Online Mentoring Tracker for the LEP Programme
User manual for Mentor 2

Objective of the tracker: To capture accurate data on implementation of the LEP in all primary schools and streamline the program.
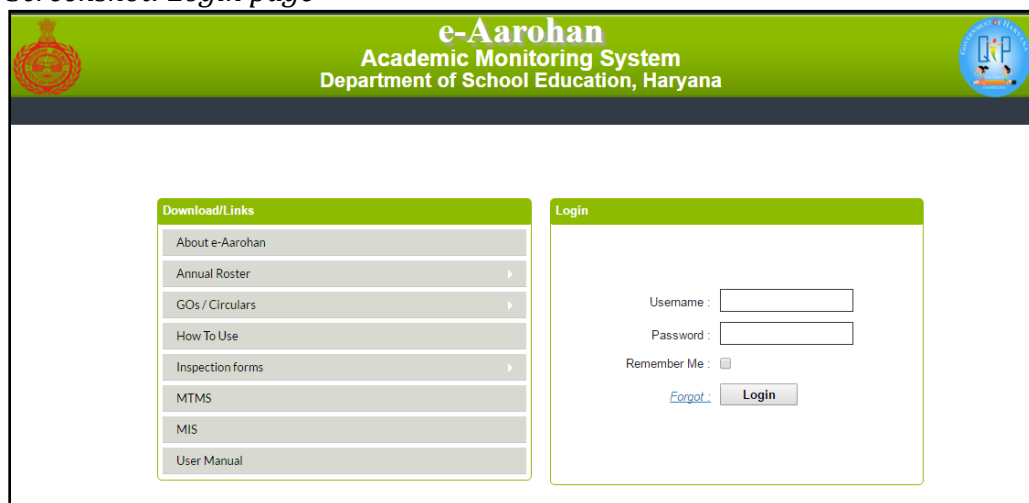
Please go through this step-by-step user manual carefully before operating the tracker.

1. **Step 1:** Login
2. **Step 2:** Dashboard
3. **Step 3:** Fill in information for attendance and school details
4. **Step 4:** Fill in information for actions taken against each issue identified
5. **Step 5:** Fill in information for Best practices and other issues
6. **Step6:** Fill in information for LEP implementation in all classes

Step 1: Login

1. **Enter the link** for the tracker (http://www.dsehry.in/AMSWeb/) in your web browser and click on Enter.
2. **Enter your Mentor ID and Password** – these have been provided on the SCERT website (http://scertharyana.gov.in/lep-mentoring/)
3. Click on "**LOGIN**".

Screenshot: Login page

Step 2: Dashboard

1. You will see the list of schools identified with issues for LEP mentoring, the number of visits you have done and the number of visits pending.

2. You will also see the total number of issues identified by Mentor 1, the type of issues identified and the number of issues still pending (to be resolved).

3. Click on **"Follow Up"** tab to fill the mentoring visit report.

4. You will see the list of schools that you need to visit as these schools are facing issues in implementing LEP. You should click on the **"Not yet filled/ अभी तक नहीं भरा"** next to the school you are going to visit and a new form will open up.

Tip 1: You should view this form <u>prior to</u> conducting the school visit to understand what issues have been identified in the school.

Tip 2: You will not be able to create a repeat entry for a school once you have visited it in a given month. If you have visited a school and filled the visit details, you will see "Filled/भरा" instead of "Not yet filled/ अभी तक नहीं भरा".

Screenshot: Dashboard page

Screenshot: LEP Follow up mentoring page

Step 3: Fill in information for attendance and school details

1. The form is broadly divided into 3 sections – Issues identified, Best practices and other issues, LEP implementation in all classes. At the top there are fields for date and school details.

2. You will notice a few fields are in pink color and are pre-filled. The other fields need to be filled by you. Fill the **date of the visit, time of the visit** and the **subject being taught** on the day of the visit.

Tip 2: You should fill the date of the visit and not the date you are filling the form.

Screenshot: Form for Follow-up Visit

Step 4: Fill in information for actions taken against each issue identified

1. Issues identified by Mentor 1 in their previous visit are listed in the left column.

2. You should detail out the action taken against each issue in the right column.

Tip 3: Avoid filling generic answers such as 'done' or 'issue resolved'. Instead mention what you did in detail. This will help Mentor 1 close the ticket generated.

Example of a good entry: Spoke to the teacher about the benefits of filling the *Mulyankan Soochi* and explained how to fill it. Demonstrated how teachers can assess whether students have acquired a given competency.

Screenshot: Issues identified section

Mentor Name / मेंटर का नाम : Mentor 2		Mentor ID / मेंटर ID : Mentor_2
Date of Visit / दिनांक (विज़िट) :		Day of Visit / दिन (विज़िट) :
Visit From Time : --Select--		Visit To Time : --Select--
Classes covered while visit / विज़िट के दौरान निरीक्षित कक्षा : Class 1-5		Subject being taught while visit / विज़िट के दौरान पढ़ाया जा रहा विषय : --Select--

I. Please write the actions that you have taken infront of each issue that was identified during the previous visit (by Mentor1).

नीचे दिए गए हर मुद्दे के सामने, आपके द्वारा लिए गए कदम और उन पर अब तक हुई प्रगति लिखें

Issue identified in previous visit	Actions taken
No Issue Identified	

II. Please use the comment box to indicate any good practices observed during the visit or any other issues.

यदि अपनी विज़िट के दौरान आप टीचर द्वारा अपनाई गई किसी विधा से प्रभावित हैं या आपको कोई और एल ई पी सम्बंधित मुद्दा दिखाई दिया तो उसकी सूचना नीचे खाली स्थान में दें

III. Is LEP being effectively implemented in this school?

क्या एल इ पी प्रभावी ढंग से इस स्कूल में किया जा रहा है?

Class कक्षा	Yes / No हाँ / ना	Lack of books पुस्तकों की कमी	Teacher absent / on leave शिक्षक अनुपस्थित / छुट्टी पर	Teacher Vacancy शिक्षक रिक्ति	Teacher present but LEP not conducted शिक्षक उपस्थित लेकिन एल इ पी नहीं हुआ
1	Yes No	☐	☐	☐	☐
2	Yes No	☐	☐	☐	☐
3	Yes No	☐	☐	☐	☐
4	Yes No	☐	☐	☐	☐
5	Yes No	☐	☐	☐	☐

Submit

Step 5: Fill in information for Best practices and other issues

1. If you've noticed any good practices being followed by the teachers in any class, mention it in the space provided.
2. You can also use this section to describe any issue regarding LEP implementation that has not been covered in the form.

Tip 4: In case you are writing about a good practice, you should mention the name of the teacher and describe the activity in a lot of detail.

Screenshot: Best practices and other issues section

Mentor Name / मेंटर का नाम : Mentor 2	Mentor ID / मेंटर ID : Mentor_2
Date of Visit / दिनांक (विज़िट) :	Day of Visit / दिन (विज़िट) :
Visit From Time : --Select--	Visit To Time : --Select--
Classes covered while visit / विज़िट के दौरान निरीक्षित कक्षा : Class 1-5	Subject being taught while visit / विज़िट के दौरान पढ़ाया जा रहा विषय : --Select--

I. Please write the actions that you have taken infront of each issue that was identified during the previous visit (by Mentor1).

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Issue identified in previous visit	Actions taken
No Issue Identified	

II. Please use the comment box to indicate any good practices observed during the visit or any other issues.

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1	○ Yes ○ No	☐	☐	☐	☐
2	○ Yes ○ No	☐	☐	☐	☐
3	○ Yes ○ No	☐	☐	☐	☐
4	○ Yes ○ No	☐	☐	☐	☐
5	○ Yes ○ No	☐	☐	☐	☐

Submit

Step 6: Fill in information for LEP implementation in all classes

1. Select Yes/No for each class to indicate whether LEP was being conducted in the class when you visited the school.

2. You can only choose the reason for LEP not happening if you select 'No' as an answer.

3. Click on "SUBMIT".

4. After submitting, click on "OK" in the dialogue box that opens. You will notice, on the Follow Up page, status of your visit will be modified as "Filled/भरा".

5. If you visit the dashboard page now, you will notice that the visit completion will be reflected on the page.

Screenshot: LEP implementation section

Mentor Name / मेंटर का नाम : Mentor 2		Mentor ID / मेंटर ID : Mentor_2	
Date of Visit / दिनांक (विज़िट) :		Day of Visit / दिन (विज़िट) :	
Visit From Time : --Select--		Visit To Time : --Select--	
Classes covered while visit / विज़िट के दौरान निरीक्षित कक्षा : Class 1-5		Subject being taught while visit / विज़िट के दौरान पढ़ाया जा रहा विषय : --Select--	

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Issue identified in previous visit	Actions taken
No Issue Identified	

II. Please use the comment box to indicate any good practices observed during the visit or any other issues.

यदि अपनी विज़िट के दौरान आप टीचर द्वारा अपनाई गई किसी विधा से प्रभावित हैं या आपको कोई और एल ई पी सम्बंधित मुद्दा दिखाई दिया तो उसकी सूचना नीचे खाली स्थान में दें

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1	○ Yes ○ No	☐	☐	☐	☐
2	○ Yes ○ No	☐	☐	☐	☐
3	○ Yes ○ No	☐	☐	☐	☐
4	○ Yes ○ No	☐	☐	☐	☐
5	○ Yes ○ No	☐	☐	☐	☐

Submit

Troubleshooting

- In case of any clarifications on the pro-forma, you can email us on lepharyana@gmail.com. The subject line should be "Query: Mentoring utility tool, <block name>, <district name>". In the email, please specify your name, mobile number, and specific query.

- You can also post your query on the Whatsapp group for your division.