



Adding an Assignment

- Click on course site link to which you wish to add the assignment.
- Click on Assignments link.
- Click on Add & complete relevant Fields.
- Make sure you **Save Draft** or **Post** before leaving the page to avoid losing work.

Or

- Import assignments using the **Import Tool** from other courses or department or program area project sites.

Rating Assignments

- Click on the **Grade** link under the title of the assignment.
- Click on the View Ratings link under the name of the student.

Reminders

- Course Number refers to Section number in Power School.
- The Blue Refresh Button is used to move back and forth within a function of a site.
- The links in the blue banner under the *rie*ps logo are used to move within the site.
- Make sure you **Save, Preview, or Post** before leaving a page.

Questions? Problems!

See or email

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Graduation Portfolio Quick Start Guide for Teachers

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Using RIEPS

Welcome to the Rhode Island Electronic Portfolio System. This guide has been designed to assist you in its use.



Log in

- Visit NHS home page.
- Click on RIEPS link.
- Enter User ID & Password.

Remember to log out after each session to keep the site secure.

Passwords

To change your password use the **Account** link on the **Home** menu. Then click on **Modify Details**.

Four of the course and project sites are available as links across the top of the web page after you log in. Each teacher can customize what they see. To view the rest of your sites click on **My Sites**.



Types of Sites

My Workspace is for your personal use.

The **Home** Menu includes

- Announcements
- Schedule
- Resources
- Membership
- Preferences
- Account
- Help

Courses provide a list of your classes from the current and previous years. Courses from previous years can be hidden.

The Menu is organized by function: Communication, Course Tools, Site Management, Goal Management, & Help.

Projects provides access for collaboration.

Using a Course Site

Click on a course link to add information for a specific class. In the class site add information to the following:

- Announcements
- Assignments
- Schedule

Students and teachers can exchange completed assignments using the **Drop Box**.

Teachers can make handouts available to students in **Resources**.

To add Announcements

- Click on Announcement.
- Click on Merge if it is for more than one class.
- Click on Add.
- Complete the fields.
- Save, Preview, or Add Announcement.



Discussion Forums

This tool allows communication with other site participants through moderated online