STEM Challenge Teachers,

Welcome to another great year of mentorship and student innovation.Below is a step-by-step guide for your students on their 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 STEM Challenge 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. Check the "this is a STEM challenge" box and invite! Instruct students to check their email for the link to create their profile.

- ❏ **Appoint student leads:** Only one student per team will need to create the actual project in MME. Appoint one student lead (either teacher assigned or group elected) to create the project.

- ❏ **Create projects:** Appointed student lead will create the project on MME. Besure each project has a unique name to differentiate easily. How to create your project video linked here.

- ❏ **Approve Projects:** Once projects are created. Teachers will need to approve the projects before they become active. How to approve projects linked here.

- ❏ **Add Group Members:** The reminder 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 over the the **participants tab** and clicking add participants. Select students from the drop down options. This will allow you to add your students to their designated project.

- ❏ **Complete Project details:** Once the reminder of students are added to the project, they will need to complete the letter of introduction on the details page. Instruct students to provide as much information as they feel comfortable with to their mentors. Encourage them to share both what they are looking forward to in the STEM Challenge and any hobbies or activities they enjoy doing outside of the scope of this project. (you can edit and update this throughout).

❏ **Notify ISTC that your projects are ready:** Please email Jackie one the above is completed. This will ensure an expedited process when adding the mentors in post kick-off.

❏ **First post:** Encourage students to write an introduction post to their mentors right away. While mentors will not be added to projects until after the kick-off, this will give mentors a note to respond to right upon being added to the projects and create initial momentum for the program. Things that may be included in the following: introductions,, what excites you, what is confusing, the potential timeline for your project, what days you will be working on the project/updating MME, asking for when they might be available to video conference during those times.

Example: Hello, our names are Sally, Suzie and Tim. We are excited to work on this project! We are most excited _____. However, we have a lot of questions about {company} and _____. Our class period is Tuesday and Thursday from 10-11. We will be working on this project during that time and will do our best to update you on MME weekly. We would also like to have a video conference with you as soon as possible. Please let us know your availability for the next 3 Thursdays between 10 - 11. Thank you!

Dear STEM Challenge Students

Welcome to a great year of mentorship and student innovation 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 STEM Challenge Teachers
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. It will have come from the Mentor Matching Engine.

- ❏ **Appoint student leads:** Only one student per team will need to create the actual project in MME. Appoint one student lead (either teacher assigned or group elected) to create the project.

- ❏ **Create projects:** The appointed student lead will create the project on MME. Be sure each project has a unique name to differentiate easily. How to create your project [video linked here](#).

- ❏ **Approve projects and add group members:** Once your project is created, your teachers will approve the projects and add your fellow group members.

- ❏ **Complete Project Details:** Once all the students are added to the project, each student will need to complete the letter of introduction on the details page with as much information as you feel comfortable with to your mentors. We encourage you to share both what you are looking forward to in the STEM Challenge and any hobbies or activities you enjoy doing outside of the scope of this project. (you can edit and update this throughout).

- ❏ **First post:** You should write an introduction post right away. While mentors will not be added to projects until after the kick-off, this will give mentors a note to respond to right upon being added to the projects and create initial momentum for the program. Things that may be included in the following: introductions, what excites you, what is confusing, provide the potential timeline for your project, what days you will be working on the project/updating MME, and ask for when they might be available to video conference during those times.

Example: Hello, our names are Sally, Suzie and Tim. We are excited to work on this project! We are most excited _____. However, we have a lot of questions about {company} and _____. Our class period is Tuesday and Thursday from 10-11. We will be working on this project during that time and will do our best to update you on MME weekly. We would also like to have a video conference with you as soon as possible. Please let us know your availability for the next 3 Thursdays between 10 - 11. Thank you!

Ongoing communication will be key. If you do not have an update and you're supposed to be posting, let the mentor know.

Example: "We are currently working on xx, my next step is to do X and I will follow up then" is fine.

If you are going to be out of town, on break, you are busy with other projects, let your mentor know. There should be no gaps in communication where your mentoring is wondering where you are.

Finally, Ask for what you need. If you need help narrowing in on your solution, understanding specific problem areas, ask!If a video conference would be helpful, ask! Your mentors want to help , but you are the driver! Feel free to ask them about their job, university experience, etc. as well.