Mentor Protocol for Downloading and Sharing the SC/SVNTP Toolkit

Mentors, please sit side-by-side with your Participating Teachers when completing this process to provide guidance and support as well as engage in reflective dialogue about the process. **Do NOT ask PTs to do this process independently without you present.**

<mark>**Preparing for Download**</mark>
1. Open up your Chrome internet browser.
2. In the PT's Google Drive settings (gear icon on the upper right-hand corner), click on "settings."
   a. Make sure "convert uploaded files to Google Docs" is checked.

<mark>**Step One-Downloading the Folder onto PT's Computer**</mark>

1. **Working on your PTs' computer**, have the PT navigate to the Teachers page of the SC/SVNTP website
   NOTE: Chrome is the best browser for this process.
   a. Go to SC/SVNTP website: http://www.scsvntp.com
   b. Click directly on the "Teacher's" tab

2. On the Teacher page, scroll down to find the link to the SC/SVNTP Toolkit
   a. This will take you to a password-protected page
   b. The password is **toolkit**

3. Locate the link to the 19-20 SC/SVNTP Toolkit
4. This will take you to a VIEW ONLY Shared Google Drive folder.

5. Have the PT download the **toolkit folder** to their computer:
   a. Right click on the 19-20 SC/SVNTP Toolkit folder (**or** click the arrow directly to the right of the folder).
   b. Select "Download" from the dropdown menu
   c. A zipped file will be downloaded
       i. Make sure to wait until the entire 19-20 SC/SVNTP Toolkit folder has downloaded. A green checkmark will appear indicating that the download is complete
       ii. On a **MAC**, drag the zip file to your desktop and open it.
           1. Double click on the zip file and a blue folder will appear.
           2. Trash the white zip file, leaving the blue file on your desktop.
       iii. On a **PC,** open the zip file by right clicking and selecting "Extract All".

6. **Rename the 19-20 SC/SVNTP Toolkit folder (not the zipped file)** using the following naming convention:
   ● 19-20 LastnameFirstInitial PTYear Toolkit
   ● 19-20 BrownJ PT1 Toolkit

<mark>**Step Two-Uploading the Folder into PT's Google Drive**</mark>

7. In the PT's Google Drive settings (gear icon on the upper right-hand corner), click on "settings."
   a. Make sure "convert uploaded files to Google Docs" is checked.

8. Upload the folder to Google Drive
   a. For **Mac Users** there are two options:
       i. Drag it into the PTs' Google Drive

   ii. In Drive, click the button, "NEW" and select "Folder Upload". A screen will pop up: select the PT folder from your desktop. Click Upload.

  b. **For PC Users**: In Drive, click on the blue "New" button on the left side of the screen. In the dropdown menu select "Folder Upload"

Step Three-PT Shares their Folder on Google Drive with Mentor

9. Have the PT share the Folder with you by
  a. Right clicking on the folder you wish to share
  b. Selecting "Share" from the dropdown menu
  c. Entering the Mentor's email address
  d. Selecting "can edit" in the gray box to the right
  e. Selecting "send"

10. Go to your email and look for a message from your PT with an invitation to join the shared folder. Click on the blue "open" button in the body of the email. This will take you to the shared folder in Google Drive.

11. The folder should now also appear in your Google Drive under the "Shared With Me" tab on the left side of the screen next time open Google Drive.
  a. Move the folder from "Shared with Me" to "My Drive" by:
   i. Clicking on the Shared folder (It will turn blue)
   ii. Right click **OR** click on the Drive symbol (triangle with a plus sign in the lower right hand corner) in the upper right hand corner of your toolbar.
   iii. Select or Click on "Add to My Drive"
   iv. Select or Click on "Organize"
   v. Move to the appropriate folder in your Drive by clicking the left arrow icon on the screen until you locate the folder you want the Toolkit to live in

Step Four-Explore the Toolkit

12. Spend some time supporting the PT in navigating the Toolkit with you present. Items to review together might include:
  a. Discuss what is new and different from the previous year. You might begin by exploring the Roadmaps, Scope & Sequence, or the Assessment of Progress Rubric (AoP).
  b. Find the Master Copies sub-folder. This folder contains an extra set of all the tools and resources. Our intention is to provide each teacher with a clean set of processes to use throughout Induction and beyond. Talk about how these tools represent reflective processes you will collaborate on together.
  c. Find the *Collaborative Assessment Log* (*CAL)* and complete one together reflecting on the process.