# Multiple Subject Mentor Teacher Guide

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Register for a Mentor Account

1. Navigate to https://apps.fullerton.edu/mscp-mentor
2. Click on Create Mentor Account
3. Fill out the entire form and click Register.
4. Registration was successful. Check your email for the confirmation link.
5. This shows the email with the confirmation link.
6. Copy and paste the link from the email into a new browser window. Once the email has been confirmed, proceed to login [https://apps.fullerton.edu/mscp-mentor](https://apps.fullerton.edu/mscp-mentor).
Mentor Login

1. Navigate to https://apps.fullerton.edu/mscp-mentor
2. Enter your credentials that were used in the registration form then press Login.
3. Fill out the Mentor Information form then click Update.
Add Student to My Students List

1. Click Add Student on the top navigation bar

2. Enter the CWID of the student then click Submit
3. The student information will show below if there is a matching CWID.
4. Click Add This Student.
5. Click Add
6. The student is now on your list of My Students
Modify Evaluation

1. Click Modify Evaluation
2. Click Add new to start a new evaluation
3. Insert the Grade Level of the Student and Click Update
4. Fill out the section of the evaluation.
5. Click here to expand the directions.
6. Fill out the entire section of the evaluation
7. Remember to click Save before navigating to a different part of the evaluation.

8. The Progress Bar displays the number of sections needed to complete the evaluation with a circled number and
The Review section will display your saved input. You may go back and edit the evaluation.
**Professional Dimension and Responsibility (PDR)**

<table>
<thead>
<tr>
<th>PDR1</th>
<th>The candidate is prompt, is not unnecessarily absent, notifies appropriate individuals when absence is necessary, completes assignments on time, and follows through on commitments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDR2</td>
<td>The candidate dresses appropriately for the situation, and wears appropriate attire for teaching in the school.</td>
</tr>
<tr>
<td>PDR3</td>
<td>The candidate is poised and professional in his or her demeanor and communication with others.</td>
</tr>
<tr>
<td>PDR4</td>
<td>The candidate seeks out and takes advantage of opportunities for professional growth beyond the minimum expectations of what is required in classes (e.g., attends faculty meetings, workshops, parent meetings, visits other classrooms, etc.)</td>
</tr>
</tbody>
</table>

**PDR Average**: 3.00

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**Comments (CMT)**

Please use this space to supplement the above ratings with additional information about the candidate's particular strengths. Please also comment on any areas in which the candidate may need additional development.

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**# of Unacceptable**: 0

**Total Average**: 3.00

**Grade**: CR

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**CR**: ≥ 2.0

**NC**: ≤ 2.0

*All fields are required.*

[Continue]
10. The Confirm section of the evaluation will allow you to submit the evaluation. Click Submit.
11. Evaluation has been submitted.
Reset Password

1. Navigate to https://apps.fullerton.edu/mscp-mentor
2. Click the Forgot Password link.
3. Enter your email and click Submit.

4. Forgot Password Link Email Sent. Check your email.
Copy and paste the link to a new browser window.
6. Enter a new password and confirm.

7. You have successfully reset your password.