

# User Guide for Educators

### nepris.com

Twitter: @neprisapp

Facebook: Neprisapp

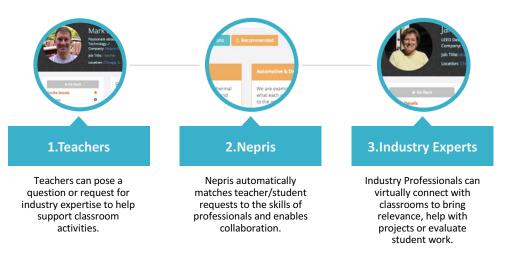
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### What is Nepris?

**Real World Delivered to the Classroom.** Nepris connects teachers and students with the right industry experts, virtually without having to spend much planning time while providing an effective way for companies to extend education outreach and create equity of access.

Although you will find many social aspects to the Nepris platform to connect and inform, there are three main ways to participate:

1. Request an Industry Expert. You can request an industry expert to virtually come into your classroom. You pick the topic, date and time and Nepris will find the match and prepare everyone for the session. Whether you need someone in a field to talk about their career and job, make a connection to how a curriculum topic is applied in the real world, get someone to help students with a long-term project or even find an audience for student presentations of projects, Nepris can help you find the right person.



- **2. Join an industry Chat.** Many of our professionals will offer interactive, live sessions for your classroom to join. Industry Chats are offered throughout the year and often fall into themes (e.g. Hour of Code, Black History Month, Executive Leadership, etc.). If you find a time and topic that fits into your schedule, you can sign up and join other classrooms.
- **3. Use the Video Library.** We record many of the live sessions. If you participated in a live session, you can use the video for review afterwards with your class or to share with your other classes. But you can also assign available videos to your students to enable you to introduce a unit for homework, provide a recording of a class for absent students, flip the classroom, etc.

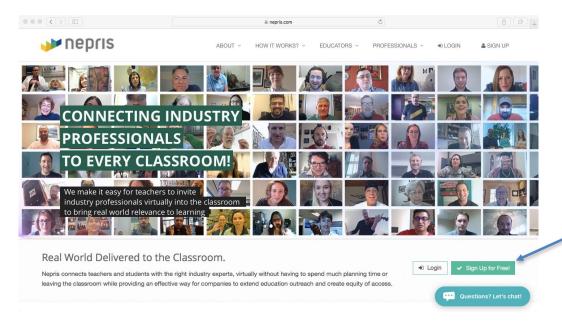






## Signing Up

Go to <a href="http://nepris.com">http://nepris.com</a> and click on the **Sign up for Free** button. You will be asked to establish login credentials and then be taken through three screens. Some notes are below to help you.



#### **Email Address**

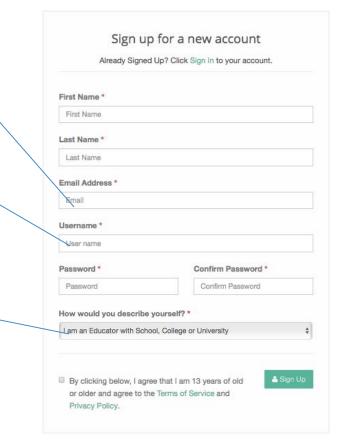
This email address establishes your account and is used to link your account to any school or district subscriptions so be sure to use your official school email address. You can define an email address for regular communications later if you want.

#### Username

Although you can login using the email address established above, the username is much more flexible and can be changed at any time when you edit your profile and can be used to login instead.

#### Role

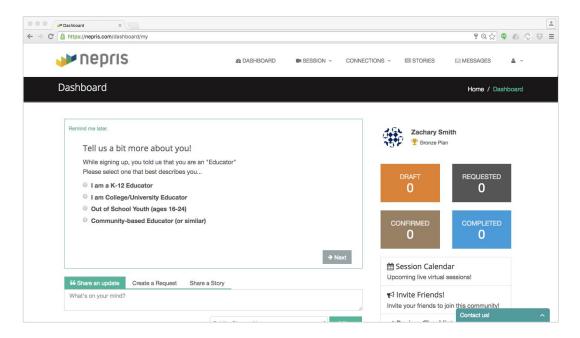
If you are a practicing teacher, administrator or director at a school or district or support teachers in their curriculum, you want to choose: I am an Educator with School, College or University.



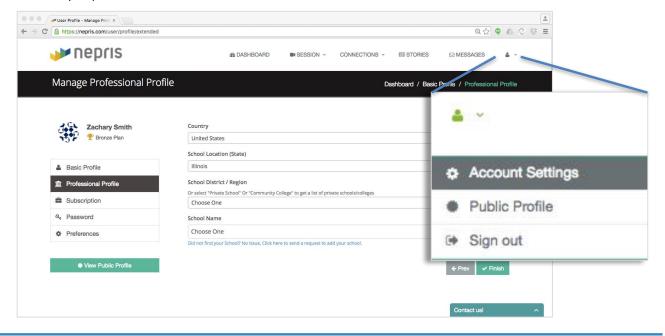


### **Account Settings**

You can begin to use Nepris immediately when you arrive at your **Dashboard**. However, we will prompt you occasionally for more information. It is important that you answer these questions to maximize your Nepris experience.



Click on **Account Settings** to finish your profile, adding a bio, picture, etc. When an industry professional is contemplating if they want to accept your request, they will want to know about you and having some additional information will help personalize the request and increase the chances that they will accept. You can also specify a correspondence email (that can be different from your account/login email) to receive messages and updates about any requested or confirmed sessions.





### What is a Session Request?

A session request is simply a way for you to describe what you want out of the live interaction with a professional. Besides the requests that you write, you will be able to see and share those from other educators as well as join those offered by industry professionals themselves.

This page is the one stop place for the live interaction. It is where you will go to submit, see who has accepted, where you can join the live session, view the video afterwards, make comments, rate the session or presenter, and share your experience with others

## Sharing on Social Media

You can share this page with anyone.

#### Schedule

Proposed or final dates will be displayed here along with length of time for the session.

#### Video:

If the session is recorded, an edited video of the session will be inserted in the page here.

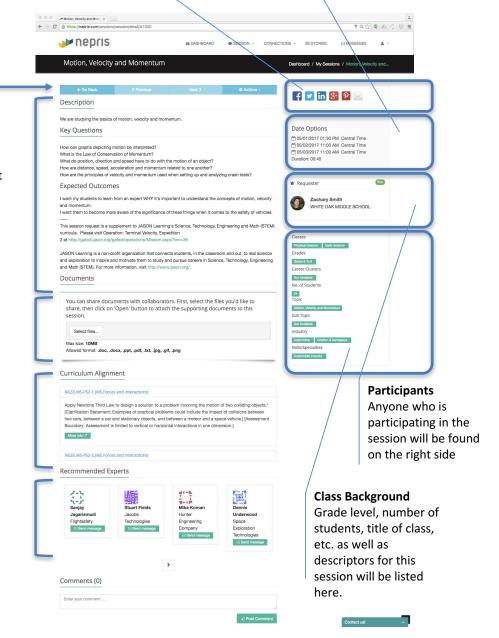
**Description** of what you want out of the session and types of questions you want the professional to answer

Attachments such as work samples, rubrics or anything needed to support your description

**Curriculum Alignment** to national and some state standards.

We will recommend, recruit and find **Professionals** for you. You do not have to message anyone.

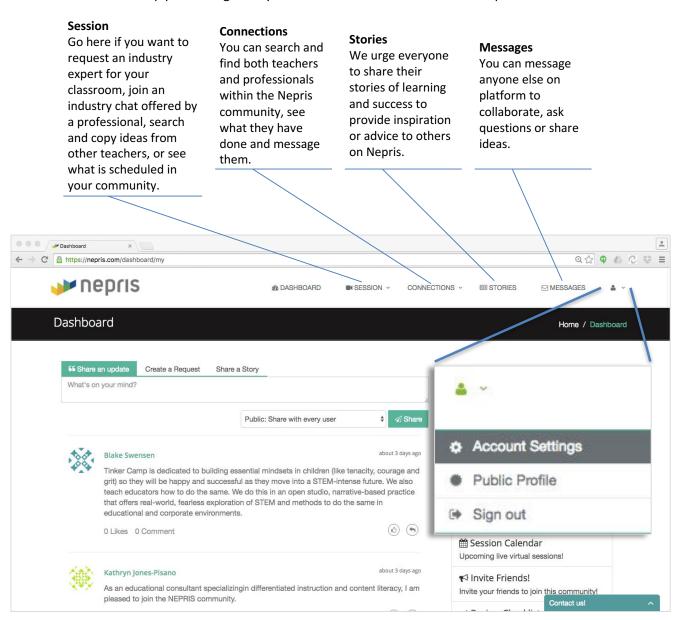
Sharing ideas or thoughts through **Comments** 





### **Dashboard Overview**

The menus at the top provide a gateway into each main functional area for Nepris.



Notice that throughout the site, you will see a **Contact Us** in the lower right hand corner. At any time, you can submit questions and ideas which we will answer as soon as possible. We will also be trying a live chat feature this year where you will be able to get immediate feedback when Nepris support staff are online.



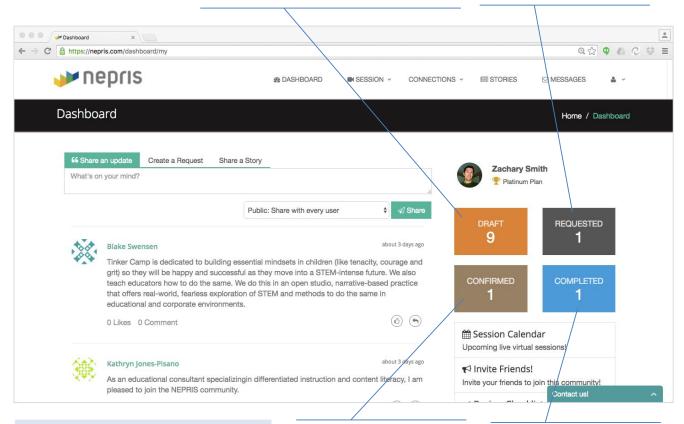
### **Dashboard Overview**

#### Draft

You can create session requests ahead of time as you plan your lessons. This is a quick counter and link to take you to those session requests that you started to create, but haven't submitted yet.

#### Requested

This block will tell you how many session requests you have submitted and you are waiting for an industry expert to accept.



The Activity Feed in the center will allow you to easily share ideas with the broader Nepris community. Type something in the box What's on your mind? and click Share. This will be seen by everyone unless you choose the filter Share with your connections next to the Share button. In this case, only those Following you will receive the submission in their feed. More about Following later in this guide.

#### Confirmed

These are session requests which have been accepted by an industry expert or you have signed up to join. These sessions will have a definite date and time locked on your calendar.

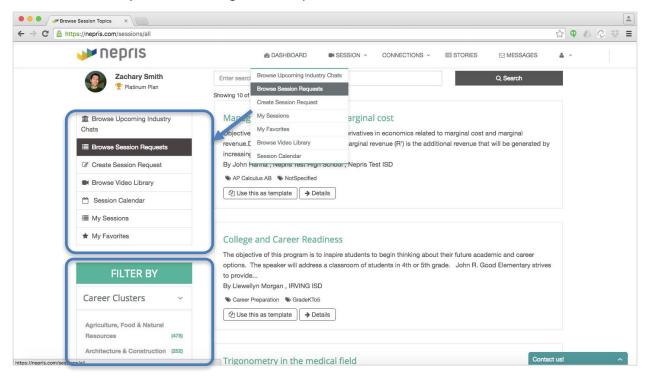
#### Completed

This block will tell you how many sessions have been completed. It is a quick way to view your recorded sessions.

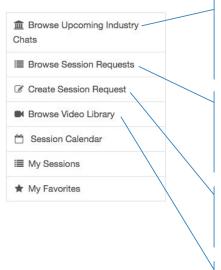


### **Session Menu**

When you select a menu option for the **Session** menu, you will notice that the menu is then repeated on the left side for easy access to finding session requests.



Under that side bar menu are filters that you can use to narrow down your search



#### **Industry Chats**

These are live interactive sessions with an industry expert on a topic that they have proposed. For these, you find something you want to join and then sign up. Also, look for emails on new sessions and themed collection of offerings as well as check **the Session Calendar** for upcoming **Industry Chats.** 

#### **Browse Session Request**

We all know teachers love to share ideas. Go here to see what educators on Nepris are doing. Here you will find sessions that are looking for an expert, have been scheduled or completed. Once you find something you like, you can easily copy it and make it your own.

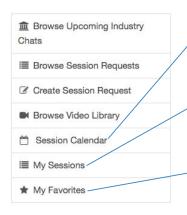
#### **Create Session Requests**

If you don't find something you want to copy and edit to submit, you can create a request from scratch on your own.

#### **Browse Video Library**

These are all past sessions that have been recorded, edited and posted for you to view, whether you want to show it to your class, assign it to your students for outside of class, or check out what a potential expert has done with past sessions.

### **Session Menu**



#### **Session Calendar**

This is an easy way to graphically see what is happening for you personally, your school, or district, or if you just want to peruse and see what's happening with the **Industry Chats**. You can click on any Industry Chat to see the details or to sign up.

#### My Sessions

This is your shortcut to see the list of sessions you have in draft, ones that have been submitted to find an industry expert, your list of upcoming confirmed sessions with an industry expert, and your completed videos.

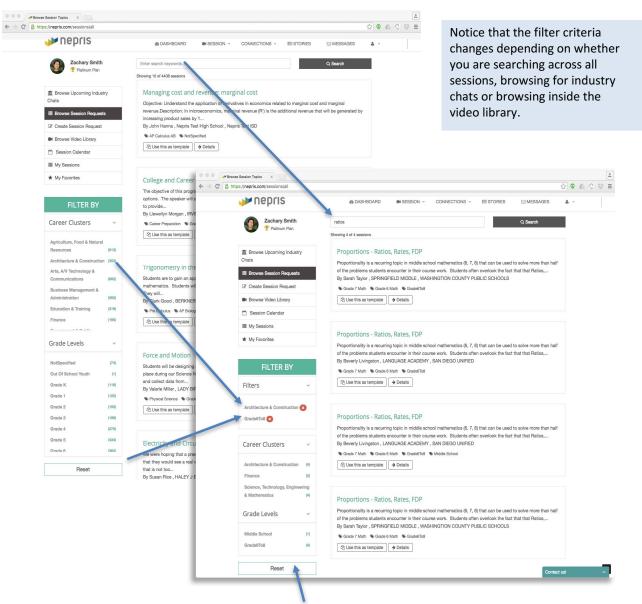
#### My Favorites

You can bookmark any session request and access it here. It may be a video you want to come back to or it might be a peer's session request and you want to keep up with status. You will receive updates for these session requests in your activity feed on your **Dashboard**.



## **Browsing for Sessions**

To find requested, confirmed or completed sessions, click on **Browse Session Requests** under the **Session** menu. To narrow down the list and refine your search, you can use the filters on the left panel as well as searching on key words. You can use these tools separately or together.



You can easily reset your search by clicking on **Reset** at the bottom of the column or remove individual filters by clicking on the red x next to the defined filters

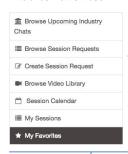


### **Session Request Actions**

#### Add to Favorites

#### Copy

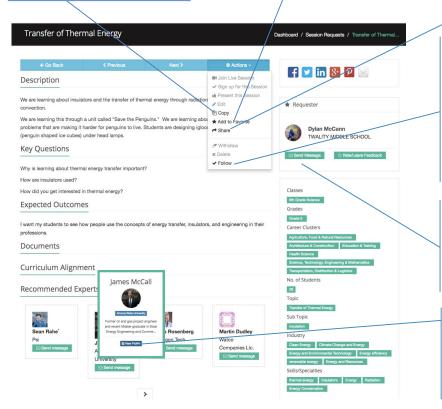
You can easily copy all of the contents of any educator session request into your own session request that you can then modify and submit as your own.



Think of this as a bookmark for this session request. You can view all of your favorites in the **Favorites** menu on the left

#### Share

This is an easy way to message others on the Nepris system about this particular session if you think it is a great idea or you want to invite others.



#### **Follow**

When you follow a session request, anything that happens to this session will be reported to you in an **Activity Stream** on your **Dashboard**. You may want to follow a session so you know when something changes with the session such as status or comments made to a discussion

#### **Send Message**

Whenever you see this near a person's name, you can send them a message. This is useful if you have a question for the expert who accepts your session.

#### Helpful Tip

If you hover over a user, a pop-up summary will appear and you can click on **View Profile** to find out more about that person.

If the session belongs to you, you can do a few more things. These will be helpful if you need to change your plans or clean up your list of sessions.

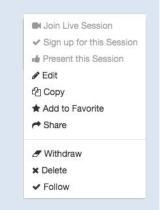
#### Edit

This is just another way to get to the editing screens of the request.

#### Withdraw

If the session has been submitted (but not accepted yet) and there is a change where you are unsure of the dates or no longer want to schedule it, you can withdraw it. This means it is still in your draft list, but we will no longer look for an industry expert until you submit it again. If you want to withdraw a request after it has been accepted by an industry expert, you will have to notify <a href="mailto:nepris@nepris.com">nepris@nepris.com</a>.

**Delete** Remove the request permanently.

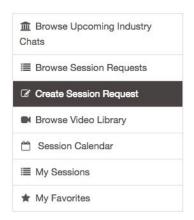




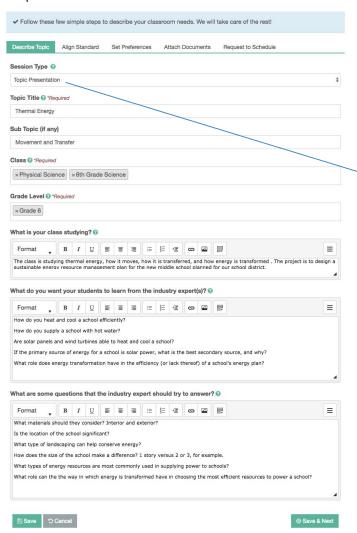
### **Creating a Session Request**

There are two ways to create a session:

- Click on Create Session Request to give you a clean start.
  You can copy and paste text from other documents but all of the fields will have to be filled in.
- When you are inside a session request, you can Copy the request which will then copy all of the information into the form you see below.



The session request is organized into 5 screens which walk you through the information needed to fill out a session request.



**Save and Proceed** at the bottom of the edit and create session screens will move you from step to step. At any point, you can **Save** and come back to the session later.

#### **Topic Presentation**

This format is the most common and used when the educator wants an industry expert to talk about a particular curriculum topic or career path. This type of session will likely consist of a presentation followed by Q&A.

#### **Project Mentoring**

This format is used if the students are involved in a long term project or investigation and you want them to consult an industry expert during project research and development. Students will present something about their project to date and ask questions to help them remove roadblocks.

#### **Evaluation Session**

This format is used when you want to invite one or more industry experts during final presentations of a project, whether individual or group. You may want to post the student projects online prior to the live virtual session.

#### **Student Self Assessment**

This format is used when the teacher wants to invite an industry expert to listen and respond to a presentation by a student who is working to attain the Micro-Enterprise Credential in the state of Louisiana or other applicable programs.

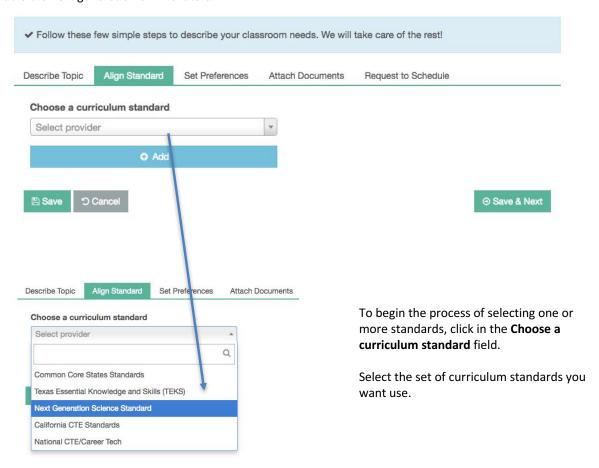
#### **Classroom Collaboration**

This indicates that your classroom want to connect to other classrooms to discuss learning, content and collaborate on projects.



#### Align Curriculum Standards

Several standards including the Common Core State Standards, Next Generation Science Standards, National CTE Standards, as well as others to be added over time, will be available for you to search and select. The alignment of your standards with the goals of the session will provide a consistent, clear understanding of what students are expected to learn and how we can create critical thinkers, increase career literacy, and enable the next generation of innovators.

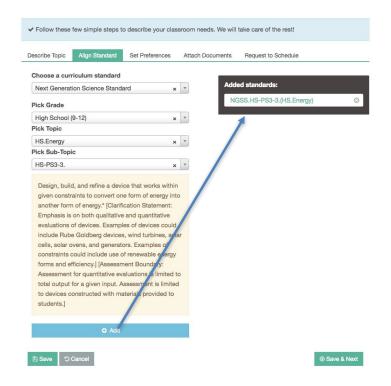


After selecting a curriculum standard, the system will provide a list of subjects and topics. Depending on the body of standards, you may have one or more additional fields to select. In the example below, the Next Generation Science Standards has a field for grade, topic and associated subtopics. You can find a complete list of common core state standards for math at <a href="http://www.corestandards.org">http://www.nextgenscience.org/</a> or National CTE Standards at <a href="https://careertech.org/career-clusters">https://careertech.org/career-clusters</a>.



#### Align Curriculum Standards (continued)

Finally, press **Add** to assign the standard to your session. Because it is very common for more than one standard or topic to apply to a given session, the system allows you to quickly select the next standard, add, repeat...

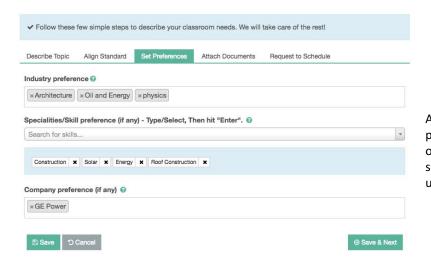


Also, notice the small "x" on each standard. If you make a mistake, you can easily remove the standard by clicking on this "x"

Make sure you save!

#### **Set Preferences**

This step will be the best source for telling the system what kind of industry expert you are seeking, if you know. List as many industries that are directly related to the session that will be able to provide the information and expertise you are seeking.

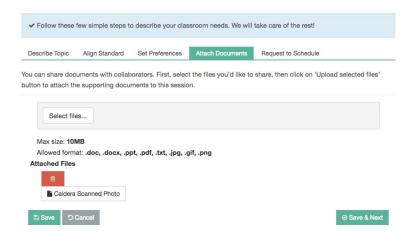


Adding a skill or specialty preference works similar to the other fields but make sure you see the list of skills accumulate under the field in the blue box.



#### **Attach Docs**

This step is optional. But we know that as you progress through your teaching career, you have more and more files, handouts and other electronic information associated with your lessons. This step enables you to attach any material that you want to keep with this session. It is another outlet for you to share materials with the industry expert or Nepris community.

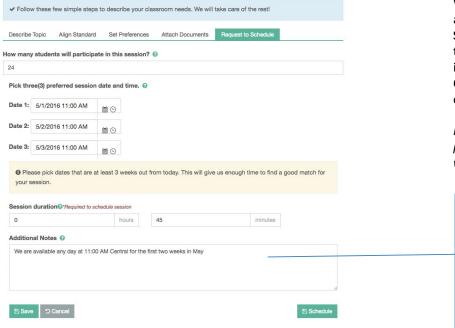


You can select multiple files and then upload the selected files at one time.

Don't forget to **Save** to save your changes!

#### **Schedule Session**

When you want to **Request to Schedule**, industry experts that fit the criteria you provided in the Set Preferences section will be contacted via email to alert them to check out your session and for them to either message you for more information or select one of the proposed times. You will be notified when an industry person accepts.



When you are ready to ask for an industry person, press the **Schedule** button. Only press this when you are ready to involve an industry person,. Otherwise **Save** and you can come back here at any time.

Note: We request that you propose dates at least three weeks in advance.

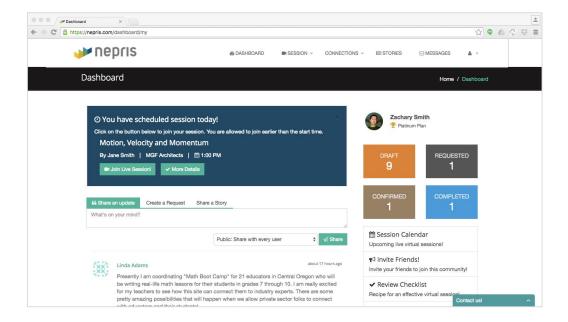
#### **Additional Notes**

This area is to let us know anything else including if there is more flexibility than the preferred dates above. For example, you might want to tell us that the session can happen any Tuesday or Thursday at 10:00 AM before April 25.

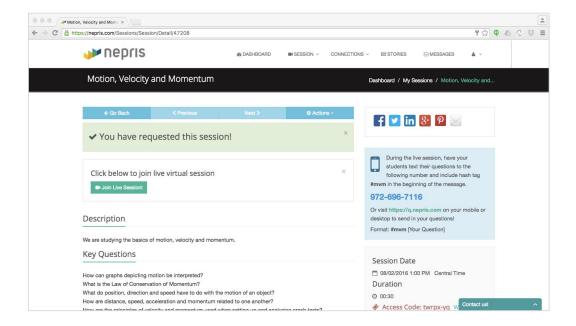


## **Joining a Live Session**

On the day of the session, log into Nepris. When you land on your Dashboard, you will see any sessions you have happening today listed near the top. You can simply join directly from here by clicking on the **Join Live Session!** 



If you are inside the session request on the day of the session, the **Join Live Session** will launch the video application automatically and you will be placed in the Nepris session.





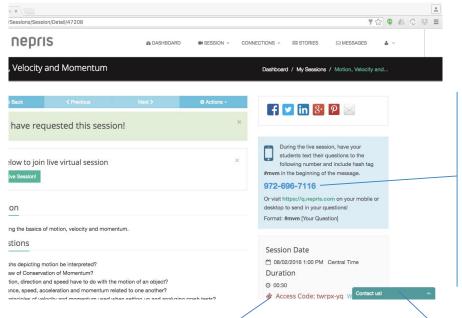
### **Participating in a Live Session**

Once you join a live session, you may or may not be the first one in the session. Remember you can mute your sound and video for privacy until everyone joins. Feel free to get started once everyone has gathered. If you have never done a session with Nepris before, we'll check your technology and do a test live session to answer questions beforehand. Here are some useful documents:

#### Classroom Setup Guide:

https://neprisbox.blob.core.windows.net/docs/2016HelpDocuments/Classroom\_Setup\_E-A16%20.pdf Tip Sheet for Day of Session:

https://neprisbox.blob.core.windows.net/docs/2016HelpDocuments/Tip Sheet E-A16%20.pdf



#### **Texting Questions**

If your students are in middle school or high school, you may be provided a texting option. Post this phone number or URL with hash tag (unique per session) for your students to submit questions. This does not replace the verbal interaction with the professional but is another way for students to engage.

#### **Access Code**

This code is when students are going to login from a location other than a typical classroom setting (e.g. from home). You do NOT want to use this within a classroom setting or typical classroom. You only want one video conferencing connected per room to avoid sound issues. Rather, this is to accommodate virtual schools and special situations where the students are not co-located

For the student to login, they log into student.nepris.com with their own student account and input this number to launch the session. It is expected that the student's teacher is online as well.

See page 26 for information about **Student Access**.

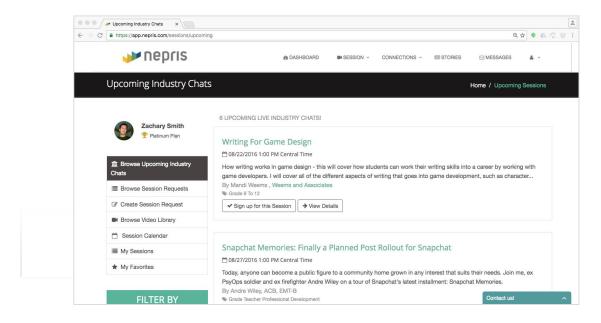
#### You need help?

We are just a few clicks away during your live session. If you are in a session and you need to reach a Nepris team member to help troubleshoot or solve any issues, use this **Contact us!** tab at the bottom of your Nepris web page and we'll either respond in real time via it's chat feature or if you submit a question, we'll respond as soon as possible.

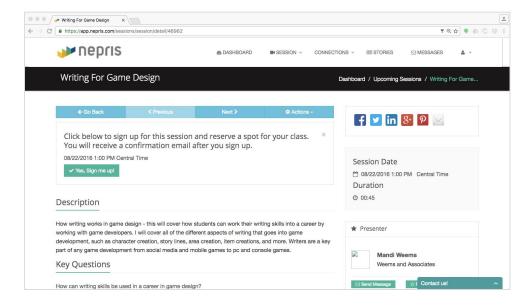


## Signing up for an Industry Chat

Industry Experts and organizations will offer sessions for classrooms to join. These are on a variety of topics and can be found by clicking on **Browse Upcoming Industry Chats** in the **Session** menu. You will also receive communication through email of upcoming sessions with quick links to view them as well.



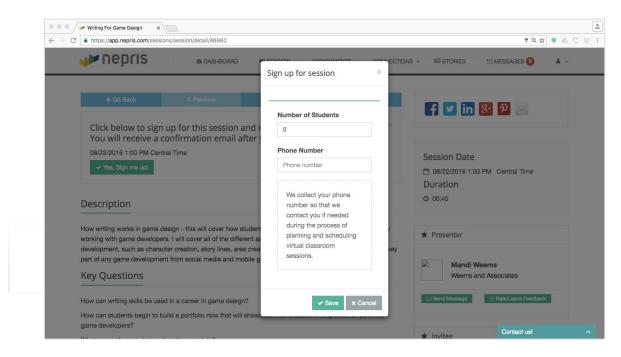
You can sign up directly from the list or if you need more information about a chat, click on **View Details**. In either location, you will have a Sign up button for you to add some information about your class and reserve your space in that session.





## Signing up for an Industry Chat

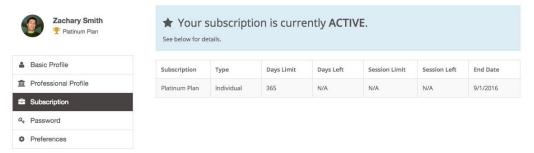
When you choose to sign up, you will be asked for the number of students participating. This is so we can report on how many students are being touched by this session. We also ask for your phone number. This is in case we need to reach you in case of any difficulties joining or cancellations.



Keep in mind that when you sign up for an Industry Chat, you are using one of the **Industry Chat** sessions in your subscription plan:



If you are unsure what plan you have, you can go to your account settings where you completed your profile (see page 3):



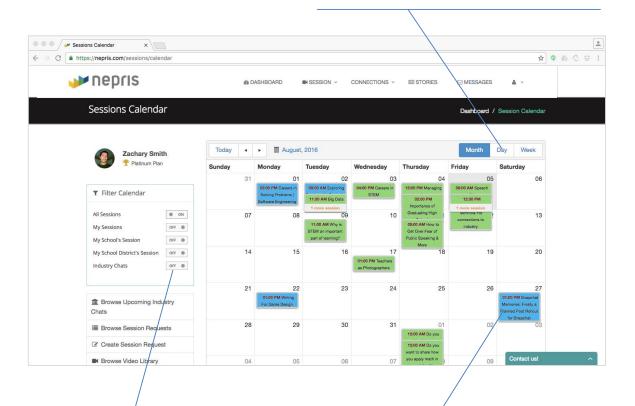


### **Calendar**

The **Calendar** is accessible on the **Session** menu.

#### **Viewing Sessions**

Clicking on the box will open the session request for you to view. During busy times of the year, this calendar is very full. You can view by week or day by clicking on the filter on the upper right hand side of the calendar.



#### **Filtering**

Notice the toggles to the left of the calendar. This is an easy way to see what is happening for you personally, your school, or district, or if you just want to peruse and see what's happening with the Industry Chats.

*Note*: You have to define your school and school district in your profile for this function to work. See page 3 for setting up your profile.

#### Colors

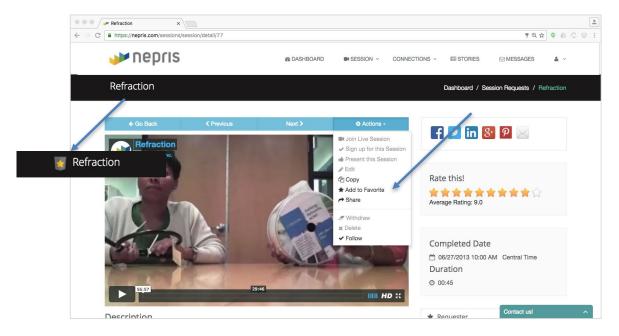
Green will indicate educator requested sessions. Blue will indicate Industry Offered Sessions.

Helpful Hint: If you want to join a session that someone in your district is doing, feel free to ask them (use the **Send Message** button near their name on the request) but make sure you also email <a href="mailto:nepris@nepris.com">nepris@nepris.com</a> so we can add you to the session request which enable you to join and receive support.

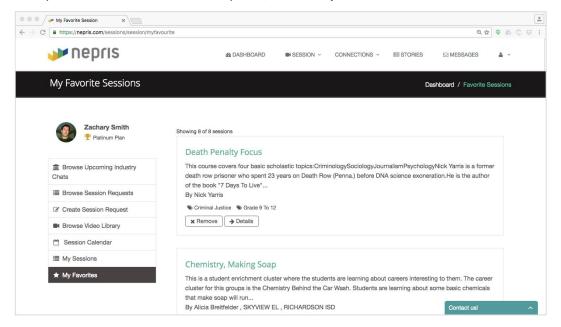


## **My Favorites**

**My Favorites** is a bookmark for the sessions requests you want to easily reference. So if you have a favorite video and don't want to search to find it every time, simply choose the Actions menu and click on Add to Favorite. You will know if a session request was already added to your list by the start icon next to the title.



To access your list of favorited session requests, choose My Favorites from the Session menu.





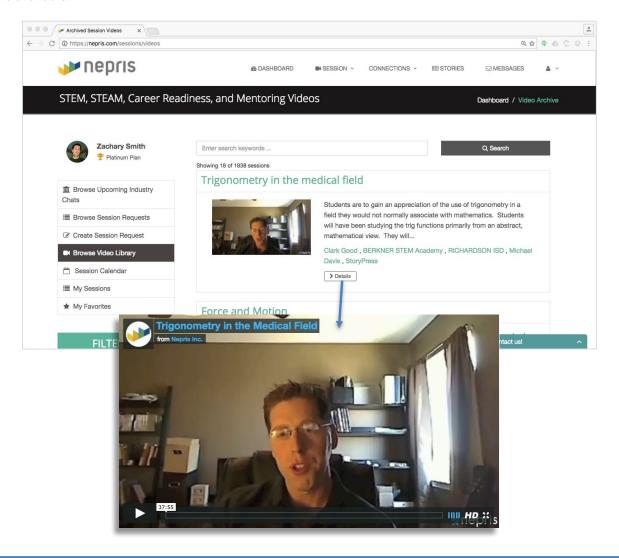
### **Browse Video Library**

Most of live sessions are recorded for use by anyone in the Nepris community. If you select **Browse Video Library** from the **Session** menu, you will get to the filter of only completed requests. This library will continue to grow and you can use this to see what a presenter is like, revisit content with the participating students, show videos to other classes, or even assign videos for students to watch outside of class (next page).

The videos are edited to safeguard student identity and remove non pertinent content; this process can take more than 48 hours. If you need the content the same day for other classes that may need to view the video, let us know via at the bottom right of any Nepris web page.



We'll then post and email a raw version when it is available for your personal use until the edited video is available.

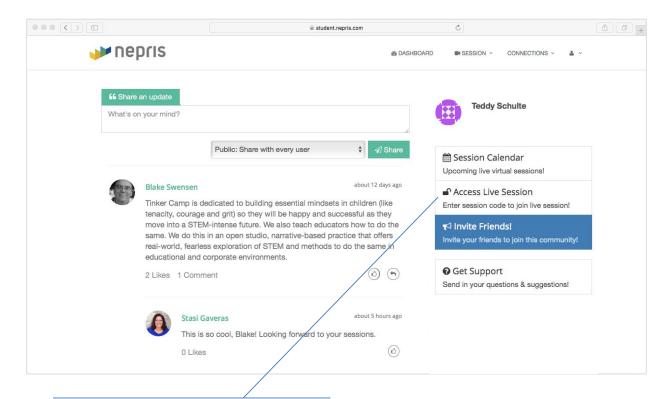




### **Student Access**

Students can access videos and in special situations, join live sessions themselves.\* They can go to student.nepris.com and create an account by clicking on the **Sign up for Free** button. When filling out their credentials, they will choose their role as Student.

The purpose of the student login is for students to view videos and request details. Only students that are age 13 or older should use this site. Students have no message capability and cannot submit session requests. There is no cost for students.



#### **Access Live Session**

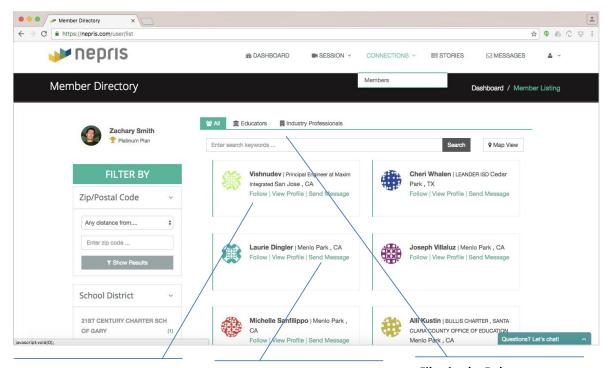
On the day of the live session, the system will give the teacher access to a student code so that a student can join from their own computer (see page 16 for how to find the code through teacher login).

\*You do NOT want to use this within a classroom setting or typical classroom. You only want one video conference connected per room to avoid sound issues. Rather, this is to accommodate virtual schools and special situations where the students are not co-located.



## **Searching Members**

You can check out educator and industry profiles, watch past sessions they have done, see who they are following, and message them. From the **Connections** menu option, choose **Members**.



#### **Follow**

If you follow someone, you will receive updates about this person in your Activity Feed on your Dashboard.

#### **Send Message**

You can also send them a message. Although you don't know their email address, the message will be copied to the email account they have registered with Nepris.

#### **Filtering by Role**

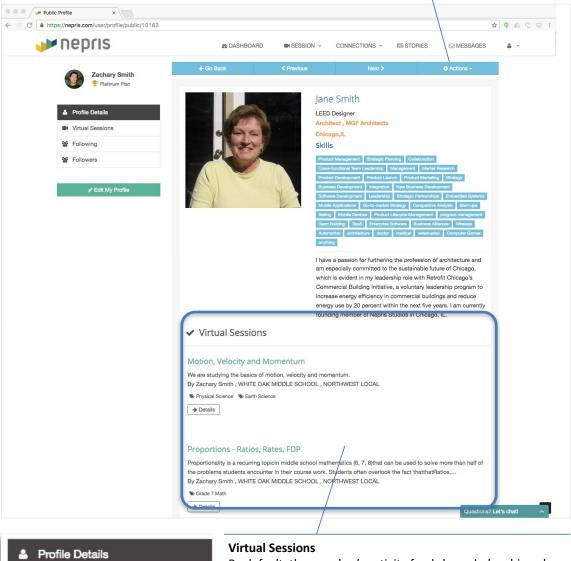
You can search across all members but if you want to narrow down the search to just educator or just professionals, click on one of these tabs



### **Searching Members**

#### Send Message and Follow

When you are viewing someone's profile, the Actions menu will allow you to message that person as well as follow that person (see their activity in your **Activity Feed** on your **Dashboard**).





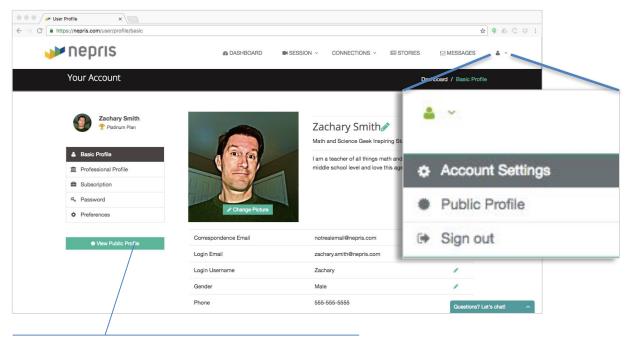
By default, the member's activity feed shows below his or her bio. But if you want to see the sessions they have participated in, click on **Virtual Sessions** on the left and they will be listed below the biography instead.

#### **Following and Followers**

If you click on **Following** or **Followers**, you will get a list of members that he or she is following or being followed. This will allow you to make more connections if you like his or her network.



### **How to Follow**



#### **View Public Profile**

When you view your public profile, you will see what others see about you. But you will also be able to manage the members you are following and the session requests you are following. You can also see who is following you!

