

How to assign a mentor to an ECT on Steplab

Important note: This process can only be completed by Induction Coordinators

Step 1: Select the Manage tab on the left-hand side of the home page.

Step 2: Select Coaching Relationships

Step 3: Find the name of the ECT you would like to assign a coach for in the list of ECTs at your school.

Step 4: Click on the box under the title coach and select from the list of Mentors registered to your school.

If this has worked correctly, the name of the coach will appear next to the name of the ECT you would like them to be matched with.

Steplab

Home | Lead | Learn | Coach | Library | Profile | **1 Manage**

Bulletin from **Ambition Institute**: Ofsted visit - Tuesd

Steplab > **Manage**

Manage team

2 Coaching relationships (5. Click edit.)

Manage > **Coaching relationships**

Assign coaches to teachers, and then tap Confirm when you're done

Teacher	Coach	Wipe all
First Name, Last Name	4 Last Name, First Name	