1. Select the New Teacher, 2. Select the Interaction period - From and To dates, 3. Click "View Interaction Summary".'

The footer of the page contains the copyright notice: '© 2006 The New York City Department Of Education' and a link to 'Privacy Policy And Terms Of Use'.

The Windows taskbar at the bottom shows the Start button, several open applications (Linda Yanwah Chan, MTS Business User, Microsoft PowerPoi..., New York City Dep...), and the system tray with the time 4:16 PM.

Required Fields: Interaction Date & Duration

Enter University... only if teacher is a Teaching Fellow

Interaction Types: Click all that apply

Must Click: SAVE

New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services

https://165.155.112.27/Offices/DHR/Intims/Apps/frmNTMEnterInteractionStep1.aspx?sMode=Add&nInteraction=0&nTeacherId=23560&sTeac

Certificate Error

Google

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Favorites New York City Department of Education

Page Safety Tools

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Mentoring Tracking System

Mentoring Tracking System

Add/Edit Mentor Interactions Step 1: Interaction Type

Use this page to add Interaction Types (Step-1) to log a new mentor interaction.

Mentor: rich, lillah Date Submitted: 10/24/2011

New Teacher: TRUSCH SUSAN University: Select

Interaction Date: [Dropdown] Duration (hrs): Select

Please select one or more of the following Interaction Type(s):

- Conference
- Visit Classroom
- Co-Planning
- Co-Teaching
- Modeling
- Inter-visitation
- Telephone
- E-mail
- Absent
- Meet with Principal or AP
- Meet with Coach
- Meet with Lead Teacher
- Learning Walks
- Walkthrough

Save **Enter Another Interaction** **Continue(Optional)** **Cancel**

Click "Save" to save your changes and remain on the page.
Click "Enter Another Interaction" to save your changes and add another Interaction.
Click "Continue" to save your changes and navigate to Interaction Step 2.(Optional).
Click "Cancel" to discard your changes and navigate back to the Homepage.

To add an Interaction Type (Step-1):
1. Select the New Teacher. 2. Select the Interaction date. 3.Select the Duration. 4.Check as many interaction type(s) as needed. 5.Click "Save","Enter Another Interaction" or "Continue (Optional)".

Done

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4:18 PM

Accessing Mentoring Reports

The screenshot shows a web browser window displaying the 'Mentoring Tracking System' interface. The browser's address bar shows the URL <https://165.155.112.27/Offices/DHR/ntms/Apps/frnHome.aspx>. The page header includes the NYC Department of Education logo and the 'Mentoring Tracking System' title. A left-hand navigation menu is visible, with 'View Teacher Reports' highlighted by a red oval. The main content area contains introductory text about the mentoring program, a list of application functionalities with corresponding buttons, and contact information for technical and non-technical issues. The footer of the page includes copyright information for 2006 and a link to the Privacy Policy and Terms of Use.

New York City Department of Education - Windows Internet Explorer provided by DIIT - LAN Services

<https://165.155.112.27/Offices/DHR/ntms/Apps/frnHome.aspx> Certificate Error Google

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Favorites PeopleSoft 9 session expired New York City Departme...

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Mentoring Tracking System

Mentoring Tracking System

Home Page
Enter Mentor Interactions
Enter Development Continuum (Optional)
View Teacher Reports
Change Password
Contact Support
Sign Out

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

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Enter Development Continuum (Optional)

Use this section to rate New Teacher development progression on five point scale (i.e. beginning, emerging, applying, integrating, innovating) [Click Here](#)

View Reports

Use this section to view Reports. [Click Here](#)

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You have four options at your disposal

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https://165.155.112.27/Offices/DHR/ntms/Apps/frmNTMReports.aspx

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Reports

Steps to View Report:

1. Select Location if applicable, then the report that you would like to view, and School Year from the drop down boxes below.
2. Enter the date range for the report, if necessary. The date range is defaulted to the school year selected.
3. Click View Report button to generate a new report window that will show the data you requested. You will need to turn-off your Pop-up blocker to view the reports. Alternately, hold the Ctrl key down while clicking View Reports.

* Indicates required information

*Select Report: Select >>
Select >>
Interaction Report - Comprehensive
Development Continuum Report - Comprehensive
Teacher Interaction Report - Individual
Teacher Continuum Report - Individual

*School Year:

*Date Range:

From: 6/1/2011

To: 10/28/2011

Note: All information generated in the provided reports are updated DAILY and may not reflect recent updates entered into MTS.

View Report

Home Page
Enter Mentor Interactions
Enter Development Continuum (Optional)
View Teacher Reports
Change Password
Contact Support
Sign Out

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

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Non-DOE Mentors (only) Change Password: A Suggested Option

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https://165.155.112.27/Offices/DHR/ntms/Apps/frmChangePassword.aspx

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Mentoring Tracking System

Mentoring Tracking System

Home Page
Enter Mentor Interactions
Enter Development Continuum (Optional)
View Teacher Reports
Change Password
Contact Support
Sign Out

You signed in as:
Name: rich,lilah
Role: New Teacher Mentor
E-mail:

Change Password

A password must meet the minimum complexity requirements. A password must meet all of the following criteria:

- 1) is at least 6 characters
- 2) contains the following:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)

User ID: LRich123

Enter New Password:

Confirm New Password:

Change Password

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- Home Page
- Enter Mentor Interactions
- Enter Development Continuum (Optional)
- View Teacher Reports
- Change Password
- Contact Support**
- Sign Out

You signed in as:
Name:
rich,lilah
Role:
New Teacher Mentor
E-mail:

Contact Support

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You may also contact the Teacher Development Specialist-TDS, assigned to your Cluster