

## Mentor Surrey Guide



**Surrey Practice Learning Platform**

[www.surreyplp.co.uk](http://www.surreyplp.co.uk)

UNIVERSITY OF SURREY

Home About us Mentor Registration Login

### Account details

**Username \***

**Password**

**First name \***

**Last name \***

**Email address \***

Please visit: [www.surreyplp.co.uk](http://www.surreyplp.co.uk) which will take you to the homepage, as you can see along the top is a navigation bar that includes a mentor registration button. Please click on that button and go through each box and fill the form out with your details. Please then click register at the bottom, with details then please log into the system for the first time.

Change PIN Change Password

## Set up your PIN

Below you can set up your PIN. PIN is used to authenticate you as a Mentor while working with a student log in to your e-portfolio in order to sign off student's record.

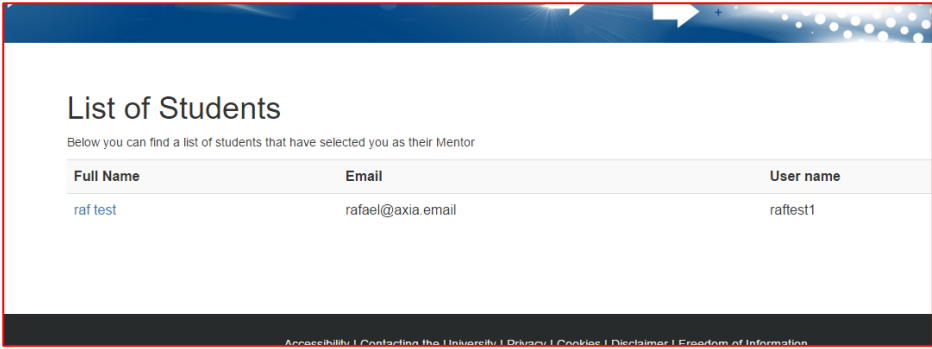
Your PIN can be a number of any length, a word or a mix of alphanumeric characters.

**Your new PIN**

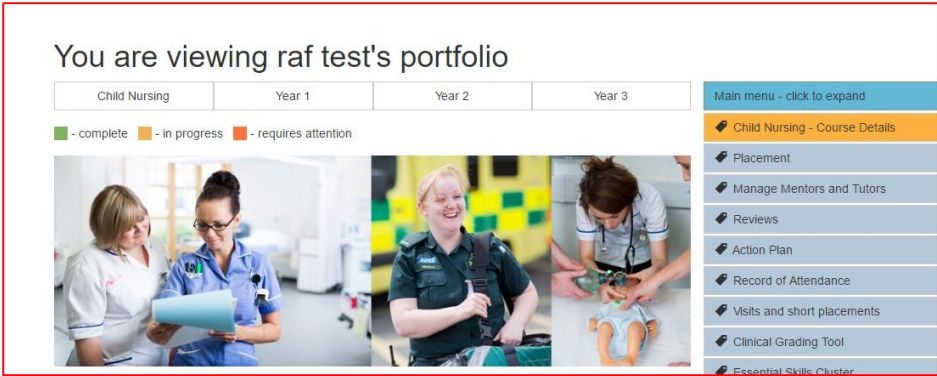
**Repeat your new PIN**

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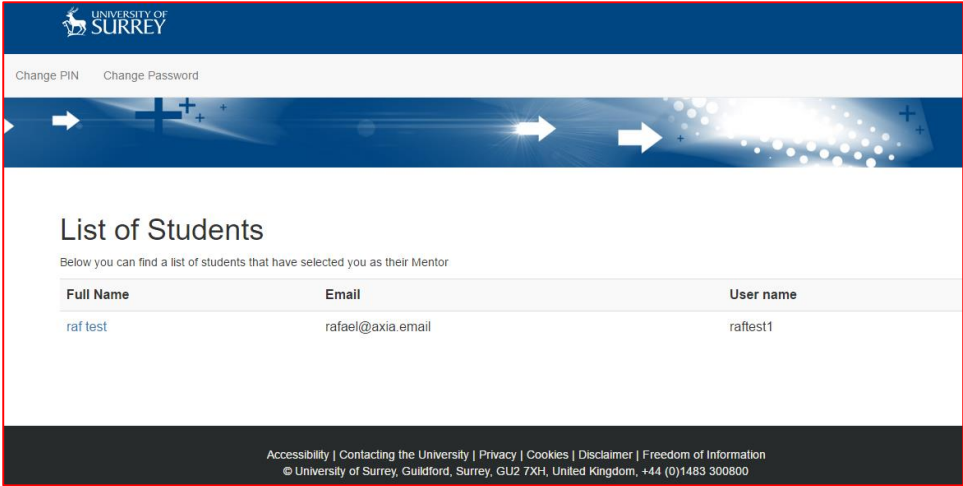
As a mentor you will have to have your own pin for the application, it can be a number of any length, a word or a mix of alphanumeric characters. The reason for setting up this PIN is to allow you to sign off some work while working with your student on a single device. It saves you from having to switch between accounts to sign off a piece of evidence or to provide your student with useful comments. The authentication is temporary and applies to the page that you were authenticated on



After confirming your pin you will have a list of students that have selected you to be their mentor, please click on their full name to view their dashboard.



As you can see you are now viewing that student dashboard, from here you are able to go into each section of the menu to approve or unapprove any work they wish you to mark/take a look at.



Along the top of the page is a navigation bar, there is a button called “mentors dashboard”, the above image is the mentors dashboard. The mentor’s dashboard has a list of students that the mentor will manage.

## You are viewing raf test's portfolio

### Clinical Grading Tool

Save Grades

Professional Values	0	1	2	3	4	Mark Awarded
Is able to recognise and work within the limitations of their knowledge and skills and professional boundaries, understanding that they are responsible for their own actions.	Does not recognise own limitations and professional boundaries. Accepts delegated activities that are outside of own role boundaries.	Inconsistency in ability to work within own limitations and professional boundaries. At times accepts delegated activities that are outside of own role boundaries.	Practises within own limitations and professional boundaries, requires help and guidance from others. Accepts delegated activities that are within own role boundaries.	Practises more independently, but within own limitations and professional boundaries. At times recognises areas for own development and seeks additional learning opportunities that are within own role boundaries.	Practises independently but within own limitations and professional boundaries. Takes the initiative to seek out and engage in development activities that are within own role boundaries.	<input type="text"/>

Justification and Rationale for Mark Awarded

Edit

**B** *I* A

At the menu I selected the clinical grading tool, as you can see you are viewing the students clinical grading tool, here you will make/submit changes where later on the student will see what mark you have awarded them. Towards the bottom of the page is a save grades button, please make sure you click that button to save all changes you have made to this page.