

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



1 Downloading The App

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

2 Checking Your Phone Settings

1. Dark Mode Off (iOS)
2. Notifications Push (both)
3. Location Based Services (both)
4. Calendar Google (Android)
5. Allow access to library/camera (both)

3 Logging In

1. Login as a mentor, using your email and the password **Welcome123**
2. You can change your password later.

4 Scheduling A Session

1. Select "Schedule A Session"
2. Fill in the following information:
Agenda Name, Description, Assign to, Session Location, Session Space, Date & Time, then click "Schedule Session"

5 Initiating A Chat Session

1. Go to "Chat with Mentee" and initiate the first text.
2. Remember 20 minutes or more counts as a session.

6 Logging A Session

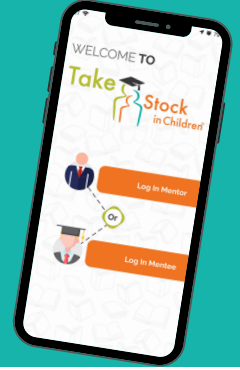
1. On the home screen, select "Log A Session"
2. Hit the "+" key
3. Fill in the requested information.

Having Trouble?

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

What is your student's daily routine?

What is your student doing for stress relief?

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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