# Academic Mentor Training



## HOW TO ACCESS WEBER STATE’S PREPARING TO SERVE: ONLINE TRAINING MODULES

* Begin by going to the Weber State University web page for ‘Center for Community Engaged Learning’ [www.weber.edu/](https://weber.edu/ccel) [CCEL](https://weber.edu/ccel)
* Once on the Center for Community Engaged Learning webpage click on ‘Students’.
* In the ‘Students’ drop-down menu click on ‘Training Modules’.
* You should now be on the Training Modules homepage.
* Create a Guest User Account, following the hyperlink and instructions provided. Please write down your login and pass- word, as you will be using it at the end of each module.
* The modules and corresponding quizzes are on the right-hand side of the webpage. Academic Mentors should complete Modules Four, Five and Six online.
* To begin, click on the Module #4—Intro to Tutoring and Mentoring—and read through the slides. At the end of each module there will be a link to a quiz. You will enter the username and password you created for your guest user ac- count. When you get to the end of the module, click on the test link again and enter your login and password. This will take you to the test/quiz.
* Please be sure to be at a computer with access to a printer. When you complete the first quiz, you will be prompted to print out a Certificate of Completion. You must give this certificate to your supervisor, so it must be printed off at the time of completion. There is no mechanism for returning later to retrieve this certificate. If the quiz is not successfully completed, you may try again, using the login and password you created, until successful completion is accomplished.
* Once you have completed the Module Four, please complete modules Five and Six online using the same process.
* Modules One, Two, Three, Seven, and Eight have been adapted for Arizona GEAR UP/Your School and will be adminis- tered by the GEAR UP Coaches. These modules will be available on Microsoft Teams.