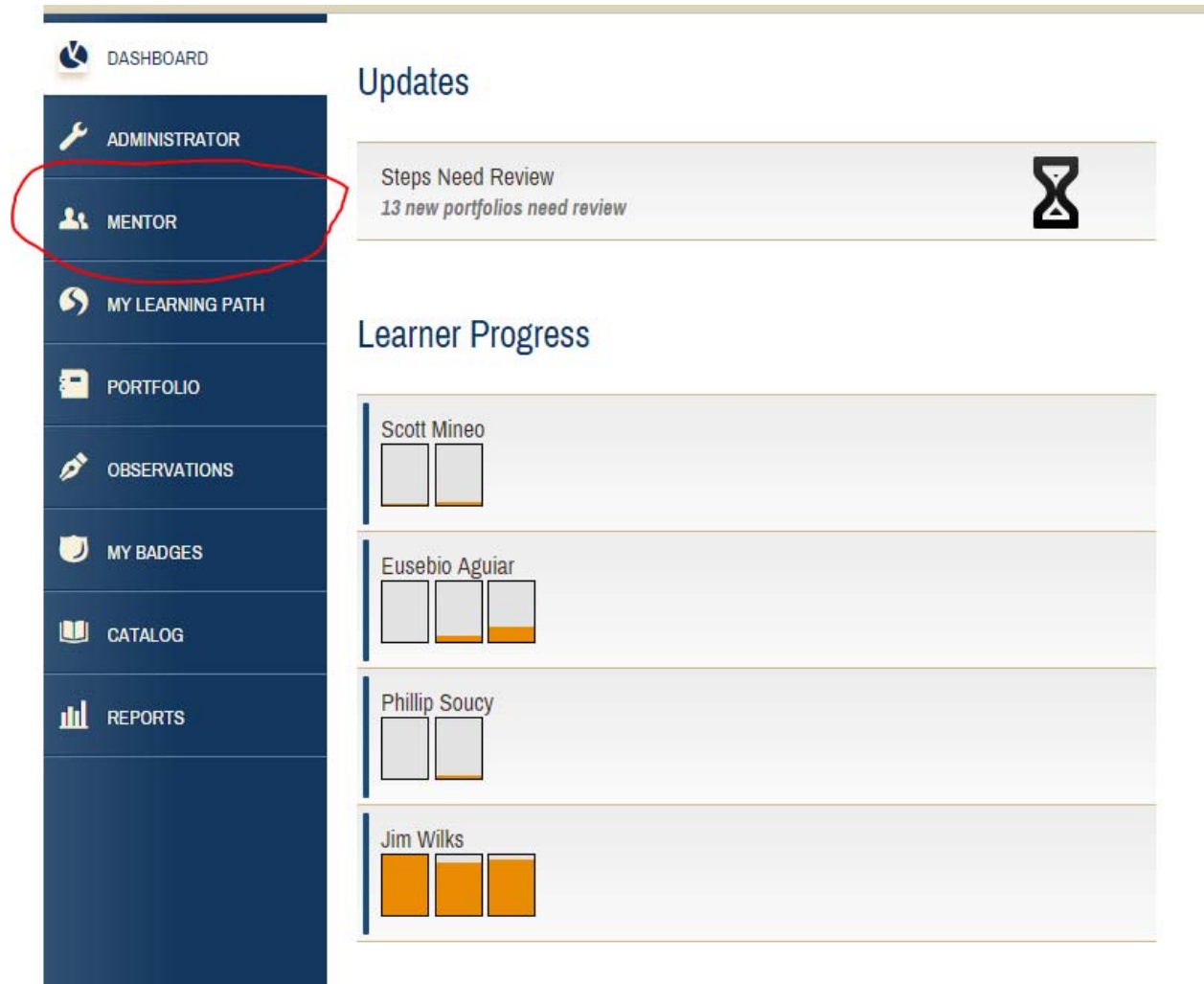


## For Mentors

To quickly find the activities that need to be approved (4 steps):

1. Log into [wqa.treklem.com](http://wqa.treklem.com) and click on mentor tab



**DASHBOARD**

- ADMINISTRATOR
- MENTOR**
- MY LEARNING PATH
- PORTFOLIO
- OBSERVATIONS
- MY BADGES
- CATALOG
- REPORTS

### Updates

Steps Need Review  
13 new portfolios need review

### Learner Progress

Scott Mineo

Eusebio Aguiar

Phillip Soucy

Jim Wilks



## 2. Set filter status to Pending

MENTOR

PORTFOLIO ASSESSMENTS MY LEARNERS LEARNING ACTIVITIES

BACK

MANAGE PORTFOLIOS Last updated: REFRESH

Learner: All Step: All Filter Status: Pending Results per Page: 10

FIRST PREVIOUS 1 2 NEXT LAST

Learner	Portfolio	Date	Status
Jim Wilks	S-B25-3-Upload the "Our Drinking Water Products" Chart	03/02/2016	Pending
Jim Wilks	S-B22-2-Examining a Water Softener System	03/02/2016	Pending
Jim Wilks	S-B23-3-Customer Ownership and Responsibilities	03/02/2016	Pending
Jim Wilks	S-B24-2-Your Company's Use of Emerging Trends and Technologies	03/02/2016	Pending
Jim Wilks	S-F20-2-A "Free" Part	03/03/2016	Pending
Jim Wilks	S-F25-3-Document Your Company's Product Certifications	03/02/2016	Pending
Jim Wilks	S-F28-3-Explore a Disinfection Method	03/02/2016	Pending
Jim Wilks	S-F32-4-Explore Regulations for Disinfection in Your Service Area	03/02/2016	Pending

## 3. Put in Learner's last name, if looking for specific learner

MENTOR

PORTFOLIO ASSESSMENTS MY LEARNERS LEARNING ACTIVITIES

BACK

MANAGE PORTFOLIOS Last updated: REFRESH

Learner: All Step: All Filter Status: Pending Results per Page: 10

FIRST PREVIOUS 1 2 NEXT LAST

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4. Click the Date field to sort by date if you want to see most recent

**MENTOR**

**PORTFOLIO** ASSESSMENTS MY LEARNERS LEARNING ACTIVITIES

**BACK**

MANAGE PORTFOLIOS Last updated: **REFRESH**

Learner: All Step: All Filter Status: Pending Results per Page: 10

FIRST PREVIOUS 1 2 NEXT LAST

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