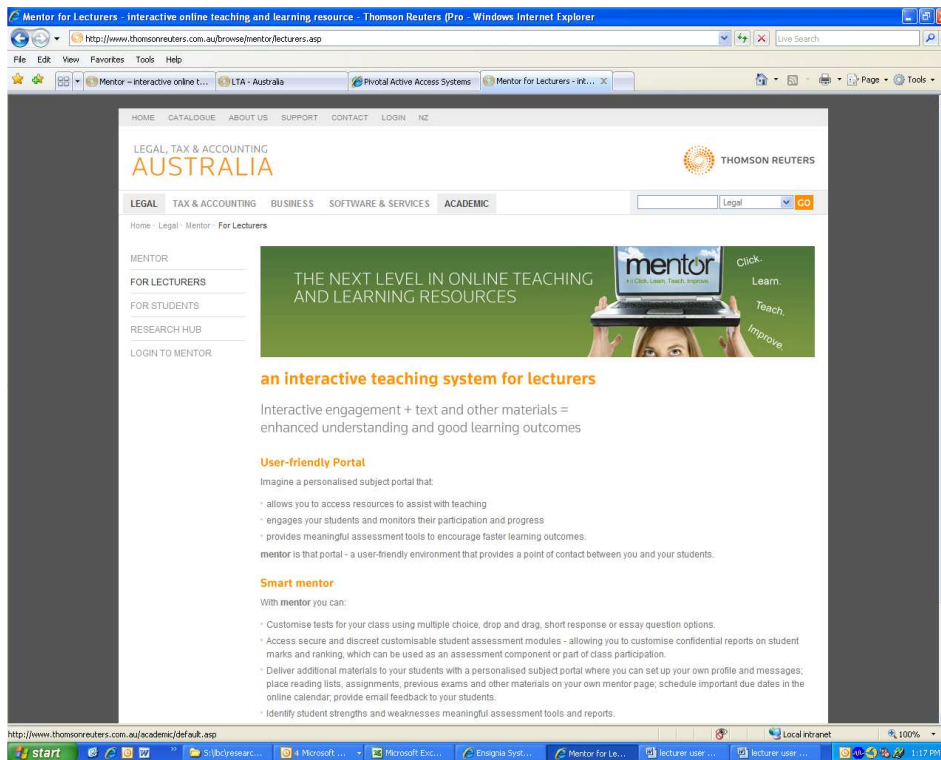




mentor – Lecturer User Guide

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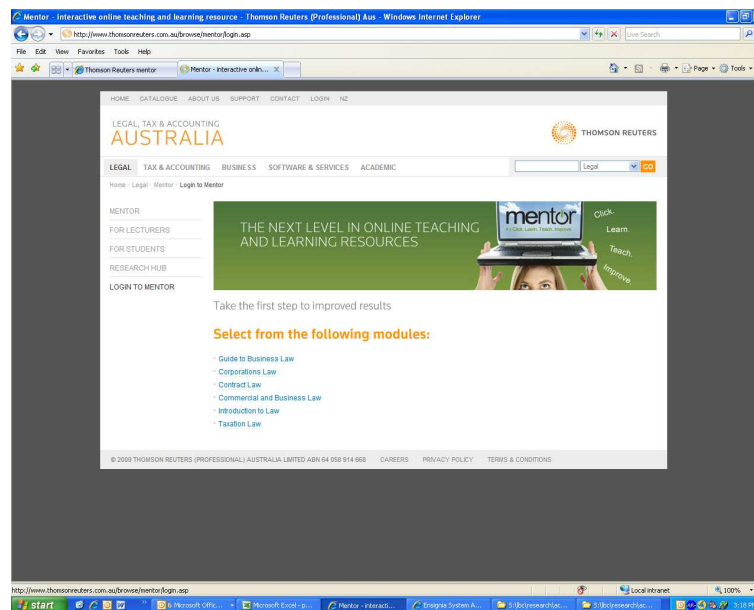


Introduction

Welcome to Thomson Reuters' **mentor**, an interactive student self-assessment site and lecturer assessment portal. For information on how students use **mentor**, please refer to the **Student User Guide**. This guide is to assist lecturers in setting up their own **mentor** page for teaching purposes.

Access to **mentor** is given to lecturers who prescribe texts that are supported by mentor content. There is no charge to students and access to the content is not limited to only those students who have purchased a Thomson Reuters text, however, the mentor content contains many cross-references to Thomson Reuters texts and students will benefit best by having access to the related Thomson Reuters textbook.

To access the lecturer modules of **mentor**, please contact your local account executive to arrange registration.



mentor modules are supported by the following texts:

Guide to Business Law

- Miles & Dowler, *A Guide to Business Law*

Corporations Law

- Ciro & Symes, *Corporations Law: In Principle*
- Lipton & Herzberg, *Understanding Company Law*

Contract Law

- Graw, *An Introduction to the Law of Contract*
- Paterson, Robertson and Duke, *Principles of Contract Law*

Commercial and Business Law

- Turner, *Australian Commercial Law*

Introduction to Law

- Ellis, *Principles and Practice of Australian Law*
- Parkinson, *Tradition and Change in Australian Law*

Taxation Law

- Coleman et al, *Principles of Taxation Law*
- Deutsch, *Fundamental Tax Legislation*



Registration

Lecturers cannot self register and must contact their local account executive to be registered as a user. The lecturer content can be used as formal assessment tools and care must be taken to ensure the answer guides and other resources do not become available to students or to people masquerading as lecturers to obtain access.

Your account executive will require the following information:

- First name
- Surname
- Email address
- Lecturer's institution
- Lecturer's course name

Separate registrations are required for:

- Different **mentor** modules (ie if you teach different subjects and wish to access the mentor modules for different subjects, separate registration is required for each – Contract Law, Business and Commercial Law etc).
- Different classes if you wish the results of each group of students to be discrete (ie if you are teaching Corporations Law and are teaching more than one class, you will need to register separately for each class. If you register once then all of your students' results will appear together rather than in their class groups.)

Note: It is important to keep track of your login details and password and to keep them confidential. If you lose your password you need to contact your account executive to reset it! We recommend you keep a file note/spreadsheet handy with your login details for each module.

Once your account executive has registered you, you will receive an automatically generated email from Thomson Reuters **mentor**. This email will contain a link to the **mentor** module that you have registered for and an automatically generated password.

Check your emails and then go back to the login page and log in to your **mentor** module using your email address and the automatically generated password you have been provided. You will be prompted immediately to set up your own password. Your password should be at least 6 letters long and is case sensitive. **Remember to make a private and confidential record of your login details!**

If you do not know who your account executive is, please contact customer service at LTA.Service@thomsonreuters.com



You will receive the following notification once your password has been set. Next time you log in to **mentor**, use your email address and your new password to access your module.



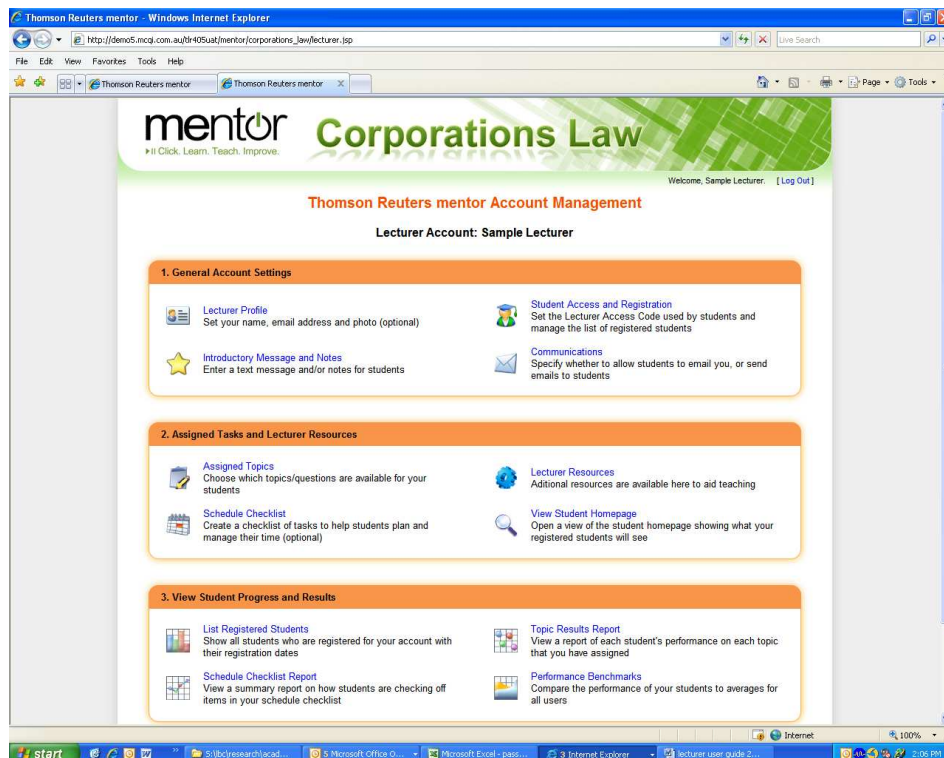


Setting up your lecturer page

Log in to your mentor module as a lecturer using your email address and your confidential password.

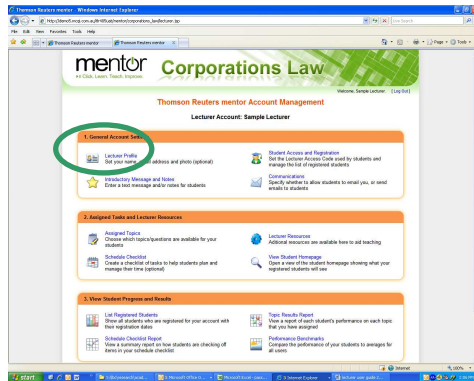


You'll be taken to the account management page, where you control student registration and access, add introductory comments and materials, assign topics, schedule tasks for completion, access lecturer resources and preview your students' **mentor** page as you build it.





Lecturer profile



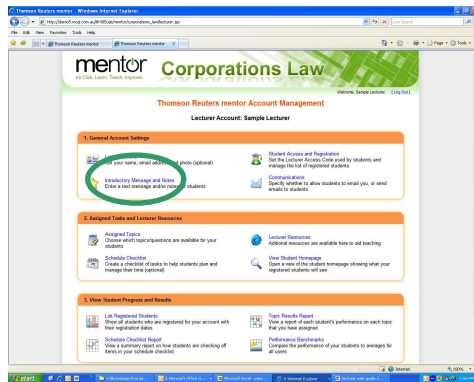
The lecturer profile is set up by your account executive when you are registered. You can change your password in this screen – your account executive will be able to log in as an administrator and retrieve it for you should you forget it. Again, we urge you to keep note of it in a secure place.

Display image – this field allows you to upload a photograph of yourself to your students’ mentor page so they know what you look like! Particularly useful if you are teaching remote students. There are size limits – please see screen for details. Click “save changes” when complete.



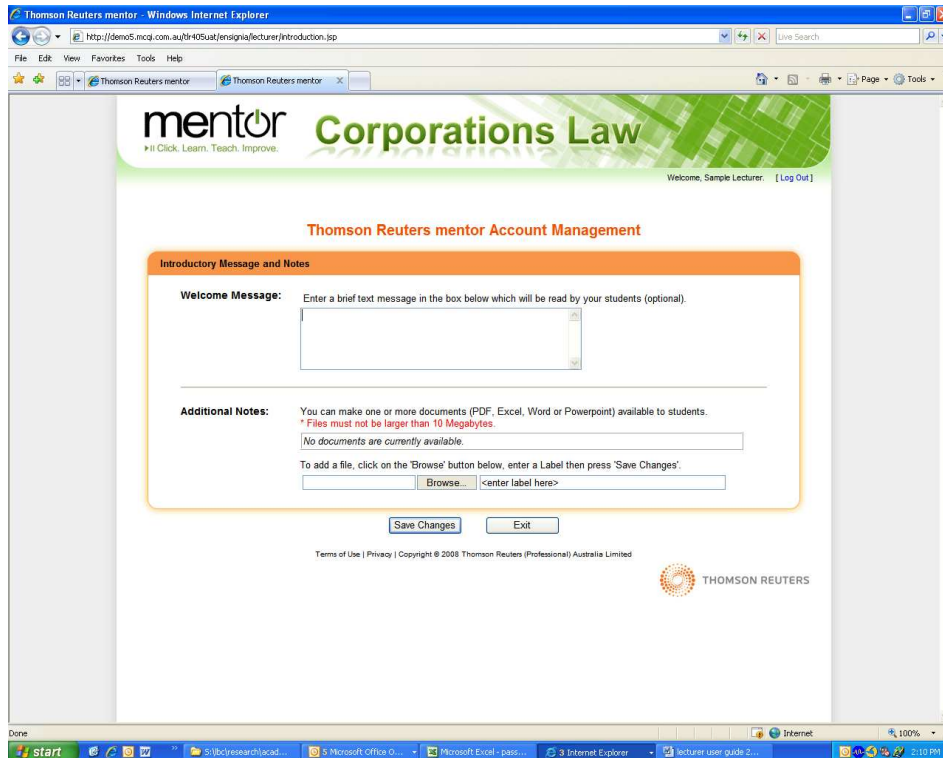


Introductory message and notes



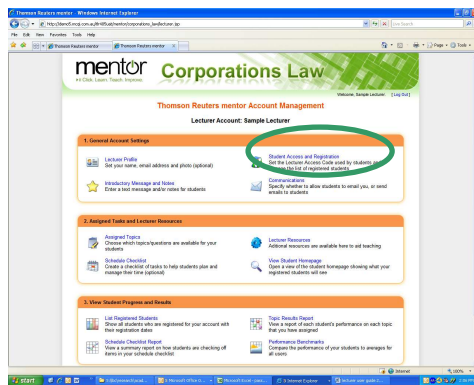
You can enter a welcome message to your class, or instructions in this field. Particularly useful if you do not currently use an online classroom environment like Blackboard, Moodle or WebCt.

You can upload documents – PDFs, Word documents, Excel spreadsheets or Powerpoint slides – that you want to make available to your students. Each file must not exceed 10MB.

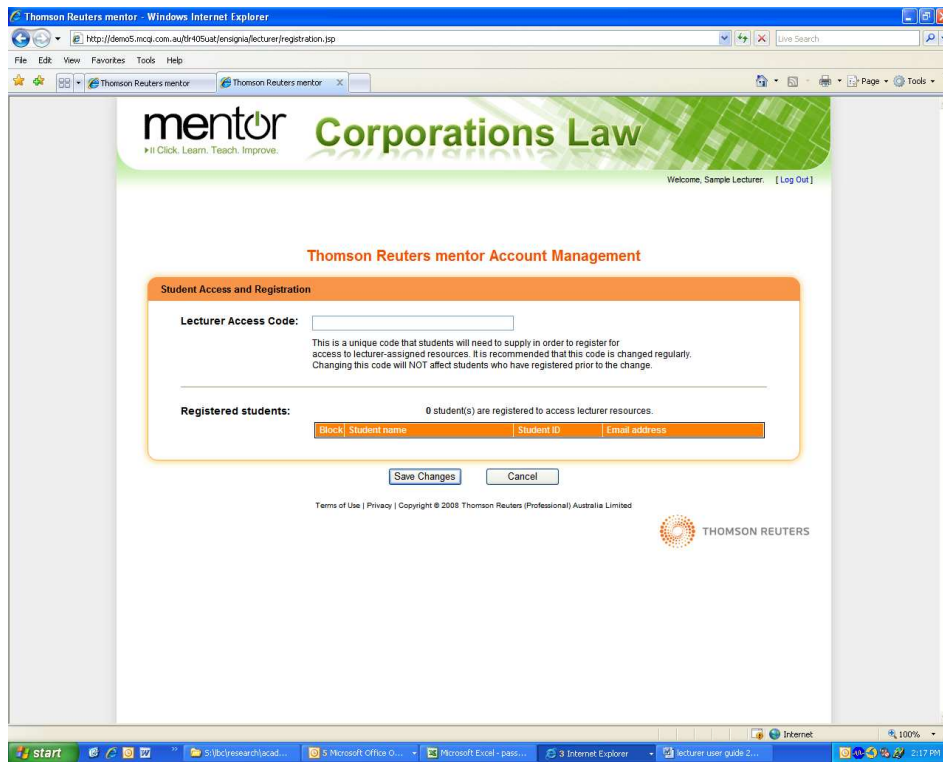




Student Access and Registration



This is where you set the password that you give to your group of students so they can access the mentor topics you want them to complete.



Remember, **separate registrations** are required for:

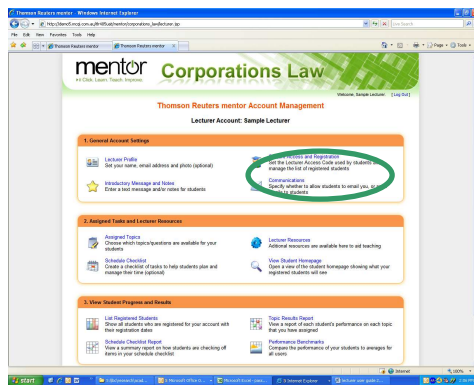
- Different **mentor** modules (ie if you teach different subjects and wish to access the mentor modules for different subjects, separate registration is required for each – Contract Law, Business and Commercial Law etc).
- Different classes if you wish the results of each group of students to be discrete (ie if you are teaching Corporations Law and are teaching more than one class, you will need to register separately for each class. If you register once then all of your students' results will appear together rather than in their class groups.)

If you want each group to remain discrete then a separate password must be set for each group.

You will see a list of all students registered who are using the password you have provided. You can check this list against your enrolments and can block or permanently remove students from this list if they are not enrolled in your unit. Students may pass your password to other people and this function allows you to monitor who has access to the content and whose results may therefore interfere with your class results.



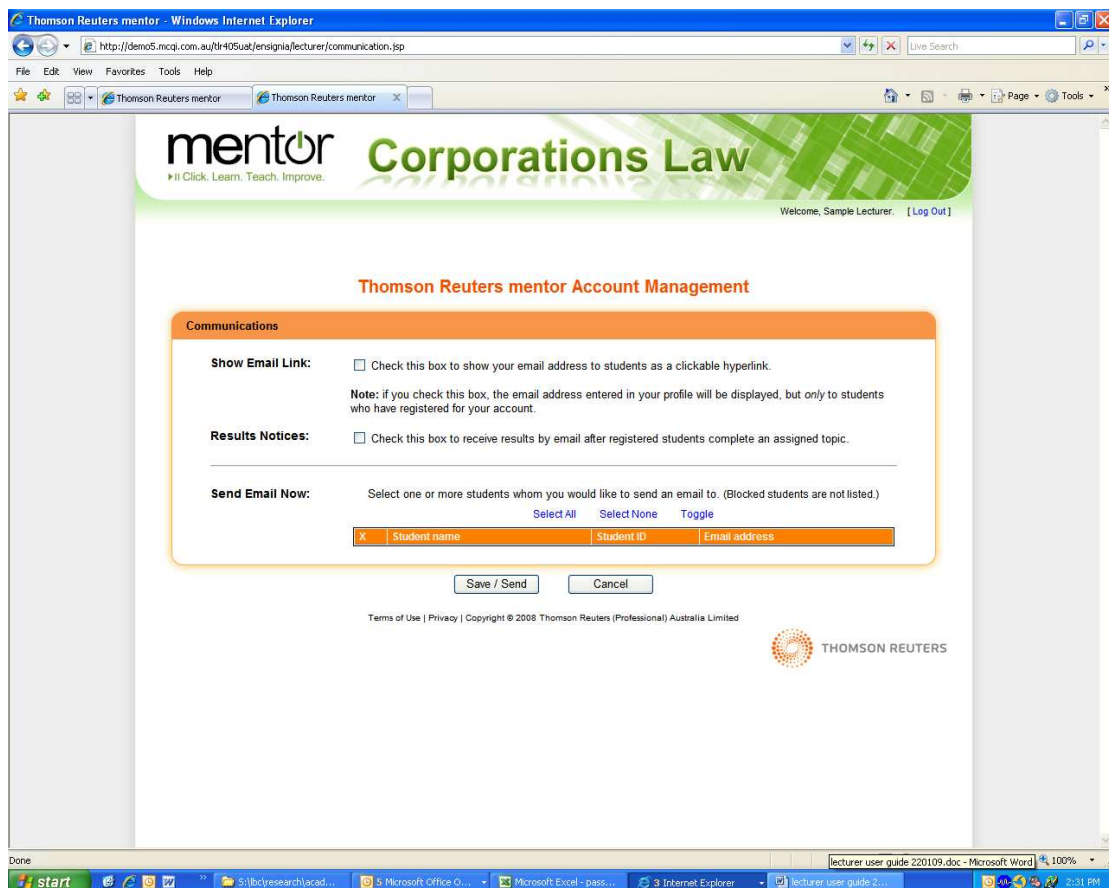
Communications



This feature is where you can opt to reveal your email address to students on their mentor page. The default is not to reveal it.

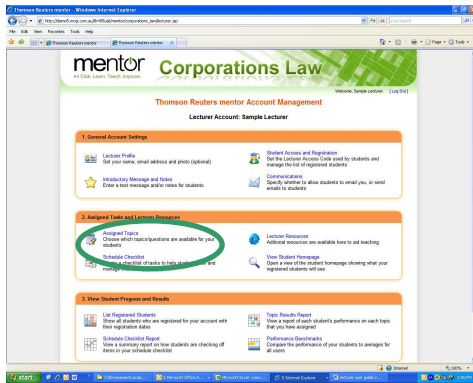
You can also opt to receive emails when your students complete assigned topics – **not advisable** if you have very large student numbers!

This feature also allows you to send an email to all of your students or to a group of them.





Assigning topics

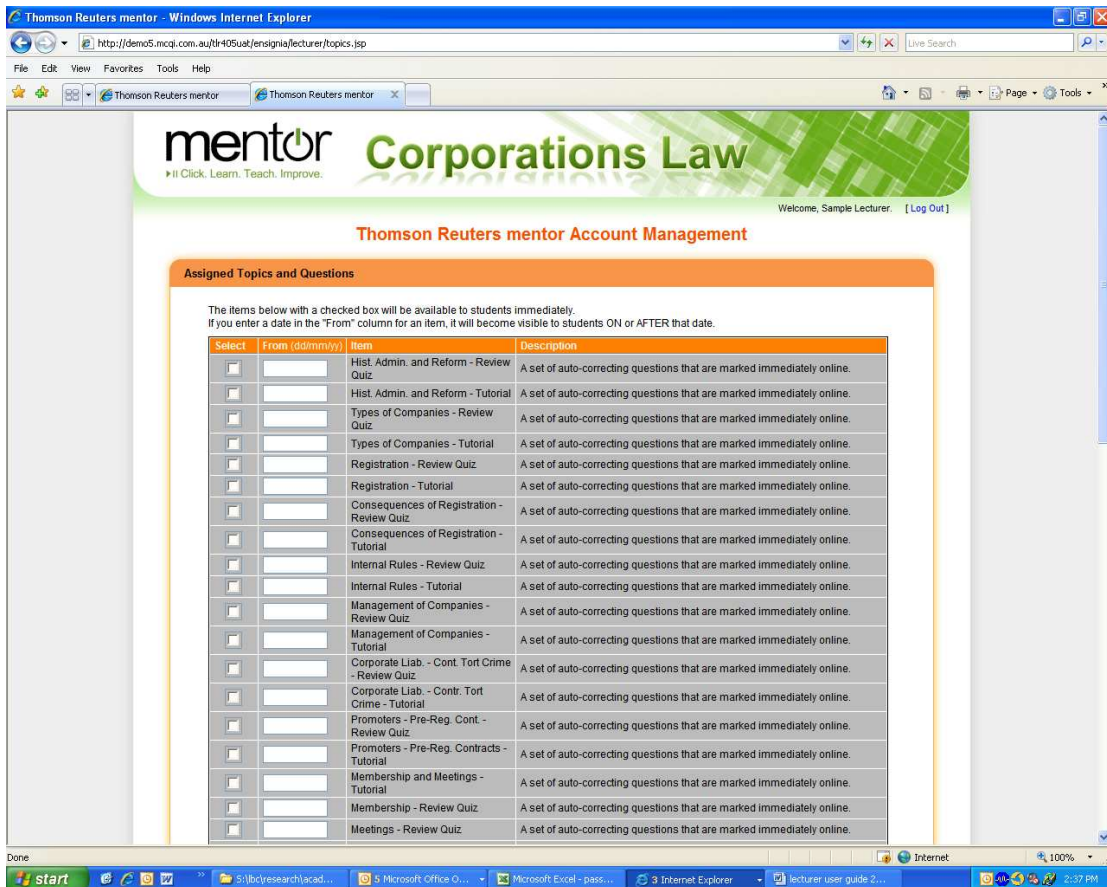


This page is where you will find all of the exercises that are available for the module which you can assign to your students.

It is up to you to choose how you use this content:

- you could assign topics and recommend students complete them as revision
- assign topics as assessment exercises which go towards their final result
- assign topics for discussion in class or online.

Make sure to instruct your students as to how this content will be used and whether it is to be used as an assessment tool.



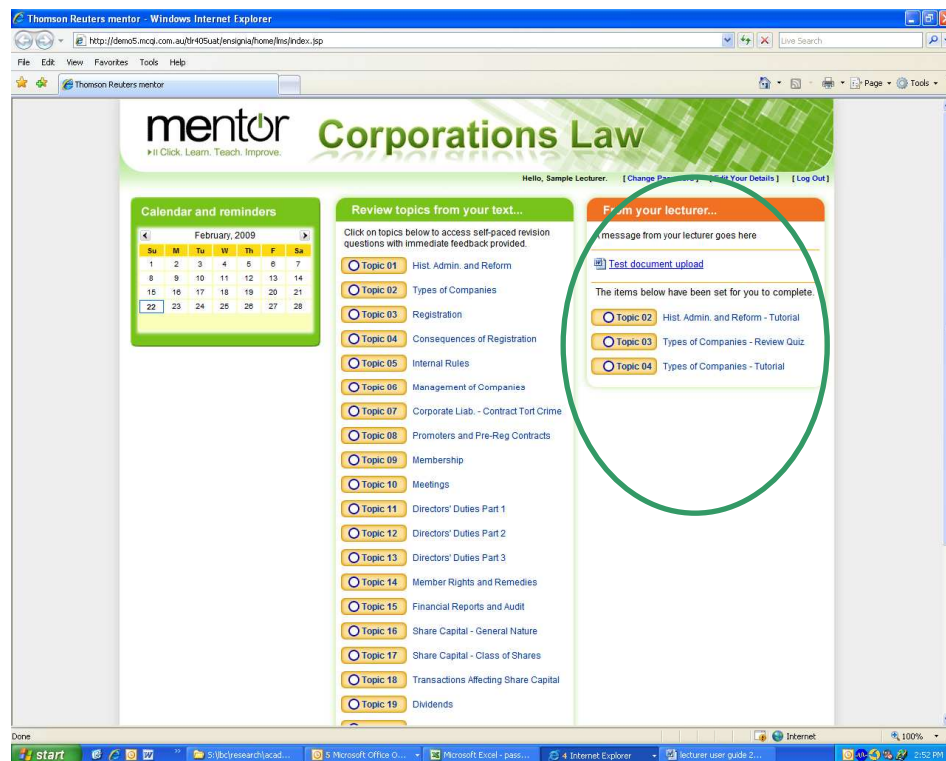


Click on the box by each topic to select it. If you leave the date field blank then all assigned topics will appear when your students next log in using the password you have provided. If you add dates to the date fields then the topics will only become visible from the date that you have allocated.

After making your selection, save changes and then exit to go back to the account management page.

Topics that you assign will appear on the students' mentor page surrounded in orange on the right hand side of their page. Students who have self registered and who do NOT have access to the lecturer content will see only the content outlined in green.

As a lecturer you will only see the results of the topics assigned to your students and not the results of the student self assessment tools.



Depending on the module you are using, different types of exercises are available to allocate to your students:

- Review quizzes – instant response questionnaires
- Review tutorials – generally consisting of a problem scenario and a series of questions relating to the facts/scenario
- Essay questions
- Short answer questions
- Problem questions



Types of exercises available

Review quizzes and review tutorials

Review quizzes are comprised of a number of instant response type questions which are marked automatically as correct or incorrect by the mentor system. Review tutorials are similar but ordinarily they consist of a problem scenario or set of facts and the following questions relate back to the facts as stated.

Students have only one attempt at each question and the answers are not revealed once their answer has been submitted. The lecturer question sets contain none of the questions available in the student self-assessment modules, so they can be used as formal assessment tasks.

A number of question formats are possible. Multiple choice questions are the most common. Other options are True/false, Drag and drop and Select from the following/drop down menu. Examples are below.

Multiple choice questions Review Tutorial

The screenshot shows a web browser window displaying the 'mentor' interface for 'Corporations Law'. The page is titled 'Types of Companies Tutorial' and features a 'Multiple Choice Question' format. The question text reads: 'Wong has a successful business of designing web pages which he personally operates by himself from home. Wong's friend Long wants to start a business, being an internet web-based computer hardware supplier. They both decide to go into business together and register a company Wong Long Pty Ltd, with the intention that Wong will maintain the web page and Long will look after the suppliers and customers. The company issues 100,000 \$1 shares to Wong and Long. Wong transfers his business worth \$80,000 into the company in exchange for the shares and Long contributes \$80,000. The business has become very successful, but requires additional capital. What non-corporate form of association is Wong personally operating through his business of designing web pages?' The options are: A Partnership, B Trust, C Unincorporated joint venture, D Sole Trader, and E Unincorporated not-for-profit association. A 'Submit answer' button is visible at the bottom right of the question area. On the left side of the page, there is a 'Contents and Progress' section with a grid of numbered buttons (01-10) and navigation buttons for 'Back', 'Next', and 'Exit Topic'. The Thomson Reuters logo is visible at the bottom right of the page.



Review quiz

The screenshot shows a web browser window displaying a quiz interface. The page title is "Introduction to Law". On the left, there is a "Contents and Progress" sidebar with a grid of numbered buttons (01-10). The main content area is titled "Statute and its interpretation" and contains a "Multiple Choice Question" (06). The question asks for the best answer to a scenario about statutory interpretation. The options are: A) Applying the mischief rule, B) Taking a literal approach, C) Taking a purposive approach, and D) Applying the golden rule. A "Submit answer" button is at the bottom right of the question area. The Thomson Reuters logo is visible at the bottom right of the page.

True/false questions

The screenshot shows a web browser window displaying a quiz interface. The page title is "Business Law @ TAFE". On the left, there is a "Contents and Progress" sidebar with a grid of numbered buttons (01-10). The main content area is titled "Origins of Law" and contains a "Multiple True/False" question (04). The question asks to indicate whether several statements are true or false. The statements are: "Australia is a constitutional monarchy", "The Constitution of Australia can only be changed by referendum", "The Prime Minister gives Royal Assent to statutes of parliament", "A Bill is read 10 times in each House of parliament", "Section 51 of the Constitution deals with conflict of State and Federal laws", and "The standard of proof for criminal matters is beyond reasonable doubt". There are radio buttons for "True" and "False" next to each statement. A "Show answer" button is at the bottom right of the question area. Below the question area is a "Notes" section with a text input field and "Save" and "Clear" buttons. The Thomson Reuters logo is visible at the bottom right of the page.



Drag and drop questions

mentor Business Law @ TAFE

Contents and Progress

01 02 03 04
05 06 07 08
09 10

Back Next
Exit Topic

Notes

Save Clear

Court System

Drag and Drop » Drag the options below to the correct answer spaces.

Using the list of names supplied find the main individuals involved in a court case

Judge/Magistrate	Solicitors/Barristers
Appellant	Respondent
Plaintiff	Defendant

The person who starts legal action in a civil case is the... Appellant
The person who is sued in a civil case is the... Defendant
The person who lodges an appeal is the...
The person against whom an appeal is made is the...
The person who controls the court/case is the...
The parties who provide legal advice and appear in court for their clients are...

Show answer

THOMSON REUTERS

mentor Business Law @ TAFE

Contents and Progress

01 02 03 04
05 06 07 08
09 10

Back Next
Exit Topic

Notes

Save Clear

Negligence

Drag and Drop » Drag the options below to the correct answer spaces.

Drag and drop the terms that best suit the following statements:

manufacturer	contractors
retract	standard of care
radio announcer	

- Donoghue v Stevenson is based on liability of a manufacturer for his product.
- In Cook v Cook the was lowered for a learner driver.
- In Morosi v Broadcasting Station 2GB a made a defamatory statement which he then attempted to
- In Burnie Port Authority v General Jones the Port Authority was liable for the negligence of its

Show answer

THOMSON REUTERS



Select from the following/drop down menu questions



Students who attempt an already-completed quiz in the lecturer module will get the following message:



Review quizzes are marked by the mentor system. Results are collated into reports that the lecturer can review and download as a spreadsheet. See pages 21 and following for further information.

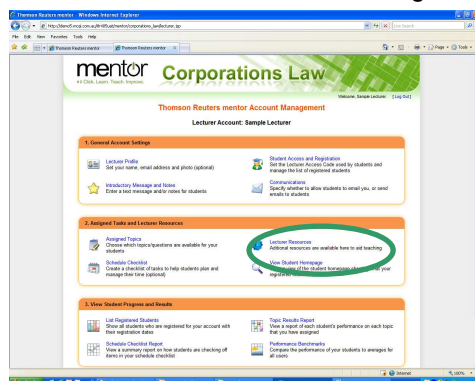
Short answer, Problem and Essay questions

Also available, depending on the module you are accessing (eg Guide to Business Law, Corporations Law, etc), are a variety of Short answer, Problem and Essay questions that you can assign to your students.

As mentioned above, it is up to you to choose how you use this content:

- assign topics as assessment exercises which go towards their final result
- assign topics for discussion in class or online.

These question types cannot be marked by the mentor system. Lecturers will be able to download answer guides to these questions from the **Lecturer resources** page (see below), but it is up to the lecturer to instruct students on how these questions are to be answered and to mark them. Instructions can be given in the **Schedule Checklist** (see page 19 below).





Examples of questions
Short answer questions

The screenshot shows a web browser window titled 'Ensignia Content Preview - Windows Internet Explorer'. The address bar shows a URL from 'http://mentor.mcq.com.au'. The page header features the 'mentor' logo with the tagline 'Click. Learn. Teach. Improve.' and the course title 'Business Law @ TAFE'. The main content area is titled 'Court System - Short Answer Questions' and contains the following text:

Court System - Short Answer Questions

The following short answer questions have been assigned by your lecturer. Your lecturer will provide instructions on how to submit your answers for these questions.

1. In a court case what does it mean when the losing party wants to lodge an "appeal"?
2. In relation to both civil and criminal law explain the meaning of "burden of proof" and "standard of proof".
3. What are the differences between a "solicitor" and "barrister"?

Press 'Exit Topic' when you are ready to return to mentor.

EXIT Topic X

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Problem question

The screenshot shows a web browser window titled 'Ensignia Content Preview - Windows Internet Explorer'. The address bar shows a URL from 'http://mentor.mcq.com.au'. The page header features the 'mentor' logo with the tagline 'Click. Learn. Teach. Improve.' and the course title 'Business Law @ TAFE'. The main content area is titled '01. Origins of Law - Problem Question 1' and contains the following text:

Origins of Law - Problem Question 1

Doctrine of ejusdem generic

The following problem question has been assigned by your lecturer. Your lecturer will provide instructions on content guidelines and how to submit your answer for this question.

Following complaints about drunkenness and bad behaviour in local parks, the Victorian Parliament passed the *Peace in Parks Act 2008* (Vic) to prohibit/restrict the use of alcohol in public parks. Section 4 of this Act imposed a fine of \$500 on any person who consumed "beer, whisky, rum, wine or any other drink within any local park". Applying the doctrine of "ejusdem generis" what is the most likely result in the following situations:

- a) Serena is arrested in her local park whilst drinking a bottle of Vodka.
- b) Sebastian is arrested in his local park whilst sipping cough medicine containing 2% brandy which was prescribed by his doctor for Sebastian's influenza.
- c) Sherly is arrested for drinking coffee in her local park.

Press 'Exit Topic' when you are ready to return to mentor.

EXIT Topic X

THOMSON REUTERS



Essay question

Ensignia Content Preview - Windows Internet Explorer
http://www.mentor.ncqj.com.au/en/signia/system/cms/previewContent.jsp?ref=1178315&t_p=1235267119359

mentor
Click. Learn. Teach. Improve.

Business Law @ TAFE

Court System - Essay Question

Court System - Essay Question

The following essay question has been assigned by your lecturer. Your lecturer will provide instructions on content guidelines and how to submit your answer for this question.

**"The role of judges is simply to interpret and enforce the law."
Do you agree with this statement?**

Press 'Exit Topic' when you are ready to return to mentor.

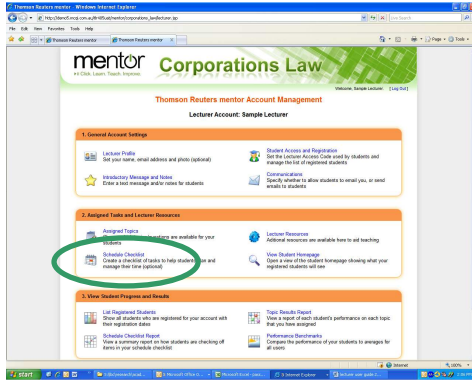
Exit Topic

THOMSON REUTERS



Schedule checklist

To schedule assessment tasks and/or to remind students of important dates in their student calendars, the Schedule Checklist enables lecturers to create a list of tasks which will appear on the left hand side of their students' **mentor** page.



Add items, their descriptions and the due dates to the checklist. See samples below.



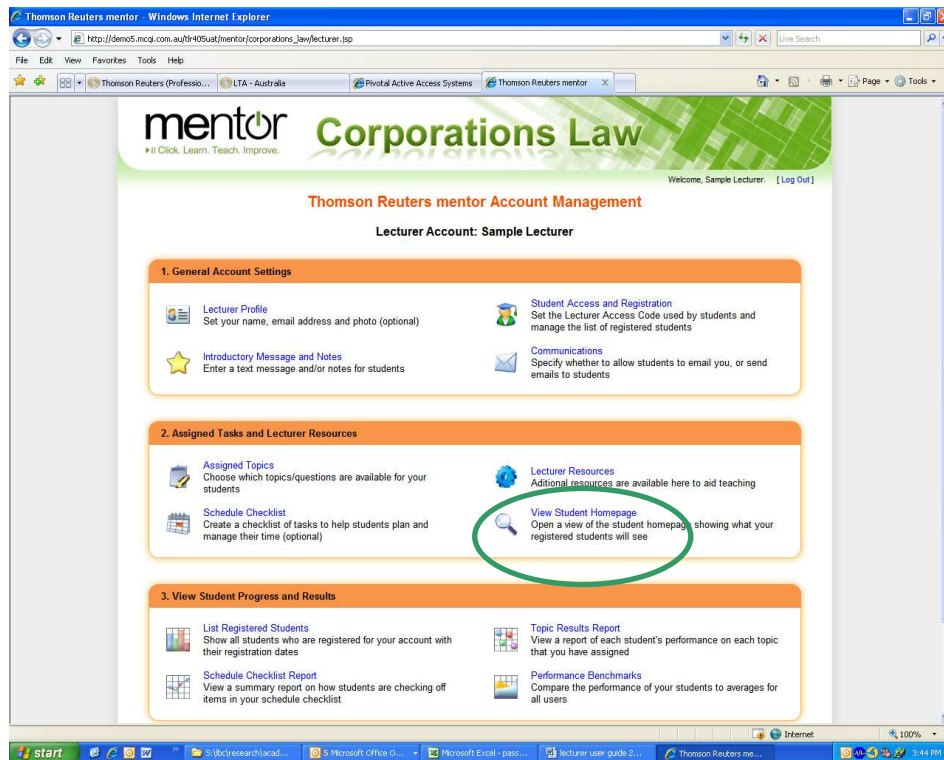
Click "Exit" when items have been added.



Scheduled tasks appear down the left hand side of the students' mentor page. The due dates of scheduled tasks will be highlighted in the students' calendar.



Note from the example above, scheduled tasks do not have to only relate to mentor-driven content but can include other tasks you wish your students to complete (eg oral presentations, or notifications about exams etc). As you assign topics and schedule tasks, you can preview your students' mentor page to check what you have done.

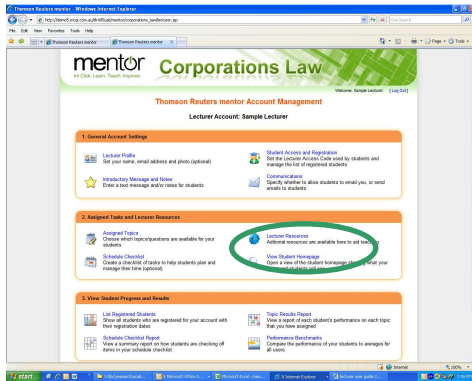


It will open in a new window. You will be able to simulate the student environment by attempting the questions in this preview window. After doing, close the window to return to your account management page.



Lecturer resources

Answer guides to all of the questions available in the mentor module are available as PDF downloads for lecturers in the Lecturer Resources section.



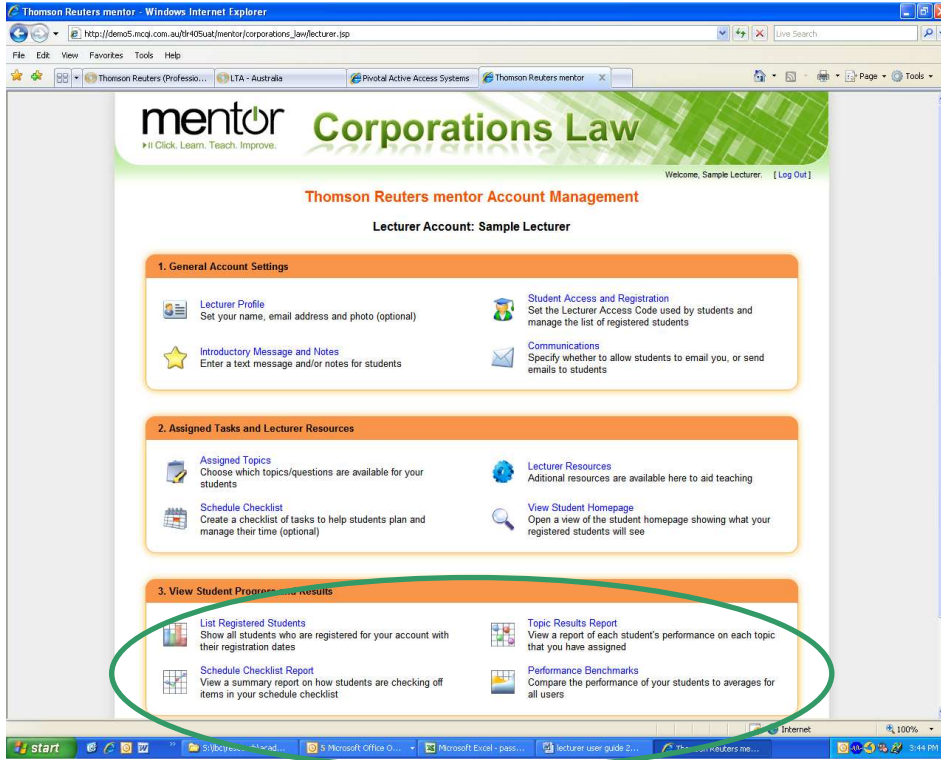
Note that these files contain the answers to all of questions in that module, so keeping them confidential and out of the hands of students is important to ensure that lecturer modules can be used as assessment tools.

Depending upon availability, the Lecturer Resources page may also contain other lecturer supplements eg PowerPoints, Lecture outlines etc.

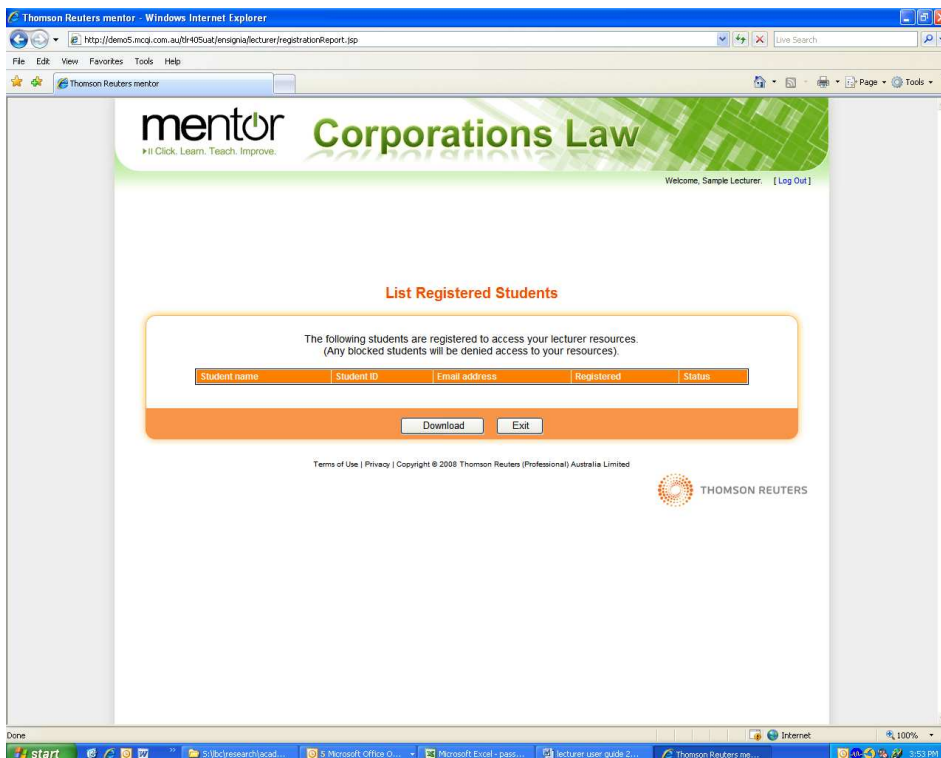


Student progress and results

The functions on your account management page allows you to access a number of reports. All of these reports can be downloaded as a spreadsheet to retain for your records and can be accessed at any time. Click “Exit” to return to the account management screen.



List registered students – lists all students who have registered and are using the password you have provided. You can download this list (click on the “Download” button) as a spreadsheet to compare with your student enrolment information.





Schedule checklist report – shows your students' progress against the items listed in the schedule checklist. It shows who has completed it, and when.

The following checklist items are currently visible to students.

Item 01. Types of companies review quiz
Due date: 11/02/10
Percentage checked: -

Student name	Student ID	Status	Completion Date
--------------	------------	--------	-----------------

Item 02. Registration Tutorial
Due date: 11/02/10
Percentage checked: -

Student name	Student ID	Status	Completion Date
--------------	------------	--------	-----------------

Item 03. Oral presentation
Due date: 03/03/09
Percentage checked: -

Student name	Student ID	Status	Completion Date
--------------	------------	--------	-----------------

Item 04. Class discussion
Due date: 03/03/10
Percentage checked: -

Student name	Student ID	Status	Completion Date
--------------	------------	--------	-----------------

Item 05. Essay 1 due
Due date: 03/05/10
Percentage checked: -

Student name	Student ID	Status	Completion Date
--------------	------------	--------	-----------------

Topic results report – lists the topics you have made visible to your students and their progress to date – whether completed, their score and percentage mark and date completed.

The following assigned topics are currently visible to students.

Hist. Admin. and Reform - Tutorial
Available date: none
Percentage complete: -
Average score: -

Student name	Student ID	Status	Score	Percent	Completion Date
--------------	------------	--------	-------	---------	-----------------

Types of Companies - Review Quiz
Available date: none
Percentage complete: -
Average score: -

Student name	Student ID	Status	Score	Percent	Completion Date
--------------	------------	--------	-------	---------	-----------------

Types of Companies - Tutorial
Available date: none
Percentage complete: -
Average score: -

Student name	Student ID	Status	Score	Percent	Completion Date
--------------	------------	--------	-------	---------	-----------------

Registration - Tutorial
Available date: none
Percentage complete: -
Average score: -

Student name	Student ID	Status	Score	Percent	Completion Date
--------------	------------	--------	-------	---------	-----------------

Promoters - Pre-Reg. Contracts - Tutorial
Available date: none
Percentage complete: -



Performance benchmarks – lists the topics assigned to your students and indicates the average result and shows individual results against the benchmark.

The screenshot shows a web browser window displaying the Thomson Reuters mentor interface. The page title is "Performance Benchmarks" and it includes a navigation bar with the Thomson Reuters logo and "Corporations Law". The main content area lists several topics with their respective performance metrics and student data tables.

Performance Benchmarks

Welcome, Sample Lecturer [Log Out]

The following assigned topics are currently visible to students.

Hist. Admin. and Reform - Tutorial
Percentage complete: -
Average score: -
Benchmark score: -

Student name	Student ID	Status	Score	Percent	Benchmark %
--------------	------------	--------	-------	---------	-------------

Types of Companies - Review Quiz
Percentage complete: -
Average score: -
Benchmark score: -

Student name	Student ID	Status	Score	Percent	Benchmark %
--------------	------------	--------	-------	---------	-------------

Types of Companies - Tutorial
Percentage complete: -
Average score: -
Benchmark score: -

Student name	Student ID	Status	Score	Percent	Benchmark %
--------------	------------	--------	-------	---------	-------------

Registration - Tutorial
Percentage complete: -
Average score: -
Benchmark score: -

Student name	Student ID	Status	Score	Percent	Benchmark %
--------------	------------	--------	-------	---------	-------------

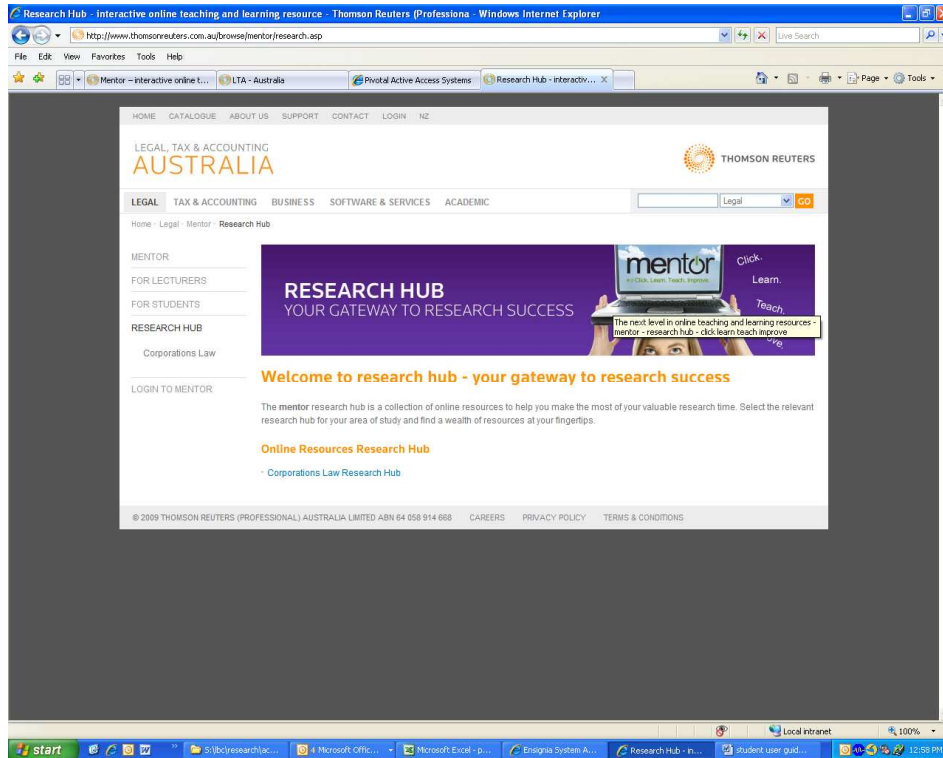
Promoters - Pre-Reg. Contracts - Tutorial
Percentage complete: -
Average score: -



Research Hub

In addition to the mentor self assessment and lecturer assessment tools, Thomson Reuters introduces Research Hub – a research portal containing links to useful websites divided into topics. Corporations Law is currently available and more subject areas will follow.

Visit www.thomsonreuters.com.au/researchhub



We hope you and your students find **mentor** a useful self assessment and revision tool and welcome your feedback.

For assistance or to leave comments, please email lta.mentor@thomsonreuters.com or contact your account executive.

If you would like to contribute to the content available in **mentor** and **mentor Research Hub** and be part of a larger community of learning, please do not hesitate to contact your account executive.