



# User Guide for Professionals

[oregonconnections.nepris.com](http://oregonconnections.nepris.com)

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[support@nepris.com](mailto:support@nepris.com) / [support@oregonconnections.org](mailto:support@oregonconnections.org)

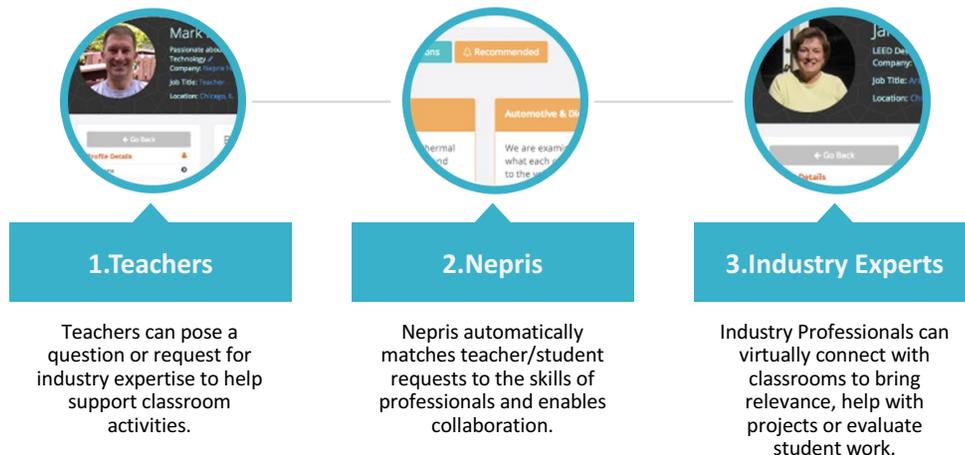
# What is Oregon Connections powered by Nepris?

**Real World Delivered to the Classroom.** Oregon Connections powered by Nepris virtually connects you with teachers and students matched to your skills and experience, providing an effective way for you and your company to do education outreach. Oregon Connections also 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 three main ways to participate:

- 1. Accept a VIRTUAL request from a teacher.** Educators on our system submit requests for an industry person to speak to their class virtually by filling out an online form. Nepris goes into its database and makes matches between the request and your profile. Each request is usually a class period of time. When a match is made, we will email you for you to consider. There is no obligation to accept every request (we know you have full time jobs and schedules) but if they have time to talk to a class, you sign up and we help you get ready. The requests are submitted through your Oregon Connections account and filled by the Nepris team, supporting Oregon Connections.

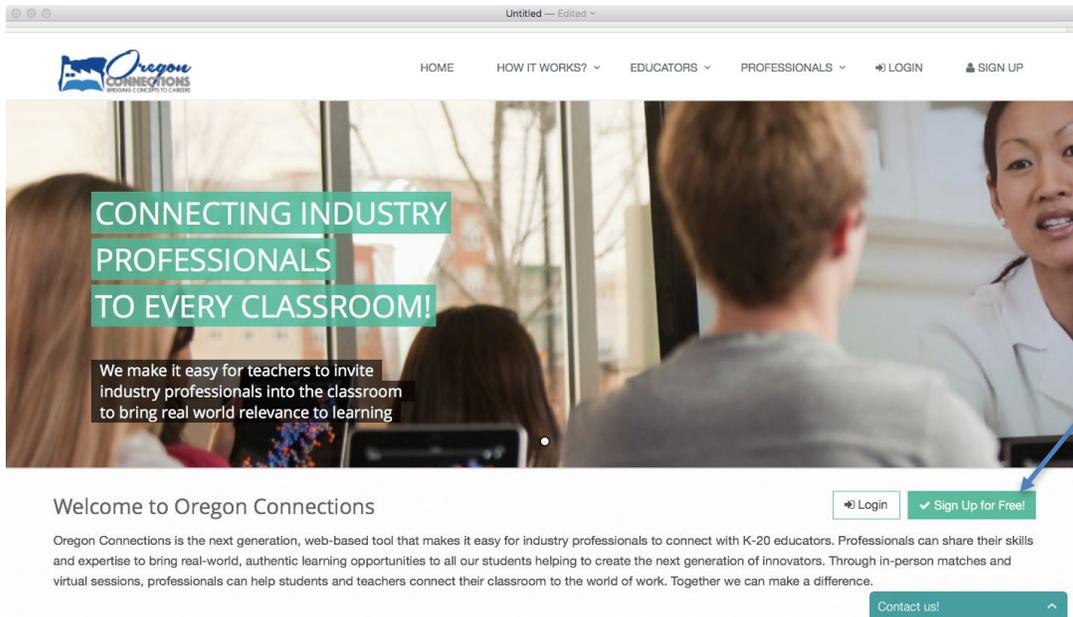
The opportunities range from simply talking about your career and job, making a connection to how a curriculum topic is applied in practice in your job, talk with students about a project, or even listen to and respond to student presentations.



- 2. Accept an IN-PERSON Request.** You can respond to educators asking for school volunteers, mentors, field trips and company visits, job shadowing and externships, internships, and camps and workshops. Professionals can also offer these opportunities for teachers to consider as well. The requests are submitted through Oregon Connections but then coordinated with the teacher directly (since every site has different protocols for in person visits).
- 3. Host an industry Chat.** You can also host live, interactive virtual sessions for classrooms to join. Industry Chats can be offered throughout the year and sometimes we will recruit professionals for different themes (e.g. Hour of Code, Black History Month, Executive Leadership, etc.). So if you desire to reach the K12 audience (or a subset) with a live session, we'll host and promote the session for you.

# 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. You can set a different correspondence email later and change both at any time in Account Settings.

**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 fully employed, between jobs or retired, choose: I work for a Company, Agency, or an Organization.

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

**First Name \***

**Last Name \***

**Email Address \***

**Username \***

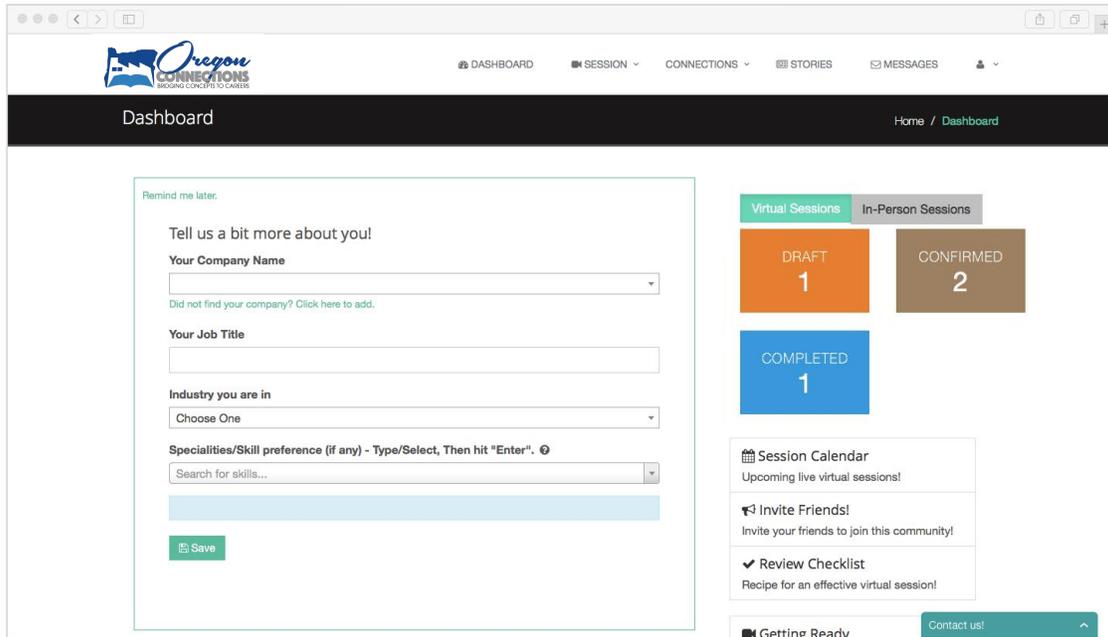
**Password \***  **Confirm Password \***

**How would you describe yourself? \***

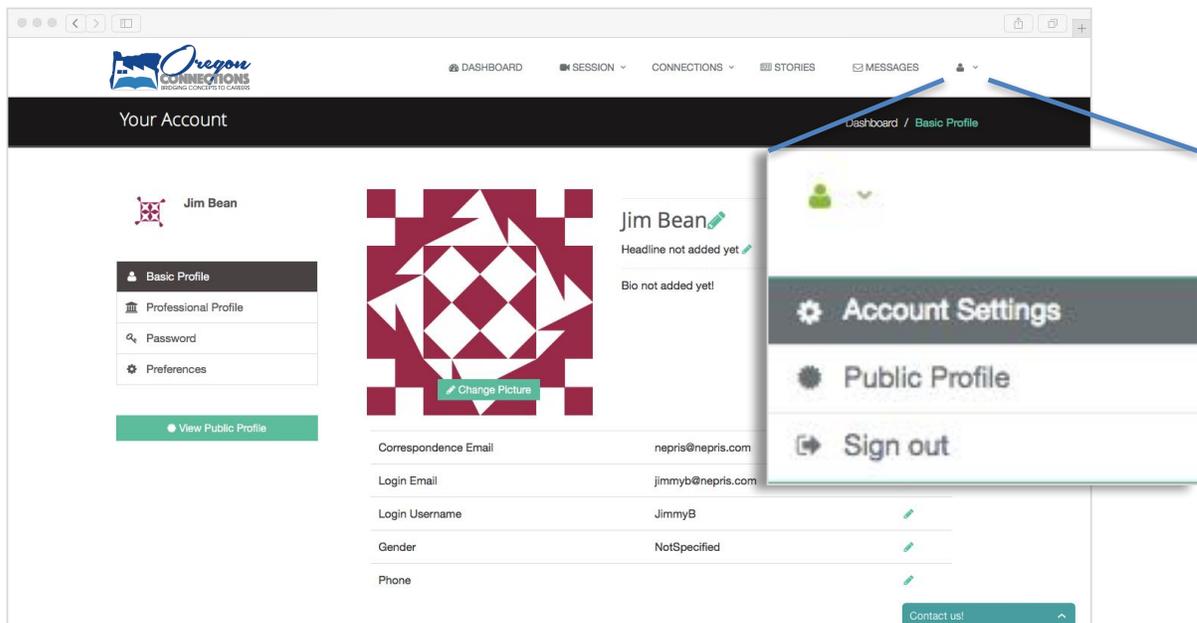
By clicking below, I agree that I am 13 years of old or older and agree to the [Terms of Service](#) and [Privacy Policy](#).

# 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 Nepris experience. The **Industry** and **Specialties/Skills** field are important for future matches.



Click on **Account Settings** to finish your profile, adding a bio, picture, etc. Educators will want to know about you and having some additional information will help put them at ease at who is going to speak to their students. 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 the author to describe what they want out of the live interaction. These are usually written by educators but can also be submitted by you as an **Industry Chat** where other classrooms can join.

This page is the one stop place for the live, virtual interaction. It is where you will go to accept a teacher's request, see who else will be joining, where you can access the live session, view the video afterwards, make comments, rate the session, 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 the author wants out of the session and types of questions the professional will answer.

**Attachments** such as work samples or anything needed to support the description

**Curriculum Alignment** This will allow you to see how the teacher is aligning the session to their curriculum requirements.

The system will recommend experts to the educator for virtual and in-person requests. The Nepris team behind Oregon Connections will recruit for any VIRTUAL sessions. Oregon Connections and the educator will recruit for any IN-PERSON visitors  
Note: you may not show up in this shortened list (we only show 4).

Sharing ideas or thoughts through **Comments**

The screenshot shows a session request page titled "Motion, Velocity and Momentum". The page includes a navigation bar with "Dashboard / My Sessions / Motion, Velocity and...". The main content area is divided into several sections: "Description" (text about studying motion, velocity, and momentum), "Key Questions" (a list of physics questions), "Expected Outcomes" (learning goals for students), "Documents" (a file upload section), "Curriculum Alignment" (NGSS standards), "Recommended Experts" (profiles of professionals like Sanjay Jagarlamudi, Stuart Fields, Mike Koman, and Dennis Underwood), and "Comments (0)". On the right side, there is a sidebar with "Date Options" (listing dates from 05/01/2017 to 05/03/2017), "Requester" (Zachary Smith, White Oak Middle School), "Classes" (listing various science and math classes), and "Participants" (a list of potential attendees). Callout boxes from the text on the left point to these specific sections: "Sharing on Social Media" points to the social media icons; "Schedule" points to the Date Options; "Description" points to the Description section; "Attachments" points to the Documents section; "Curriculum Alignment" points to the Curriculum Alignment section; "Recommended Experts" points to the Recommended Experts section; "Comments" points to the Comments section; "Participants" points to the Participants list; and "Class Background" points to the Classes list.

**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 see what is recommended to you, accept a teacher request, host an industry chat and see what is happening in your community.

## Connections

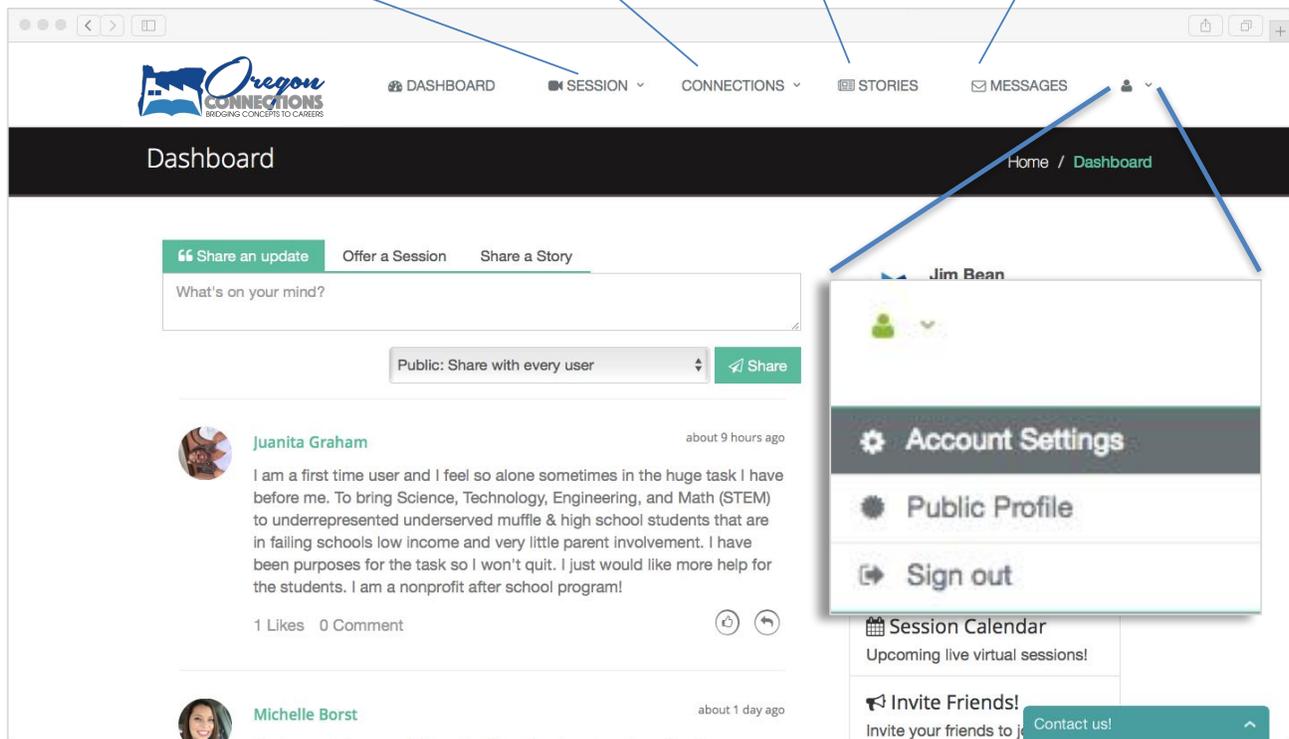
You can search and find both teachers and professionals within the Nepris community, see what they have done and message them.

## Stories

We urge everyone to share their stories of learning and success to provide inspiration or advice to other 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 so you may be able to get immediate feedback when we are online.

# Dashboard Overview

## Draft

You can create drafts of virtual industry chats and then schedule them when you are ready. This is a quick counter and link to take you to those.

## Confirmed

These are teachers requests which have accepted or industry chats you are hosting. These sessions will have a definite date and time locked on your calendar.

## Virtual Sessions/In-Person Sessions

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

The screenshot shows the Oregon Connections dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Session', 'Connections', 'Stories', and 'Messages' (with a red notification badge for 6 messages). The main content area includes a 'Browse Volunteer Opportunities' section with a 'Show All' button. Below that is a 'Share an update' section with a text input field 'What's on your mind?' and a 'Share' button. A post by Ashley Chipman is visible. On the right, there's a user profile for Jane Smith and a session status summary showing 'Virtual Sessions' (Draft: 1, Confirmed: 2) and 'In-Person Sessions' (Completed: 1). A sidebar on the right contains 'Oregon Connections Sessions', 'Session Calendar', and 'Invite Friends!'.

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.

## Browse Volunteer Opportunities

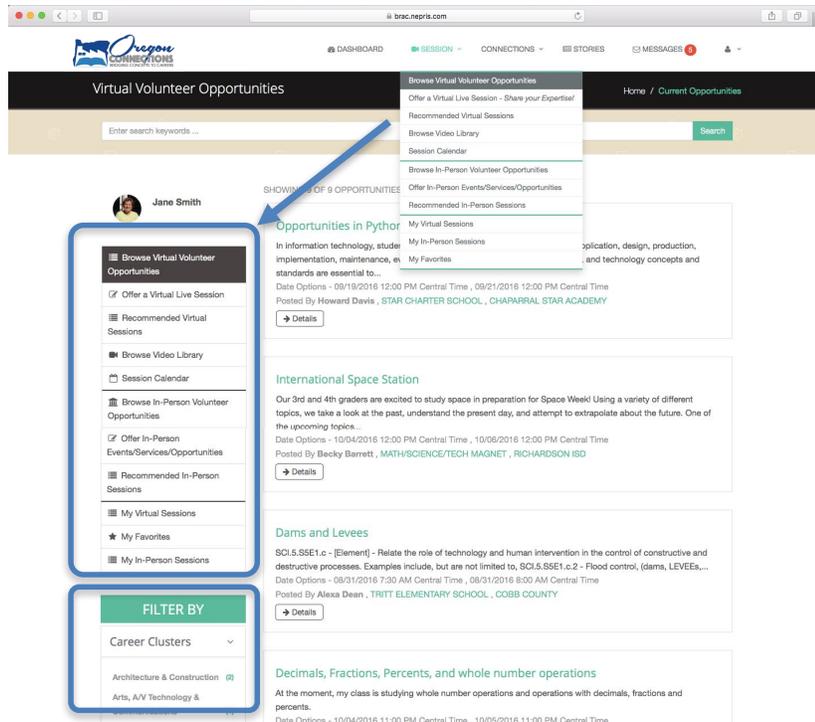
The Show All button in this box will take you to a list of educator requested sessions only if they are also members of the Oregon Connections community. You can see all requested sessions across the global Nepris network by going to the menu option: Session → Browse Virtual Volunteer Opportunities

## Completed

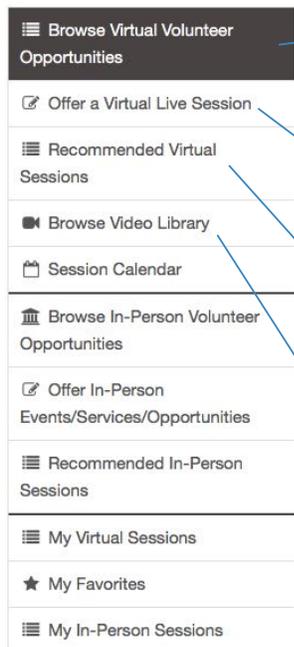
This block will tell you how many of your sessions have been completed. It is a quick shortcut to view your recorded sessions.

# Session Menu

When you select a menu option from 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 will be filters that you can use to narrow down your search



## Browse Volunteer Opportunities

These are all open requests for a live interactive session with an industry expert on a topic that the educator has proposed. Here you can find something you want to accept and then sign up.

## Offer a Live Industry Chat

You can host live, interactive sessions for classrooms to join. If you desire to reach the K12 audience (or a subset), Nepris will help you host and promote those sessions for you. You drive the content.

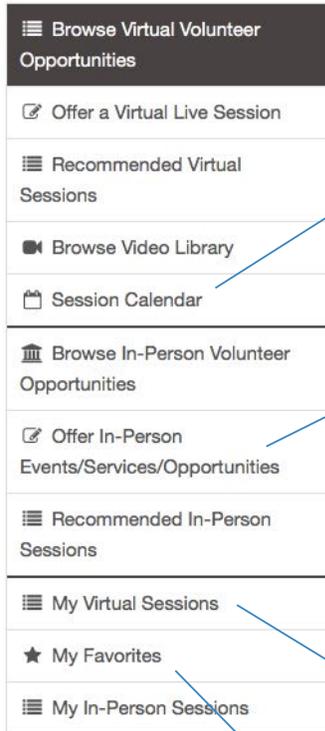
## Recommended Sessions

These are open requests aligned with your profile. If you don't find something here or the list isn't a perfect fit, revisit your profile (see page 3) or browse the general list to find some matches.

## Browse Video Library

These are all past sessions that have been recorded, edited and posted for you to view. These are helpful to you if you want examples of what other experts have done in the past.

# Session Menu



## Session Calendar

This is an easy way to graphically see what is happening for you personally, your community, or if you just want to peruse and see what's happening on the platform.

## In-Person Sessions

Oregon Connections is unique among the Nepris communities in that you have the option to accept an In-Person Request or offer one to teachers. You can volunteer to be a school volunteer, mentor, invite them to visit for a field trip and participate in 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

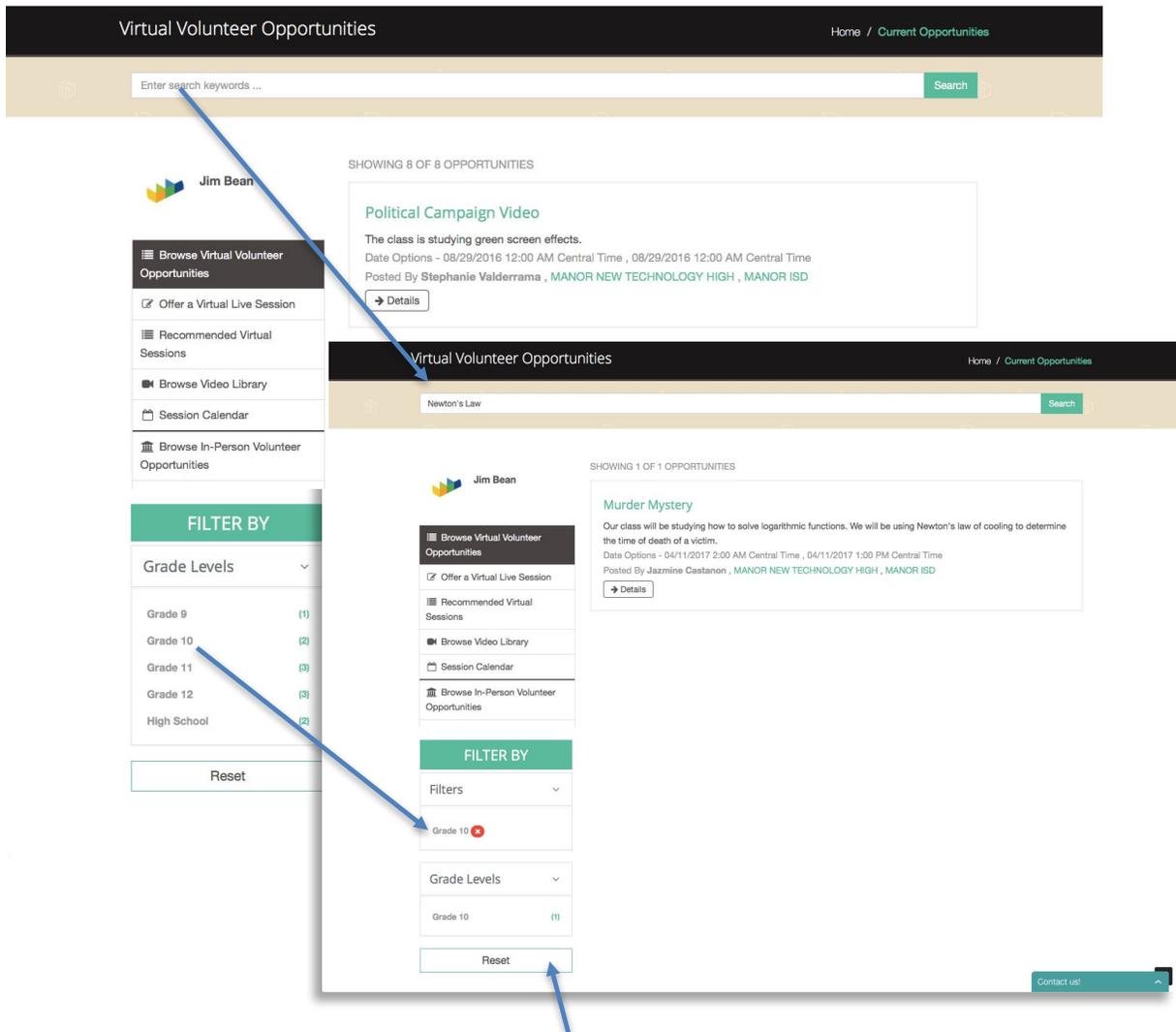
This is your shortcut to see the list of industry chats you have in draft or are actively offering to teachers, requests from educators that you have accepted, and your completed videos for virtual sessions.

## My Favorites

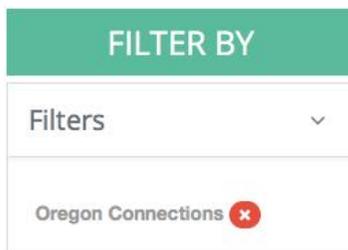
You can bookmark any session request and access it here. It may be a video you want to come back to or it might be a peer's session request and you want to keep up with status. You will receive updates for these session requests in your activity feed on your dashboard.

# Browsing for Virtual Sessions

To find requested virtual sessions, click on **Browse Virtual Volunteer Opportunities** 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



Content can be filtered by your community. If you need to remove this filter and see session requests for all of Nepris, simply click on red "x".

# Virtual Session Request Actions

## Add to Favorites

Think of this as a bookmark for this virtual session request. You can view all of your favorites in the **Favorites** menu under the **Session** menu at the top of the page.

## Share

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

The screenshot shows the top navigation bar with 'Go Back', 'Previous', and 'Next' buttons. Below is a green banner stating 'You are presenter of this session!'. A 'Join Live Session' button is visible. The 'Actions' dropdown menu is open, showing options: Join Live Session, Sign up for this Session, Present this Session, Edit, Copy, Add to Favorite, Share, Withdraw, Delete, and Follow. The 'Description' section contains the text: 'The anatomy and mechanics of proper vocal production'. The 'Key Questions' section lists: 'How to take a proper breath' and 'How to "project" sound in a healthy way'. The 'Expected Outcomes' section lists: 'How to create a more resonant sound, referencing the anatomical factors involved'. The 'Documents' section has a 'Select files...' button and text: 'You can share documents with collaborators. First, select the files you'd like to share, then click on "Open" button to attach the supporting documents to this session.' Below the button, it says 'Max size: 10MB' and 'Allowed format: .doc, .docx, .ppt, .pdf, .txt, .jpg, .gif, .png, .pptx'.

The screenshot shows the 'Session Date' as '08/18/2016 12:00 PM Central Time' and 'Duration' as '00:45'. Below is the 'Requester' information: 'Zachary Smith, WHITE OAK MIDDLE SCHOOL', with 'Send Message' and 'Rate/Leave Feedback' buttons. The 'Presenter' information is 'Jim Bean, Texas Instruments', with a 'You' indicator. At the bottom, there are 'Classes' (Choir), 'Grades' (Grade 9 To 12), and 'Career Clusters' (Not Available) sections. A 'Contact us!' button is at the bottom right.

## 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 state 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.

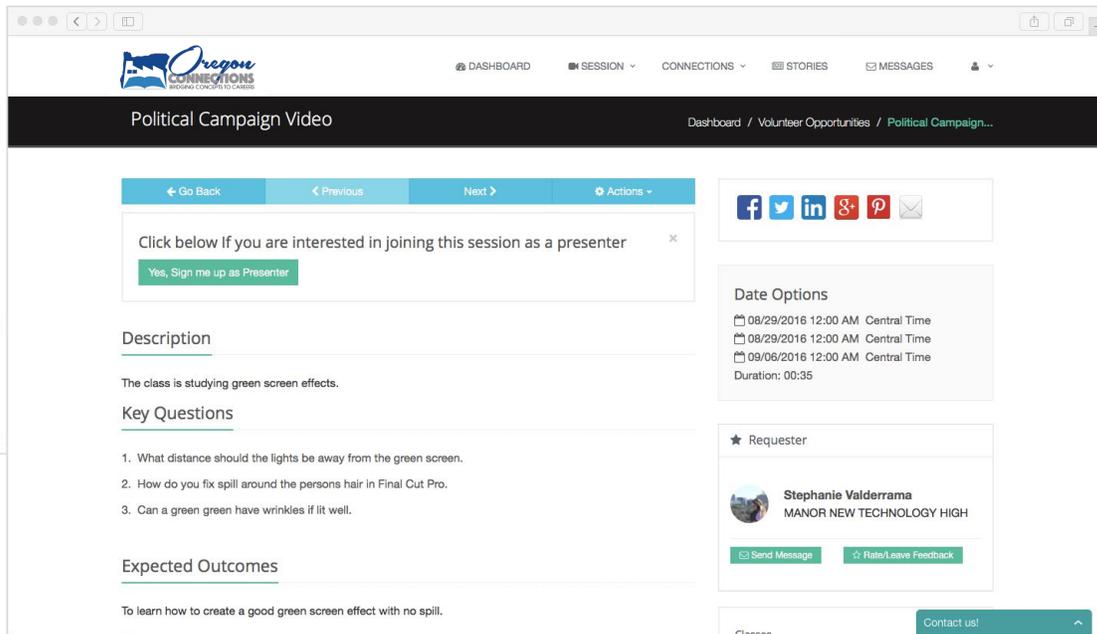
## Documents

If you have anything you want to share with the teacher and class, you can attach it here. During the actual session, you can share your screen; you do not have to upload a presentation although you may choose to.

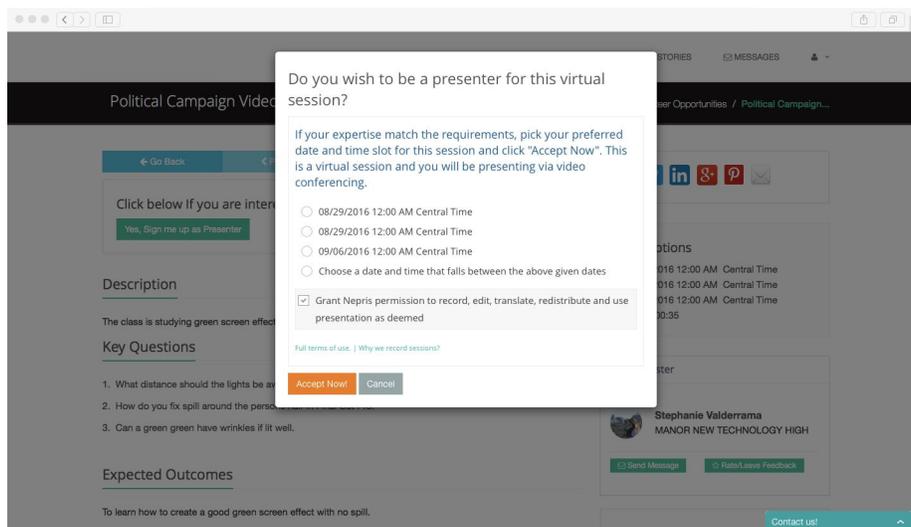
# Accepting a Virtual Session Request

Teacher requests are very active during the school year. You can find this list by clicking on **Browse Virtual Volunteer Opportunities** in the **Session** menu. You will also receive emails of upcoming sessions that match your profile. Please check out the request as soon as you can so that the opportunity isn't lost.

Inside the virtual session request, click on the **Yes, Sign me up!** button to accept.



When you choose to sign up, you will be asked for a date option to notify everyone of your participation. We will also ask for your phone number. This is in case we need to reach you in case of any difficulties joining or cancellations.

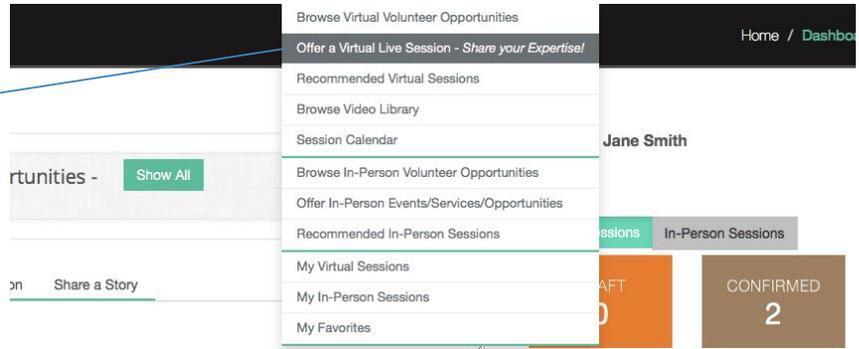


# Host a Virtual Industry Chat

The online form is accessible as soon as you log into Oregon Connections. After you submit the form, we will follow up with you on next steps.

## Launch the online form

When you log into oregonconnections.nepris.com, you will have menus across the top of the page. Go to the **Session** menu and choose **Offer a Live Industry Chat**.



## Fill out the tabs

The online form consists of four tabs. Fill out as much as you can (not all required). However, the more information you can provide to entice educators to sign up, the better the response will be. Nepris may edit the offering to optimize its potential.

Create an appealing and catchy title that will appeal to educators.

On every page of the online form, you will have a save button at the bottom. You can save at any time and come back if you need to gather more information before submitting.

A screenshot of the 'Describe Topic' form. It features a blue header with a checkmark and the text: 'Follow these few simple steps to describe what you are planning to present! Once you schedule it, teachers will be able to view it and join if it matches their classroom needs'. Below the header are four tabs: 'Describe Topic', 'Add Tags', 'Attach Docs', and 'Schedule Session'. The 'Describe Topic' tab is active. The form includes a 'Topic Title' field with a red asterisk and 'Required' label, a 'Grade Level' field with a red asterisk and 'Required' label, and a 'Topic Summary' field with a rich text editor toolbar. The 'Title/Topic' field contains the text 'Title/Topic'. The 'Grade Level' field contains 'Ex Grade 1'. The 'Topic Summary' field is empty.

## Schedule

We request that you schedule at least two weeks out from today. This will allow time for us to market and for teachers to sign up. The typical school day is between 8 AM and 2 PM local time and typical class length is 45 to 60 minutes.

When you are ready to submit and post the Virtual Industry Chat, click on **Schedule**.

Once you submit, we'll follow up with you regarding checking your technology and notifying you of any classrooms that sign up.

A screenshot of the 'Schedule Session' form. It features a blue header with a checkmark and the text: 'Follow these few simple steps to describe what you are planning to present! Once you schedule it, teachers will be able to view it and join if it matches their classroom needs'. Below the header are four tabs: 'Describe Topic', 'Add Tags', 'Attach Docs', and 'Schedule Session'. The 'Schedule Session' tab is active. The form includes a 'Preferred session date and time' field with a calendar icon, a 'Session duration' field with a red asterisk and 'Required to schedule session' label, and an 'Additional Notes' field. The 'Session duration' field has two input boxes: '0' for hours and '0' for minutes. The 'Additional Notes' field is empty. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Schedule'.

# Host a Virtual Industry Chat

Here are some examples from a mailer of the different topics being offered by professionals that we have promoted to our audience of educators in the past.



[Click here to register](#)

## Grades 6-8

Friday, May 29, 2015, 8:00 AM  
Eastern, 9:00 AM Central

## Forensic Photography (Latent Fingerprints)

Fingerprints are one of the most widely known methods used in criminal investigations. However, popular television shows and movies gloss over, exaggerate or misrepresent how the process works and generally attribute successful identifications to a fancy computer that does all the work magically and spits out a photo of the bad guy. **Anthony Snyder** from the National Association for the Advancement of Forensic and Investigative Science will give you an insider perspective.



[Click here to register](#)

## Grades 9-12

Tuesday, June 2, 2015, 12:25 PM  
Eastern, 11:25 AM Central, 8:25 AM Pacific

## Making Your PowerPoint Slides Come Alive

**Anne Marie DelPrincipe** from [Raritan Valley Community College](#) wants to show your students that they can create FANTASTIC PowerPoint slides that are interesting, entertaining, and not forgetful. Take the boredom out of PPT and jazz them with action packed slides with animation and fonts that are free and hyperlinked.

## Death Penalty Focus

**Nick Yarris** is the author of the book "7 Days To Live" and offers students invaluable insight into how the system of justice works first hand. He is the first Pennsylvania death-row inmate cleared by DNA testing. The presentation focuses on the effort to use education as the only tool of survival, self acceptance of oneself through adversity, as well as the process of recovery from trauma.



[Click here to register](#)

## Grades 9-12

Thursday, May 28, 2015, 3:35 PM  
Eastern, 2:35 PM Central, 12:35 PM Pacific

## Engineering for At Risk Kids

Students will learn how their time and energy can be directed to help improve their lives rather than get caught up in anti-social behavior such as jail, probation, and other consequences. **Jeffrey Gordon** will talk about the impact that those consequences had on his life and how he used engineering and education in general to help overcome his youth.



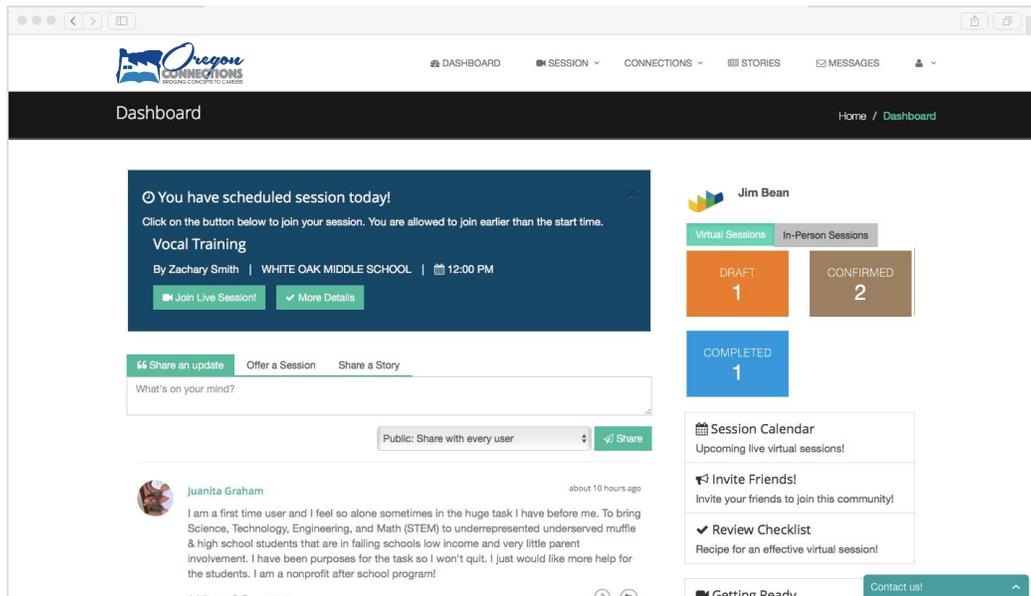
[Click here to register](#)

## Grades 9-12

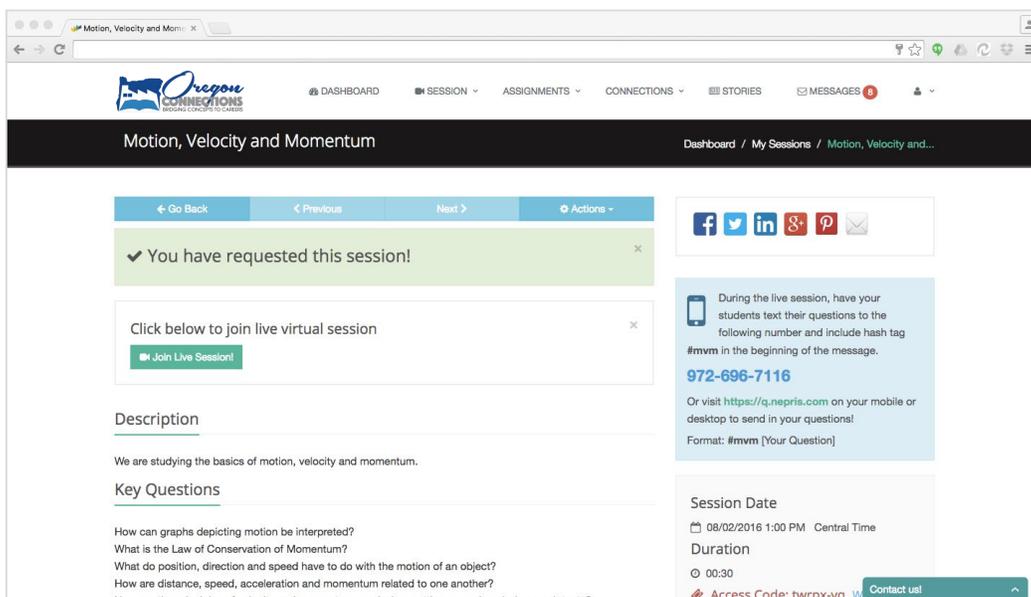
Friday, May 29, 2015, 2:00 PM  
Eastern, 1:00 PM Central, 11:00 AM Pacific

# Joining a 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 virtual meeting.



# Browsing for In-Person Sessions

To find requests for In-Person sessions, click on **Browse In-Person Volunteer Opportunities** 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 image displays two screenshots of the Oregon Connections website's 'In-Person Volunteer Opportunities' page. The top screenshot shows a search for 'Electrical Engineering' with 8 results. The bottom screenshot shows a search for 'Datacenter' with 1 result. Both screenshots highlight the filter panel on the left and the search bar at the top.

**Top Screenshot:** The search bar contains 'Electrical Engineering' and '01'. The filter panel on the left is expanded to show 'Zip/Postal Code' with a dropdown menu set to 'Any distance from...' and a search box containing '97201'. The 'Show Results' button is highlighted. The main content area shows a session titled 'Electrical Engineering 01' by Anton Bilbaeno, N/A.

**Bottom Screenshot:** The search bar contains 'Datacenter'. The filter panel on the left is expanded to show 'Company' with 'Portland General Electric' selected, 'Zip/Postal Code' with '97201' entered, and 'Grade Level' with 'NotSpecified' selected. The 'Show Results' button is highlighted. The main content area shows a session titled 'General IT and Datacenter knowledge and planning' by Skyler Schiewe, Portland General Electric.

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 Session Request

Teacher requests are very active during the school year. You can find this list by clicking on **Browse In-Person Volunteer Opportunities** in the **Session** menu. You will also receive emails of upcoming sessions that match your profile. Please check out the request as soon as you can so that the opportunity isn't lost.

Inside the virtual session request, click on the **Ok I am interested!** button to express interest and to be notified of next steps. An administrator or author of this request will contact you.

The screenshot shows the Oregon Connections website interface. At the top, there is a navigation bar with links for DASHBOARD, SESSION, CONNECTIONS, STORIES, and MESSAGES (with a notification badge). The main header displays the session title "Geologic Changes In Pacific Northwest" and a breadcrumb trail: Dashboard / Sessions / Geologic Changes In Pacific Northwest. Below the header is a progress bar with five stages: Draft, Requested, Assigned, Confirmed, and Completed. The "Requested" stage is currently active. A modal dialog box is open, prompting the user to "Press OK to express your interest to this request or offer." and providing an "Ok-I am interested!" button. To the right of the modal, the event date is listed as "11/28/2016 02:00 AM Central Time". Below the modal, there are social media sharing icons for Facebook, Twitter, LinkedIn, Google+, Pinterest, and Email. The "Description" section contains the following text:  
**Standard:** Students will understand how technologies are used to mitigate the damages of natural disasters, and be able to develop an innovative engineering solution that will mitigate the damages before/during or after a natural disaster.  
**Prior knowledge:**  
-Earth's Layers  
-Tectonic plate movement and why  
-Surface changing processes (erosion/deposition)  
**Group project idea (open to suggestions):**  
-Students study a current natural threat (i.e volcano eruption, earthquake, tsunami, mudslides) in the PNW.  
-Describe the reality of event occurring..what is the window? next 10 yrs,50yrs, 100 yrs..???  
-Describe what the results will be when this event happens.  
-Design a technology that will be useful for people either before/during/after the event  
The "Event Location" section provides the address "2015 N Emery Dr , Newberg ,OR ,97132" and includes a map showing the location. A "Contact us!" button is visible at the bottom right of the map area.

# Creating an In-Person Offer

To get started, click on **Offer In-Person Events/Services/Opportunities** 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 offer 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.

- Browse Virtual Volunteer Opportunities
- Offer a Virtual Live Session - *Share your Expertise!*
- Recommended Virtual Sessions
- Browse Video Library
- Session Calendar
- Browse In-Person Volunteer Opportunities
- Offer In-Person Events/Services/Opportunities**
- Recommended In-Person Sessions
- My Virtual Sessions
- My In-Person Sessions
- My Favorites

The screenshot shows a web browser window with the URL [oregonconnections.nepris.com](http://oregonconnections.nepris.com). The page title is "Create New Session Request" and the breadcrumb trail is "Dashboard / Session Requests / New Session".

The user profile is Jane Smith. The left sidebar menu includes:

- Browse Virtual Volunteer Opportunities
- Offer a Virtual Live Session
- Recommended Virtual Sessions
- Browse Video Library
- Session Calendar
- Browse In-Person Volunteer Opportunities
- Offer In-Person Events/Services/Opportunities**
- Recommended In-Person Sessions
- My Virtual Sessions
- My Favorites
- My In-Person Sessions

The main content area shows a form for creating a session request. A blue informational box states: "Offers are opportunities for educators posted by companies and organizations. Companies and organizations can offer materials, tours, workshops and on-the-job experiences for students and teachers to gain valuable exposure into real world application."

The form has four tabs: "Describe Request" (selected), "Location & Preference", "Attach Documents", and "Publish".

The "Describe Request" tab contains the following fields:

- Offer Type:** Field Trip/Company Visit
- Topic Title \*Required:** Visit Oregon Plastics!
- Activity \*Required:** Manufacturing Process
- Description:** A rich text editor containing the following text:

You use them every day at home and school. You've seen them on the shelves of Office Max and Target. The plastic storage bin may seem like a simple everyday item, but it's a manufacturing wonder! **THOUSANDS** of hours and people went into designing, engineering, making, and assembling that "simple" storage box. Can you imagine what your house or classroom would look like without storage boxes? M-E-S-S-Y. It would be a teacher's worst nightmare!

Oregon Plastics is excited to open our doors and engage your students! We've got a whole tour planned to walk you through the meticulous (yet fascinating!) process of plastic injection molding. Your students will meet our gang of engineers, tool designers, mold makers and CNC Machinists. Even our proud owner Bob Smith is eager to make an appearance!

Want some additional materials to build excitement? Review and share our videos with your classrooms about the amazing careers manufacturing Oregon Plastics!

At the bottom of the form are "Save" and "Cancel" buttons, and a "Save & Next" button with a right-pointing arrow. A "Contact us!" link is also visible.

## Location & Preferences

It is important to complete this page as much as possible. This will help everyone understand the parameters of where you are located and if you are targeting any school districts or schools with your offer.

The screenshot shows a web browser window with the URL [oregonconnections.nepris.com](http://oregonconnections.nepris.com). The page title is "Create New Session Request". The navigation menu includes DASHBOARD, SESSION, CONNECTIONS, STORIES, and MESSAGES. The breadcrumb trail is Dashboard / Session Requests / New Session.

The user profile for Jane Smith is visible. The left sidebar contains a menu with options like "Browse Virtual Volunteer Opportunities", "Offer a Virtual Live Session", "Recommended Virtual Sessions", "Browse Video Library", "Session Calendar", "Browse In-Person Volunteer Opportunities", "Offer In-Person Events/Services/Opportunities" (highlighted), "Recommended In-Person Sessions", "My Virtual Sessions", "My Favorites", and "My In-Person Sessions".

The main content area shows the "Location & Preferences" tab selected. A blue callout box contains the text: "Offers are opportunities for educators posted by companies and organizations. Companies and organizations can offer materials, tours, workshops and on-the-job experiences for students and teachers to gain valuable exposure into real world application."

The form fields are as follows:

- Describe Request** (tab): Location & Preferences (selected), Attach Documents, Publish
- Street Address**: 1000 Main Street
- City**: Oregon Town
- State**: Oregon
- Zip Code**: 97005
- School District**: CAMAS VALLEY SD 21J
- School**: CAMAS VALLEY SCHOOL

Buttons at the bottom include "Save", "Cancel", "Save & Next", and "Contact us!".

## Attach Docs

This step is optional. 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 educators.

✓ 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

 Oregon Connects powered by Nepris.png

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 offer as many times as you like. However, when you want to submit an offer and notify Oregon Connections that you want to start looking for educators and their students, you need to complete this page and then press **Publish**.

✓ Offers are opportunities for educators posted by companies and organizations. Companies and organizations can offer materials, tours, workshops and on-the-job experiences for students and teachers to gain valuable exposure into real world application.

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

Event Date:  

MultipleDay

Publish This Request Until  

Additional Notes 

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

Save Cancel Publish Contact us!

### 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 Offer

The screenshot shows a web browser window displaying the Oregon Connections website. The page is titled "Visit Oregon Plastics!" and features a progress bar at the top with stages: Draft, Requested, Assigned, Confirmed, and Completed. The "Requested" stage is active. A notification 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](#)."

**Description**

You use them every day at home and school. You've seen them on the shelves of Office Max and Target. The plastic storage bin may seem like a simple everyday item, but it's a manufacturing wonder! THOUSANDS of hours and people went into designing, engineering, making, and assembling that "simple" storage box. Can you imagine what your house or classroom would look like without storage boxes? M-E-S-S-Y. It would be a teacher's worst nightmare!

Oregon Plastics is excited to open our doors and engage your students! We've got a whole tour planned to walk you through the meticulous (yet fascinating!) process of plastic injection molding. Your students will meet our gang of engineers, tool designers, mold makers and CNC Machinists. Even our proud owner Bob Smith is eager to make an appearance!

Want some additional materials to build excitement? Review and share our videos with your classrooms about the amazing careers manufacturing Oregon Plastics!

**Documents**

**Recommended Volunteers**

- Jenn Kennett** (Content, Licensing & Rights Director, Cricket Media) - Buttons: Send message, View Profile, Invite
- charlie williams** - Buttons: Send message, View Profile, Invite
- Becky peterson** (ROOSEVELT SCHOOL) - Buttons: Send message, View Profile, Invite
- Debra Odeyemi** - Buttons: Send message, View Profile, Invite

Search More Volunteers... [Search Icon]

**Comments (0)**

Enter your comment ... [Text Area] [Post Comment]

**Event Date**: 03/01/2017 10:00 AM Central Time [Change]

**Event Location**: 1000 Main Street , Oregon Town ,OR ,97005

Approximate location shown on map below

Map showing location in Beaverton, OR. [Map]

[Send Message To All]

**Requester**: Jane Smith [You]

**InPerson Session Type**

- Offer: [Green Box]
- Classes: [Green Box]
- Not Available: [Green Box]
- Grades: [Green Box]
- Not Available: [Green Box]
- No. of Students: [Green Box]
- Industry: [Green Box]

[Contact us!]

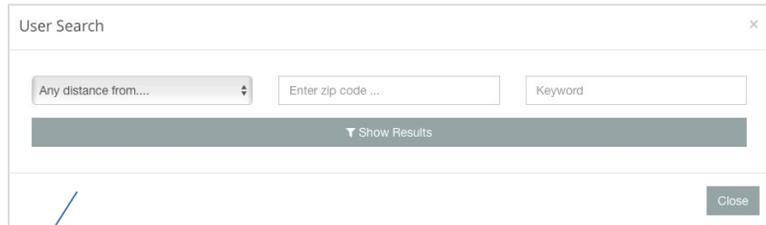
## Recommended Volunteers

You may or may not have recommendations based on the criteria you define. Over time as the community grows, this list of recommendations will grow and this will help you in seeing you might be a potential visitor for your in-person offer.

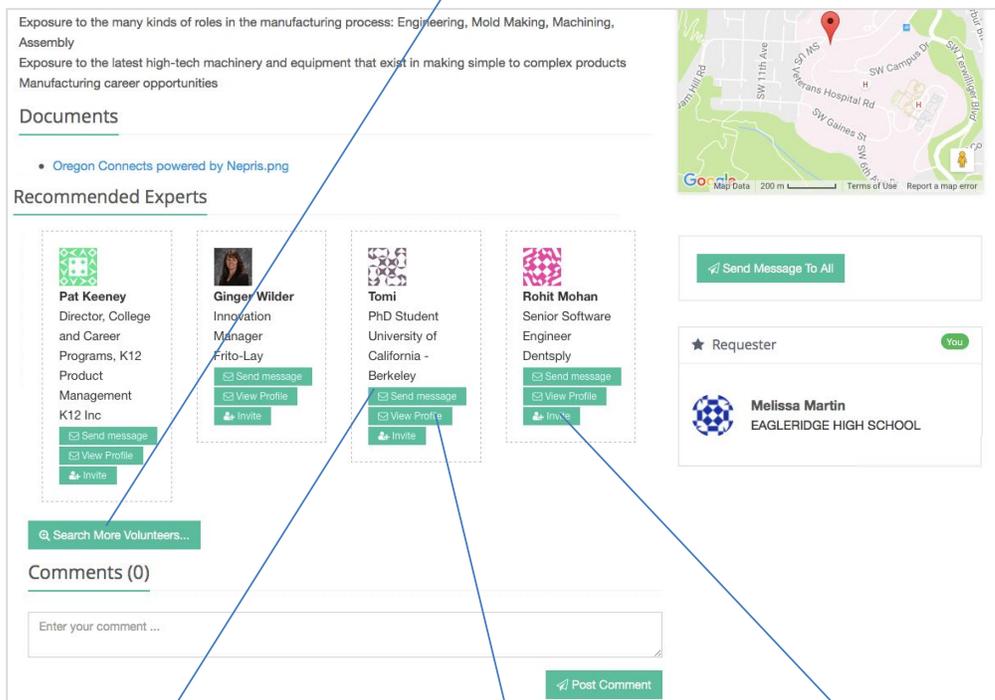
# Fulfilling an In-Person Offer

## Search More Volunteers

This function allows you to do a search of the database to find additional participants 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 members.



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 large grey button labeled "Show Results" with a downward arrow icon. A "Close" button is located in the bottom right corner.



The main user interface displays a list of recommended experts. Each expert's profile card includes their name, title, organization, and three action buttons: "Send message", "View Profile", and "Invite". A "Search More Volunteers..." button is located below the list. A "Comments (0)" section with an input field and a "Post Comment" button is at the bottom. A map in the top right shows a location with a red pin. A "Requester" section shows a profile for Melissa Martin at Eagleridge High School. A "Send Message To All" button is also present.

## 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.

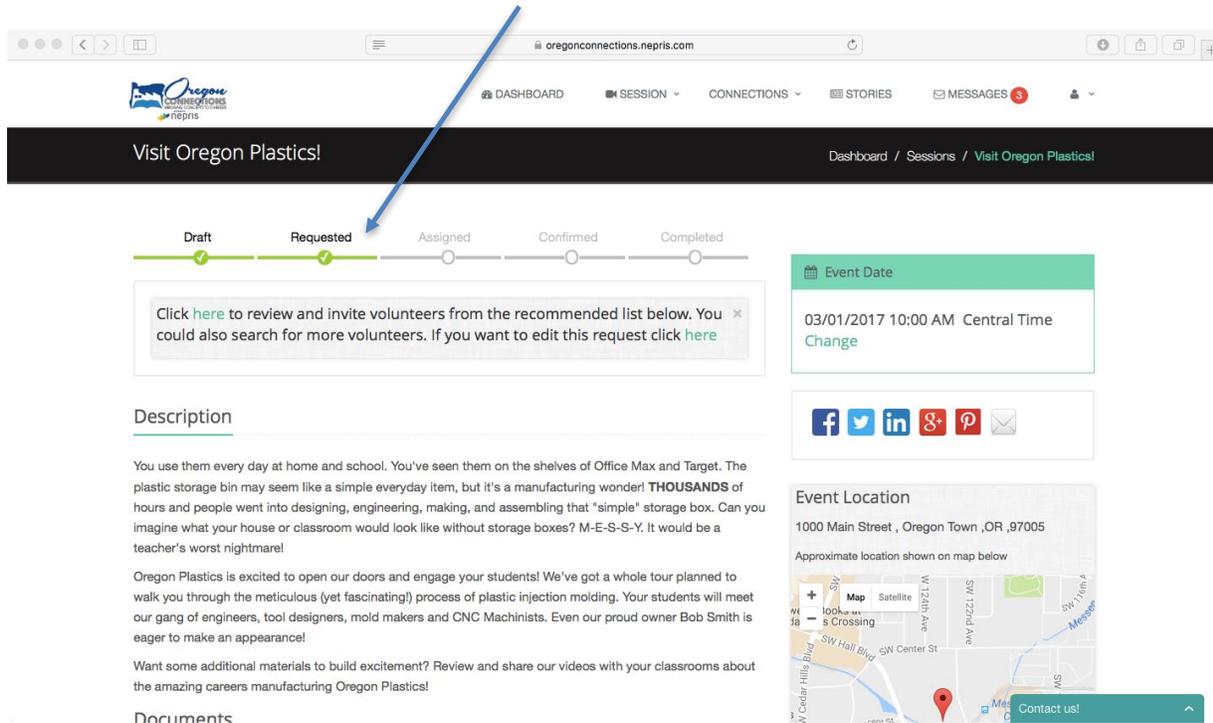
## Invite

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 formally invite the community member to accept the request and this will move the status of the request from **Requested** to **Assigned**.

# Fulfilling an In-Person Offer

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

- Draft:** You have started to create an offer 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 offer.
- Completed:** The date has passed and has been marked completed by either the requesting professional or admin for the community.



Virtual Sessions	In-Person Sessions
UPCOMING 0	COMPLETED 0
DRAFT 0	INVITES / 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

Professionals are encouraged to review the recommendations and invite members; The admin for your community can review offers 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](mailto: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 or offer 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.

Today < > December, 2016 Month Day Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 10:15 AM The Benefits of Martial Arts on Character	29 09:30 AM Principles of Business-Marketing-Finance 12:00 PM Celebrate CSEd Week With Sparta	30 01:00 PM Attitude in the Workplace	01 12:00 PM Criminology	02 12:00 PM How knowing Chinese help you in your career	03
04	05	11 11:00 AM I don't 01:00 PM Fitness	12 11:00 AM How does an author get their job? What is an author's job?	13 03:00 PM Physical Education	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05
06	07	08	09	10	11	12

12:30 PM Using Scatterplots to

Contact us!

## Filtering

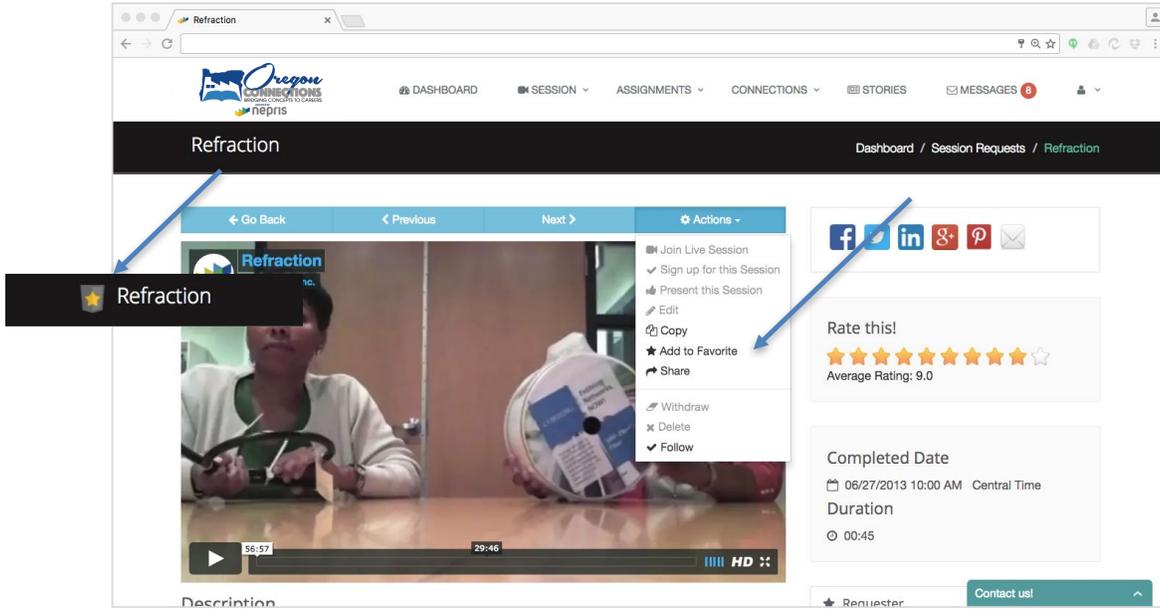
Notice the toggles to the left of the calendar. This is an easy way to see what is happening for you personally, your company or easily see what other industries are hosting.

## Colors

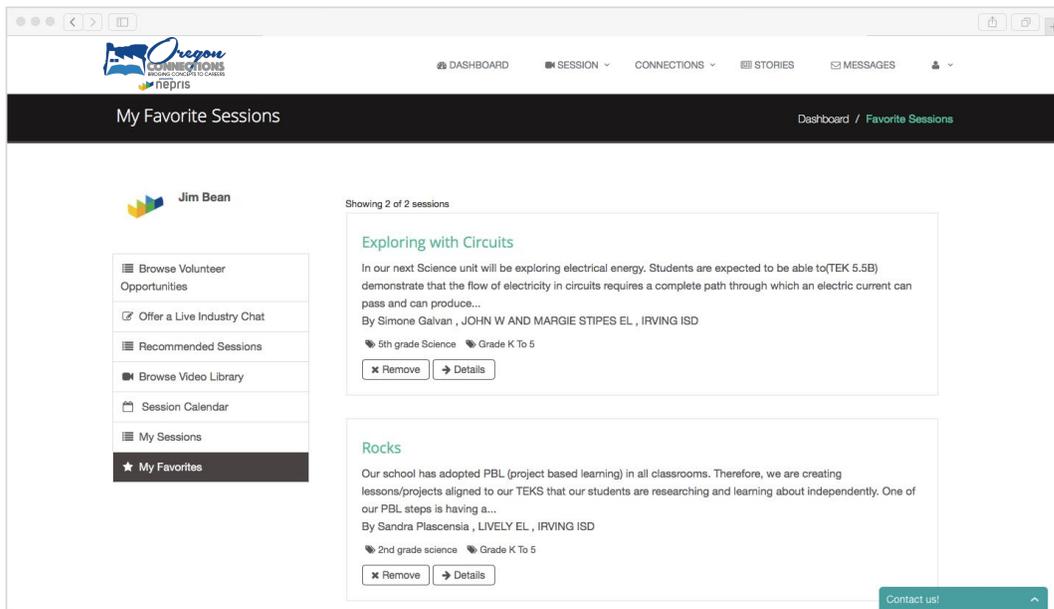
Green will indicated educator requested sessions. Blue will indicate Industry offered sessions.

# 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 star icon next to the title.



To access your list of favorited sessions, choose **My Favorites** from the **Session** menu.



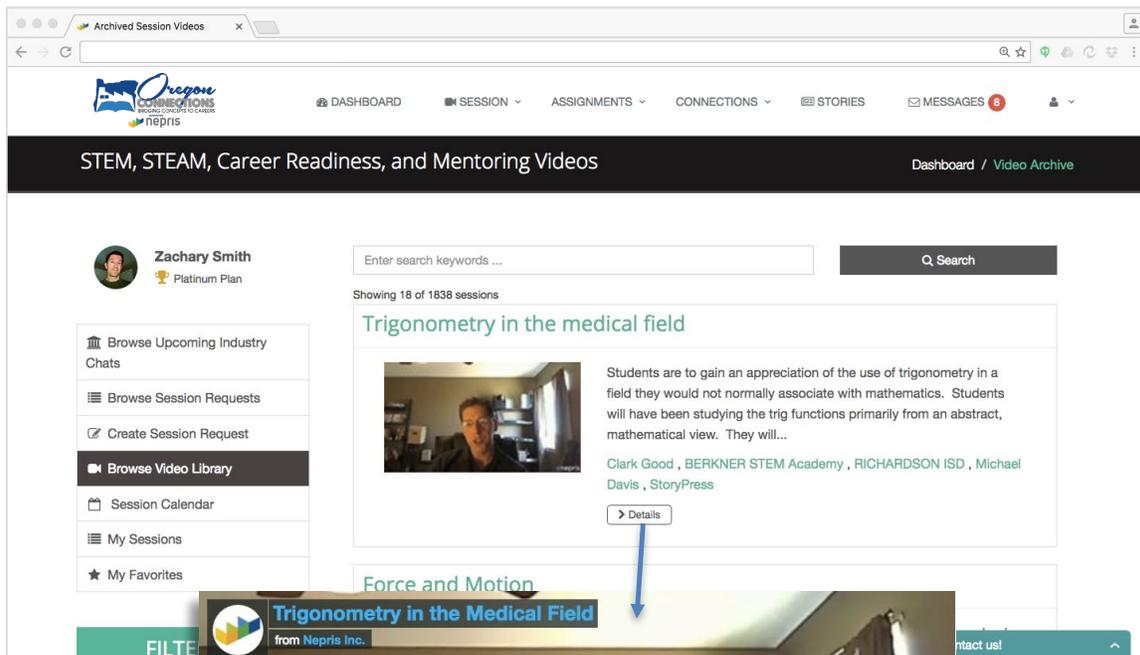
# Browse Video Library

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 continues to grow and you can use this to see other presenters, or revisit your presentation to share with peers.

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 some reason, let us know via at the bottom right of any Nepris web page.

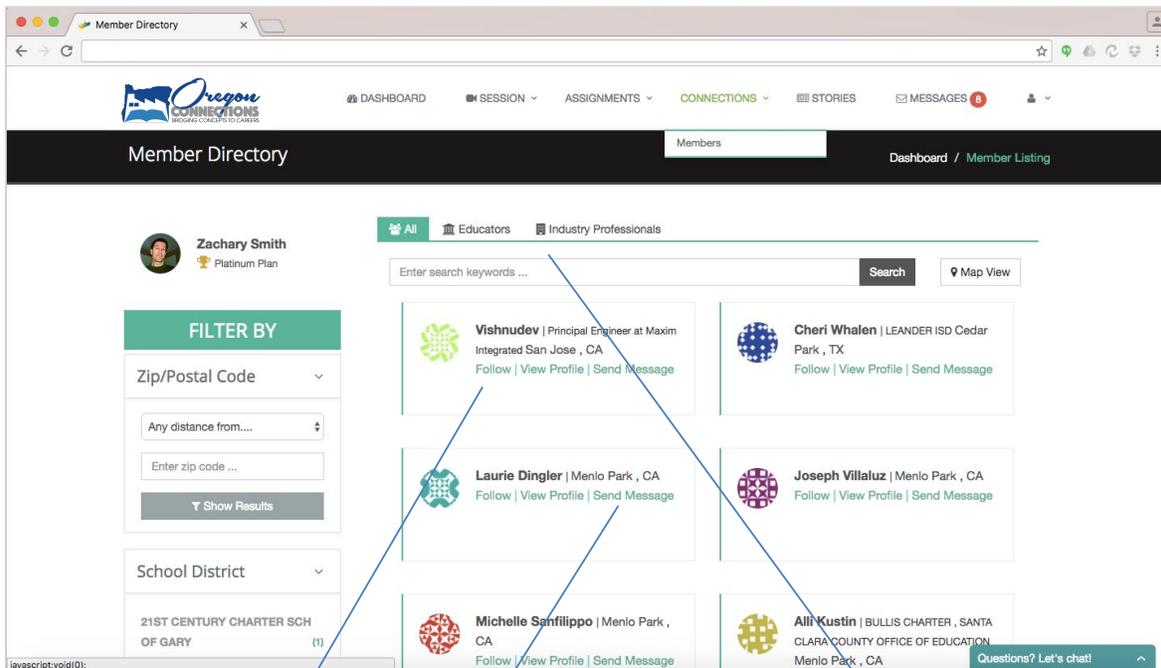


We'll then post and email a raw version when it is available for your personal use until the edited video is available.



# Members

You can check out member 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.

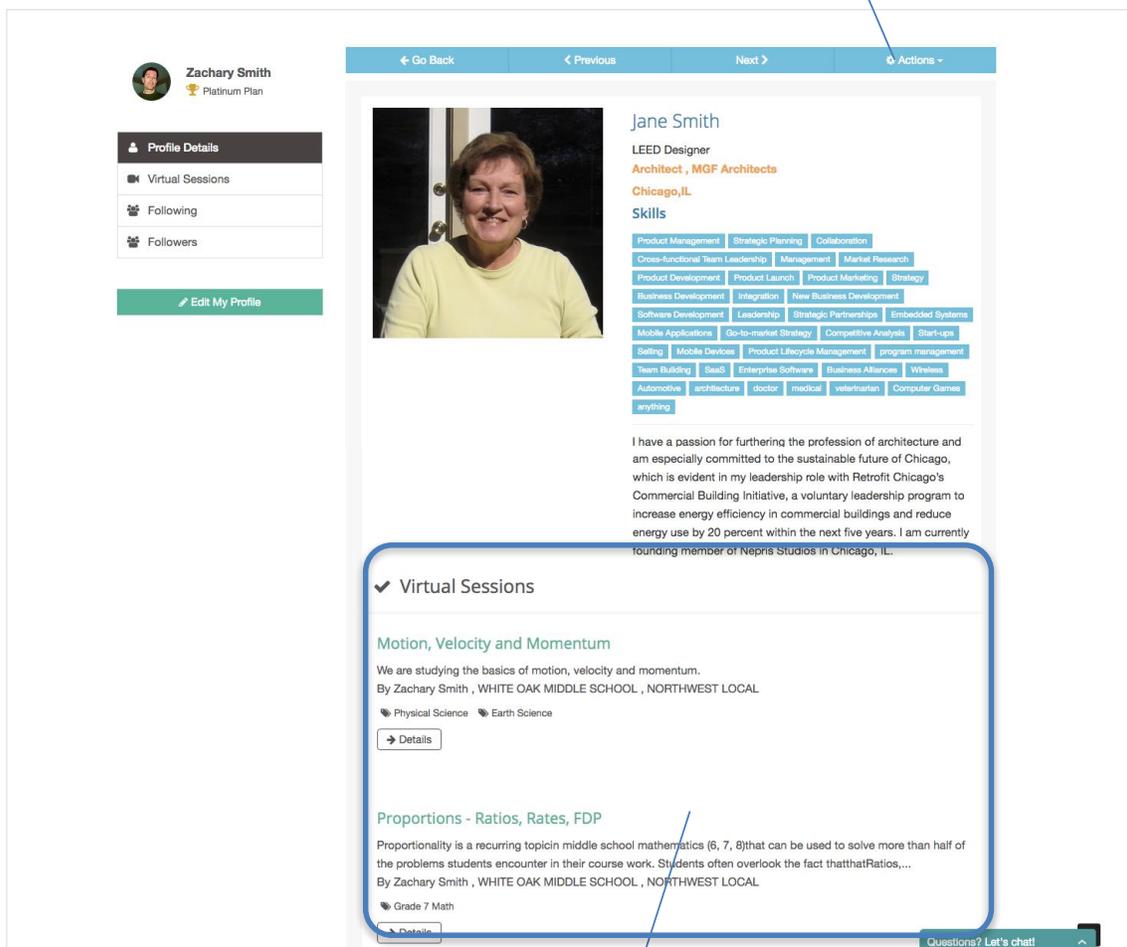
## Filtering by Role

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

# 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**).



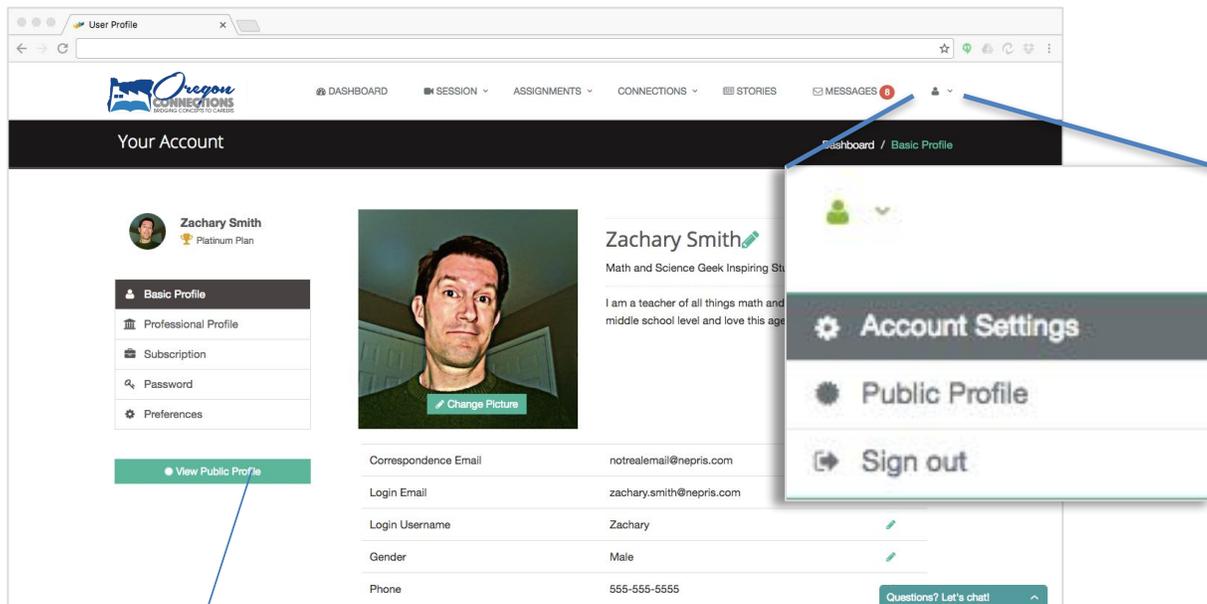
## Virtual Sessions

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 **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!

