CornerstoneConnect Insight Help Sheet for Help Desk, RPM and PLTL Mentors

BEFORE, DURING & AFTER
YOUR MENTORING SESSION

**BEFORE YOUR SESSION**

Set up your Mentoring Session using **Browser A**

Set up the Attendance Kiosk on **Browser B** with assigned URL and code

Connect Card Reader if available

Put out paper Attendance Sheet

Put out Student Instruction Sheet

**DURING YOUR SESSION**

Ask Students to **swipe in or enter their WUID #**

Students should use Attendance Sheet as back-up if unable to swipe in/enter WUID #

Keep track of number of attendees for checking later

Close browser with Kiosk when the session is finished
You **CANNOT** display the Kiosk and be logged into CornerstoneConnect in the same browser

You **MUST** set up a mentoring session in CornerstoneConnect Insight **before** it will appear on the Kiosk

**ONLY** undergraduates and graduate students taking undergraduate courses will be recognized by the Kiosk—any others need to use the paper Attendance Sheet

For more information on setting up the Kiosk, see the *Help Sheet: Attendance Kiosk* or *Academic Mentor Help Manual for CornerstoneConnect Insight*

For more information on setting up Mentoring Sessions or taking Attendance, see *Academic Mentor Help Manual for CornerstoneConnect Insight*

**NOTES:**

Log into CornerstoneConnect with **Browser A**

Go to Mentoring Session and pick Attendees tab

Verify attendance

- Add students who were unable to swipe or enter WUID #
- Delete students who chose your session in error

Log out