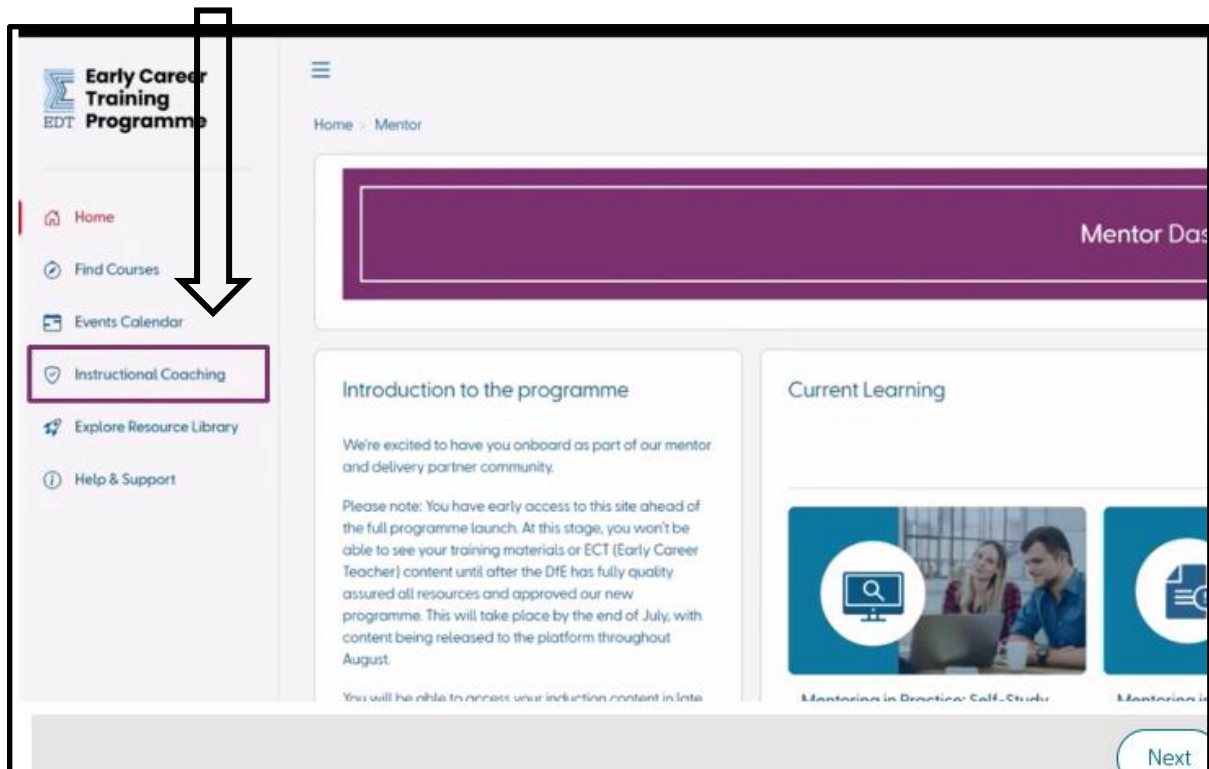
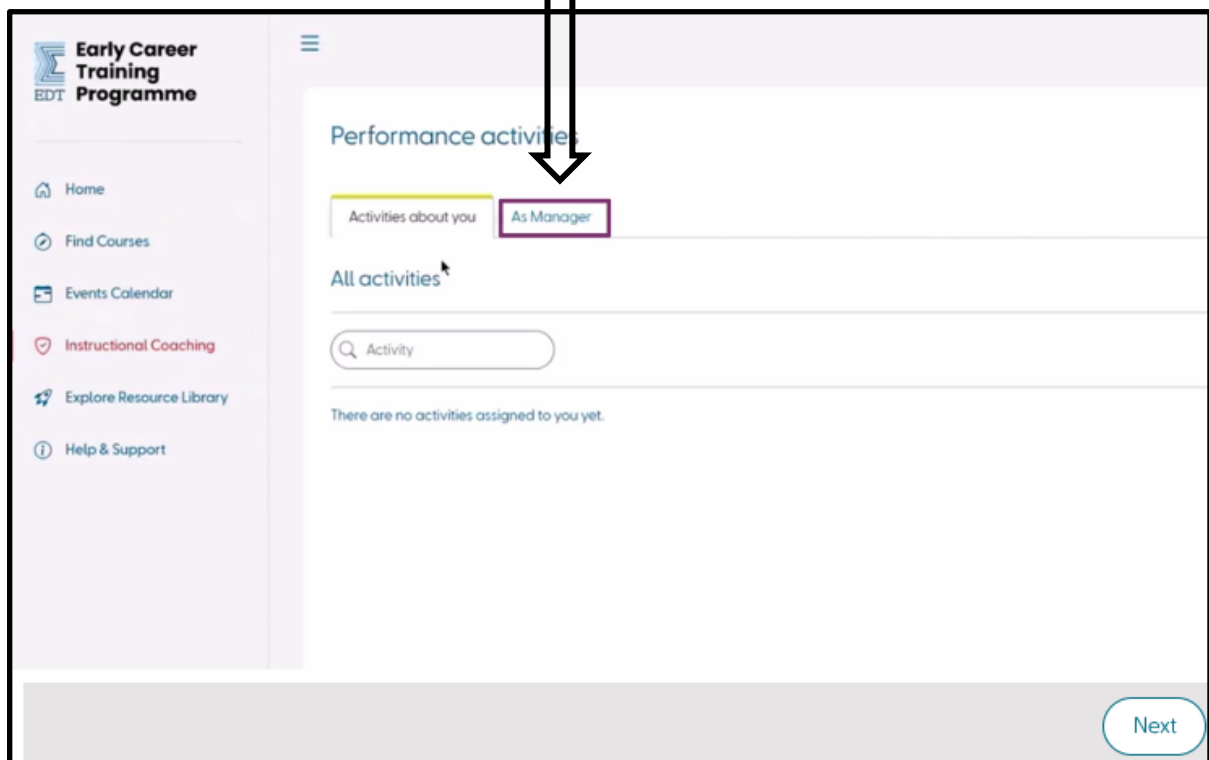


How to set a learning pathway and action step for my ECT:

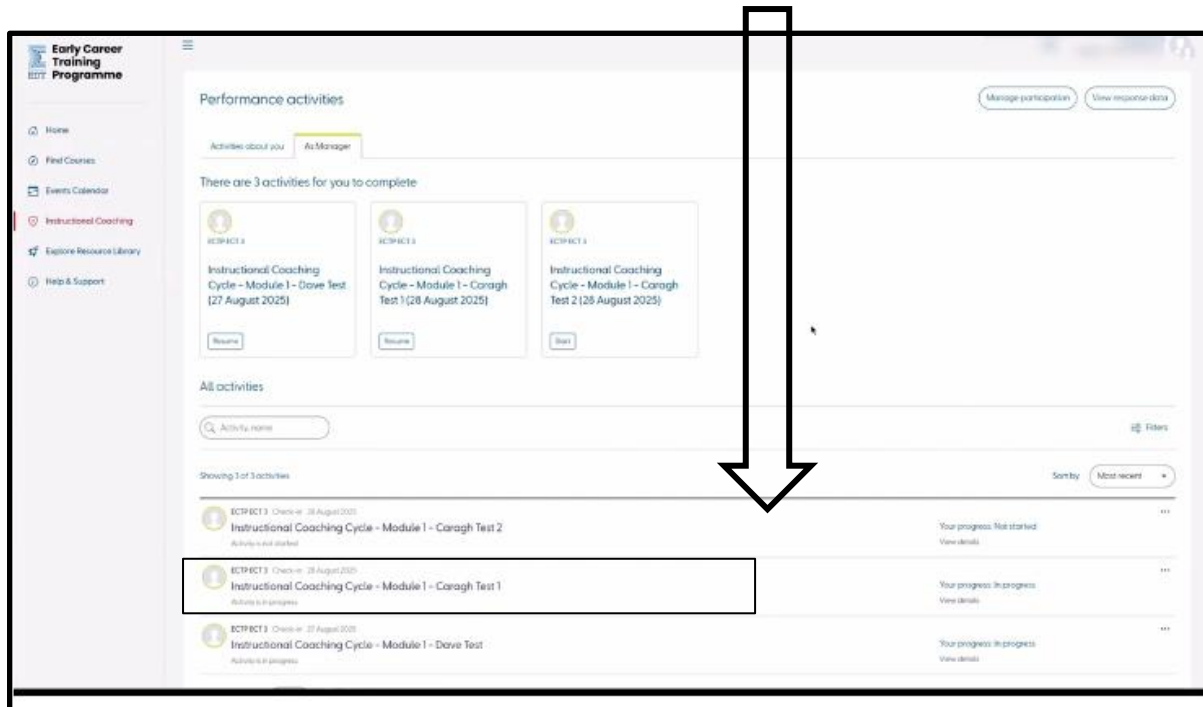
1. Please click on your Instructional Coaching tab:



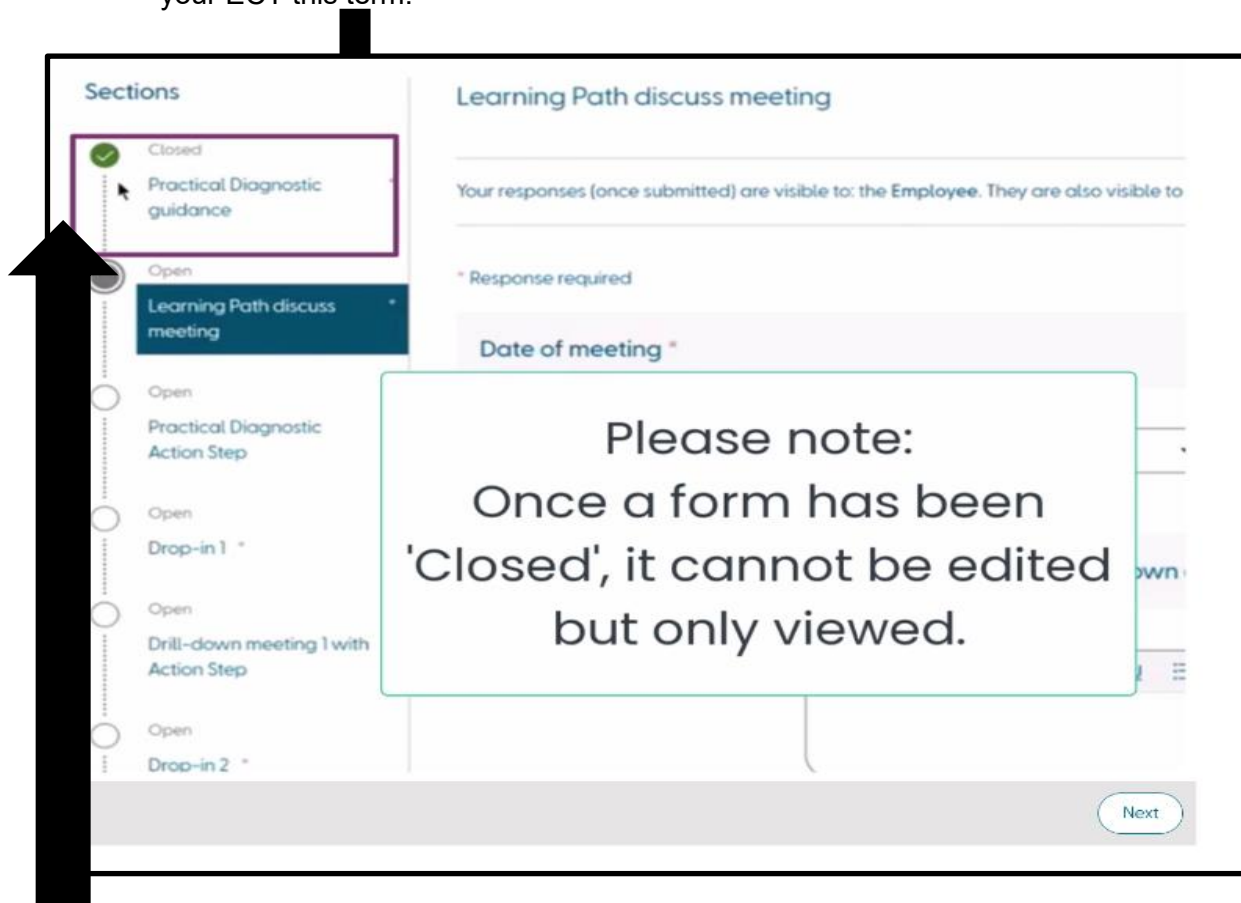
2. Then select the 'As Manager' tab:



3. Scroll down to the correct 'form' for the ECT you want to support:



4. You will then find a list of management actions/ sections that need completing for your ECT this term.



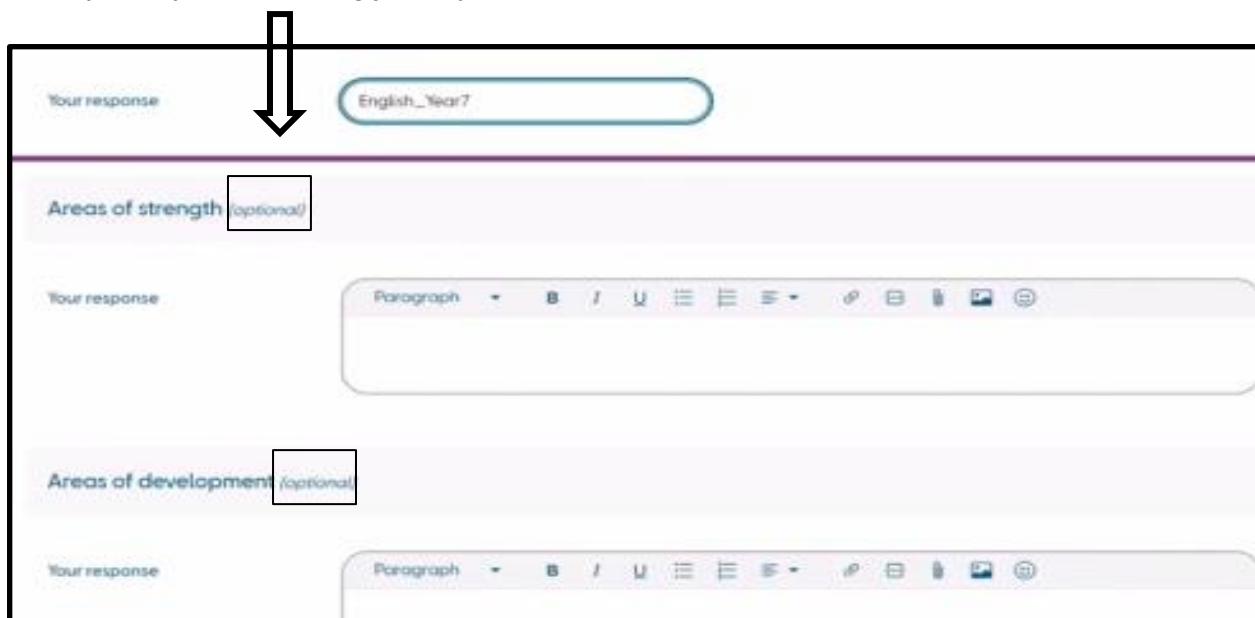
Once you have completed a management action it will have a green tick appear next to it.

Please note:

Once an action has been submitted/ closed you will not be able to edit this again.

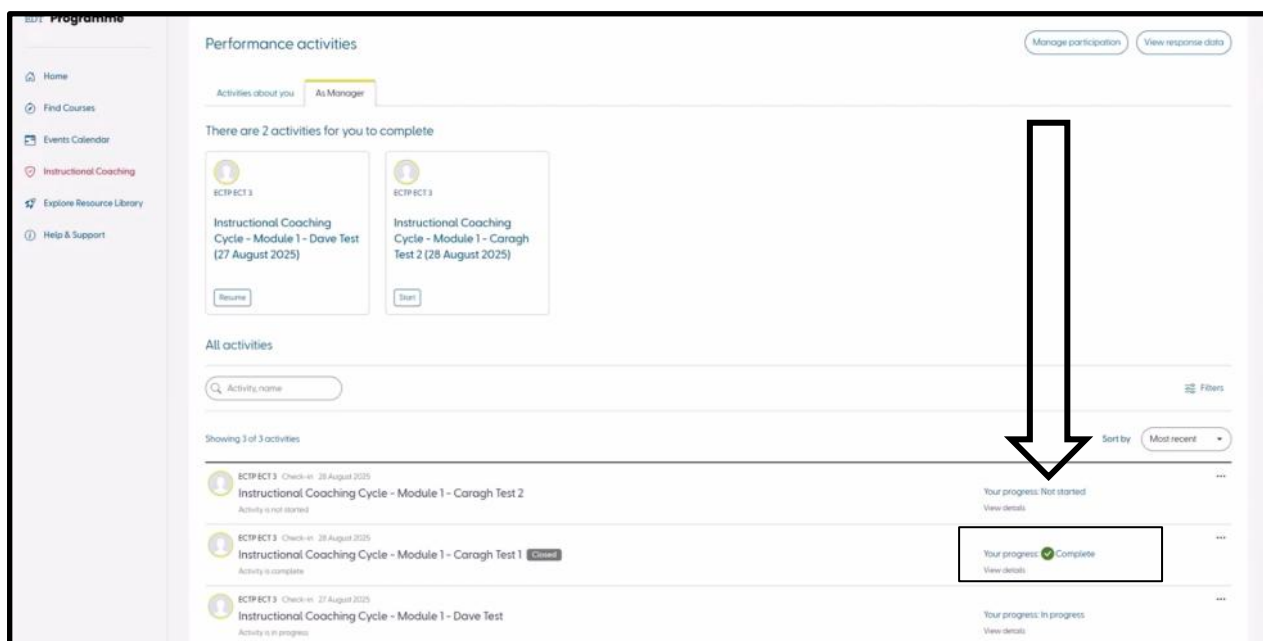
Your ECT cannot see what you have written on these management action forms.

You are not required to upload meeting minutes on the platform and any notes you write on the platform should be brief to reduce the administrative burden on you as a Mentor. You will see that many of the comment prompts are 'optional' and only need to be completed if it helps you in your mentoring journey.



The screenshot shows a form titled 'Your response' with a dropdown menu set to 'English_Year7'. Below this is a section labeled 'Areas of strength' with a small box containing the word '(optional)'. Underneath is a text input area with a rich text editor toolbar. Below that is another section labeled 'Areas of development' with a small box containing the word '(optional)', followed by another text input area with a rich text editor toolbar. A large black arrow points downwards from the top of the form towards the 'Areas of strength' section.

5. You will know when all management actions for a module are complete by a green tick and 'completed' status appearing next to your ECTs name on the 'As Manager' tab.



The screenshot shows the 'Performance activities' page. On the left is a sidebar with navigation links: Home, Find Courses, Events Calendar, Instructional Coaching, Explore Resource Library, and Help & Support. The main content area has a tab labeled 'As Manager'. Below the tab, it says 'There are 2 activities for you to complete'. There are two activity cards: 'Instructional Coaching Cycle - Module 1 - Dave Test (27 August 2025)' with a 'Resume' button, and 'Instructional Coaching Cycle - Module 1 - Caragh Test 2 (28 August 2025)' with a 'Start' button. Below these is a section 'All activities' with a search bar and a list of activities. The list shows three activities. The second activity, 'Instructional Coaching Cycle - Module 1 - Caragh Test 1', is marked as 'Completed' with a green checkmark and the word 'Completed' in a green box. A large black arrow points downwards from the top of the 'All activities' section towards the 'Completed' status of the second activity.

You can find full and more detailed guidance in this helpful video guide created by EDT:
<https://ectp.edt.org/mod/video/view.php?id=10800>