

MME Teachers,

Welcome to another great year of mentorship and student innovation. Below is a step-by-step guide for you and your students on your engagement through the Mentor Matching Engine (MME). Please read this carefully, and in its entirety.

Each step is not just beneficial to the process, it is essential, and will help you to keep your students on track and ensure that you have a guide by which to oversee the projects created by your students.

### **MME Onboarding Checklist for MME Teachers**

- ❑ **Invite your students:** When you are logged into MME, navigate to the invitation tab. Paste all your students' email addresses into the invitation text box. You may upload in bulk as long as each email is separated by a space or a comma. **DO NOT** check the "this is a STEM challenge" box, and then invite! Instruct students to check their email for the link to create their profile.
- ❑ **If your students are working in groups, only one student per group will create the project.**
- ❑ **Students Create projects:** the student will create the project on MME. Be sure each project has a unique and descriptive title to differentiate easily.
  - ❑ **Research Description:** students will describe their project, including subject area, research question, project timeline, deliverables, and any other information they would like the mentor to see.
  - ❑ **Letter of Introduction:** students will introduce themselves, and include their academic interests as well as personal hobbies or interests to the extent that they feel comfortable sharing.
- ❑ **Approve Projects:** Once projects are created, teachers will need to approve the projects before students can request a mentor.
- ❑ **Add Group Members (if applicable):** The remainder of the students in each group will need to be added to the project by the teacher once the project is approved. You can do this by clicking into the project, navigating to the "participants" tab and clicking "add participants." Select remaining students from the drop down options.



- ❑ **Notify ISTC:** Please email [tanvi@istcoalition.org](mailto:tanvi@istcoalition.org) once all of your students' projects are created on MME so that we can track progress and communication accordingly and support you in the mentor requesting process.
  
- ❑ **Students Request Mentors:** Students will navigate to the "participants" tab, select "add participants," and look through the list of mentors. Once the student finds a mentor they would like to request to work on their project, they will select the red "add" button.
  
- ❑ **Wait for the mentor to accept:** Please have students wait no more than 48 hours before canceling the request and selecting another mentor. Feel free to reach out to ISTC if you would like us to nudge the mentor.
  
- ❑ **Student first post:** Once the mentor accepts, students can write their first post in the discussion within 2 business days. Things that may be included in the first post: introductions, what excites you, what is confusing, the potential timeline for your project, what days you will be working on the project/updating MME, and asking for when they might be available to post on MME or video conference during those times.
  
- ❑ **Teacher First Post:** The teacher will create a teacher first post on MME, creating a direct line of communication with the mentor and setting any expectations, as well as providing context for the school and course.

Dear MME Students,

Welcome to a great year of mentorship and student research! Below is a step-by-step guide on how to get started on the Mentor Matching Engine (MME). Please read this carefully, and in its entirety.

Each step is not just beneficial to the process, it is essential, and will help you get on track for an awesome semester!

### **MME Onboarding Checklist for Students:**

Below are the essential steps to participating in MME.

- Create Your Profile:** Your teacher has invited you to the MME platform. Check your email for the link to create your profile. The email will come from the Mentor Matching Engine.
- Create projects:** Create the project on MME by clicking the red “create” button on the top right. Be sure to give your project a unique and descriptive title!
  - Research Description:** Describe your project, including subject area, research question, project timeline, deliverables, and any other information you would like the mentor to see.
  - Letter of Introduction:** Introduce yourself, and include your academic interests as well as personal hobbies or interests to the extent that you feel comfortable sharing.
- Wait for Project Approval:** Once your project is created, your teacher will look over your research description and approve your project (and add your fellow group members if applicable).
- Request a Mentor:** Once your teacher has approved your project, it’s time to select a mentor! Navigate to the “participants” tab, select “add participants,” and look through the list of mentors. Once you find a mentor that seems like a good fit, you will select the red “add” button to request them into your project.
- Wait for the mentor to accept:** Please give the mentor up to 48 hours to accept or reject your request—just like you, they lead busy lives! However, please wait no more than 48 hours before canceling the request and selecting another mentor.



- ❑ **Student first post:** Once the mentor accepts, you can write your first post in the discussion. Do this as soon as you see them accept! Things that may be included in the first post: introductions, what excites you, what is confusing, the potential timeline for your project, what days you will be working on the project/updating MME, and asking for when they might be available to post on MME or video conference during those times.

### **Communication Tips**

- ★ **Ongoing communication** will be key. If your mentor has not responded to you in over a week, feel free to nudge them on MME! If you do not have any new questions for your mentor, please post an update on what you're working on and when you will follow up next.
  - Example: "We are currently working on X in class; my next step is to do X and I will follow up next Thursday."
- ★ **"Out of Office":** If you are going to be out of town, on a break, or if you are busy with other projects, let your mentor know. There should be no gaps in communication where your mentor is wondering where you are!
  - Example: "Our school will be on winter break from \_\_\_\_ to \_\_\_\_, and I will not be posting on MME. My first post after winter break will be on [date] and I will see any updates or messages then."
- ★ **Ask for what you need:** If you need help narrowing in on your solution or understanding specific problem areas, ask your mentor! If a video conference would be helpful, ask your mentor! Your mentors want to help, but *you* are the driver!
  - If you need a break from project work and would like to get to know your mentor, feel free to ask them about their job, university experience, pets, etc. as well. They are excited to share their experience and to get to know you, too!