



User Guide for Educators

oregonconnections.nepris.com

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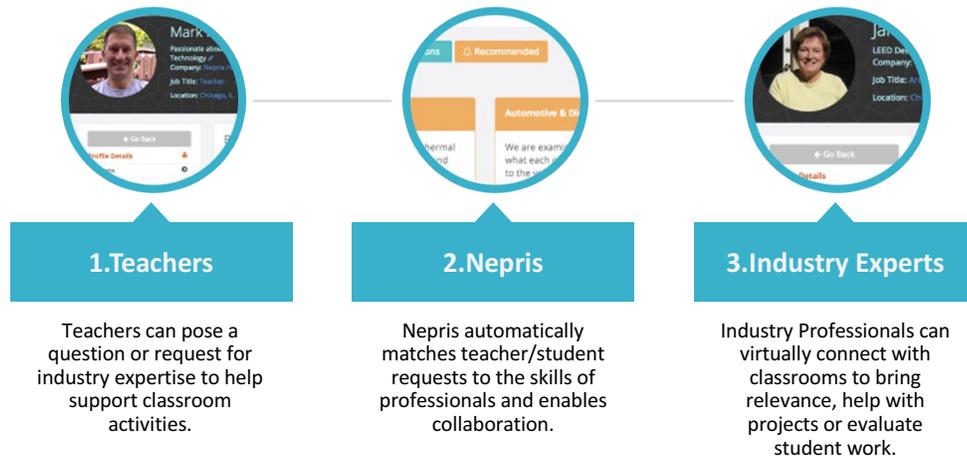
support@nepris.com / support@oregonconnections.org

What is Oregon Connections powered by Nepris?

Real World Delivered to the Classroom. Oregon Connections powered by 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. Oregon Connections brings local experts to the table, creating opportunities for in-person experiences.

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

1. Request a VIRTUAL Industry Expert. You can request an industry expert to virtually (webcam) 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. The requests are submitted through your Oregon Connections account and filled by the Nepris team, supporting Oregon Connections.



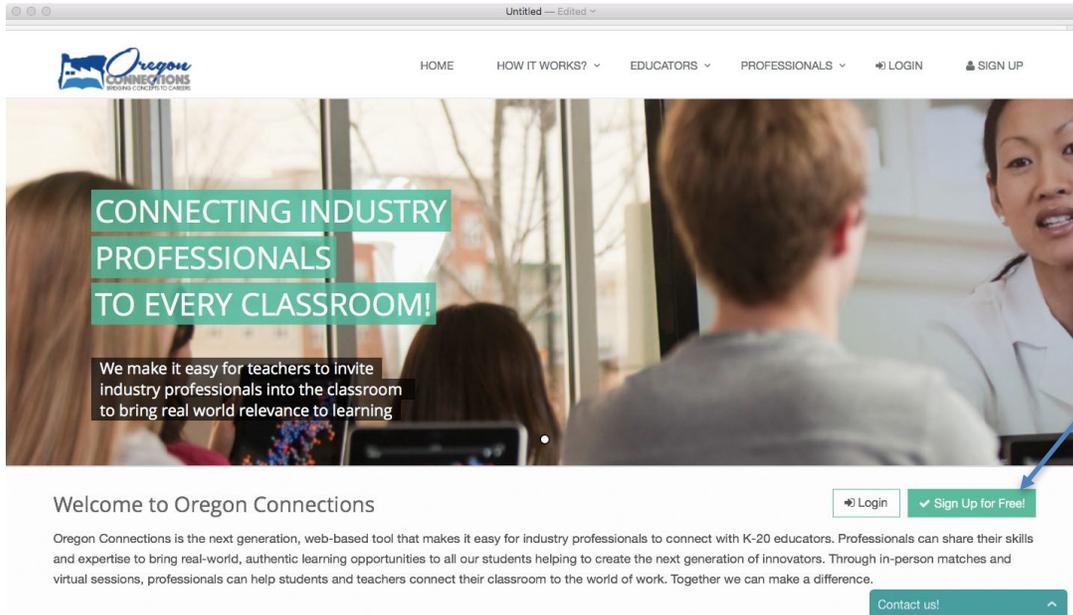
2. Request an IN-PERSON Industry Experience. You can request school volunteers, mentors, field trips and company visits, job shadowing and externships, internships, and camps and workshops. The requests are submitted and tracked through Oregon Connections account and filled by educators and Oregon Connections.

3. 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.

4. 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. You can also use live session video to get ideas for great experts to invite to a session in your classroom!

Signing Up

Go to <http://oregonconnections.nepris.com/> 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.

Sign up for a new account
Already Signed Up? Click [Sign In](#) to your account.

First Name *

Last Name *

Email Address *

Username *

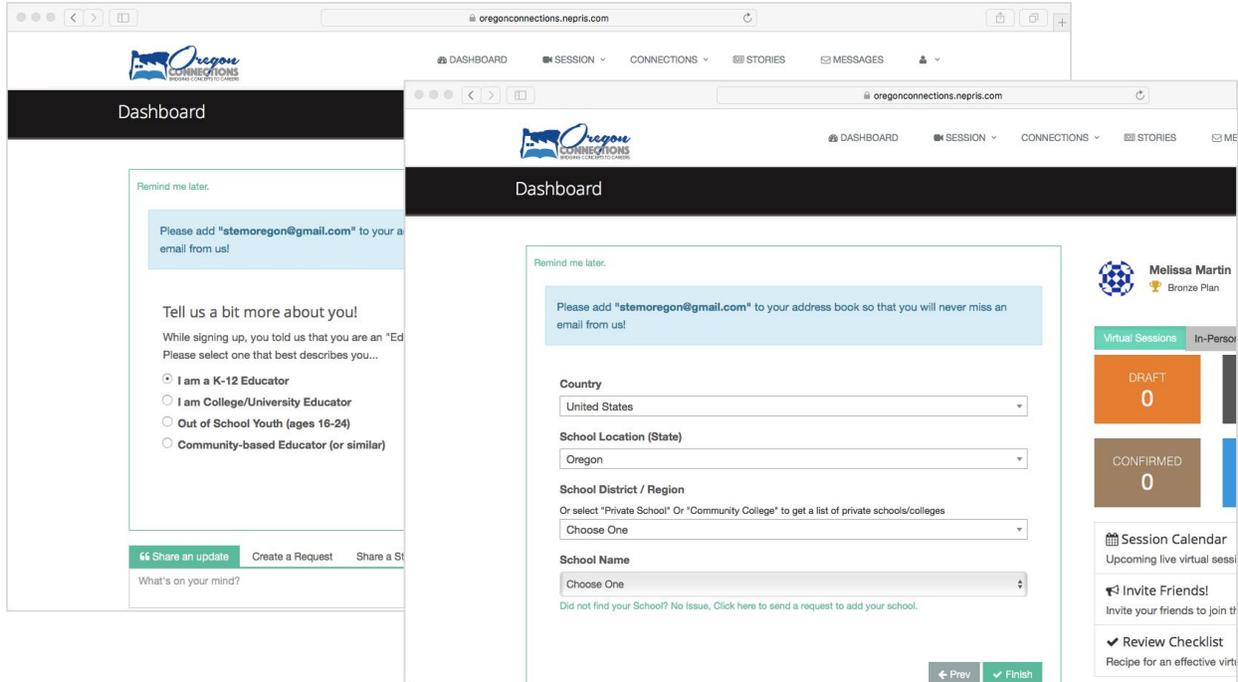
Password * **Confirm Password ***

How would you describe yourself? *

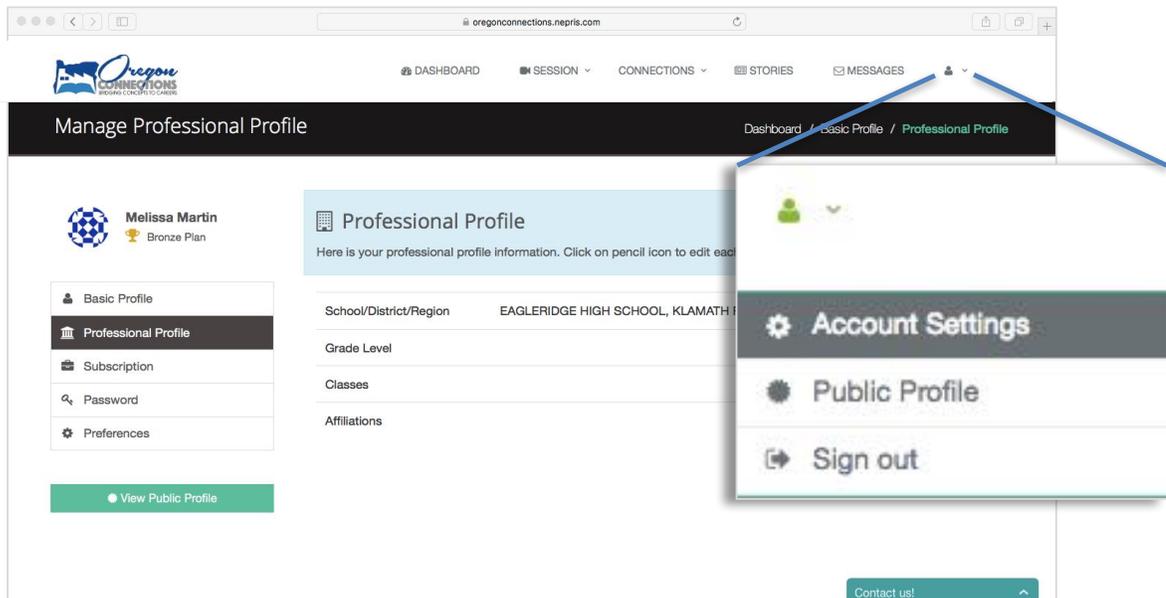
By clicking below, I agree that I am 13 years of old or older and agree to the [Terms of Service](#) and [Privacy Policy](#).

Account Settings

You can begin to use Oregon Connections 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 Oregon Connections 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 a 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 experts for you for virtual and in-person requests. The Nepris team behind Oregon Connections will recruit and find **Professionals** for any VIRTUAL sessions. You and Oregon Connections are responsible for securing any IN-PERSON visitors.

Sharing ideas or thoughts through **Comments**

The screenshot shows a session request page titled "Motion, Velocity and Momentum". The page is divided into several sections: "Description", "Key Questions", "Expected Outcomes", "Documents", "Curriculum Alignment", "Recommended Experts", and "Comments". On the right side, there are several panels: "Date Options" showing three dates, "Requester" information for Zachary Smith, and "Classes" with a list of subjects and grades. At the bottom right, there is a "Contact Us" button.

Participants

Anyone who is participating in the session will be found on the right side

Class Background

Grade level, number of students, title of class, etc. as well as descriptors for this session will be listed here.

Dashboard Overview

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

Session

Go here if you want to request an industry expert for your classroom, join an industry chat offered by a professional, search and copy ideas from other teachers, or see what is scheduled in your community.

Connections

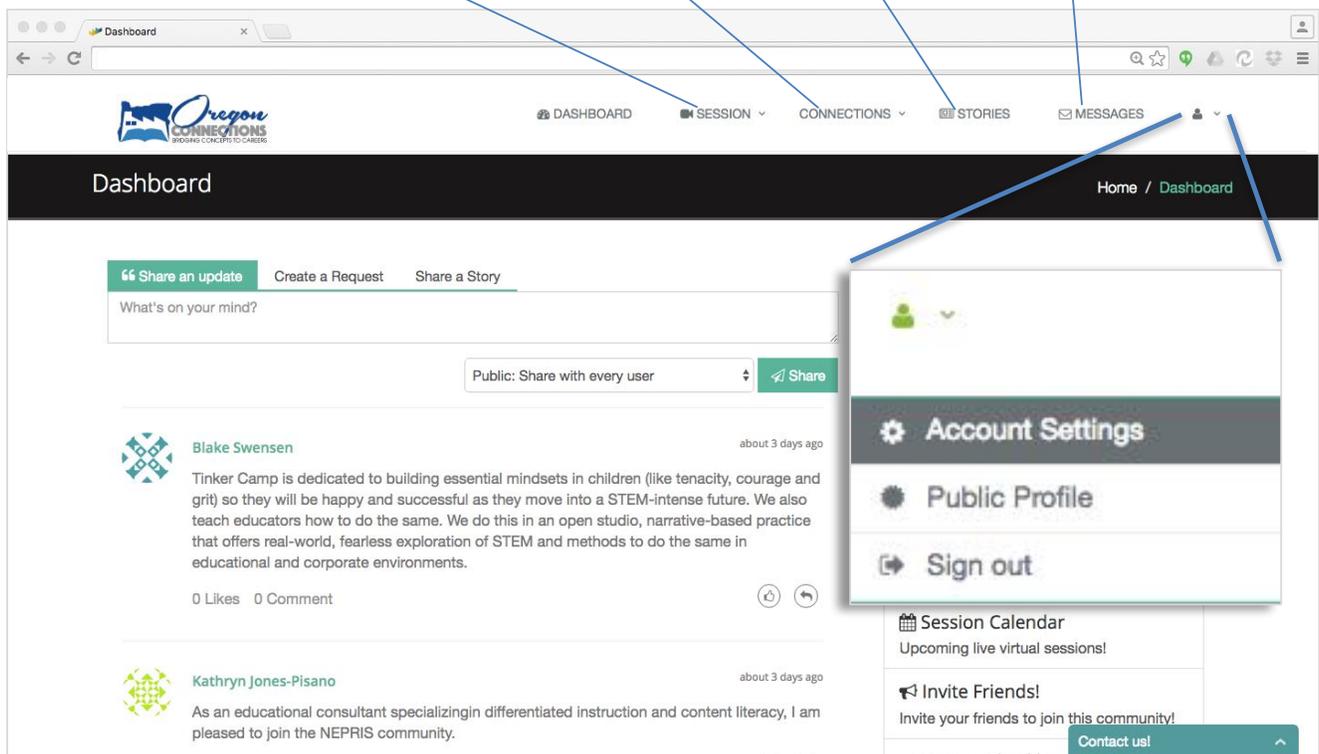
You can search and find both teachers and professionals within the Nepris community, see what they have done and message them.

Stories

We urge everyone to share their stories of learning and success to provide inspiration or advice to others on Nepris.

Messages

You can message anyone else on platform to collaborate, ask questions or share ideas.



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

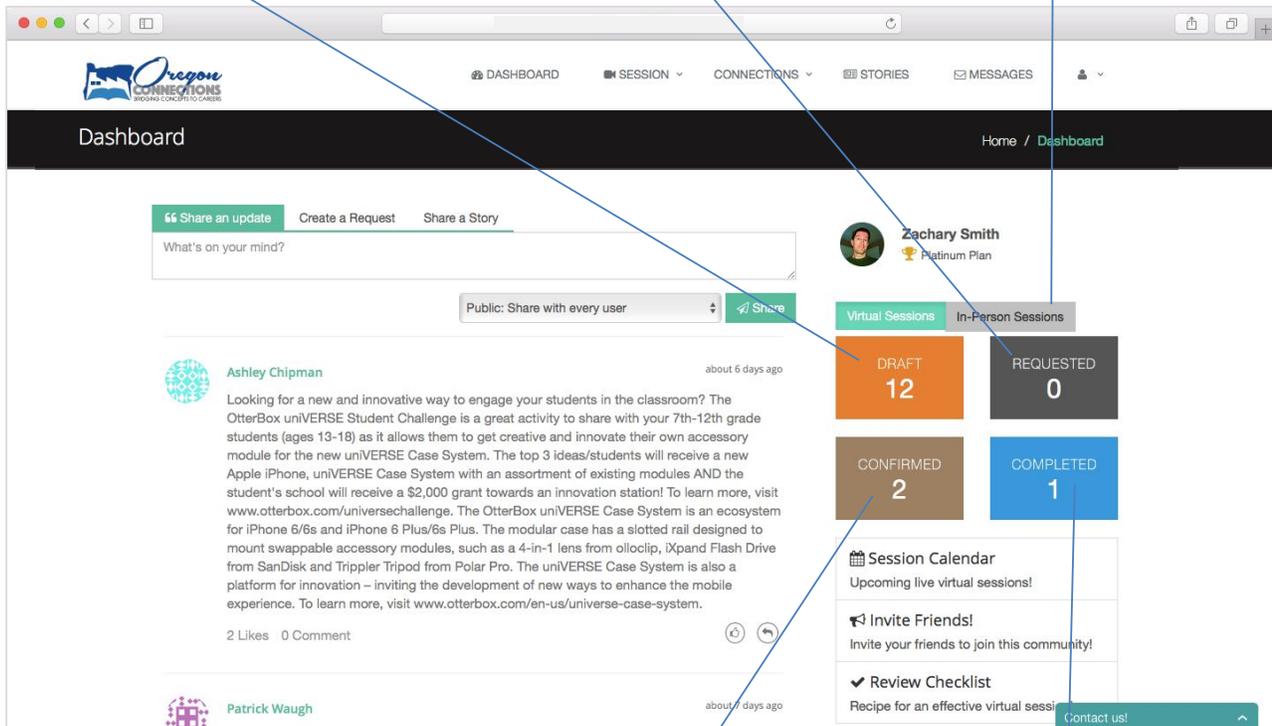
You can create session requests ahead of time as you plan your lessons. This is a quick counter and link to take you to those session requests that you started to create, but haven't submitted yet.

Requested

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

Virtual Sessions/In-Person Sessions

You can toggle between virtual sessions and in-person sessions to see the counts respectively.



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

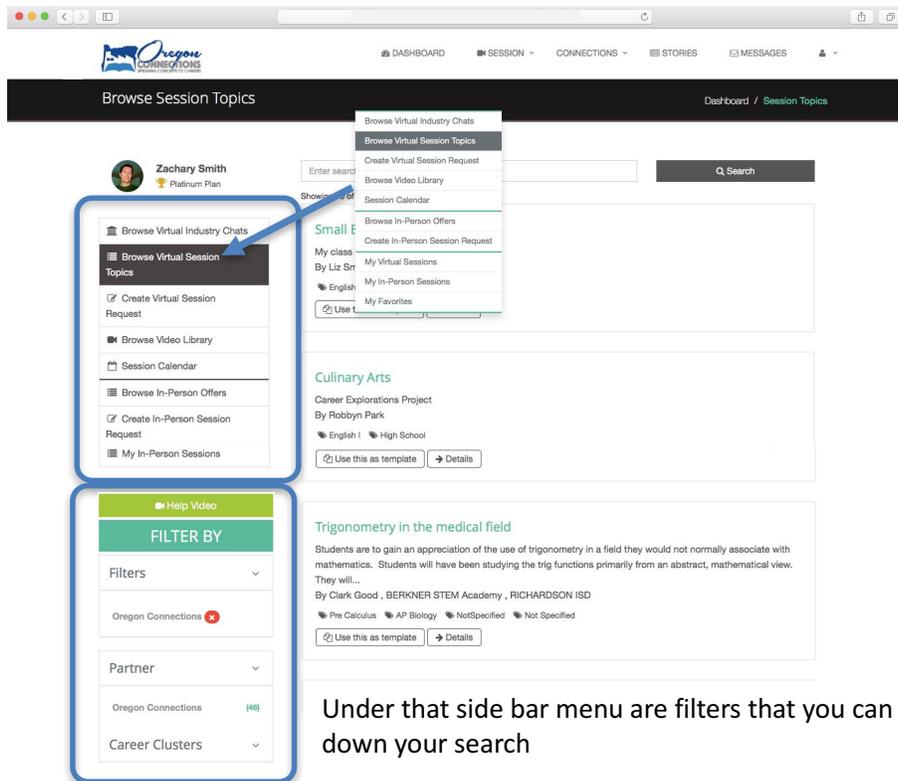
These are session requests which have been accepted by an industry expert or you have signed up to join. These sessions will have a definite date and time locked on your calendar.

Completed

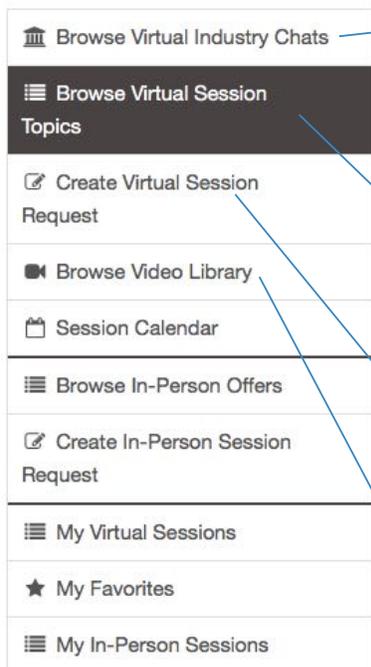
This block will tell you how many sessions have been completed. It is a quick way to view your recorded sessions.

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

 Browse Virtual Industry Chats
 Browse Virtual Session Topics
 Create Virtual Session Request
 Browse Video Library
 Session Calendar
 Browse In-Person Offers
 Create In-Person Session Request
 My Virtual Sessions
 My Favorites
 My In-Person Sessions

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.

In-Person Sessions

Oregon Connections is unique among the Nepris communities in that you have the option to submit an In-Person Request. You can request school volunteers, mentors, field trips and company visits, camps and workshops. The requests are submitted through Oregon Connections where location-based matching is provided online but because it is in person, mainly driven by the educator and Oregon Connections to recruit and provide further instruction. Every school site is unique and has its own protocols for in-person visits.

My Virtual or In-Person 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 Virtual Sessions

To find requested, confirmed or completed sessions, click on **Browse Virtual Session Topics** 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.

The screenshot shows the 'Browse Virtual Session Topics' page. On the left is a 'FILTER BY' sidebar with 'Career Clusters' and 'Grade Levels' sections. The main content area displays search results for 'marginal cost' and 'ratios'. A 'FILTER BY' panel is overlaid on the right, showing filters for 'Architecture & Construction', 'Grade 6To8', 'Career Clusters', and 'Grade Levels'. A 'Reset' button is at the bottom of this panel. A blue callout box on the right contains the text: 'Notice that the filter criteria changes depending on whether you are searching across all sessions, browsing for industry chats or browsing inside the video library.' Blue arrows point from the callout box to the search bar and the filter panels.

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

A close-up of the 'FILTER BY' sidebar. It shows a 'Filters' dropdown menu with a red 'x' next to 'Oregon Connections', indicating it can be removed.

Where possible, content will already be filtered by your community. If you want to see the session requests in your search for all of Nepris, simply click on red "x".

Virtual Session Request Actions

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.

Add to Favorites

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

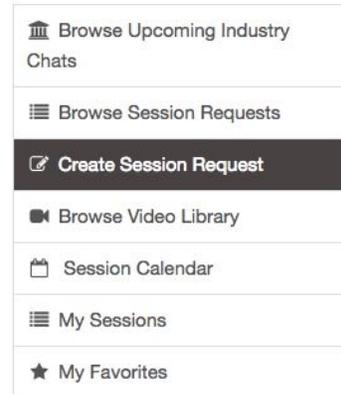
This is just another way to get to the editing screens of the request.

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 virtual session request after it has been accepted by an industry expert, you will have to notify nepris@nepris.com.

Delete Remove the request permanently.

Creating a Virtual Session Request



There are two ways to create a session:

1. 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.
2. 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.

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic Align Standard Set Preferences Attach Documents Request to Schedule

Session Type Topic Presentation

Topic Title *Required Thermal Energy

Sub Topic (if any) Movement and Transfer

Class *Required
x Physical Science x 6th Grade Science

Grade Level *Required
x Grade 6

What is your class studying?

Format B I U

The class is studying thermal energy, how it moves, how it is transferred, and how energy is transformed. The project is to design a sustainable energy resource management plan for the new middle school planned for our school district.

What do you want your students to learn from the industry expert(s)?

Format B I U

How do you heat and cool a school efficiently?
How do you supply a school with hot water?
Are solar panels and wind turbines able to heat and cool a school?
If the primary source of energy for a school is solar power, what is the best secondary source, and why?
What role does energy transformation have in the efficiency (or lack thereof) of a school's energy plan?

What are some questions that the industry expert should try to answer?

Format B I U

What materials should they consider? Interior and exterior?
Is the location of the school significant?
What type of landscaping can help conserve energy?
How does the size of the school make a difference? 1 story versus 2 or 3, for example.
What types of energy resources are most commonly used in supplying power to schools?
What role can the way in which energy is transformed have in choosing the most efficient resources to power a school?

Save Cancel Save & Next

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. You may want to post the student projects online prior to the live virtual session.

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.

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.

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic **Align Standard** Set Preferences Attach Documents Request to Schedule

Choose a curriculum standard

Select provider

+ Add

Save Cancel Save & Next

Describe Topic **Align Standard** Set Preferences Attach Documents

Choose a curriculum standard

Select provider

- Common Core States Standards
- Texas Essential Knowledge and Skills (TEKS)
- Next Generation Science Standard**
- California CTE Standards
- National CTE/Career Tech

To begin the process of selecting one or more standards, click in the **Choose a curriculum standard** field.

Select the set of curriculum standards you want use.

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 <http://www.corestandards.org>, and Next Generation Science Standards at <http://www.nextgenscience.org/> or National CTE Standards at <https://careertech.org/career-clusters>.

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...

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic **Align Standard** Set Preferences Attach Documents Request to Schedule

Choose a curriculum standard
Next Generation Science Standard x

Pick Grade
High School (9-12) x

Pick Topic
HS.Energy x

Pick Sub-Topic
HS-PS3-3. x

Design, build, and refine a device that works within given constraints to convert one form of energy into another form of energy.* [Clarification Statement: Emphasis is on both qualitative and quantitative evaluations of devices. Examples of devices could include Rube Goldberg devices, wind turbines, solar cells, solar ovens, and generators. Examples of constraints could include use of renewable energy forms and efficiency.] [Assessment Boundary: Assessment for quantitative evaluations is limited to total output for a given input. Assessment is limited to devices constructed with materials provided to students.]

Add

Save Cancel

Save & Next

Added standards:
NGSS.HS-PS3-3.(HS.Energy) x

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.

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic Align Standard **Set Preferences** Attach Documents Request to Schedule

Industry preference ?

x Architecture x Oil and Energy x physics

Specialties/Skill preference | - Type/Select, Then hit "Enter". ?

Search for skills...

Construction x Solar x Energy x Roof Construction x

Company preference (if any) ?

x GE Power

Save Cancel

Save & Next

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.

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic Align Standard Set Preferences **Attach Documents** Request to Schedule

You can share documents with collaborators. First, select the files you'd like to share, then click on 'Upload selected files' button to attach the supporting documents to this session.

Select files...

Max size: **10MB**
Allowed format: .doc, .docx, .ppt, .pdf, .txt, .jpg, .gif, .png

Attached Files

Caldera Scanned Photo

Save Cancel Save & Next

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.

✓ Follow these few simple steps to describe your classroom needs. We will take care of the rest!

Describe Topic Align Standard Set Preferences Attach Documents **Request to Schedule**

How many students will participate in this session?

24

Pick three(3) preferred session date and time.

Date 1: 5/1/2016 11:00 AM

Date 2: 5/2/2016 11:00 AM

Date 3: 5/3/2016 11:00 AM

Please pick dates that are at least 3 weeks out from today. This will give us enough time to find a good match for your session.

Session duration *Required to schedule session

0 hours 45 minutes

Additional Notes

We are available any day at 11:00 AM Central for the first two weeks in May

Save Cancel Schedule

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. Check out your inbox for a confirmation of times you proposed. Otherwise **Save** and you can come back here at any time.

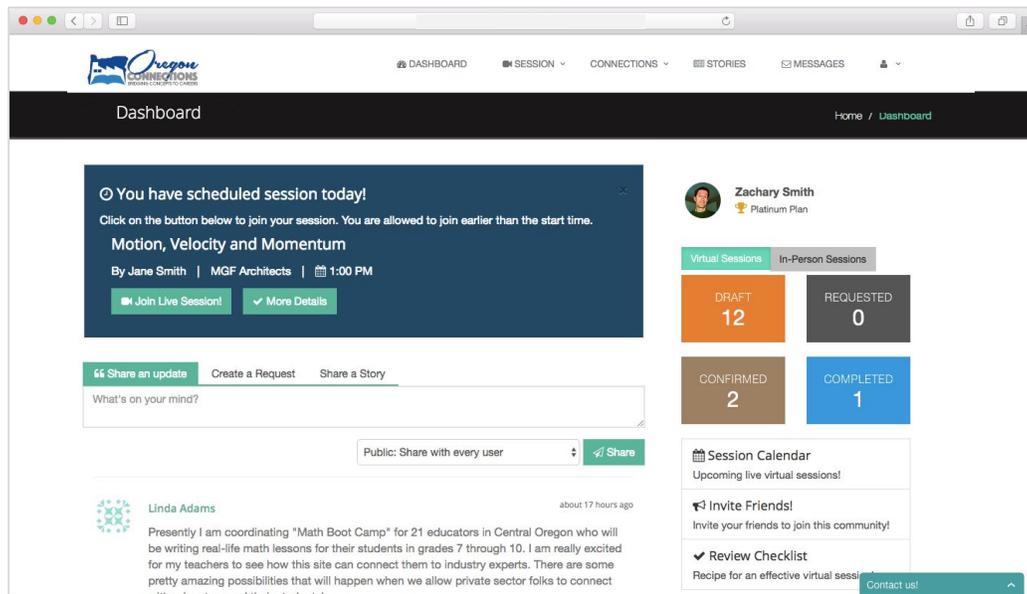
Note: We request that you propose dates at least three weeks in advance.

Additional Notes

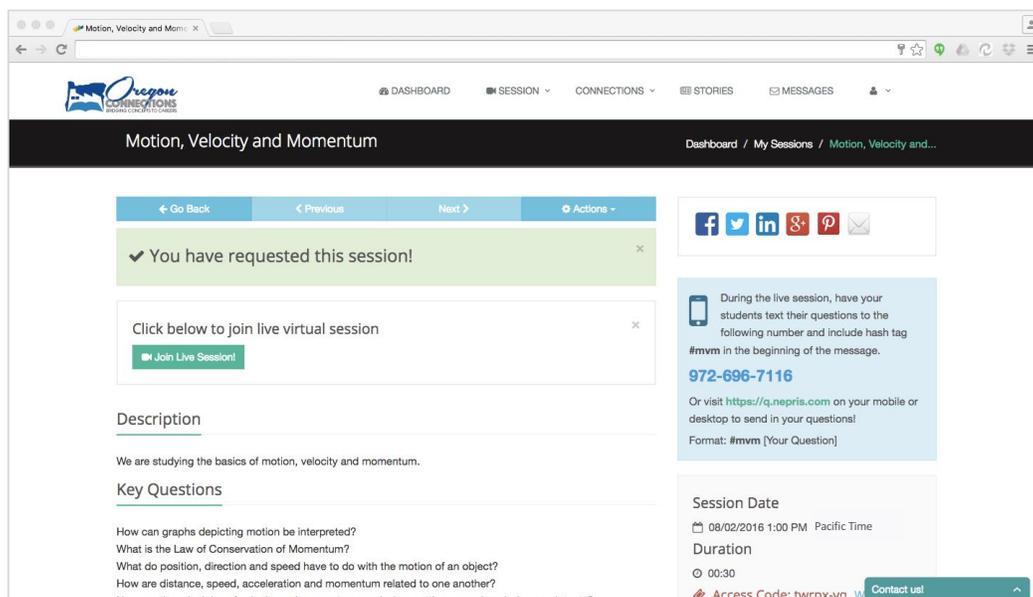
This area is to let us know anything else including if there is more flexibility than the preferred dates above. For example, you might want to tell us that the session can happen any Tuesday or Thursday at 10:00 AM before April 25.

Joining a Live Virtual Session

On the day of the session, log into Oregon Connections. 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 virtual session.

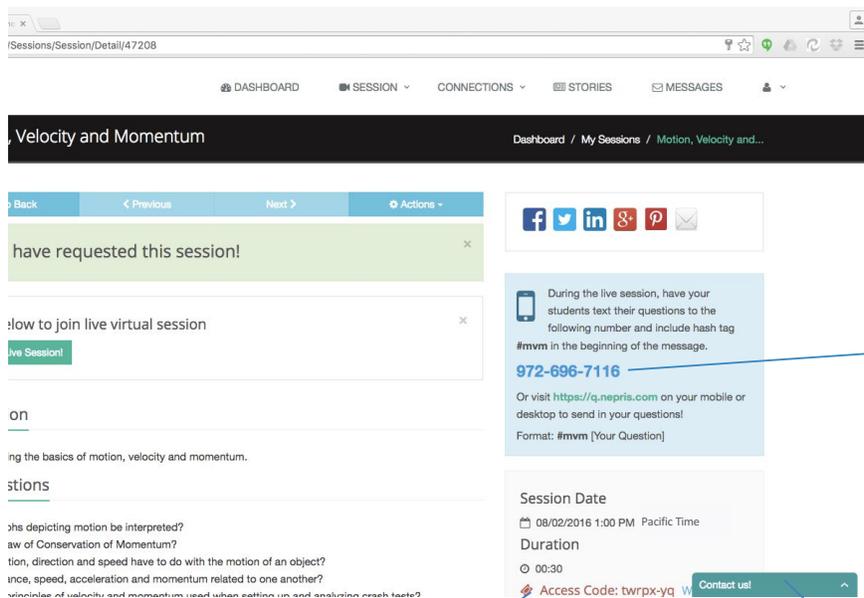


Participating in a Live Virtual Session

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 virtual session with Oregon Connections before, Nepris will check your technology and do a test live session to answer questions beforehand. Here are some useful documents:

Classroom Setup Guide: <https://goo.gl/StJ59V>

Tip Sheet for Day of Session: <https://goo.gl/jbUCP6>



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.

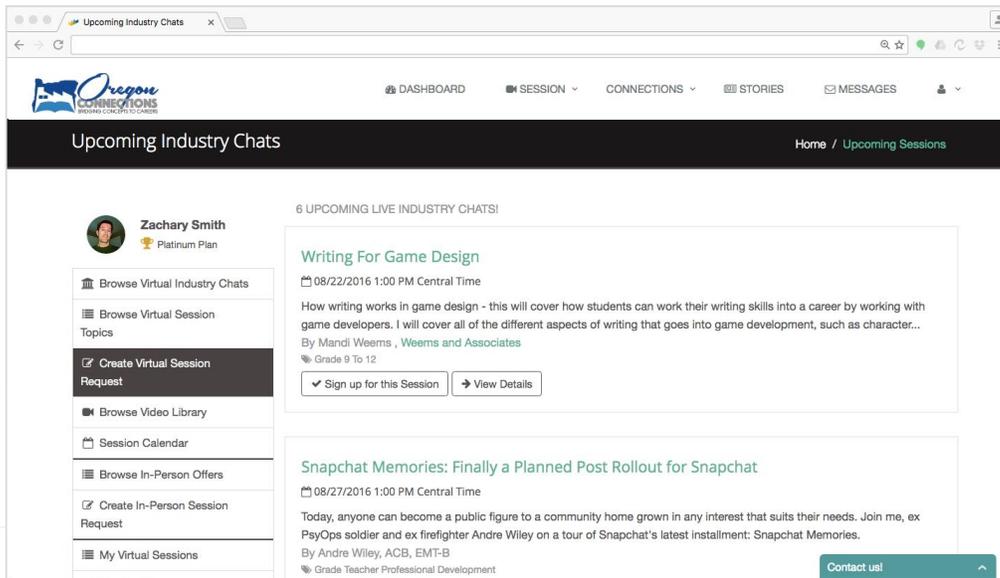
See page 26 for information about **Student Access**.

You need help?

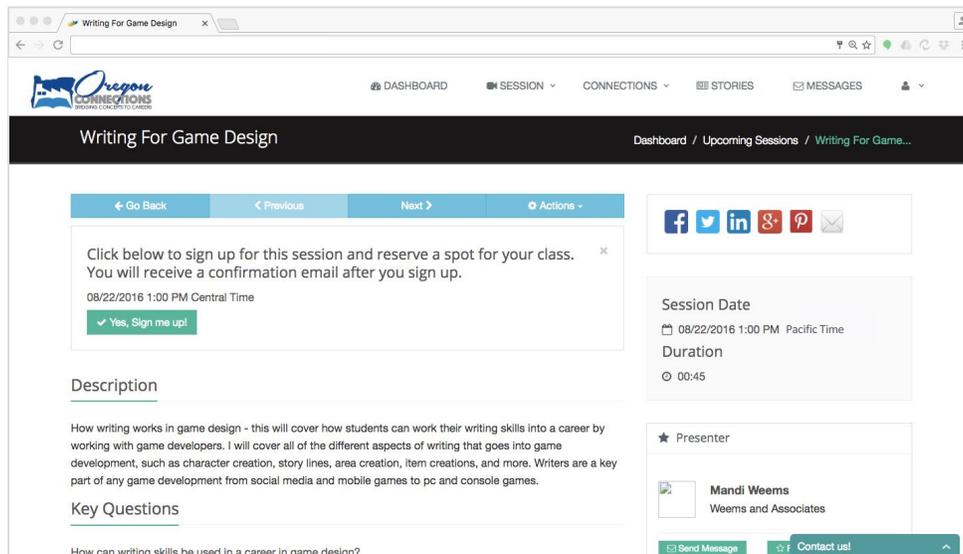
We are just a few clicks away during your live session. If you are in a session and you need to reach a Nepris team member to help troubleshoot or solve any issues, use this **Contact us!** tab at the bottom of your Nepris web page and we'll either respond in real time via it's chat feature or if you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

Signing up for a Virtual 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.

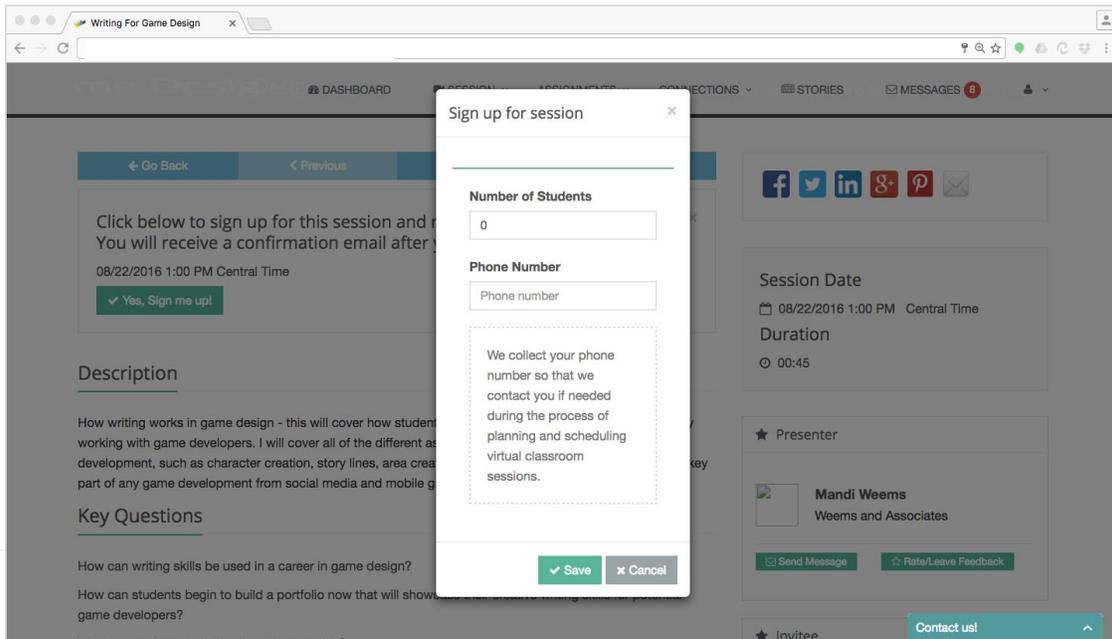


You can sign up directly from the list or if you need more information about a chat, click on **View Details**. In either location, you will have a Sign up button for you to add some information about your class and reserve your space in that session.



Signing up for a Virtual 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:

	Bronze Plan	Gold Plan	Platinum Plan
★ Create & Request Custom Live Virtual Sessions	1 Live Session	1 Custom Live Session	Unlimited
★ Join Live Industry Chat	1 Live Session	5 Live Sessions	Unlimited

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

 **Zachary Smith**
Platinum Plan

- Basic Profile
- Professional Profile
- Subscription
- Password
- Preferences

★ Your subscription is currently **ACTIVE**.

See below for details.

Subscription	Days Limit	Days Left	Session Limit	Session Left	Industry Chats Limit	Industry Chats Left	End Date
Platinum Plan	365	342	Unlimited	Unlimited	Unlimited	Unlimited	09/20/2017

Browsing for In-Person Offers

To find requested, confirmed or completed sessions, click on **Browse In-Person Offers** 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.

The screenshot displays the Oregon Connections website interface for browsing in-person offers. The page title is "Industry offered In-Person Offers". The navigation menu includes Dashboard, Session, Connections, Stories, and Messages. The main content area shows a search bar with the text "Enter search keywords ..." and a "QSearch" button. Below the search bar, it indicates "SHOWING 8 OF 8 IN-PERSON SESSION REQUESTS". The list of offers includes "Electrical Engineering 101" and "Introduction to the Electrical Trade". A sidebar on the left titled "FILTER BY" contains filters for Zip/Postal Code, Company, and Grade Level. A "Reset" button is located at the bottom of the sidebar. A second screenshot is overlaid on the main one, showing a search for "Datacenter" which results in "SHOWING 1 OF 1 IN-PERSON SESSION REQUESTS" for "General IT and Datacenter knowledge and planning". This second screenshot also shows the filter sidebar with "Portland General Electric" selected under Company and "97201" under Zip/Postal Code. A "Contact us!" button is visible at the bottom right of the second screenshot.

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

Accepting an In-Person Offer

You can find a list of offers from industry by clicking on **Browse In-Person Offers** in the **Session** menu. You will also receive emails of upcoming offers that match your profile. Please check out the offer as soon as you can so that the opportunity isn't lost.

Inside the In-Person Session Offer, click on the **Ok I am interested!** button to express interest and to be notified of next steps. An administrator or author of this offer will contact you.

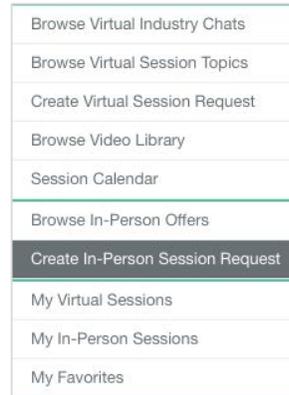
The screenshot shows a web browser window at oregonconnections.nepris.com. The page title is "Electrical Engineering 101". A progress bar at the top indicates the offer's status: Draft (checked), Requested (checked), Assigned, Confirmed, and Completed. A modal dialog box is open, displaying the text: "Press OK to express your interest to this request or offer. You will be contacted shortly via email with next steps. If you have questions in the interim, please email stemoregon@gmail.com." A green button labeled "Ok-I am interested!" is highlighted with a blue box. Below the modal, the offer description reads: "I will walk a group of students through very basic electrical circuits (turning on an LED, etc). We will build the circuits by hand in real life. I have all of the supplies. The goal is first to create a spark within students and show that this is not as complicated as it seems." The "Event Location" is listed as "Portland ,OR ,97203" with a map showing the area around N Burr Ave and N Smith St. A "Contact us!" button is visible in the bottom right corner of the map area.

Creating an In-Person Session Request

To get started, click on **Create In-Person Session Request** on the **Session** menu 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.

The session request is organized into 4 screens which walk you through the information needed to fill out a request.

Save & Next at the bottom of these screens will move you through step by step. At any point, you can **Save** and come back to the session later.



Oregon CONNECTIONS
BRIDGING CONCEPTS TO CAREERS
powered by nepris

Dashboard / Session Requests / New Session

Melissa Martin
Bronze Plan

Follow these few simple steps to describe your classroom needs. We will suggest great matches for you to connect with!

Describe Request | Location & Preferences | Attach Documents | Publish

Request Category 🔍
Field Trip/Company Visit

Title 🔍 *Required
Tour a Plant using Injection Molding

Class 🔍 *Required
x Engineering

Grade Level 🔍 *Required
x High School

Activities you need help with 🔍 *Required
x Field Experience

Description 🔍

Paragraph... B I U

We would love you to open your doors and engage our students on the topic of plastic injection molding. We want to meet your gang of engineers, tool designers, mold makers and CNC Machinists.

Key Questions
What is plastic injection molding?
What kinds of industries and products does A-1 tool serve?
What are the latest machines and technology does A-1 Tool use?
What kind of math skills are involved to be successful in manufacturing?
What types of career opportunities exist in manufacturing?

Expected Outcomes
Understanding of the plastics industry
Exposure to the many kinds of roles in the manufacturing process: Engineering, Mold Making, Machining, Assembly

Save Cancel Save & Next Contact us!

Location & Preferences

It is important to complete this page as much as possible. This will help everyone understand the parameters of where, what industry, and what kind of skills are needed.

The screenshot shows the 'Create New Session Request' form for Melissa Martin (Bronze Plan). The 'Location & Preferences' tab is active. The form includes the following fields and options:

- Street Address:** Text input field.
- City:** Text input field (Portland).
- State:** Dropdown menu (Oregon).
- Zip:** Text input field (97201).
- Company preference (if any):** Tagged list containing Poly-Cast Inc., ABC Plastics, and Cypress Industries.
- Industry preference:** Tagged list containing Manufacturing and Injection Molding.
- Specialties/Skill preference:** A dropdown menu with a search prompt '- Type/Select, Then hit "Enter"'. Below it, a light blue box contains a list of selected specialties: Injection Molding, Hydraulics, Assembly Line, Machining, and CAD/CAM Software.
- Career Pathways:** Tagged list containing Manufacturing.

At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Save & Next', and 'Contact us!'.

Industry preference and Specialties/Skill

The information in these two fields is the primary way to make matches. Please take time to fill these out. As you type, you will see selections pop up in a list to select. However, if what you want to find isn't in the list, continue typing and press ENTER and it will be added to your list as well as entered into the general list for everyone to use after you.

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.

✓ Follow these few simple steps to describe your classroom needs. We will suggest great matches for you to connect with!

Describe Request Location & Preferences **Attach Documents** Publish

You can share documents with collaborators. First, select the files you'd like to share, then click on 'Upload selected files' button to attach the supporting documents to this inperson session.

Select files... Done

Max size: **10MB**
Allowed format: **.doc, .docx, .ppt, .pdf, .txt, .jpg, .gif, .png, .pptx**

Attached Files



Save Cancel Save & Next

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

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

Publish

You can save any of your work and come back to this request as many times as you like. However, when you want to submit a request and notify Oregon Connections that you want to start looking for someone, you need to complete this page and then press **Publish**.

✓ Follow these few simple steps to describe your classroom needs. We will suggest great matches for you to connect with!

Describe Request Location & Preferences Attach Documents **Publish**

Event Date: 📅 🕒

Multiple Days

Number Of Volunteers Desired ?

Publish This Request Until ? 📅

Additional Notes ?

By clicking on Submit Request below, I agree to [terms and conditions](#).

Save Cancel Publish

Additional Notes

This area is to let us know anything else including additional flexibility with date and time, any special requests or questions and comments. This can only be seen by administrators.

Fulfilling an In-Person Session Request

The screenshot shows the Oregon Connections website interface for a session request. At the top, the navigation bar includes 'Dashboard', 'Session', 'Connections', 'Stories', and 'Messages'. The main header displays the session title 'Tour a Plant using Injection Molding' and the breadcrumb 'Dashboard / Sessions / Tour a Plant using Injection Molding'.

A progress bar at the top indicates the request status: Draft (checked), Requested (checked), Assigned, Confirmed, and Completed. Below this, a message box says: 'Click [here](#) to review and invite volunteers from the recommended list below. You could also search for more volunteers. If you want to edit this request click [here](#)'.

The 'Description' section states: 'We would love you to open your doors and engage our students on the topic of plastic injection molding. We want to meet your gang of engineers, tool designers, mold makers and CNC Machinists.' It includes 'Key Questions' such as 'What is plastic injection molding?' and 'Expected Outcomes' like 'Understanding of the plastics industry'.

The 'Event Date' is '02/15/2017 09:00 AM Central Time'. The 'Event Location' is 'Portland, OR, 97201' with a map showing the location near Veterans Hospital Rd and SW Gaines St.

The 'Recommended Experts' section lists four individuals: Pat Keeney (Director, College and Career Programs, K12 Product Management, K12 Inc), Ginger Wilder (Innovation Manager, Frito-Lay), Tomi (PhD Student, University of California - Berkeley), and Rohit Mohan (Senior Software Engineer, Dentsply). Each expert has buttons for 'Send message', 'View Profile', and 'Invite'.

At the bottom, there is a 'Comments (0)' section with a text input field and a 'Post Comment' button. A blue line points from the 'Invite' button for Tomi to the 'Recommended Experts' section.

Recommendations

You may or may not have recommendations based on the criteria you define. Over time as the community grows, this list of recommended experts grow and this will help you in finding someone for your in-person request.

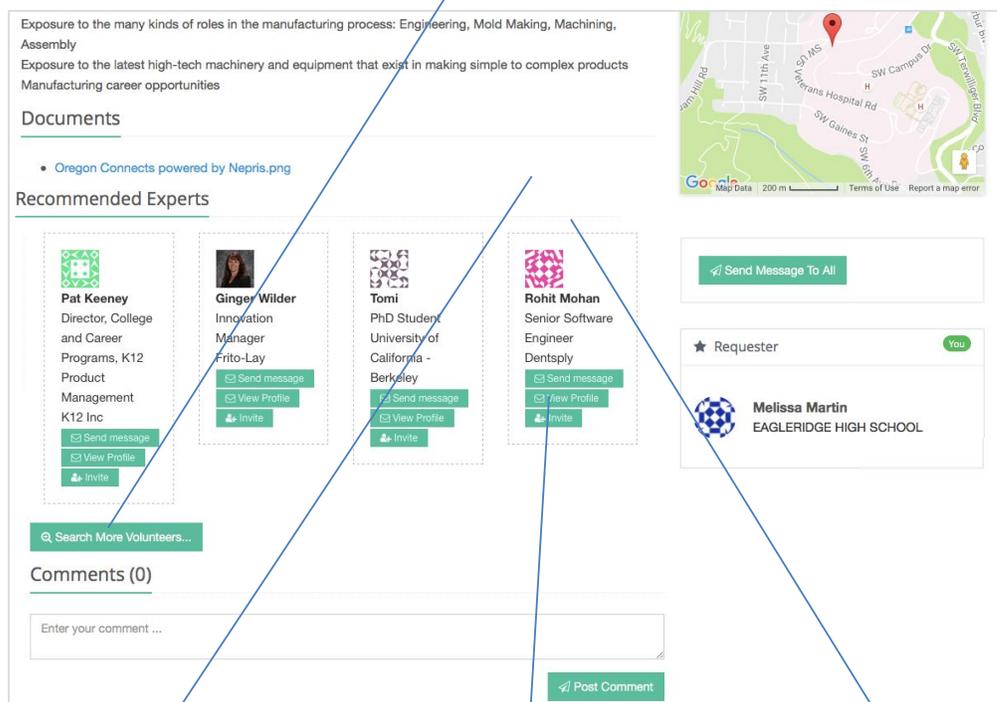
Fulfilling an In-Person Session Request

Search More Volunteers

This function allows you to do a search of the database of professionals when you want to find additional experts based on distance from zip code and key words. The search results will provide the same option to send a message, view profile or invite as with the recommended experts.



A dialog box titled "User Search" with a close button (X) in the top right corner. It contains three input fields: "Any distance from...." with a dropdown arrow, "Enter zip code ...", and "Keyword". Below these fields is a "Show Results" button with a downward arrow. A "Close" button is located in the bottom right corner.



The main interface displays a search results page. At the top, there is a text description: "Exposure to the many kinds of roles in the manufacturing process: Engineering, Mold Making, Machining, Assembly" and "Exposure to the latest high-tech machinery and equipment that exist in making simple to complex products Manufacturing career opportunities". Below this is a "Documents" section with a link to "Oregon Connects powered by Nepris.png". The "Recommended Experts" section features four expert profiles, each with a profile picture, name, title, and organization, and buttons for "Send message", "View Profile", and "Invite". The profiles are: Pat Keeney (Director, College and Career Programs, K12 Inc), Ginger Wilder (Innovation Manager, Frito-Lay), Tomi (PhD Student, University of California - Berkeley), and Rohit Mohan (Senior Software Engineer, Dentsply). To the right of the experts is a map showing a location in the SW area of a city. Below the map is a "Send Message To All" button. Further down is a "Requester" section with a star icon, the name "Melissa Martin", and the organization "EAGLERIDGE HIGH SCHOOL". At the bottom, there is a "Comments (0)" section with a text input field and a "Post Comment" button. A "Search More Volunteers..." button is also visible.

Send Message

This allows you to send a customized message. You can ask questions and start a discussion with this person to gauge their interest before officially sending an invite.

View Profile

You can check out the information they completed in their profile. You can also see if they have done any virtual sessions in the past (and watch the recording), their recent activity, etc. See page 36 **Searching Members** for more information on this.

Invite

When you press this button, you will get a pop up with invitation text that you can edit. You will want to use this function when you want to formal invite the professional to accept the request and this will move the status of the request from **Requested** to **Assigned**.

Fulfilling an In-Person Session Request

There is a timeline above your request. Here is what this progress indicator means:

Draft: You have started to create a request but you haven't selected to **Publish** it yet.

Requested: You have pressed the **Publish** button which notifies Oregon Connections that you are actively looking for someone.

Assigned: You have invited at least one person to accept.

Confirmed: All of your invitees have accepted the request.

Completed: The date has passed and has been marked completed by either the requesting educator or admin for the community.

The screenshot displays a web interface for a session request. At the top, the navigation bar includes 'Dashboard', 'Session', 'Connections', 'Stories', and 'Messages'. The main heading is 'Tour a Plant using Injection Molding'. Below this is a progress timeline with five stages: Draft (checked), Requested (checked), Assigned (unchecked), Confirmed (unchecked), and Completed (unchecked). A callout box over the 'Requested' stage says: 'Click here to review and invite volunteers from the recommended list below. You could also search for more volunteers. If you want to edit this request click here'. To the right, the 'Event Date' is '02/15/2017 09:00 AM Central Time' and the 'Event Location' is 'Portland, OR, 97201' with a map showing the area around Nature Park.

Virtual Sessions	In-Person Sessions
UPCOMING 0	COMPLETED 0
DRAFT 0	PLANNING 1

In the upper right hand corner of your **Dashboard**, you can also see overall status for all of your In-Person Session Requests. Make sure you click on **In-Person Sessions** to get these 4 blocks.

This status aligns with the timeline for each respective In-Person request. Note that **Requested** and **Assigned** sessions are included in the **PLANNING** count.

Your Admin Can Help You Fill In-Person Requests

Educators are encouraged to review the recommendations and invite volunteers; The admin for your community can review requests in **Requested** status, invite volunteers from system recommendations and/or search for volunteers and invite them as well. If you need help finding an In-Person volunteer, email support@oregonconnections.org.

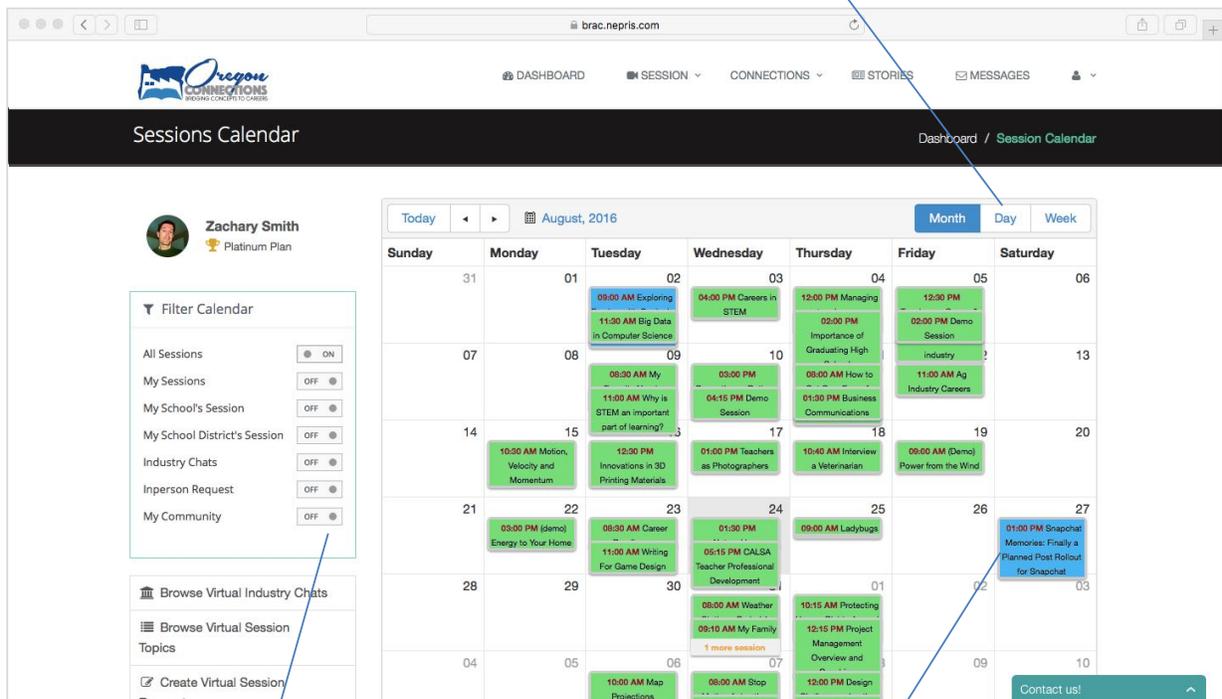
If there are more than one volunteer assigned, then it stays on "Assigned" until all confirms. When event date passes, both the author and admins are notified via email and they will mark it as **Completed**

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.

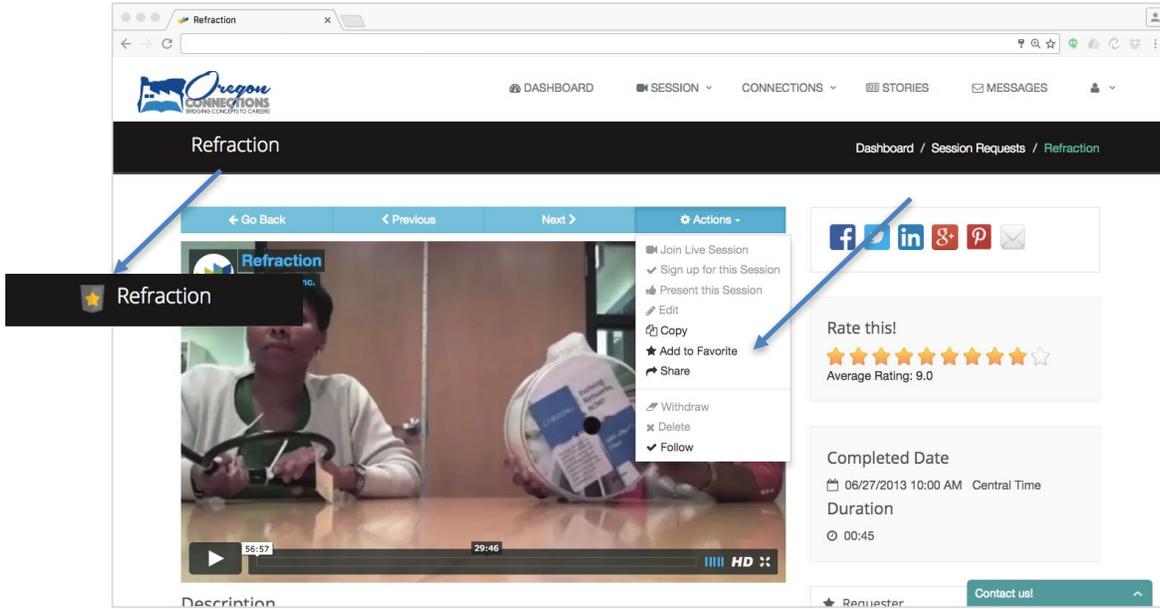
Colors

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

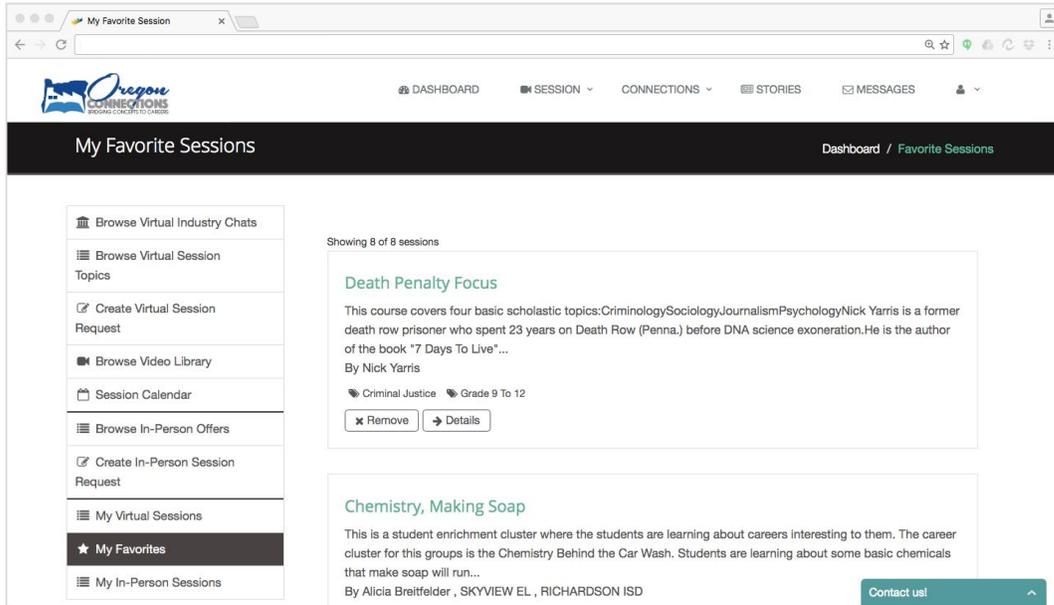
Helpful Hint: If you want to join a session that someone in your district is doing, feel free to ask them (use the **Send Message** button near their name on the request) but make sure you also email nepris@nepris.com so we can add you to the session request which enable you to join and receive support.

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.



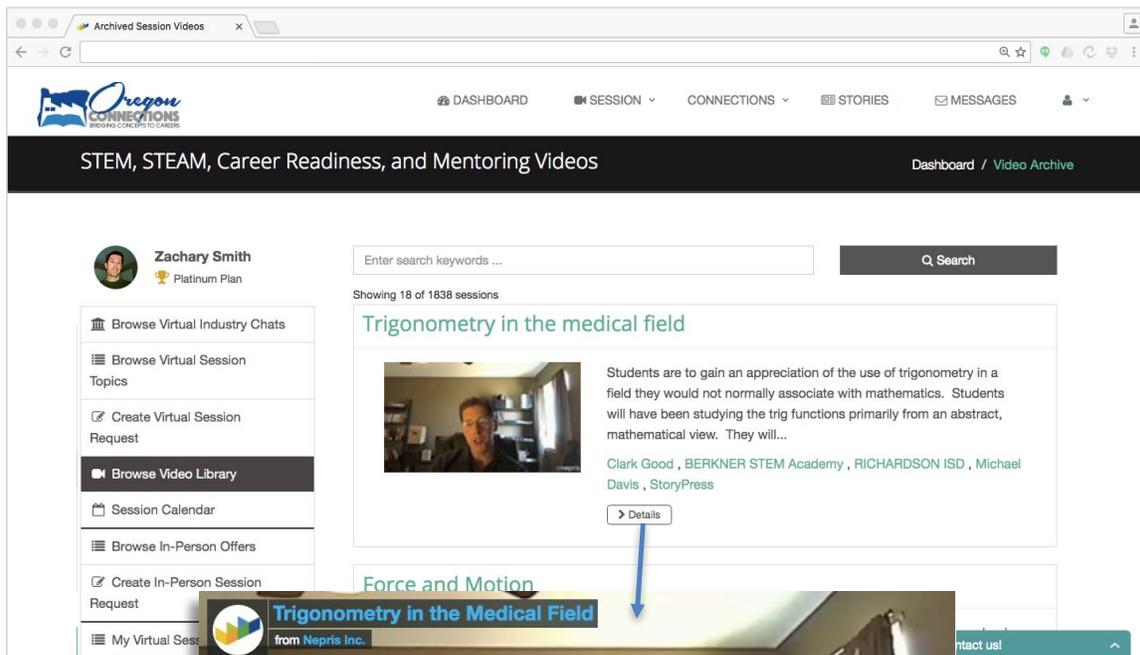
Browse Video Library of Past Virtual Sessions

Most of live sessions are recorded for use by anyone in the Oregon Connections 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.



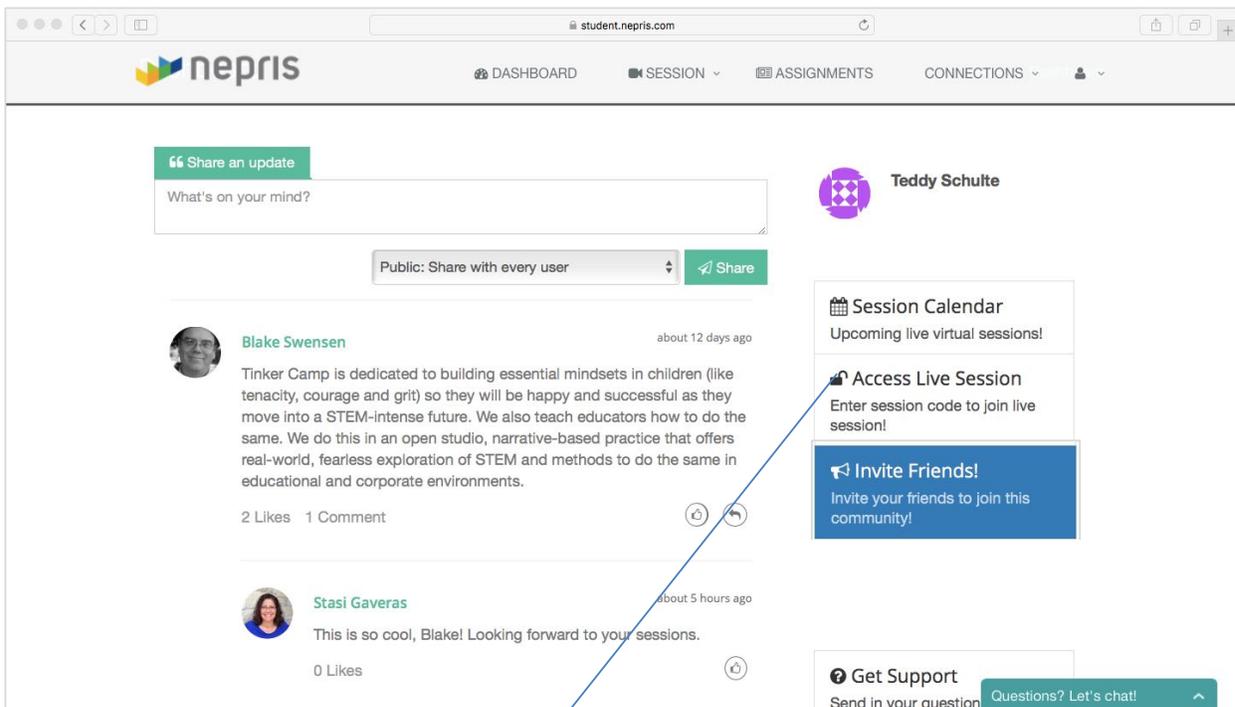
We'll then post and email a raw version when it is available for your personal use until the edited video is available.



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.



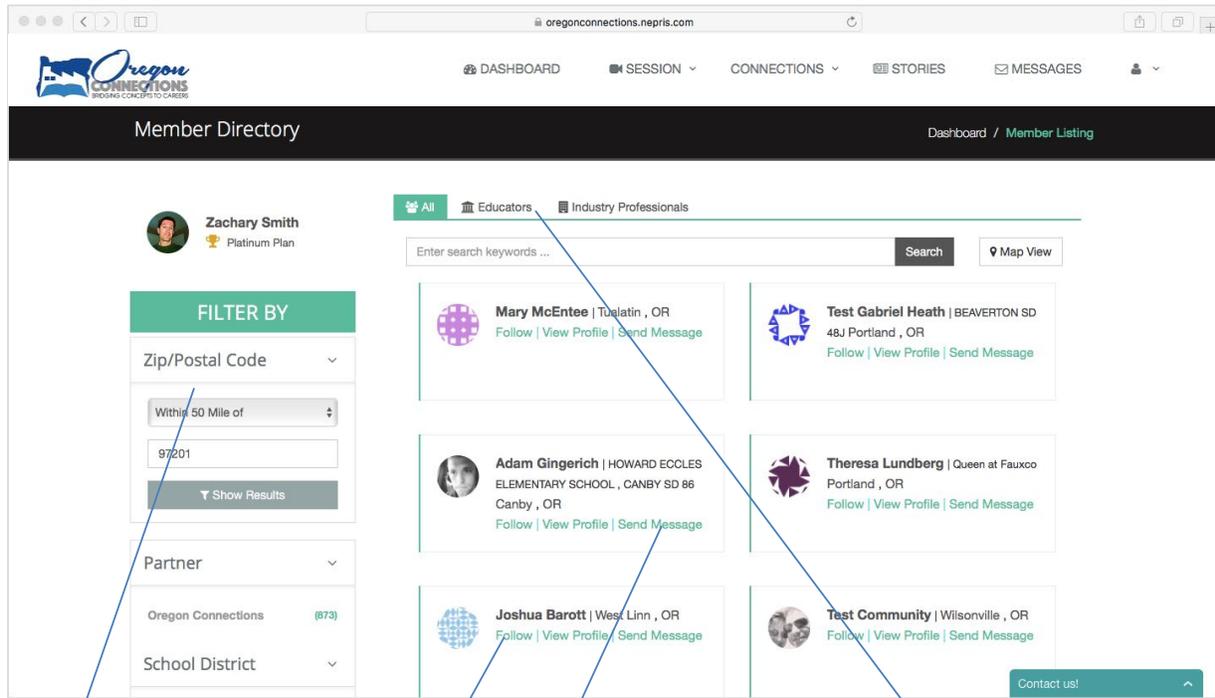
Access Live Session

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**.



Filter By and Search

You can see members across all Nepris communities but if you want to narrow down the list to be more local, simply put in a zip code parameter. You can also search on key words like "Oregon"

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

Follow

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

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**).

Zachary Smith
Platinum Plan

- Profile Details
- Virtual Sessions
- InPerson Sessions**
- Following
- Followers

[Edit My Profile](#)

Ananda Arasu
Product Marketing Manager, Autodesk
Product Marketing Manager, Autodesk, Inc
Portland, OR

Skills
Product Marketing | Product Management | Technical Marketing

I am a Product Marketing Manager for the Industry Strategy and Marketing Division at Autodesk, with focus on products and solutions that cater to the automotive industry. I have a BS EE from Oregon State University, and an MBA from George Fox University. I spent over 13 years of my career in the Electronics Software industry as a technical marketing and applications professional. I also spent two years as a Product Manager for a local Orthopedic company, before making the move to Product Marketing at Autodesk for nearly 5 years. I have mentored a FIRST Robotics team for 4 years now, and enjoy talking to the younger generation about their interests and passions, especially in the world of STEM

✓ In-Person Sessions

STEM FAIR – STEM BUSINESS/AGENCY/ORGANIZATION OUTREACH OPPORTUNITY

Are you a STEM professional, agency, and/or organization looking to share your knowledge and expertise with students?
The South Metro-Salem STEM Partnership is looking for industry experts, businesses, agencies, and organizations that would like to participate in our STEM Fair.

- Date: August 18th
- Time: 8:00AM- noon
- Location: Oregon Tech, Wilsonville

The purpose of the STEM Fair is to connect educators across multiple school districts with industry/agency/organizations to share knowledge and expertise and create quality STEM experiences for students.

What we are asking for: a 15 minute presentation

- Provide an overview of what your company does
- Describe your role within the company and provide contact information
- Provide a short demo to showcase your company's products, services, and resources
- Discuss how STEM related concepts are used in your occupation
- Share how you and/or your company/agency/organization would like to connect with educators/students in the next academic year (speaker, club mentor, curriculum advice/support, resources, internship opportunities, field trip opportunities, ...)

- Profile Details
- Virtual Sessions
- InPerson Sessions**
- Following
- Followers

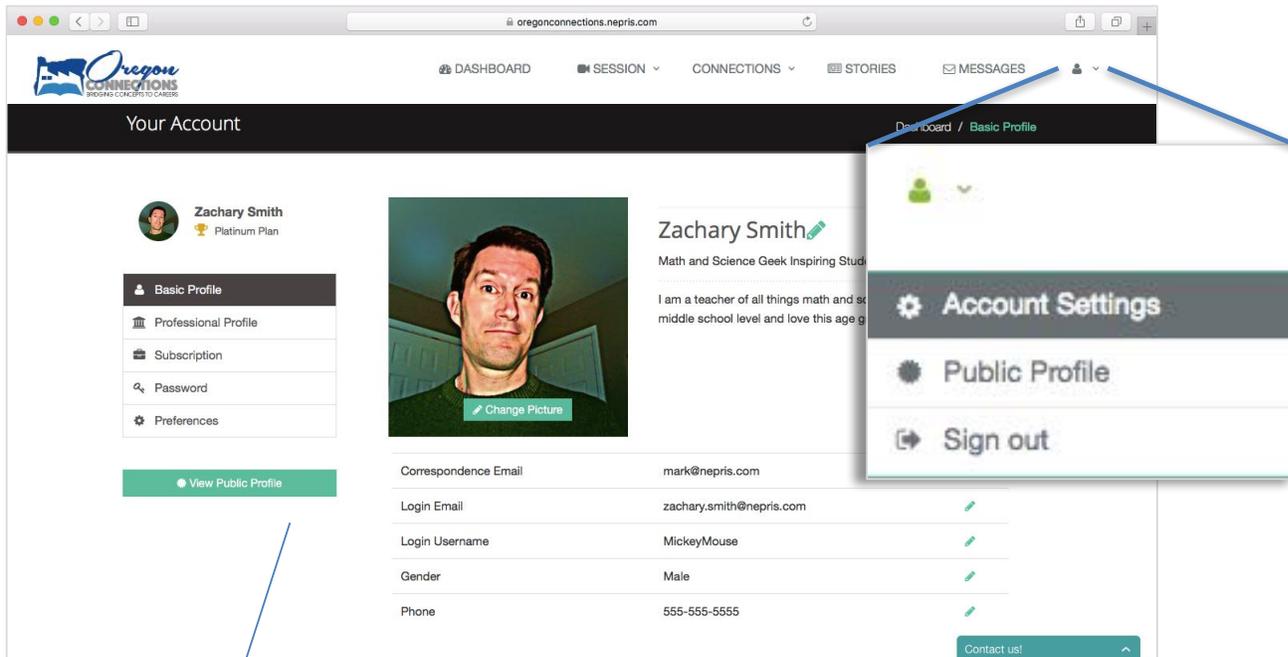
Virtual Sessions and In-Person Sessions

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 either **Virtual Sessions** or **In-Person Session** 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.

Managing what you are Following



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!

