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Login to Nepris

Nepris allows teachers to connect curriculum with the real world by virtually inviting industry professionals into the classroom to engage and inspire students in K-12 and beyond!

1. Enter **Nepris.com** in the web address bar then select **Enter**.
2. Select **LOGIN**.
3. Enter your Username and Password then select **Login**.
Note: Your username is typically your district email address. If you do not know your password, select **Forgot your password or Need a new password?** You will then receive an email to reset your password.

Update User Profile

Updating your profile allows you to view videos according to the grade level, class and subject areas you teach. It also allows other educators and industry experts to learn more about you and network with you.

1. From the upper right side of the page, select to profile icon.
2. Select **Public Profile**.
3. On the left side of the page, select the **Edit My Profile** button.
4. Update your bio with a couple sentences about you and your class.
Note: Professionals will be able to view your profile when you submit a request. This information will assist them in determining if their skillset is a good fit for your class.
5. Enter any contact information you would like to share and your skills.
6. Add your **Grade Level, Classes, Subject Area**.
***Note: Filling out this information will populate videos on your dashboard that relate to information entered here.**



Viewing and Joining Industry Chats

Industry Chats are live virtual connections that are typically centered around national themes in education. These interactions are created and hosted by career professionals. Teachers with Nepris platinum licenses can join unlimited Industry Chats.

1. From the top of the dashboard, select **Sessions | Upcoming Industry Chats**.
2. Select the **Learn More** button under the Industry Chat to view all details regarding the session.

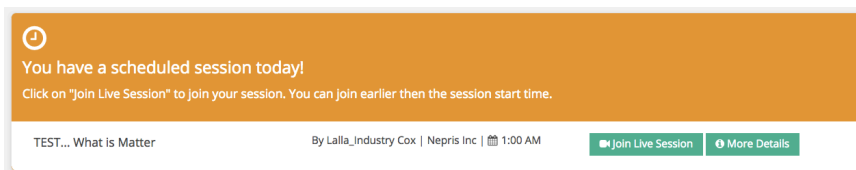
LEARN MORE

Note: Browse through the information (i.e. date and time, expected outcomes) on the detail page to determine if this is a session you would like to attend. Select **Go Back** if you would like to select other Industry Chats.

3. To join an Industry Chat select **Yes, Sign Me Up!**

✓ Yes, Sign me up!

4. You will be asked to indicate the number of students that will attend the session with you and a phone number (for planning purposes), then select **Save**. You will then be added as an invitee to that Industry Chat.
5. On the date and time of your session, log in to Nepris. On the Nepris Dashboard you will notice an orange block with the message, **You have a scheduled session today!** Select the **JOIN LIVE SESSION!** button and you will join the interactive Industry Chat.





Browse Video Library

The Video Library is a collection of recorded live interactions, both teacher requested sessions and Industry Chats, which can be used to supplement lessons, review content and much more!

Note: During the editing process, students faces are blurred for privacy purposes.

1. Select **Sessions | Browse Video Library**.

2. Fill in the **Enter search keywords** to search for the topic or profession.

Search Tips: If you scroll down and view the left side of the page, you will notice you have the ability to filter by Career Clusters, Grade Level, Video Format and by Session Source.

Note: If during your search you have turned on filters and do not find content that you need, turn the filters off by selecting the red circle and try again.

3. Select the video of your choice. A pop out will appear on the right side of the screen. From the right-hand side of your screen, you can play the video, view more details on the video, or bookmark the video for later. If you would like to view other videos in the list, click on another video of your choice.

Note: Nepris has Full Length Videos and Micro Videos. Micro Videos are smaller clips from Full Length Videos. The number located to the right of the eye icon under the video shows how many views the video has had.

4. Once you have found a video you are interested in, select **More Details** which is located to the right of your screen under the playable video.



5. From the video thumbnail select from the following options:

Options	Description
Select the Heart	Likes a video
Select Share Share Page (Url) Copy	Allows you to copy the Url for this video and paste it outside of Nepris. The video copied will open up the video in Nepris platform for others to view. No login is necessary.
Select Share Share Video (Embed Code) Copy	Allows you to copy the <i>embed code</i> that can be used in most learning management systems(LMSs). The video copied will play the video from LMS or webpage.
Bookmark for Later	Allows you to bookmark the video to the My Bookmarks folder in order to view the video at a later time. Note: My Bookmarks are located under the Session menu.
Add to Playlist	Allows you to group videos. Note: My Playlist are located under the Session menu.
Related Videos	Appear under the selected video and allow you to view similar views.
Career Cards LEARN MORE	To the right of the video, information about the presenter's career appears. Selecting LEARN MORE, which is located under the career details, allows you to view more information about this specific career and see other related videos.
Presenter VIEW PROFILE	To the right of the video, information about the presenter appears. Selecting VIEW PROFILE, which is located under the career details, allows you to see the presenters full profile.

6. Select **Go Back** above the video to return to search for other videos of interest.



Create Session Requests

Session requests are teacher requested live interactions. Teachers determine the date/time and topic related to their curriculum content, they would like discussed. These requests allow teachers to meet virtually with career professionals. Requests can be made to reinforce difficult concepts, receive professional feedback on class projects, or to work collaboratively with other classrooms.

Teachers with Nepris platinum licenses can create unlimited Session Requests for an entire year.

Note: There are three ways to create a Session Request. You can create a session by keyword search, by browsing existing teacher requests or by using a template created by Nepris in our Session Collections.

Creating a session from scratch and copying a session request are both covered here. To learn more about Session Collections, see **Session Collections** section.

1. Select **SESSION | Create Session Request**.

To create a session request from scratch:	To copy a session request and modify to your needs:
<ul style="list-style-type: none"> • Select Create Session Request. • Start a search by typing keywords. You can search for the concept, topic, content area or profession. Select Continue. • An Industry Experts feed will appear on the top of your screen. Select VIEW PROFILE and the profile of the professional will appear to the right of the screen. You may select VIEW PROFILE to view any of the professionals profiles listed to determine which one you would like to request a session from. • Determine the professional of your choice then select REQUEST SESSION. 	<ul style="list-style-type: none"> • Select Browse Request Templates. • Fill in the Search for sessions by typing keywords. You can search for the concept, topic, content area or profession. Note: If during your search you have turned on filters and do not find content that you need, turn the filters off by selecting the red circle and try again. • Select Details on the session of interest. • Review the Details and determine if this is a session you would like to copy. If so, select Actions from the blue navigation bar, then Copy. If not, return using the Go Back and find another session of interest. Once you have found the session and selected Copy.



2. Step 1 will appear. Use the table below to determine the Session Type needed.

Session Type	Description
Topic Presentation	Connect with a career professional to learn about a particular topic. (Q and A included)
Project Mentoring	Connect with a career professional throughout the duration of a long term project to get feedback on progress of the project.
Project Evaluation	A 'Shark Tank' type interaction is where students present to professionals and receive feedback from them. Note: Teacher determines the feedback parameters. Plan to upload a document for the professional to use to provide feedback (i.e. rubric or checklist). To upload the document, you must send a message using Messages, which is located at the top of your screen to the right of the Career Explorer.
Student Self Assessment	Louisiana specific.
Classroom Collaboration	Teachers collaborate with one another on lessons and connect through Nepris.
Not Specified	A session that requires something to be judged, a virtual field trip, or any other unique request.

3. Fill out or modify information on Steps 1 through 6.

Note: Use the question marks in the green circle to identify information needed.

4. On Step 6, use the information below as a guide.

- **How many students will participate in this session?**

Note: You must have 3 or more students participate in order to request a session.

- **Pick session date and times.**

Note: Consider selecting multiple dates for your professional to choose from. For quality sessions, allow enough time for your professional to respond and prepare. Suggested lead time to schedule a professional is three weeks.

- **Session duration.** Based on the needs of your class (20-60 minutes)

- **Additional Notes.** Items you may want to put in additional notes are the names of other teachers you would like to collaborate with on lessons.

Note: If you need raw footage for other classes to view in the next two hours, please contact support using orange **Contact us!** or the **Need help? Let's chat!** Button from any page on the Nepris website.



5. Select from the following options.

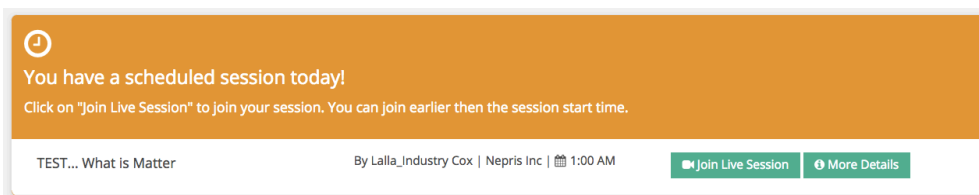
IF...	THEN...
This was created from the Create Session Request menu	<ul style="list-style-type: none"> • Select Request Live Session.
This was created from the Browse Request Templates menu	<ul style="list-style-type: none"> • Select Next to go to step 7. • Industry Experts will appear. Select VIEW PROFILE and the profile of the professional will appear to the right of the screen. You may select VIEW PROFILE to view any of the professionals profiles listed to determine which one you would like to request a session from. • Determine the professional of your choice then select REQUEST SESSION.

6. Confirm your contact **phone number**. If there are any updates that you should be made aware of a Nepris representative will contact you by phone if unable to contact you via email.

7. You will receive an email notification that your session has been requested. Once a professional has been confirmed, you will receive another message. You can then reach out to the professional using the messaging system on Nepris to discuss your live interaction and begin planning with them.

Joining A Live Session

On the date and time of your session, log in to Nepris. On the Nepris Dashboard you will notice an orange block with the message, **You have a scheduled session today!** Select the **JOIN LIVE SESSION!** button and you will join the interactive Industry Chat.





Exploring Careers

Career Explorer is a tool which allows teachers and students to learn more about different occupations. Nepris incorporates information from O*NET Web Services by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). O*NET® is a trademark of USDOL/ETA.

1. Select **CAREER EXPLORER**.
2. Type the career you would like to learn more about in the Career Explorer search box and press **Enter**. A list of careers related to your search option will appear.
3. Select the specific career option you are interested in viewing. A career card with details regarding this career will appear.
4. Nepris videos featuring this career will appear at the bottom of the career card. View the video by selecting it, then pressing the play button once it appears to the right of your screen.

Session Collections

Session Collections contain science templates for kindergarten through eighth grade and Virtual Workplace Experience (Career Exploration) templates for ninth through twelfth grade.

1. Select **Sessions | Session Collections**.
2. Select your grade level.
3. View the details of templates you are interested in using the **Details** button.
4. Once you find a template you are interested in using, select **Use this as template**.



5. Step 1 will appear. Use the table below to determine the Session Type needed.

Session Type	Description
Topic Presentation	Connect with a Career Professional to learn about a particular curriculum topic or career path. (Q and A included)
Project Mentoring	Connect with a Career Professional throughout the duration of a long term project to get feedback on progress.
Project Evaluation	A 'Shark Tank' type interaction is where students present to professionals and receive feedback from them. Note: Teacher determines the feedback parameters. Plan to upload a document for the professional to use to provide feedback (i.e. rubric or checklist).
Student Self Assessment	Louisiana specific.
Classroom Collaboration	Teachers collaborate with one another on lessons and connect through NepriS.
Not Specified	A session that requires something to be judged, a virtual field trip, or any other unique request.

6. Fill out or modify information on Steps 1 through 6.

Note: Use the question marks in the green circle to identify information needed. If you do not wish to complete this request at this time, select **Save As Draft**. Return to the drafts folder later to complete and submit this request by selecting **Sessions | My Sessions | Edit**.

7. On Step 6, use the information below as a guide.

- **How many students will participate in this session?**
Note: You must have 3 or more students participate in order to request a session.
- **Pick session date and times.**
Note: Consider selecting multiple dates for your professional to choose from. For quality sessions, allow enough time for your professional to respond and prepare. Suggested lead time to schedule a professional is three weeks.
- **Session duration. Based on the needs of your class (20-60 minutes)**
- **Additional Notes. Items you may want to put in additional notes are the names of other teachers you would like to collaborate with on lessons.**
- **Note:** If you need raw footage for other classes to view in the next two hours, please contact support using the orange **Contact us!** button or the **Need help? Let's chat!**



8. Select **Next** to go to step 7.
9. Industry Experts will appear. Select **VIEW PROFILE** and the profile of the professional will appear to the right of the screen. You may select **VIEW PROFILE** to view any of the professionals profiles listed to determine which one you would like to request a session from.
10. Determine the professional of your choice then select **REQUEST SESSION**.
11. Confirm the contact **phone number**. If there are any updates that you should be made aware of a Nepris representative will contact you by phone if unable to contact you via email.
12. You will receive an email notification that your session has been requested. Once a professional has been confirmed, you will receive another message. You can then reach out to the professional using the messaging system on Nepris to discuss your live interaction and begin planning with them.

Sending Messages with and without Attachments

Nepris allows teachers to send messages to industry professionals and other teachers through Nepris. (i.e. teachers may want to share a rubric or checklist.)

1. Select **Messages**.
2. Select **Compose Message**.
3. Enter the name of the person you would like to send a message to, the subject and message to the person.
Note: You can attach a file by selecting **Select files**.
4. Select **Send Message**.
Note: The recipient of the message will receive an email to the inbox associated with their Nepris account letting them know they have a message on the Nepris platform.



How to Access Teacher Code to Activate Video Library for Students

Nepris allows students 13 or older video library access if their teacher has a current Nepris Platinum subscription. Students must sign up for a free account before they can gain this access. Follow the steps below to give your students video library access.

1. From the teachers account, select **Dashboard**.
2. Select **Edit Profile**.
3. Select **Subscription**.
4. Select **Get Class Code**.
5. Copy the 8 digit class code, including the dash, and share with students.

How Students Gain Access to the Video Library

To gain access to the Nepris Video Library, students must be 13 or older and their teacher must have a current Nepris Platinum subscription. Students must sign up for a free account before they can gain this access. Follow the steps below once you have met these requirements.

1. Students login to Nepris, select **Dashboard**.
2. Select **Edit Profile**.
3. Select **Unlock Video Access**.
4. Type in the 8 digit class code , including the dash, provided by the teacher.
5. Select **Unlock Video Access**.

Note: Students will be able to view all videos that are in the grade level indicated in their Nepris profile.