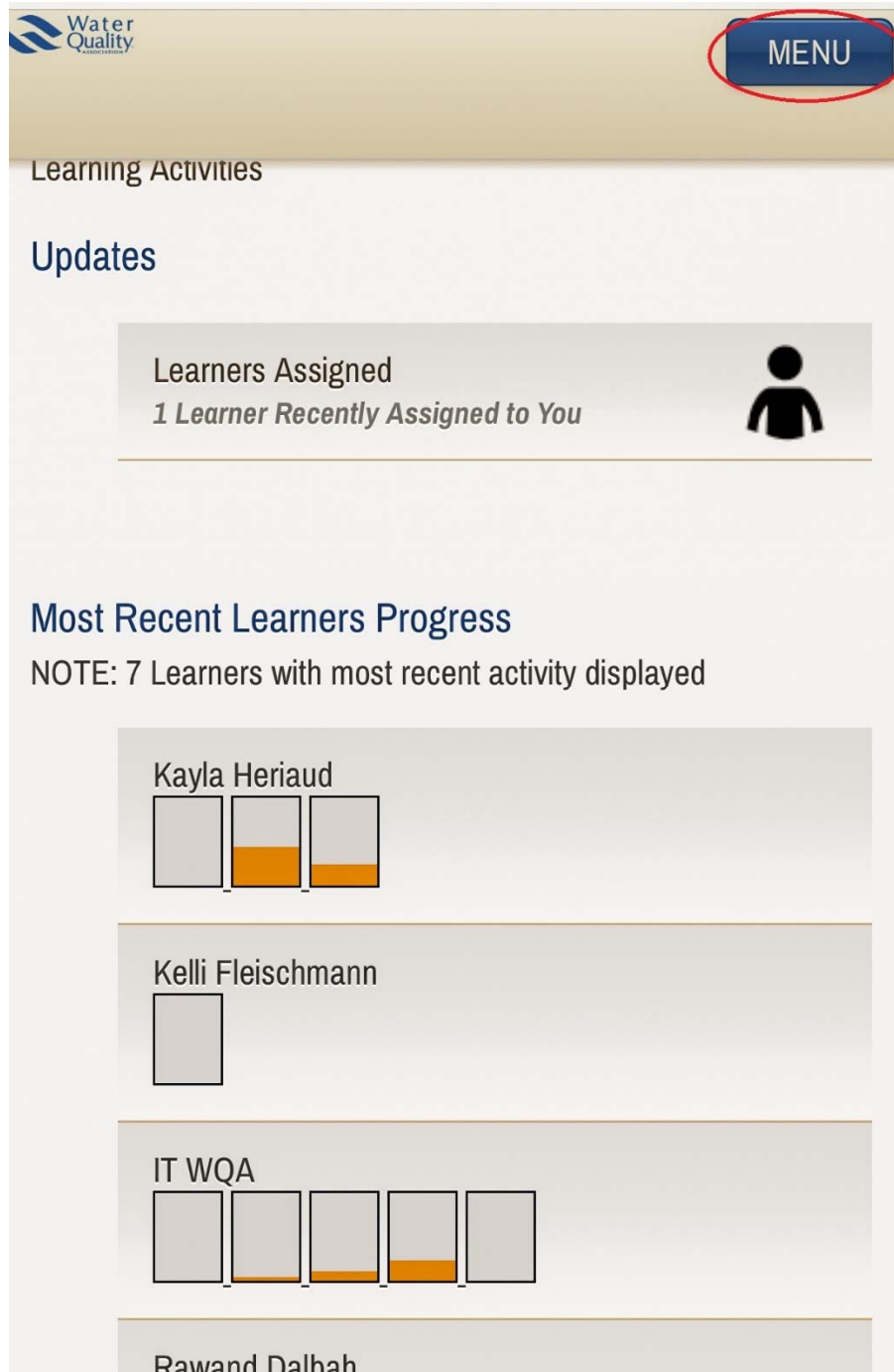


For Mentors Using Mobile Devices:

1. Log into wqa.treklem.com and click the MENU button in the upper right corner



The screenshot shows the mobile interface of the Water Quality Association. At the top left is the Water Quality Association logo. At the top right, a blue button labeled "MENU" is circled in red. Below the header, the page is divided into sections: "Learning Activities", "Updates", and "Most Recent Learners Progress".

Learning Activities

Updates

Learners Assigned
1 Learner Recently Assigned to You

Most Recent Learners Progress
NOTE: 7 Learners with most recent activity displayed

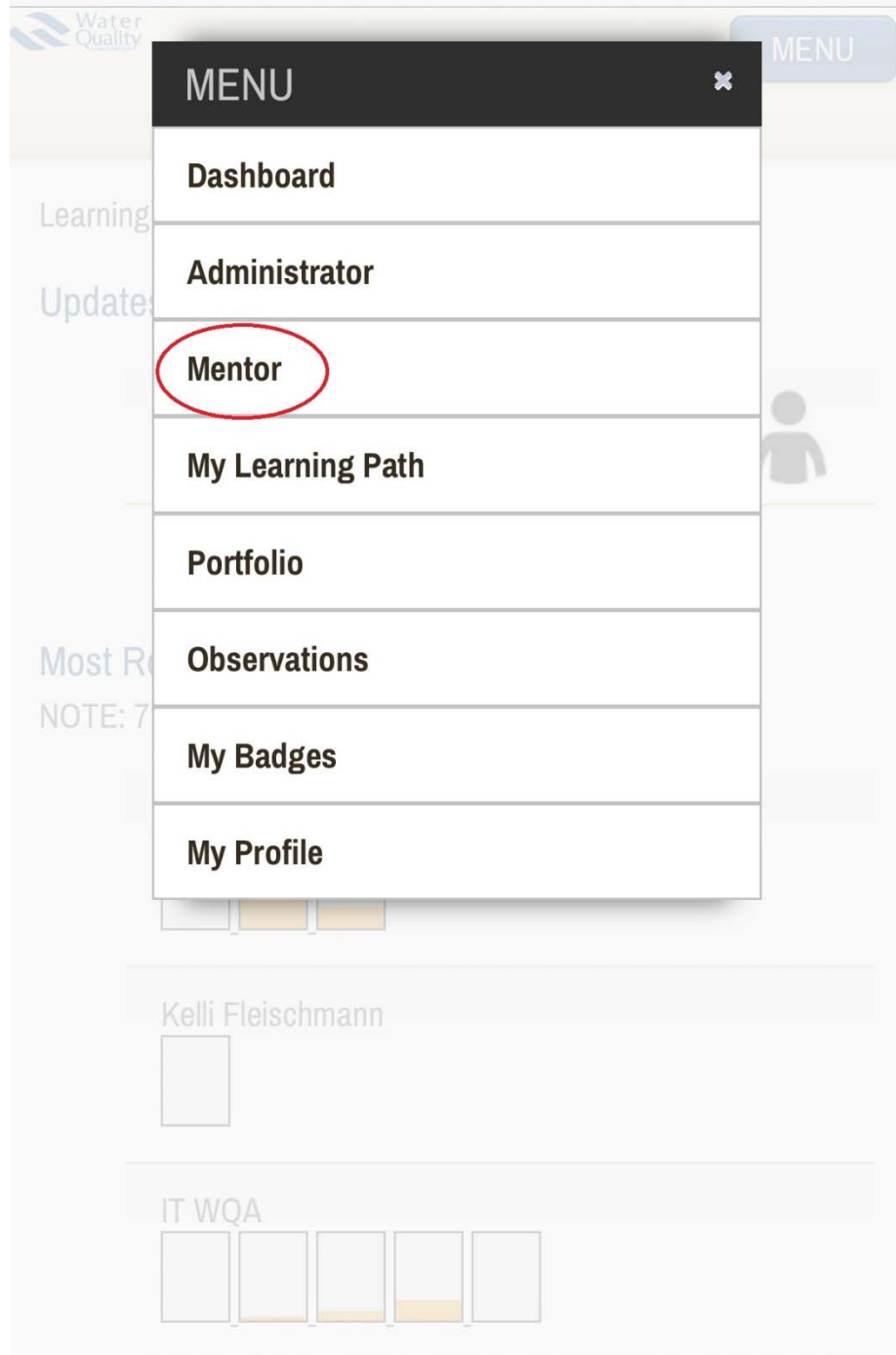
Kayla Heriaud

Kelli Fleischmann

IT WQA

Rawand Dalbah

2. Select Mentor from the menu



The screenshot shows a user interface for the Water Quality Association. A 'MENU' dropdown is open, listing several options: Dashboard, Administrator, Mentor, My Learning Path, Portfolio, Observations, My Badges, and My Profile. The 'Mentor' option is circled in red. The background shows a user profile for 'Kelli Fleischmann' and a progress bar for 'IT WQA'.

Water Quality ASSOCIATION

MENU

MENU ✕

- Dashboard
- Administrator
- Mentor**
- My Learning Path
- Portfolio
- Observations
- My Badges
- My Profile

Learning Updates

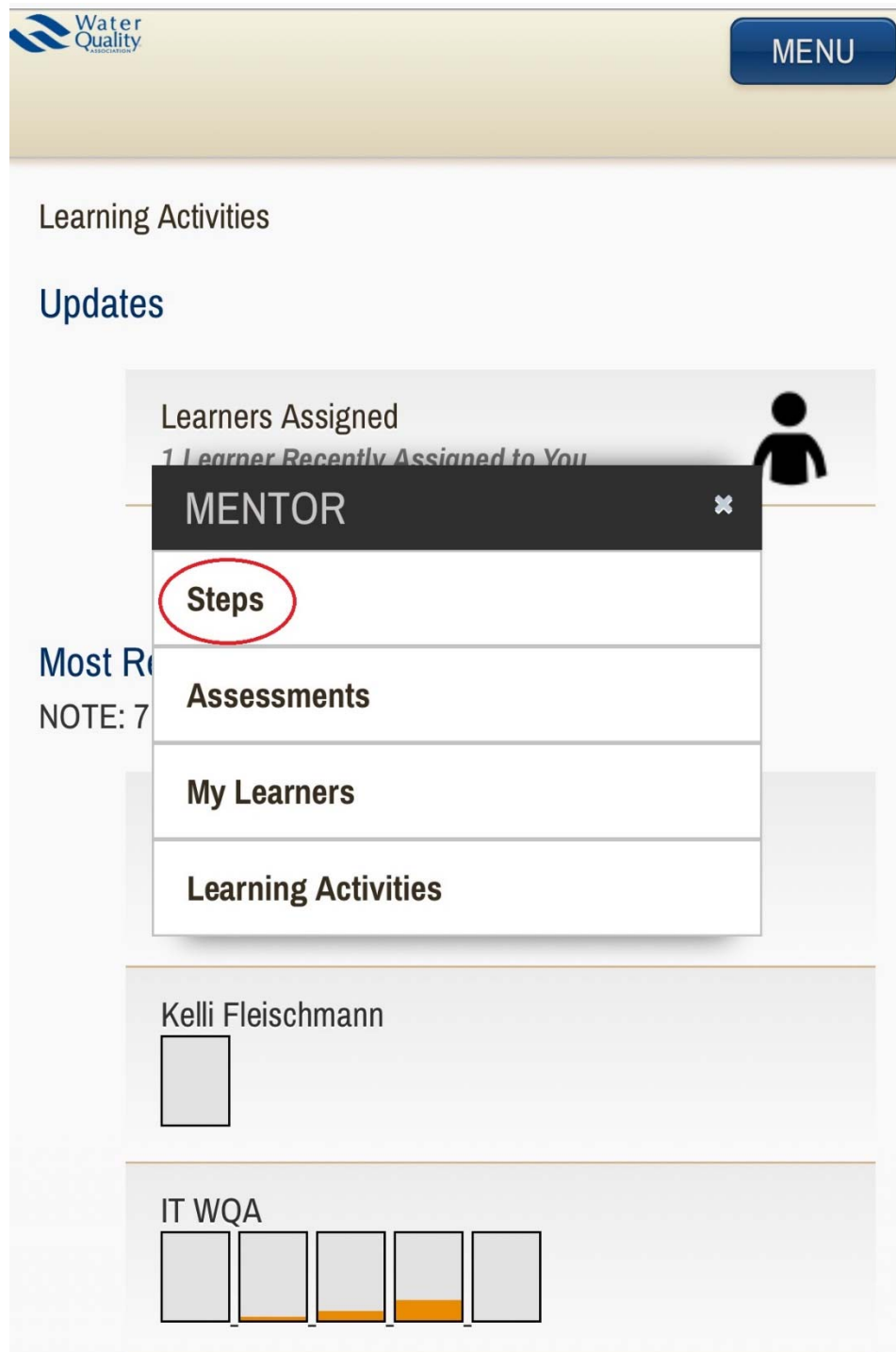
Most Recent

NOTE: 7

Kelli Fleischmann

IT WQA


3. In the Mentor menu, select Steps




The screenshot shows the Water Quality Association interface. At the top left is the logo, and at the top right is a blue button labeled "MENU". Below the menu bar, the text "Learning Activities" and "Updates" is visible. A section titled "Learners Assigned" shows "1 Learner Recently Assigned to You" with a person icon. A "MENTOR" dropdown menu is open, listing "Steps", "Assessments", "My Learners", and "Learning Activities". The "Steps" option is circled in red. To the left of the menu, the text "Most R" and "NOTE: 7" is partially visible. Below the menu, a user profile for "Kelli Fleischmann" is shown with a missing profile picture. At the bottom, a section for "IT WQA" contains five progress bars, with the last two showing some orange fill.

- To see pending portfolios set the filter status to Started (currently this menu is malfunctioning, selecting an option actually selects the option above it, for example selecting started actually displays Pending)


Username

Search Name... 

Step

Search Steps Name... 



Status

Filter Status 

Reset Filter

tbrady@wqa.org | S-B19-4-Explaining Water Softening Benefits to the Customer | Accepted

mradelny@wqa.org | S-B19-4-Explaining Water

  **Done**

Filter Status

Not Started

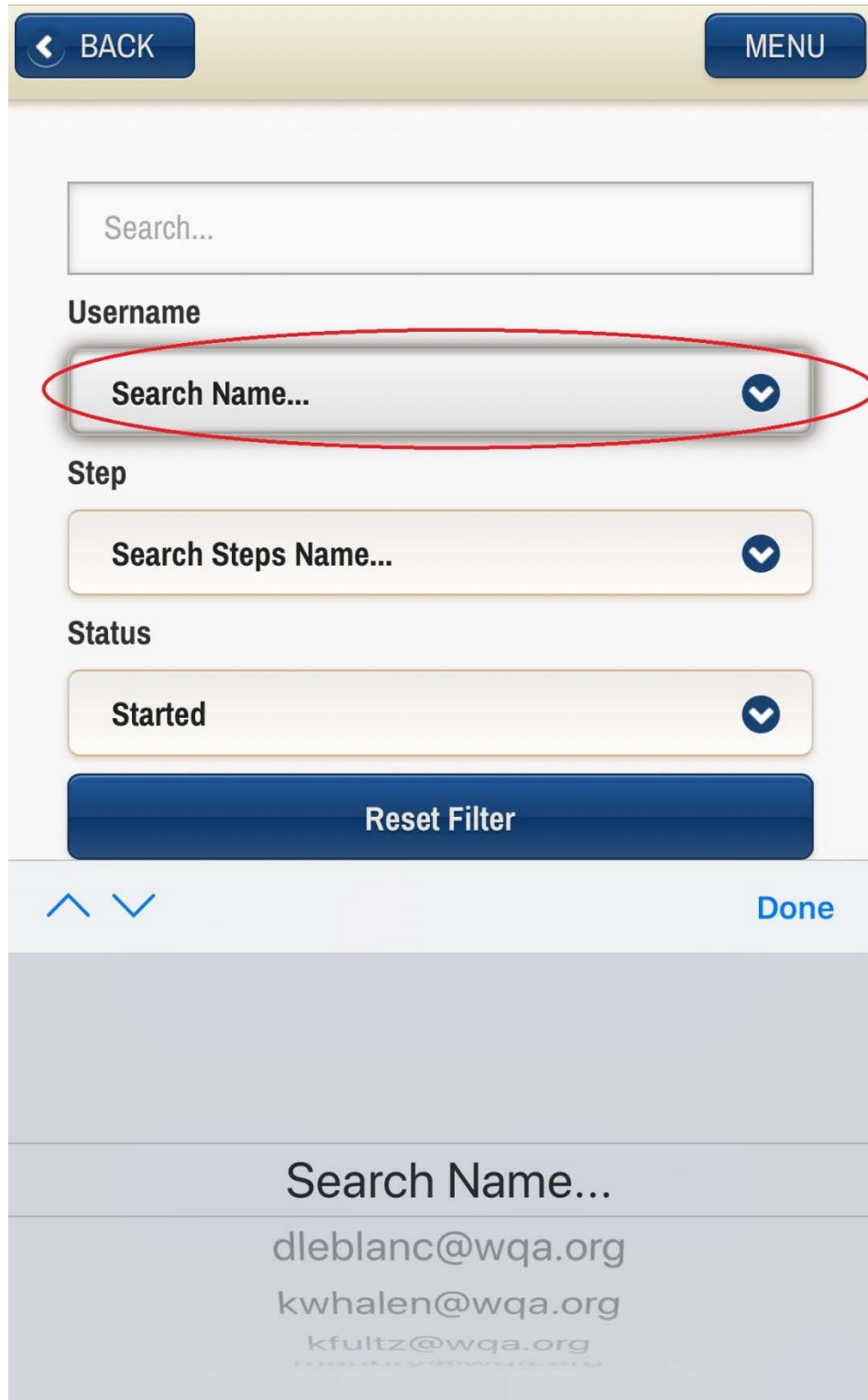
Started

Pending

Accepted

Rejected

5. To select a specific user, use the Username dropdown menu



← BACK MENU

Search...

Username

Search Name... ▾

Step

Search Steps Name... ▾

Status

Started ▾

Reset Filter

^ v Done

Search Name...

dleblanc@wqa.org

kwhalen@wqa.org

kfultz@wqa.org