

HELPFUL HINTS & INSTRUCTIONS FOR USING THE TAKE STOCK APP - MENTOR GUIDE

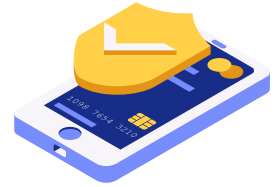


1 Downloading The App

1. On your smartphone, go to the App Store (iPhone) or Google Play (Android).
2. Search for "TSIC" - you should see the Take Stock logo.
3. Download and Install the app - IT'S FREE!

2 Checking Your Phone Settings

1. Notifications Push (iOS and Android)
2. Location Based Services (iOS and Android)
3. Calendar Google (Android)
4. Allow access to library, camera and microphone (iOS and Android)



3 Logging In

1. Login as a mentor, using your email and the password **Welcome123**.
2. You can change your password using the "Change Password" feature in the hamburger navigation.



4 Scheduling A Session

1. Select 'Create Session' under the 'Session Management' navigation.
2. Fill in the following information:
Agenda Name, Description, Assign to, Session Location, Session Method Location, Session Space, Date & Time, then click "Schedule Session".

5 Initiating A Text Chat Session

1. Go to "Chat with Mentee" and initiate the first text.



6 Initiating A Video Chat

1. Go to 'Chat with Mentee' navigation and select your Mentee or go to "Session Management" navigation and select a confirmed session.
 2. Locate the video camera icon to launch the call.
- ** Video chats are limited to 30 minutes per week per student.



7 Logging A Session

1. On the home screen, select "Log A Session"
2. Select the '+' key in bottom right hand corner.
3. Fill in the requested information.

Having Trouble?

Mentors can now access most features of the Take Stock App on a PC or Laptop by selecting 'Mentor Login' from www.TakeStockInChildren.org

Email APPSUPPORT@TSIC.org and include Your Name; iPhone or Android; A brief description of your issue; Include a screenshot of the error.

HELPFUL HINTS & HOW TO INITIATE A MENTOR SESSION WITH MENTEE THROUGH THE TAKE STOCK APP



The following are some helpful questions to get you started with your mentor session chat/call

What is your student's daily routine?

Is your student doing school work at a set time every day?

Is your student keeping up with assignments & due dates?

Ask your student if their family is okay.

Talk to your student about how to ask for help from a teacher if having trouble in a class.

Both you and your student could share what you miss most & what you look forward to resuming.

Have your student describe how each class is operating and what they have to do.

Both you and your student can share a good thing that happened and a frustrating thing that week.

Suggest to your student to keep a journal and perhaps share from it.



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