

Customize the Mentor & Mentee Dashboard

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Introduction to the Mentor & Mentee Dashboard

This article will introduce you to the key features and customization options available within the dashboard, allowing program administrators to optimize the mentoring experience for their program members.

1. Streamlined Access and Functionality:

The mentor & mentee dashboard serves as a convenient gateway to various platform functionalities. It offers mentors and mentees shortcuts to essential features, saving time and effort. From updating profiles to accessing resources and initiating communication, the dashboard streamlines operations for a seamless mentoring experience.

2. Program Announcements and Communication:

Program administrators have the ability to share important updates and announcements directly on the mentor & mentee dashboard. This feature ensures participants stay informed and engaged. Whether it's upcoming events, valuable resources, or program milestones, the dashboard fosters effective communication and community-building.

3. Customization for Program-specific Needs:

The mentor & mentee dashboard is fully customizable, empowering program administrators to tailor its layout and widgets to match their program's unique requirements.

4. Simplified Widget Functionality:

The dashboard is organized into three rows of widgets, providing concise functionality shortcuts. Widgets may include quick access to resources, events, scheduling meetings, progress tracking, and more. This simplified interface enables mentors and mentees to navigate the platform effortlessly.

⚠ Please note that it is not possible to interchange widgets between row numbers. However, it is possible to interchange widget positions within the same row.

The screenshot displays the Mentor & Mentee Dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Connections, Groups, Mentors, Mentees, Admin, Courses, Events, Resources, Discussions, Access Connections, Get The App, Terms of Use, and Privacy Policy. The main content area is divided into three rows of widgets:

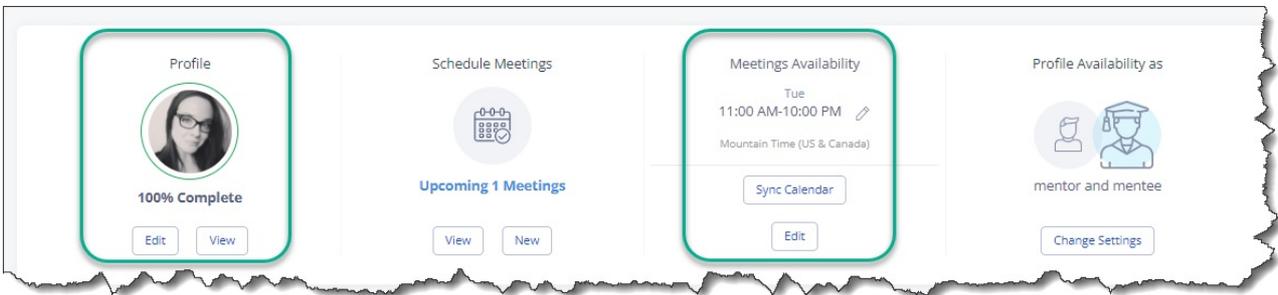
- Row 1:** Profile (100% Complete), Schedule Meetings (Upcoming 1 Meetings), Meetings Availability (Tue 11:00 AM-10:00 PM), and Profile Availability as mentor and mentee.
- Row 2:** 240 Points, 3 Connections, 3 Courses, and 0 Groups.
- Row 3:** Resources (7), Upcoming Meetings (1), and Goals (0).

At the bottom, there are 'View All >' links for Resources, Upcoming Meetings, and Goals. A 'Powered by MENTOR CANADA' logo is in the bottom left, and a help icon (?) is in the bottom right.

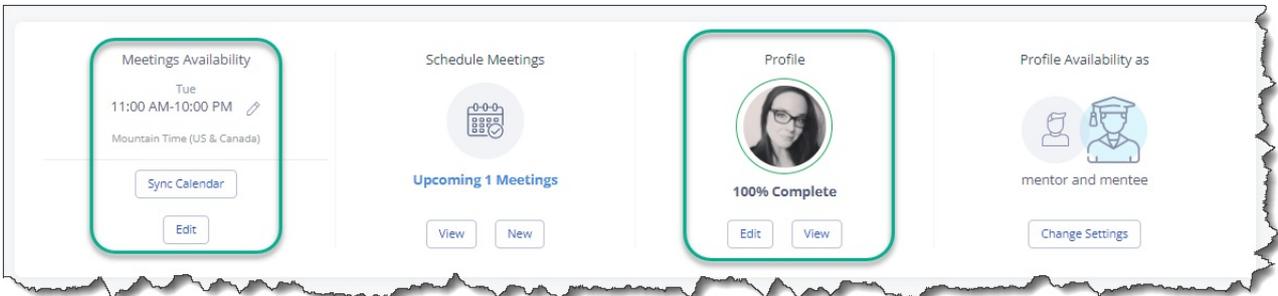
Examples

For instance, you can change the "Profile" widget with the "Meeting availability" widget in row 1.

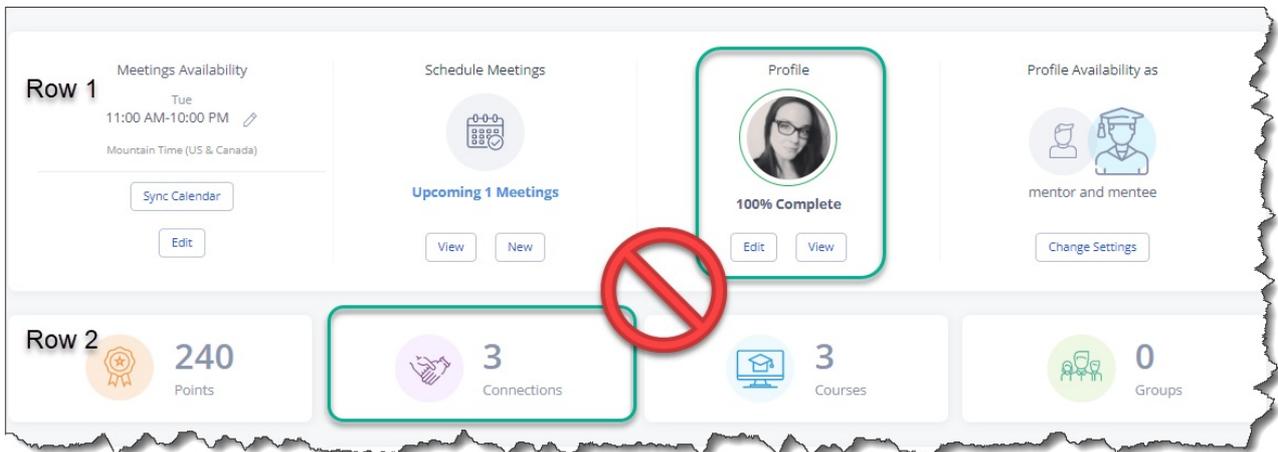
Before



After



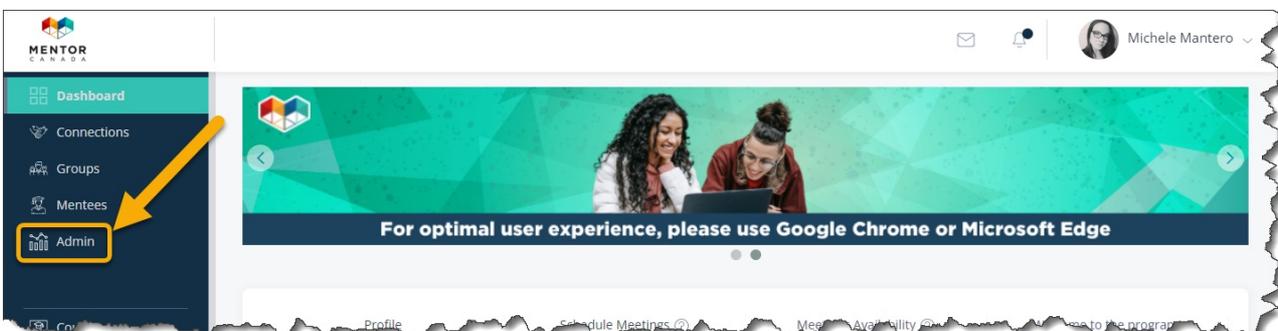
However, you would not be able to change the "Profile" widget with the "Connections" widget because they are located in different rows.



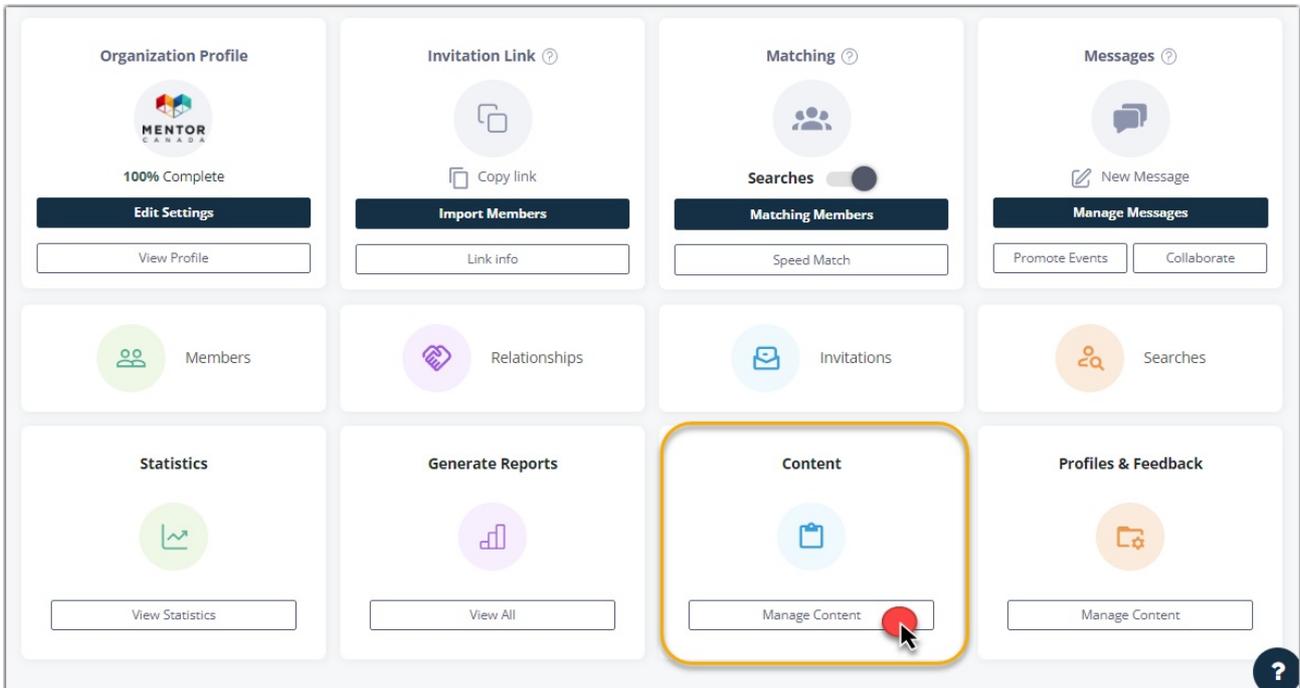
1 - Steps to Customize the Dashboard:

To customize the dashboard, follow these steps:

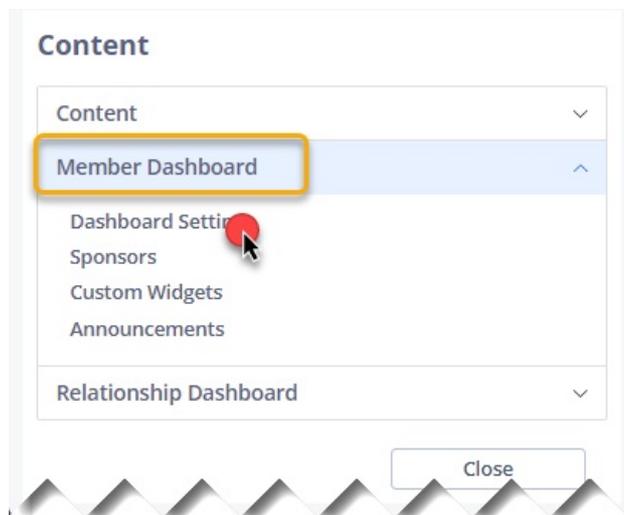
1.0 Access the administrator dashboard by clicking the "Admin" tab on the left-hand side of the page.



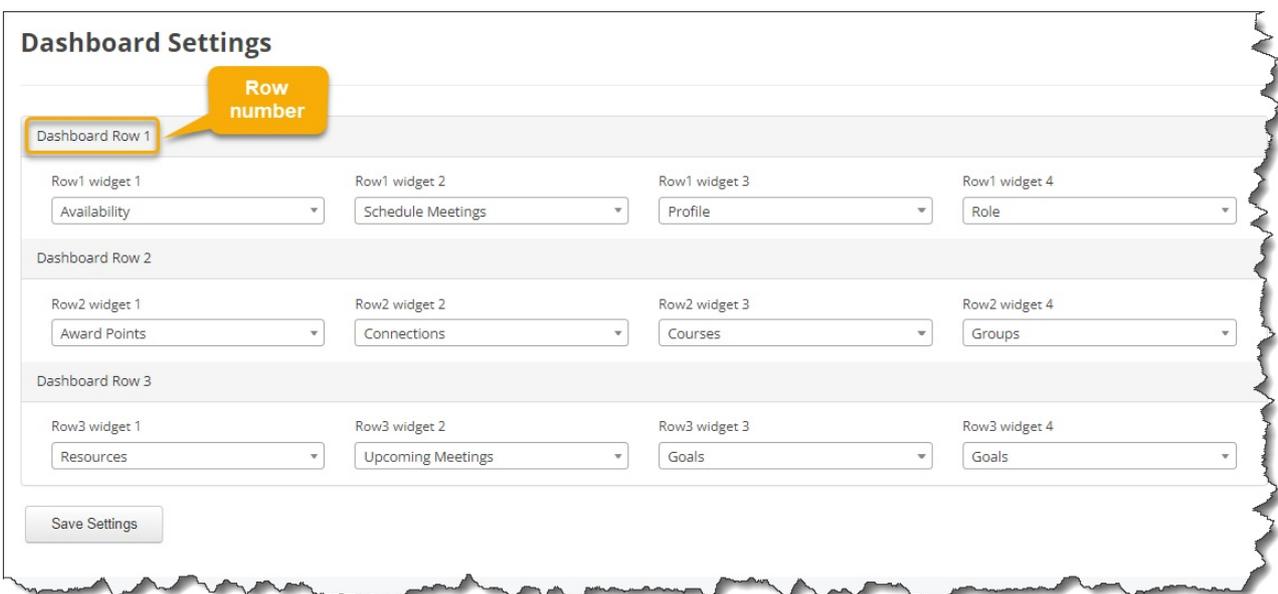
1.1 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.



1.1.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Dashboard Settings."



1.2 The following page will appear. For each row, select the position of the widgets.



1.2.1 Simply click the widget box to expand the options and click the desired options for each widget number.

Dashboard Settings

The screenshot shows the 'Dashboard Settings' interface. It is organized into three rows of widgets. Row 1 contains four widgets: 'Row1 widget 1' (Availability), 'Row1 widget 2' (Schedule Meetings), 'Row1 widget 3' (Profile), and 'Row1 widget 4' (Role). Row 2 contains four widgets: 'Row2 widget 1' (Award Points), 'Row2 widget 2' (Connections), 'Row2 widget 3' (Courses), and 'Row2 widget 4' (Groups). Row 3 contains four widgets: 'Row3 widget 1' (Resources), 'Row3 widget 2' (Upcoming Meetings), 'Row3 widget 3' (Goals), and 'Row3 widget 4' (Goals). A dropdown menu is open for 'Row1 widget 1', showing options: Availability, Profile, Schedule Meetings, Availability (highlighted), Role, Sponsor, and Mentoring Hours. A 'Save Settings' button is located at the bottom left.

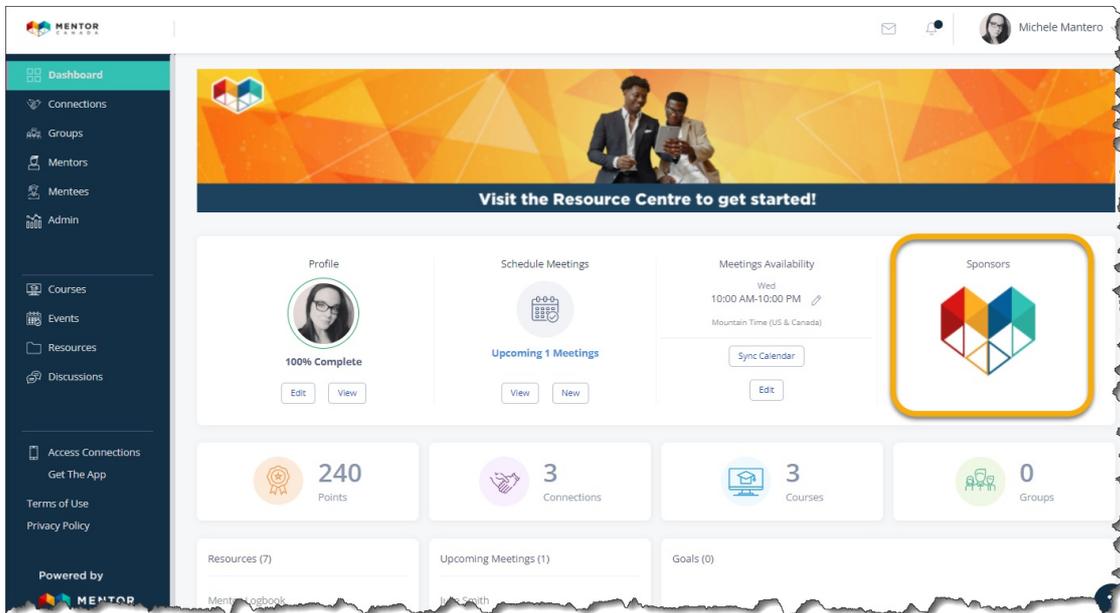
1.3 Click **Save Settings** to save your changes. This can be updated at any time.

This screenshot shows the 'Dashboard Settings' page after the changes have been saved. The 'Save Settings' button at the bottom left is highlighted with a yellow box and a yellow arrow pointing to it. The widget selections are: Row 1 (Availability, Schedule Meetings, Profile, Role), Row 2 (Award Points, Connections, Courses, Groups), and Row 3 (Resources, Upcoming Meetings, Goals, Goals).

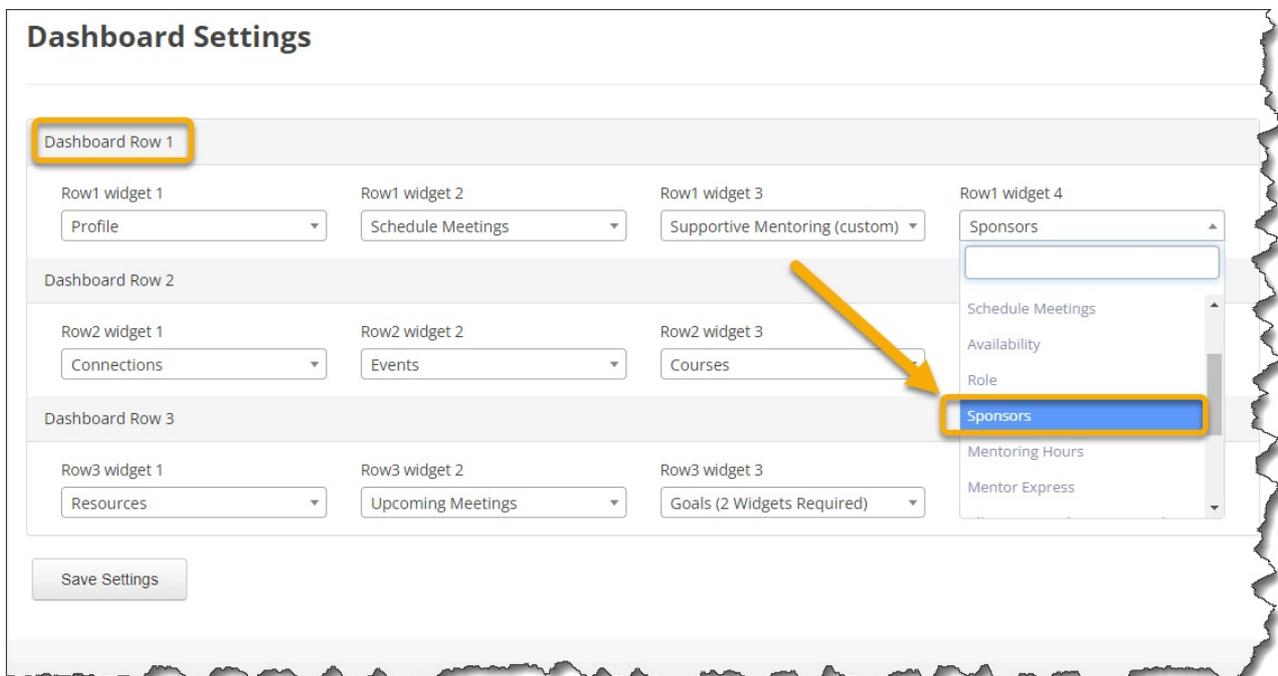
⚠ Please note that Goals are automatically taking 2 widget spaces. Therefore, if you had Goals to Row 3, you can only have 3 widgets displayed.

Add a Sponsor to the Dashboard

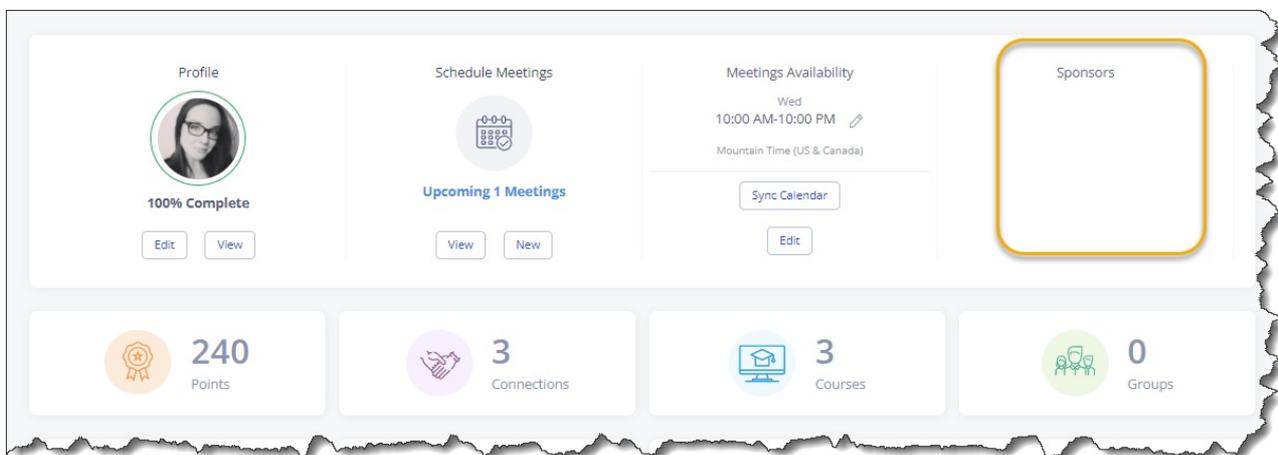
The dashboard also allows program administrators to showcase their program sponsors and a logo hyperlink taking the user to the sponsor's website.



The sponsor widget is only available to display on row 1 of the dashboard.



Before a sponsor can be added to the dashboard, it has to be created on the virtual mentoring platform. If the sponsor is not created first, the dashboard will display a blank widget.

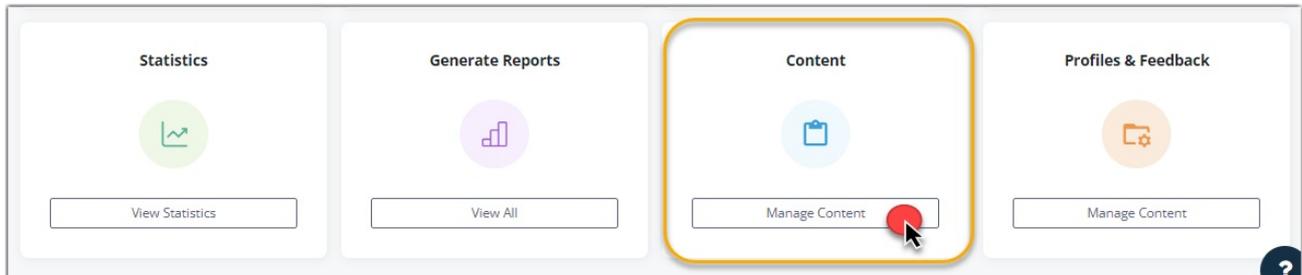


2 - Steps to add sponsor(s) to the dashboard:

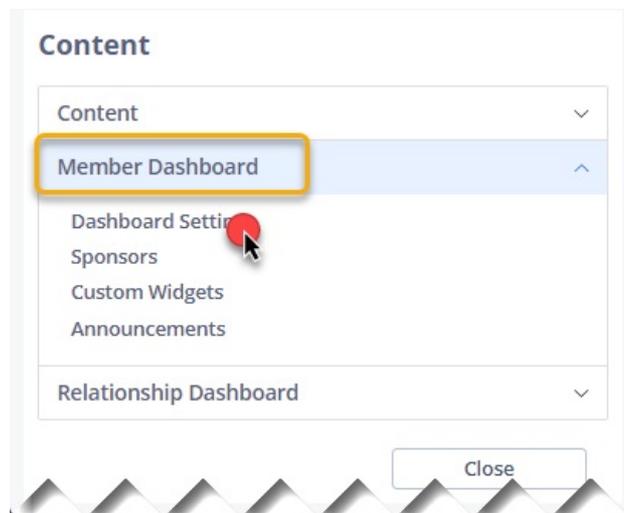
2.0 Access the administrator dashboard by clicking the "Admin" tab on the left-hand side of the page.



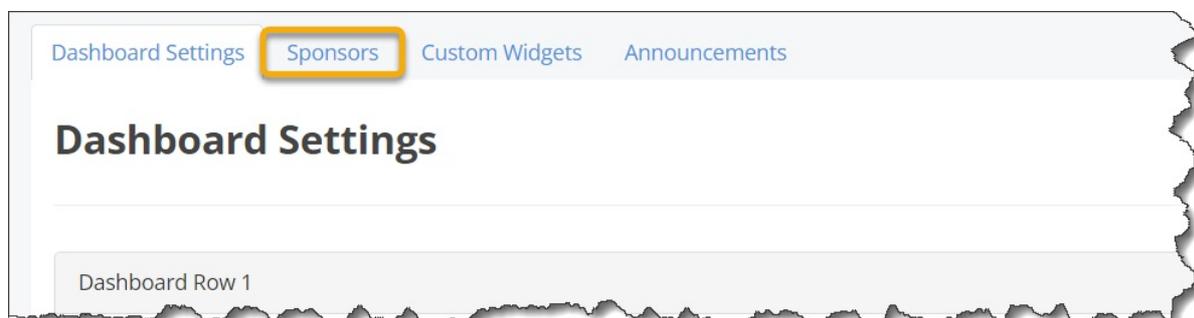
2.1 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.



2.1.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Dashboard Settings."



2.2 Click the "Sponsors" tab.



2.3 Click [Create A Sponsor](#)



2.4 Add the sponsor name in the "Name" field

2.5 Add a Url (website) in the "URL" field linking the logo to the sponsor's website

2.6 Click **Choose File** to upload the sponsor's logo

2.6.1 You can repeat these steps in the french fields if your program is bilingual.

2.7 Click **Save Sponsor**

A screenshot of a form for adding a sponsor. The form is divided into two columns. The left column contains: a 'Name' field with 'Test Sponsors' and a callout '2.4'; a 'URL' field with 'https://mentoringcanada.ca/' and a callout '2.5'; an 'Attachment' section with a 'Choose File' button and a callout '2.6'; and a 'Save Sponsor' button with a callout '2.7'. Below the attachment section is a note: 'Upload an image with the following dimensions for better results: Width: 250 pixels / Height:250 pixels Advanced_(1).png'. The right column contains: a 'French Name' field with 'Commanditaire test'; a 'French URL' field with 'https://mentoringcanada.ca/fr'; an 'Attachment French' section with a 'Choose File' button and a callout '2.6.1'; and a note: 'Upload an image with the following dimensions for better results: Width: 250 pixels / Height:250 pixels Advanced_(1).png'.

It is possible to create multiple sponsors (figure 1) using only one widget from row 1 of the dashboard. If you have two sponsors on the dashboard, the different sponsors will move as a carousel (figure 2).

Figure 1

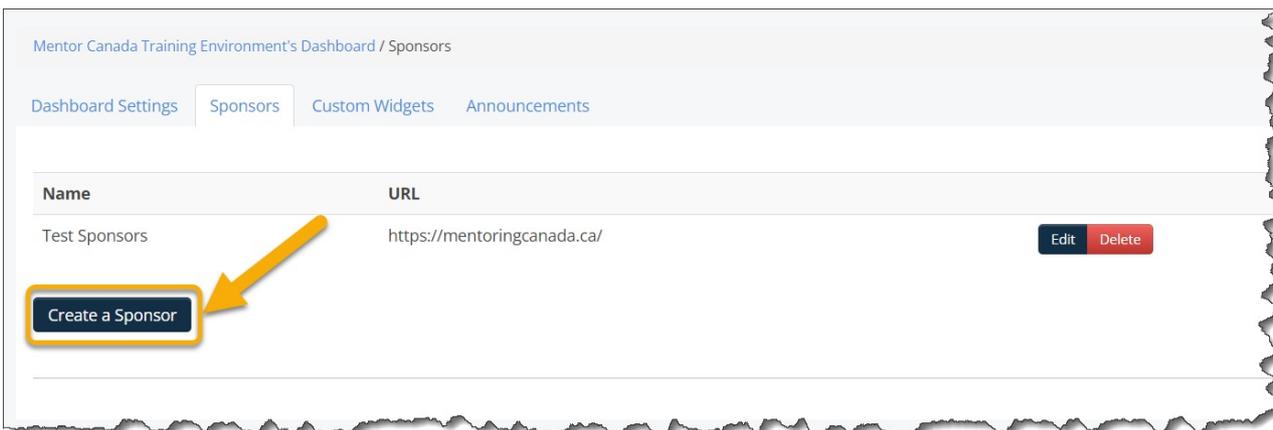
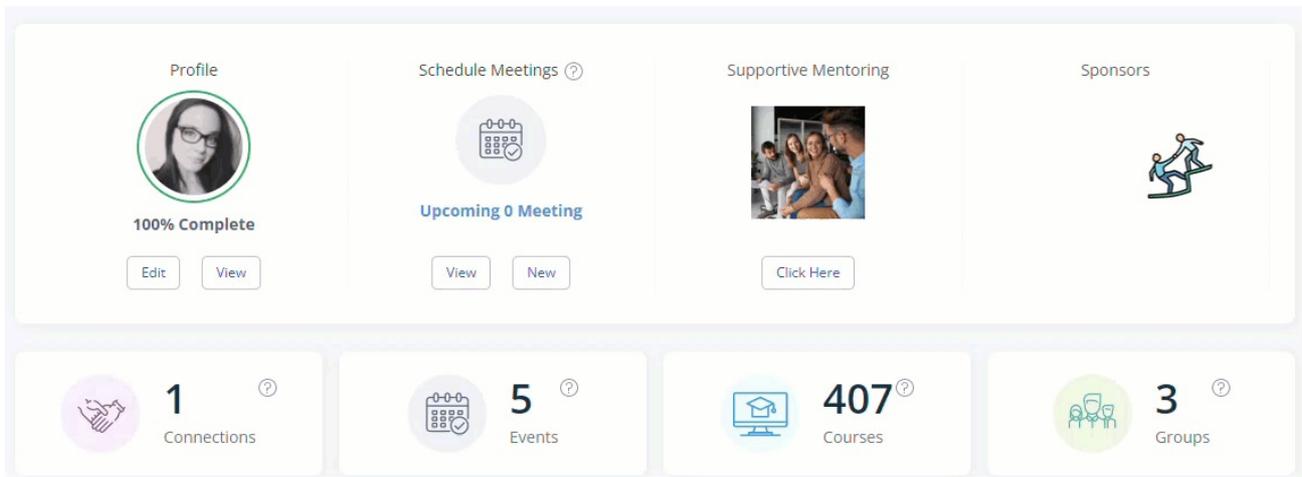
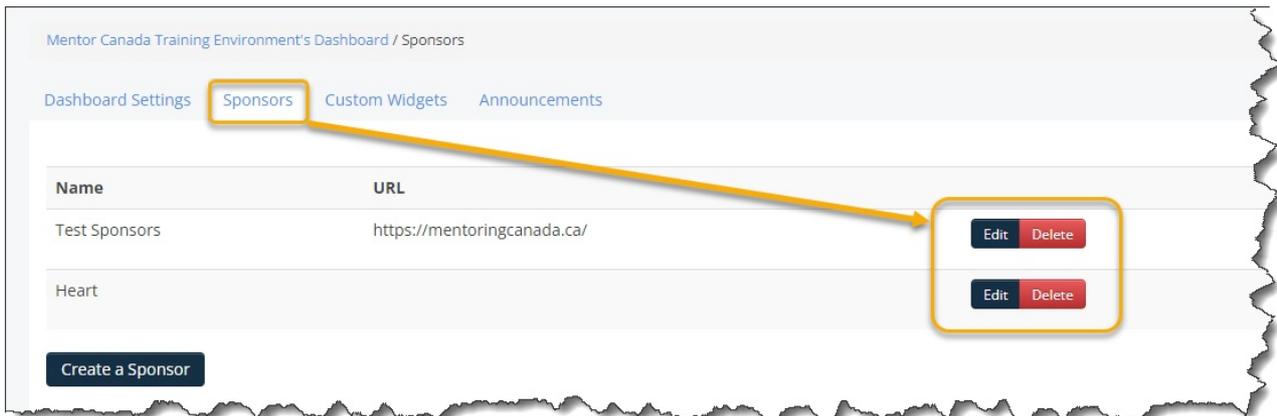


Figure 2



2.8 Once the sponsor (s) are created, it appears under the "Sponsors" tab and can be Edited or Deleted anytime.



2.9 The next step is to add the recently created sponsor(s) to the dashboard widget. Follow **steps 1.0 to 1.3** of the above section.

Schedule a Meeting from the Dashboard

It is possible to schedule meetings directly from the dashboard as long as an administrator includes the "Schedule Meetings" widget on the members dashboard. The calendaring feature on the dashboard allow mentors and mentees to only see common availability.

Schedule Meeting

Duration: 30 minutes

Location: <https://ourmentorcityqa.mentorcity.com/en/organizations/724/groups/28018/call/?type=Relationship> Copy

Date: January 2022

Time Slot: 12 Afternoon Slots

12:00PM 12:30PM 1:00PM

1:30PM 2:00PM 2:30PM

3:00PM 3:30PM 4:00PM

4:30PM 5:00PM 5:30PM

4 Evening Slots

Cancel Send Request

The dashboard also display upcoming meetings if you include this option as a dashboard widget for your program members.

Profile
75% Complete

Schedule Meetings
Upcoming 1 Meeting

Meetings Availability
Mon
06:00 PM-08:00 PM
Eastern Time (US & Canada)

Sponsors

Connections 2

Events 1

Upcoming Meetings (1)
Yetunde Test
December 10, 2022 11:00AM

Scheduled Meetings

Upcoming Meetings | Past Meetings

Date & Time
December 10, 2022 11:00AM

Mentor/Mentee
Yetunde Test (Mentee)

Location
<https://ementor.mentoringcanada.ca/fr/organizations/724/groups/29341/call/?type=Conversation>

Add to Calendar | Add Meeting Notes | Cancel Meeting | Reschedule

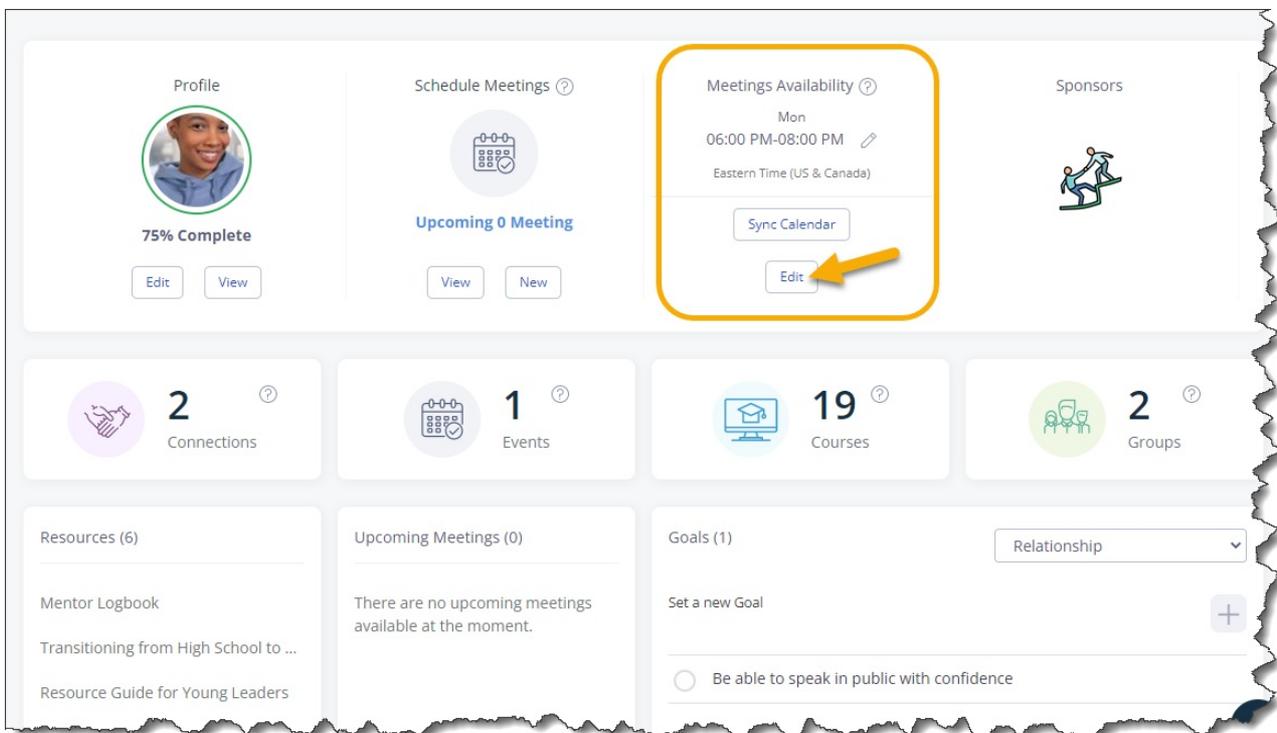
Go To Dashboard

This window comes up when clicking on Upcoming Meetings.

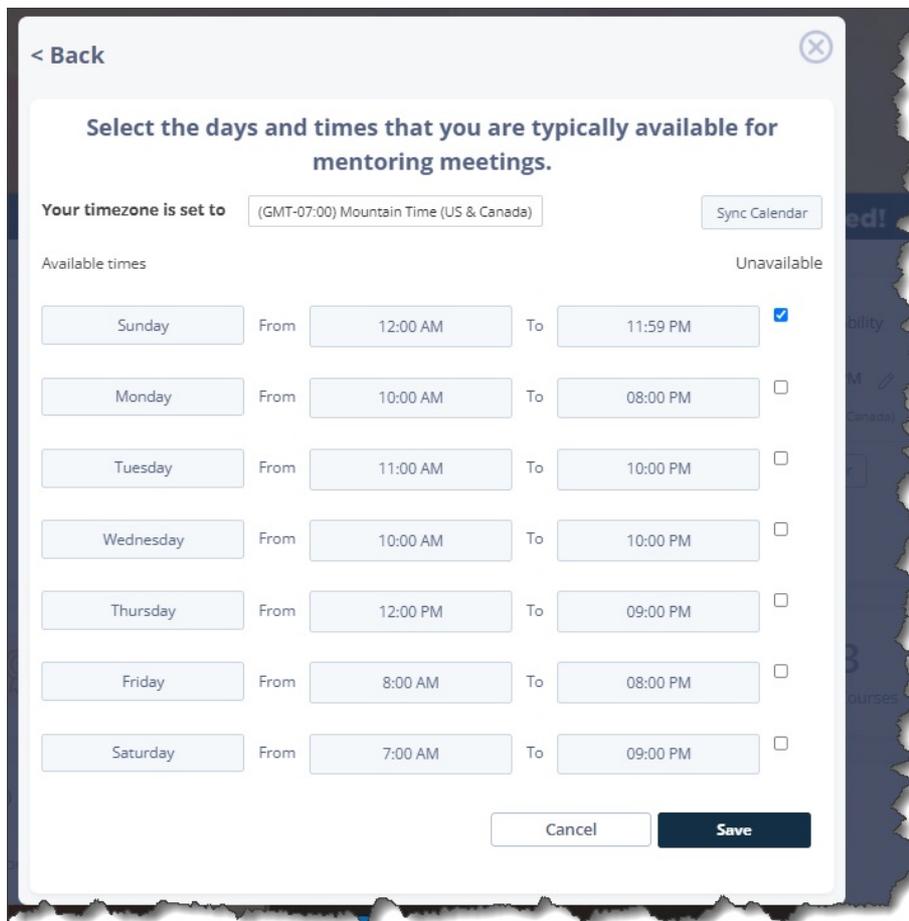
3 - Steps to schedule a meeting from the dashboard:

3.0 Each program member must first setup their availability in the virtual mentoring platform before scheduling a meeting. For quick setup, you need to provide mentors and mentees with the "Meetings Availability" widget on the dashboard. If you do not include this widget, your mentors/mentees will still be able to enter their availability from the "Connections" tab.

3.1 Next, they will need to click **Edit** or the pen icon from the "Meetings Availability" widget on the dashboard.



3.1.1 The mentor/mentee enters their availability for each day of the week or click **Sync Calendar**.



3.1.2 They will then click **Save**

< Back ✕

Select the days and times that you are typically available for mentoring meetings.

Your timezone is set to (GMT-07:00) Mountain Time (US & Canada) Sync Calendar

Available times Unavailable

Sunday	From	12:00 AM	To	11:59 PM	<input checked="" type="checkbox"/>
Monday	From	10:00 AM	To	08:00 PM	<input type="checkbox"/>
Tuesday	From	11:00 AM	To	10:00 PM	<input type="checkbox"/>
Wednesday	From	10:00 AM	To	10:00 PM	<input type="checkbox"/>
Thursday	From	12:00 PM	To	09:00 PM	<input type="checkbox"/>
Friday	From	8:00 AM	To	08:00 PM	<input type="checkbox"/>
Saturday	From	7:00 AM	To	09:00 PM	<input type="checkbox"/>

Cancel **Save**

3.2 Now that their availability is set up, they can click **New** from the "Schedule Meetings" widget.

Profile



75% Complete

Edit View

Schedule Meetings ?



Upcoming 0 Meeting

View **New**

Meetings Availability ?

Mon
06:00 PM-08:00 PM ✎

Eastern Time (US & Canada)

Sync Calendar

Edit

Sponsors



3.2.1 Select a duration

3.2.2 Select the mentor or mentee they want to meet with

3.2.3 Click the desired meeting date on the calendar

3.2.4 Select a time slot from the morning, afternoon or evening slots by clicking on the desired time.

3.2.5 Click **Send Request**

✕

Schedule Meeting

Duration 3.2.1

30 minutes 3.2.1 ▼

mentor/mentee 3.2.2

Mark Test 3.2.2 ▼

Location

https://ourmentorcityqa.mentorcity.com/en/organizations/724/groups/46073/call?type=Relationship Copy

Date

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

3.2.3

Time Slot 3.2.4

Please select a date

8 Morning Slots

8:00AM

8:30AM

9:00AM

9:30AM

10:00AM

10:30AM

11:00AM

11:30AM

12 Afternoon Slots

4 Evening Slots

3.2.5

Cancel

Send Request

Click the time slots bar to expand

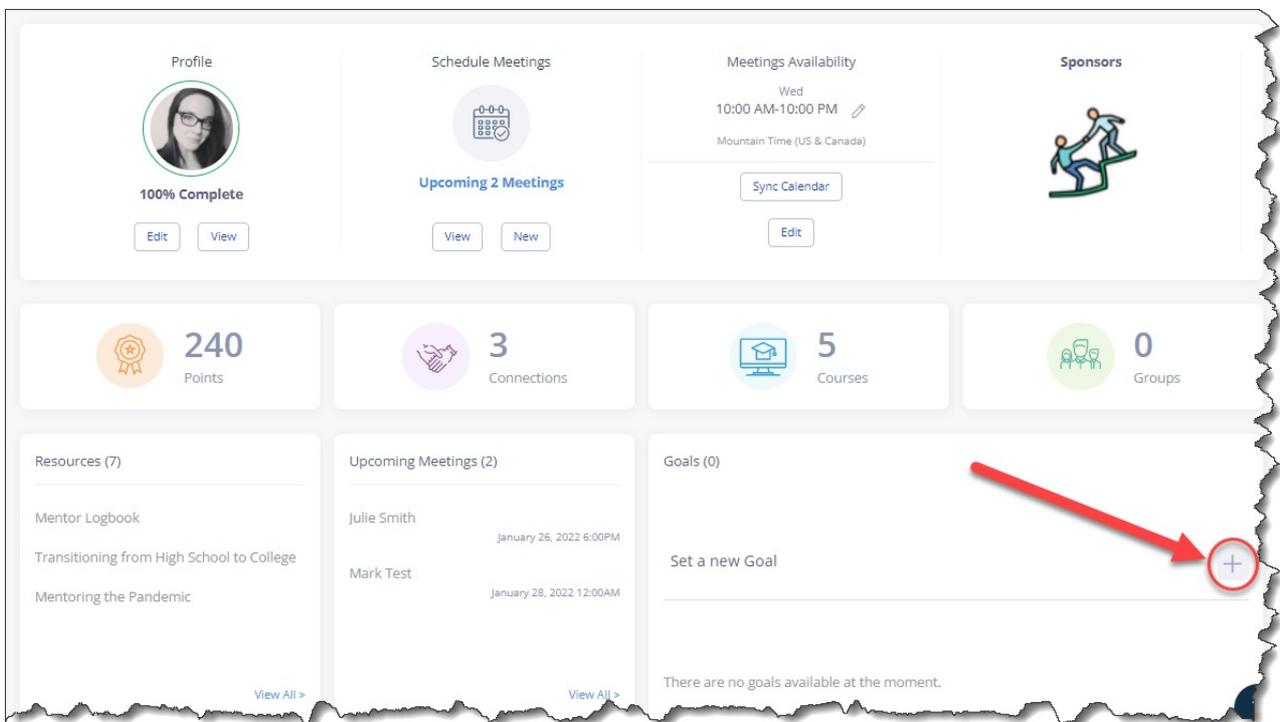
Set Personal Goals

Even though goals setting was already available for mentees on the virtual mentoring platform, a few updates were made to improve the feature:

- It is possible to have personal goals which will not be visible for the other person in the mentoring relationship
- Mentors can also set up their own personal goals
- Mentors and mentees can both enter goals for the mentoring relationship
- Sub-goals related to a main goal can also be entered

4 - Steps to set goals from the dashboard:

4.0 The mentor and/or mentee needs to click the + sign next to "Set a new Goal" on the dashboard.



4.1 Chose for whom this goal is intended. Chose either "Personal" if this goal is for the person currently entering the goal or select the name of a mentor or mentee if this goal is meant for the mentorship.

4.2 Enter a description of the goal.

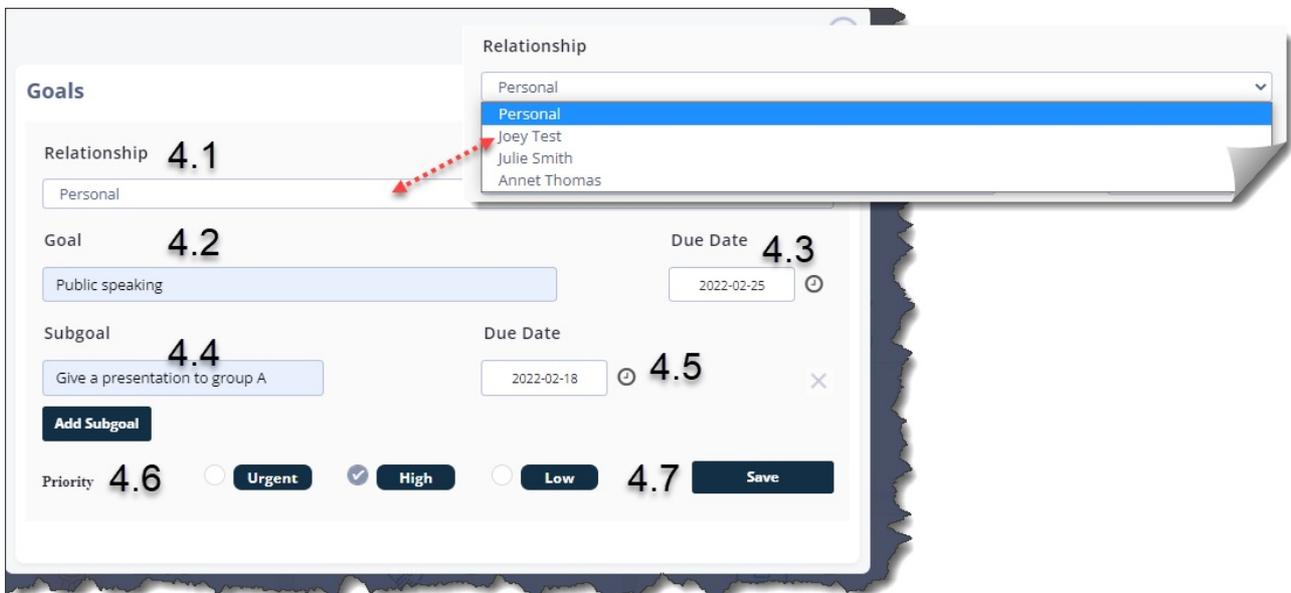
4.3 Select a due date to achieve this goal.

4.4 Optional: enter a sub-goal related to the current goal and click **Add Subgoal** to keep on adding other sub-goals.

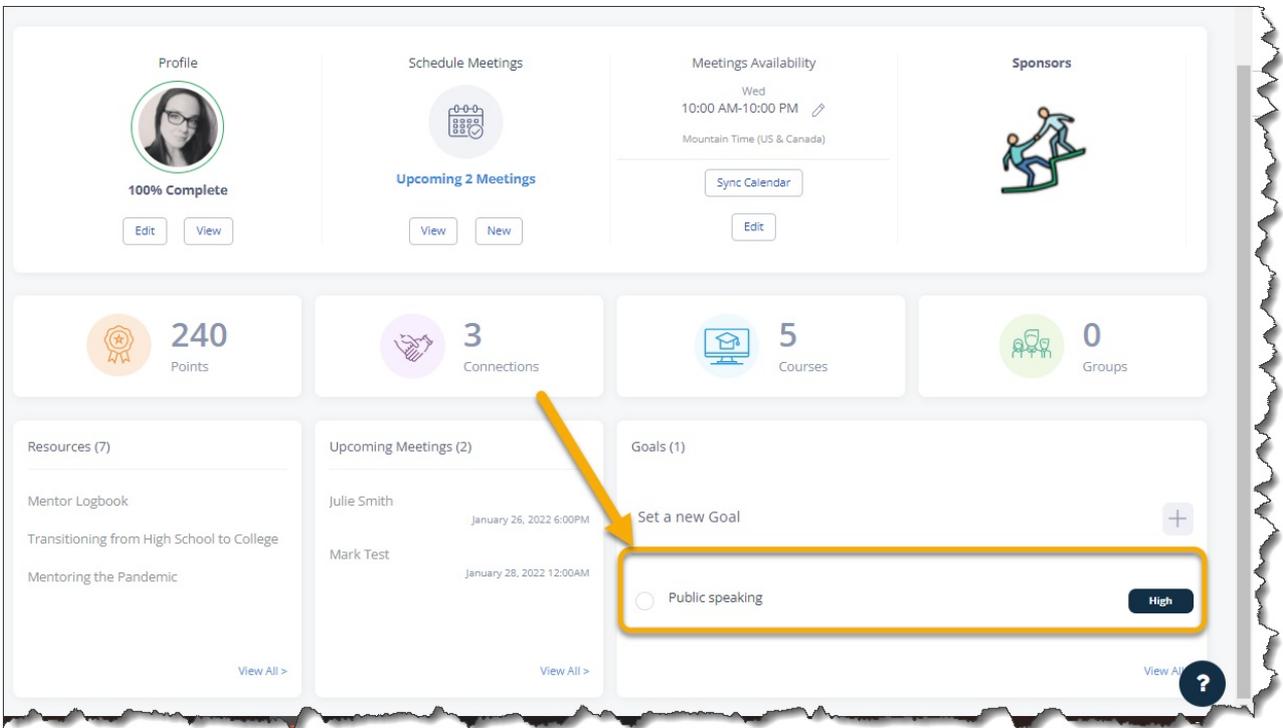
4.5 Select a due date for the sub-goal

4.6 Select a priority

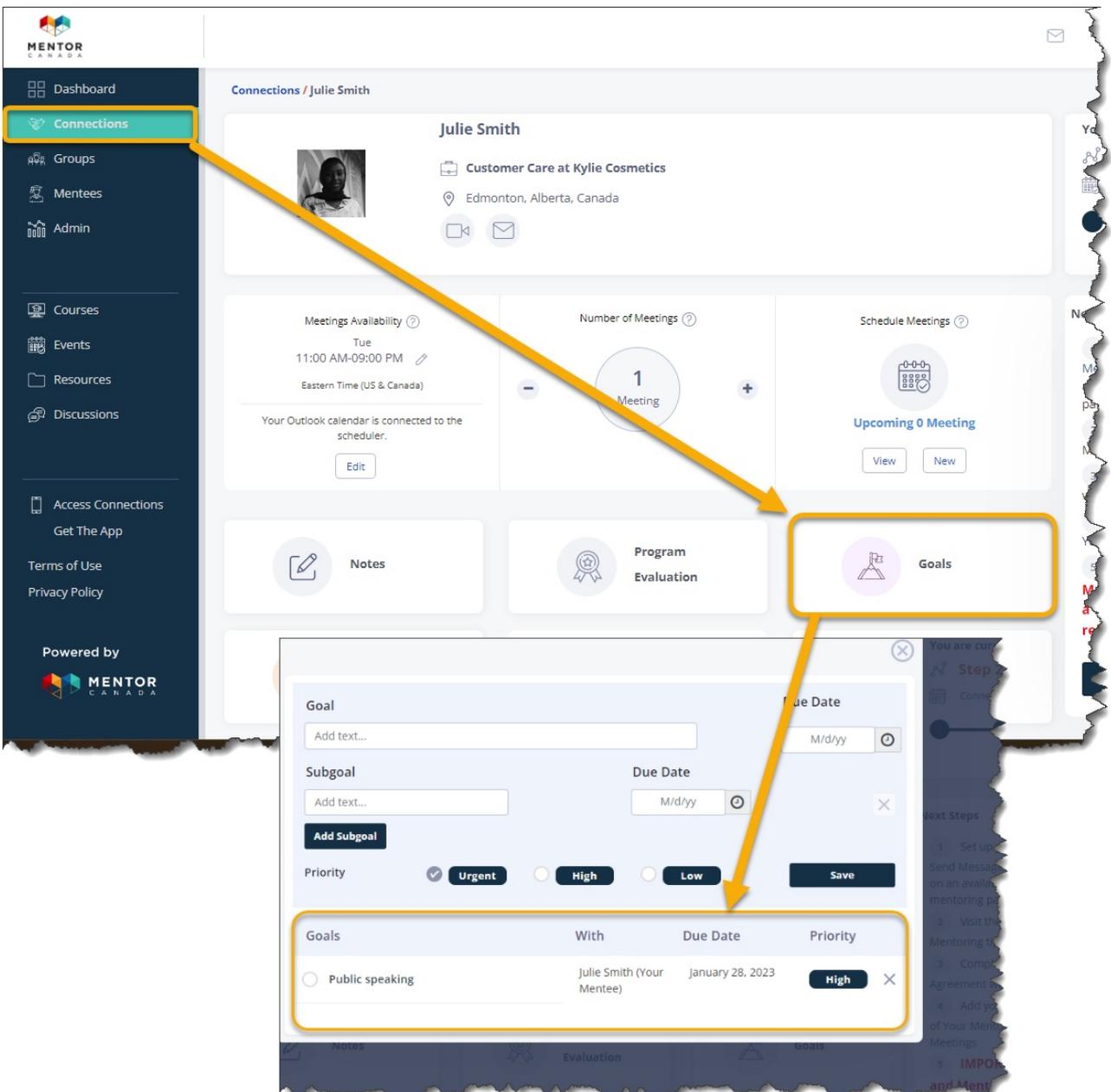
4.7 Click **Save**



4.8 The goal is now displayed on the dashboard.

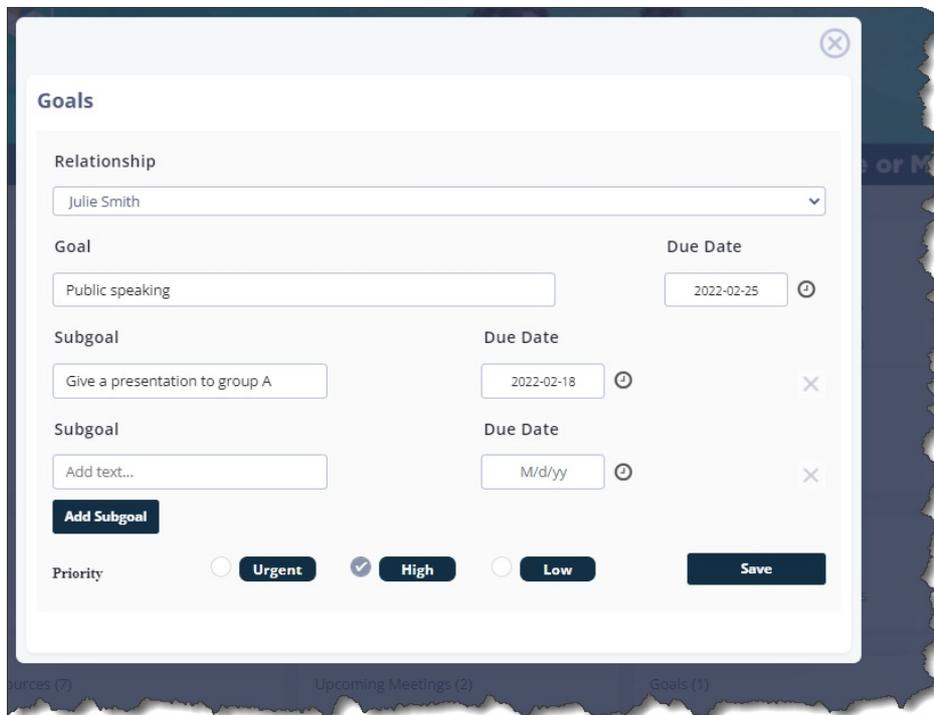
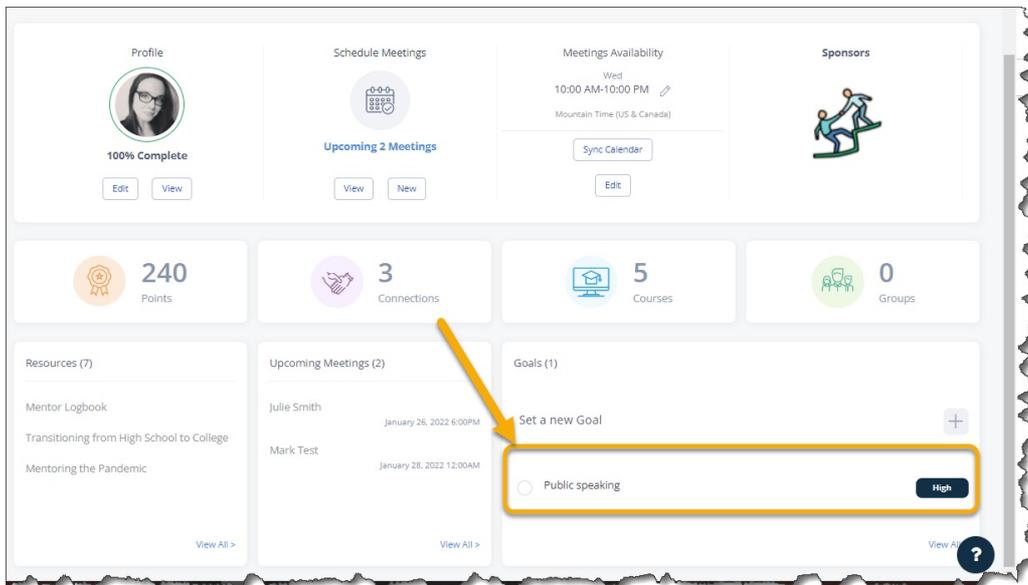


4.8.1 If the goal is for the mentorship, it will also be visible when clicking on your connection.



5- Steps to Edit or Delete an Existing Goal

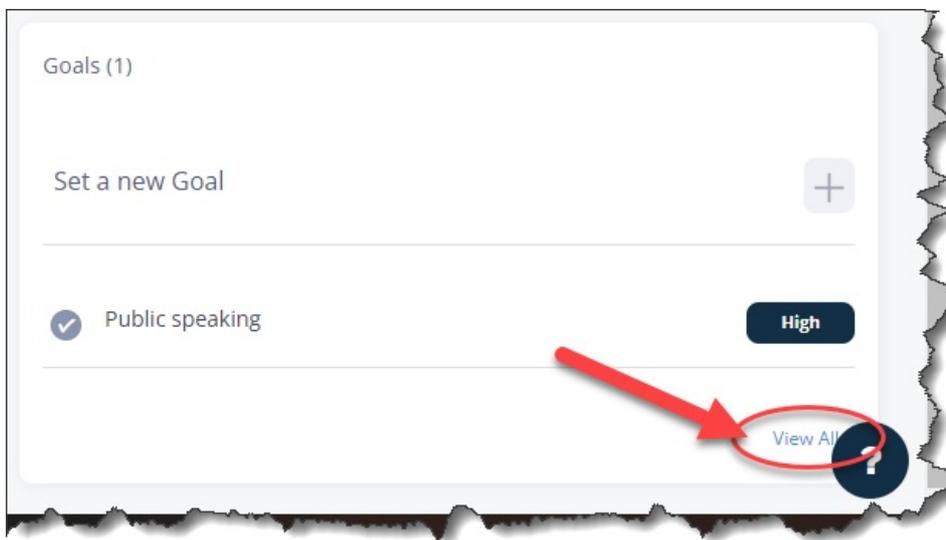
5.0 Click on the goal to update it at anytime and click **Save** after editing the goal.



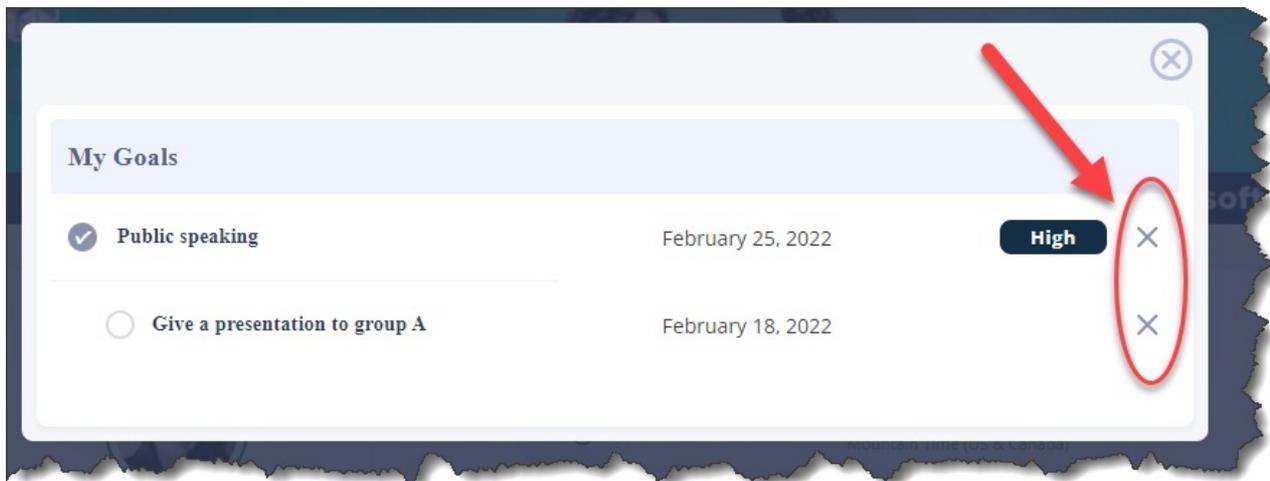
5.1 To mark a goal as achieved, simply check the circle next to the goal description until you see a checkmark.



5.2 If you entered a goal in error and need to delete it, from the dashboard click "View All".



5.3 Click the X sign next to the goal that needs to be deleted.



1 If you have questions or need further support, please contact our Support Team: support@mentoringcanada.ca

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📅Updated Tue, Jul 4, 2023 10:12 PM by Michèle Mantero