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# Digital Mentor Onboarding



Please mute your microphone and take a moment to introduce yourself in the chat

- Name, School, Grade/Subject

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# Digital Mentorship

We are excited to begin this project with the purpose of building capacity within our LBUSD community of educators to leverage G Suite applications as a primary tool for home learning opportunities.

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# Systemness

- Initial Mentorship Pilot will be focused on G Suite to support at-home learning
  - G Suite Reference Guide
    - Walking people through the G-Suite apps using district-created materials
    - Focus on building capacity and functional use
  - Teacher Communication & Updates
    - Updated every Tuesday and Friday
    - Resources and Common Message
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# Key Information

- Guidelines
  - [District Internet and Electronic Mail Guidelines and Procedures](#)
  - [Fair Use Guidelines](#)
  - Email blasts from vendors

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# Norms for Mentoring Partnerships

- Establish communication over district email and Google meet
    - Make first contact within 24 hours of matching
  - Work appropriate attire
  - Google Meet Camera
    - Mutual agreement to have camera on or just rely on screen sharing with cameras off
  - Meet the mentees where they are
    - Many are at novice level - think small bites
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# Mentor - Mentee Relationship

- Keep mentoring conversation focused on the mentee's needs
  - Let the mentee guide the sessions through their questions
  - It's okay not to know the answer
  - Develop a process to continue the partnership communication
  - Let us know if the mentor-mentee partnership is not a good fit
  - Reflection forms for both the Mentor and Mentee \*\*\*Coming Soon\*\*\*
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### Match mentor/mentee

After attending onboarding, you will get an email regarding your mentee and his or her initial needs as requests are submitted.



### Initiate Mentorship

Contact your mentee through district email within 24 hours to schedule first peer-to-peer mentor session.



### First Mentor Meeting

Review the Mentor norms before your first meeting. During the first meeting, establish working norms with your mentee. Schedule next meeting time, if needed.



### Continued Meetings

Ensuring that the mentee's needs are guiding each session, continue to mentor and offer support. If you and your mentee mutually agree that sufficient support has occurred, end partnership.



### Reflection

Approximately two weeks after initial pairing, a form will go to both the mentor and mentee for reflection.



### Continued Support

Option 1: Mentor and mentee continue in partnership.

Option 2: Should the mentorship reach its end, the mentor offers to take another mentee.

Option 3: Should the mentorship reach its end, the mentor discontinues volunteer offer.

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# Reach out to us at any time:

- Emails:
    - Presenter email
    - Presenter email
    - Presenter email
  - Classroom (you will be enrolled):
    - **Digital Mentor Volunteer "Sandbox" & Support**
  - Teacher Helpline (call or text):
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**Please complete form for attendance purposes:**

We will drop the link into the chat or you can type in the following link into a new browser tab:

**[bit.ly/LBUSDwebinar](https://bit.ly/LBUSDwebinar)**



