



## **Local I-Mentor Role and Responsibilities**

### **Enrollment Process:**

- Assists the student, parent, and guidance counselor in completing the registration process

### **Introductory Process:**

- Meets with the local online student to communicate the role of the local I-Mentor
- Notifies the INFINITY online teacher and director of any issues or accommodations that need to be made for the student
- Ensures that the student has computer access
- Works with IT staff to make sure “pop up blockers are OFF” and that the course management system can be accessed
- Contact INFINITY technical support of issues that cannot be resolved through local, level one support
- Ensures each online student is able to login to the course management system
- Ensures each student completes the orientation course
- Reviews student policies and responsibilities with each student
- Discusses and promotes regular online attendance

### **Ongoing:**

- Ensures the student checks email, pager, news items, calendar, dropbox, and gradebook each time they log in
- Reviews student progress/gradebook with each student, weekly
- Discusses and promotes regular online attendance
- Provides principal and/or guidance counselor with updates of student progress, frequency defined by local district
- Assists student with assignments, if needed
- Assists in proctoring of quizzes and exams, if necessary

**INFINITY TECHNICAL SUPPORT HELP DESK: 800-624-4072 ext. 80**