

Quick Reference Guide – Moodle user guide

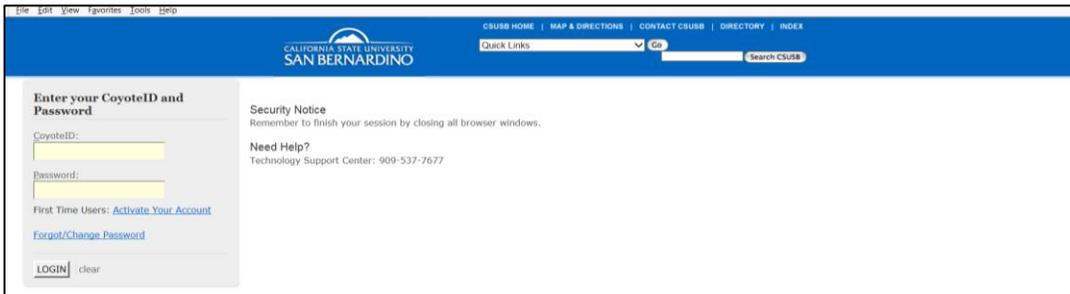
This QRG provides guidance on how to navigate Moodle for the purpose of creating and presenting your online Faculty Activities Report (FAR) and attachments. For details concerning the RPT process please refer to the [RPT Booklet](#).

There are four sections that will be explained:

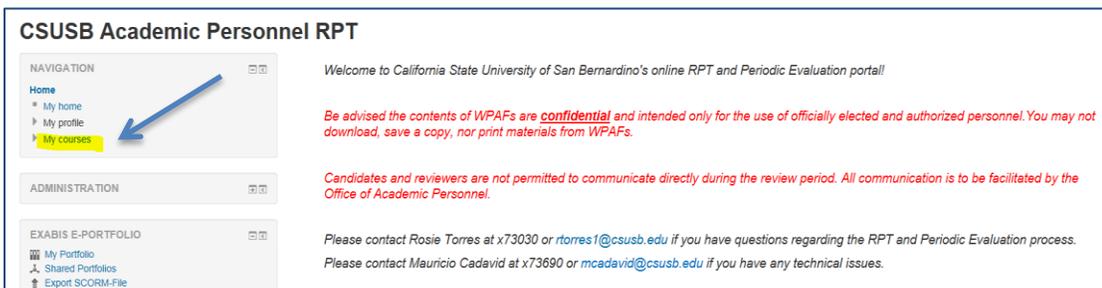
- A. Completing the Verification and Validation Survey: pages 1-3
- B. Creating and Organizing Your Portfolio: pages 3-5
- C. Uploading Documents (FAR and supporting documentation): pages 5 - 10
- D. Creating your Online Portfolio: pages 11 - 17

A. COMPLETING THE VERIFICATION SURVEY

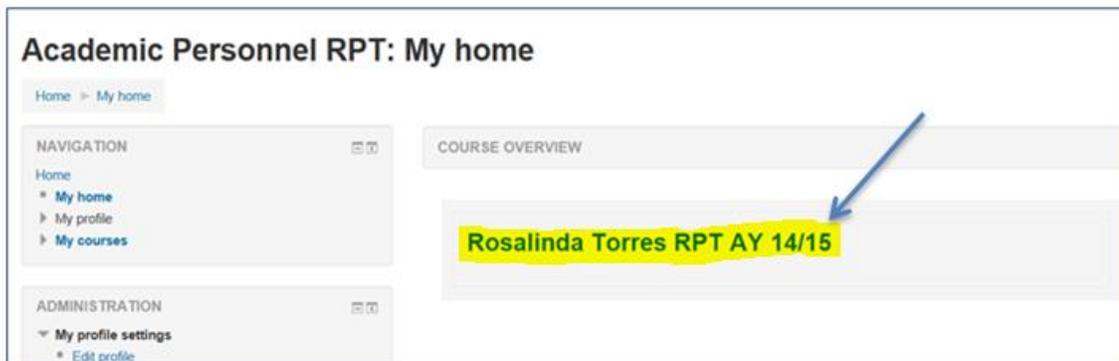
1. Go to: rpt.csusb.edu
2. Log-in by entering your coyote ID and password.



3. From the *Welcome Page* shown below, click on **My Courses** located on the left.



4. Click on your name. You will be directed to your *Faculty Main Page*.



5. From the *Faculty Main Page*, click the **Verification and Validation Survey**, shown below.

Rosalinda Torres RPT AY 14/15

Home > My courses > Miscellaneous > rtrpt1415

NAVIGATION

- Home
- My home
- My profile
- Current course
 - rtrpt1415
 - Participants
 - Badges
 - My courses

ADMINISTRATION

EXABIS E-PORTFOLIO

- My Portfolio
- Shared Portfolios
- Export SCORM-File

Disclaimer

Welcome to California State University of San Bernardino's online RPT and Periodic Evaluation portal!

*Be advised the contents of WPAFs are **confidential** and intended only for the use of officially elected and authorized personnel. Please download, save a copy, nor print materials from WPAFs.*

Candidates and reviewers are not permitted to communicate directly during the review period. All communication of Academic Personnel.

Please contact Rosie Torres at x73030 or rtorres1@csusb.edu if you have questions regarding the RPT and Periodic Evaluation process. Please contact Mauricio Cadavid at x73690 or mcadavid@csusb.edu if you have any technical issues. If you have any questions regarding the RPT process, you may visit the following website resources:

- For forms, please visit the [Academic Personnel forms website](#)
- For the RPT Booklet, please visit the [Procedures and Criteria website](#)

Before you can begin submitting documents into your RPT Portfolio, you must first complete the following [Verification and Validation survey](#).

Faculty Portfolio for RPT

Faculty Portfolio (FAR)

Not available unless: The activity **Verification and Validation survey** is marked complete

6. Click on **Answer the questions** to see the survey you will need to complete in order to access your faculty portfolio.

Verification and Validation survey

Verification and Validation survey

Answer the questions...

7. After you have answered the questions, click on **Submit Your Answers**.

Verification and Validation survey

Mode: Anonymous

There are required fields in this form marked *.

Please indicate year of service: *

▼

Do you currently have additional years of service?

Not selected
 Yes
 No

List number of additional years of service, if any. (1 - 10)

□

Type of Evaluation*

Not selected
 Periodic
 Performance

Additional Comments:

□

Please enter your full name in the box below to verify you are submitting all documents and materials; and the original can be provided if requested.*

□

Submit your answers

Cancel

8. Once you complete the survey, you will have access to your Faculty Portfolio, Working Personnel Action File (WPAF), and SOTEs.

Rosalinda Torres RPT AY 14/15

Home > My courses > Miscellaneous > rtrpt1415

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[Verification and Validation survey](#)

Faculty Portfolio for RPT

- Faculty Portfolio (FAR)**
Not available unless. The activity Verification and Validation survey is marked complete
- Working Personnel Action File (WPAF)**
- Rosalinda Torres SOTEs**

RPT Review Forms

- Performance Review Recommendations

B. CREATING AND ORGANIZING YOUR PORTFOLIO

9. Click on **Faculty Portfolio (FAR)** to be directed to your **Exabis E-Portfolio**. Here is where you will be able to create the three folders (Teaching, Research and Service) which you will upload your documents to (i.e. Faculty Activities Report (FAR), Index of Attachments AND supporting documentation (also referred to as attachments).

Rosalinda Torres RPT AY 14/15

Home > My courses > Miscellaneous > rtrpt1415

NAVIGATION

- Home
- My home
- My profile
- Current course
 - rtrpt1415
 - Participants
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- My courses

ADMINISTRATION

EXABIS E-PORTFOLIO

- My Portfolio
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Before you can begin submitting documents into your RPT Portfolio, you must first complete the following Verification and Validation survey

[Verification and Validation survey](#)

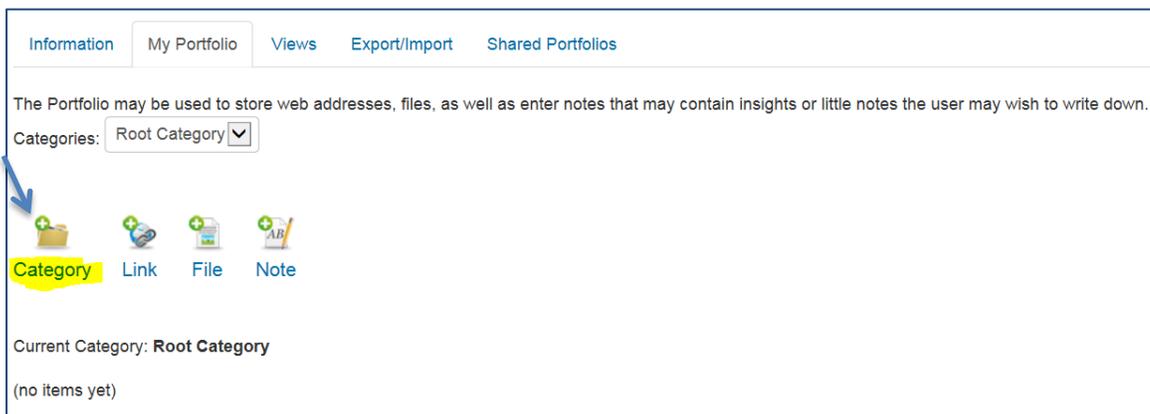
Faculty Portfolio for RPT

- Faculty Portfolio (FAR)**
Not available unless. The activity Verification and Validation survey is marked complete
- Working Personnel Action File (WPAF)**
- Rosalinda Torres SOTEs**

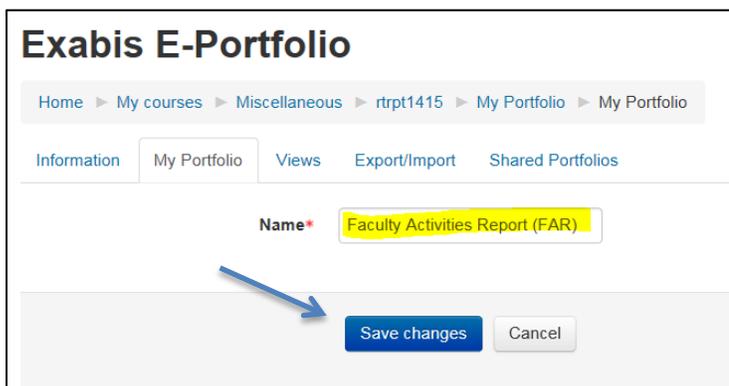
RPT Review Forms

- Performance Review Recommendations

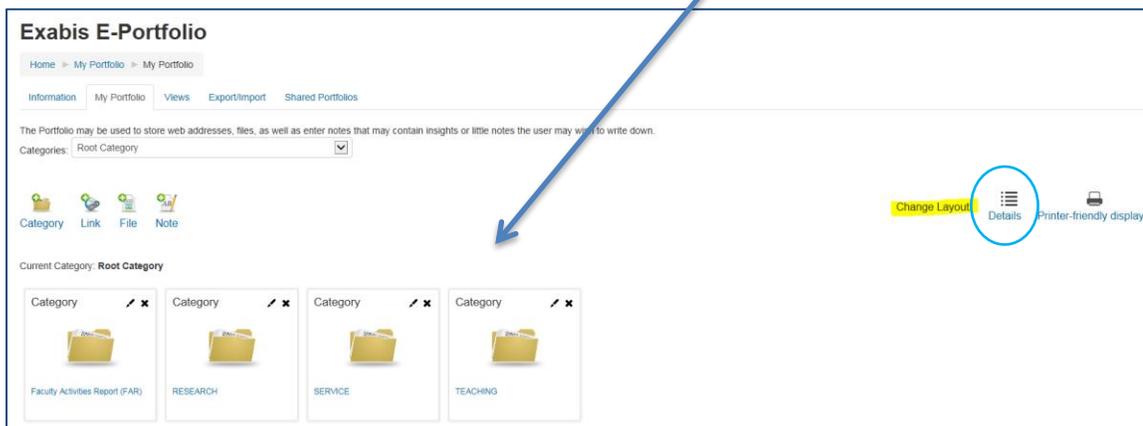
10. Click on **Category** to create your folder(s).



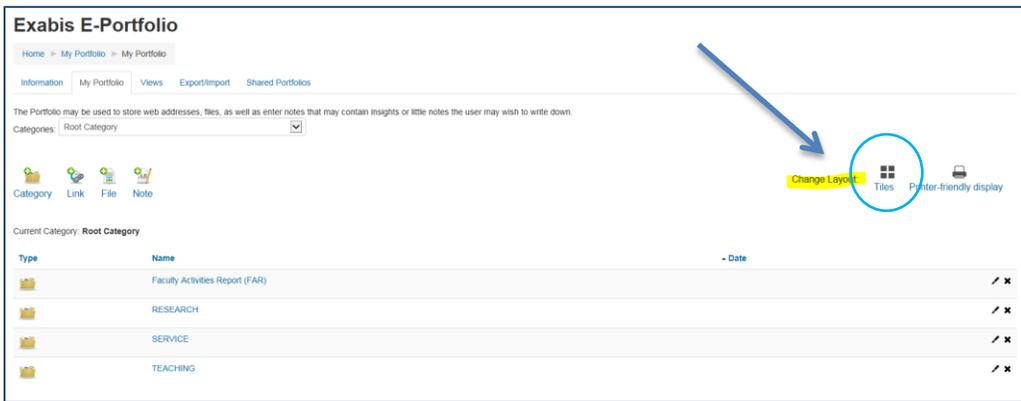
11. Name your first folder **Faculty Activities Report (FAR)**, and then click-on **Save Changes**. This will navigate you back to Exabis.



12. Repeat step 10 - 11 to create folders for **Teaching, Research, and Service**. Your complete set-up on the **Exabis E-Portfolio** page will look like this:

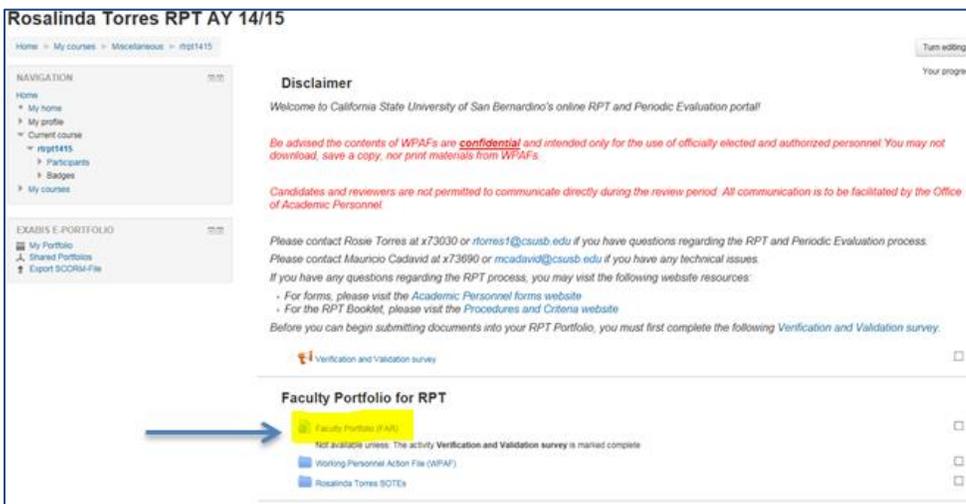


NOTE: You have the option to change the layout by clicking **Change Layout: Details/Tiles**

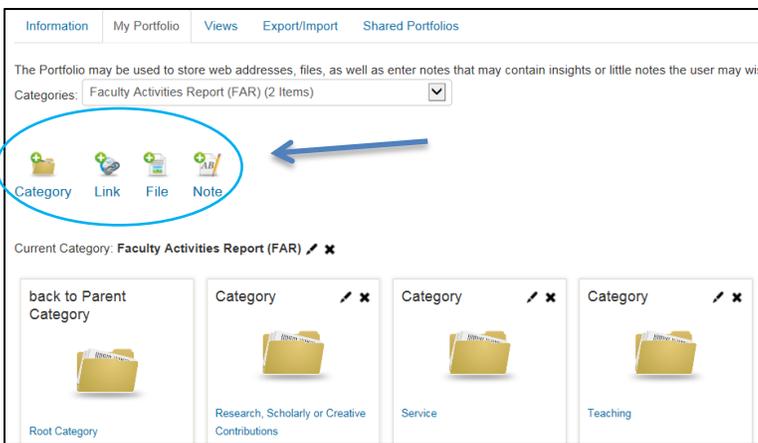


C. UPLOADING DOCUMENTS (FAR AND SUPPORTING DOCUMENTATION)

13. Click on **Faculty Portfolio (FAR)** on the main page.



14. After clicking on your **Faculty Activities Report** folder, go to the appropriate folder (Teaching, Research, Service) you would like to upload information to and follow the steps below: (TEACHING is used as an example): You will see FOUR options to choose from: **CATEGORY, LINK, FILE and NOTE**.



15. From the four options, click **FILE** to add a document/file. Complete required fields - Title and File. You have the option to write a brief summary of your document in the **Content** section. ★

Exabis E-Portfolio

Home ▶ My courses ▶ Miscellaneous ▶ rtrpt1415 ▶ My Portfolio ▶ My Portfolio

Information My Portfolio Views Export/Import Shared Portfolios

The Portfolio may be used to store web addresses, files, as well as enter notes that may contain insights or little notes the user may wish to write down.

Categories: TEACHING ▼

Category Link **File** Note

Current Category: TEACHING ✎ ✕

back to Parent Category



Root Category

File

Title*

Category* TEACHING ▼

URL

File*

You can drag and drop files here to add them.

Content

Format ▼ B I [List Icons] [Image Icon] [Link Icon] [Unlink Icon]

★

Path:

Save changes Cancel

16. To add a file, you have the option to either drag and drop the document from your desktop **OR** download the document from your personal files.

File

Title*

Category* TEACHING

URL

To download click here

You can drag and drop files here to add them.

Content

Format B I

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

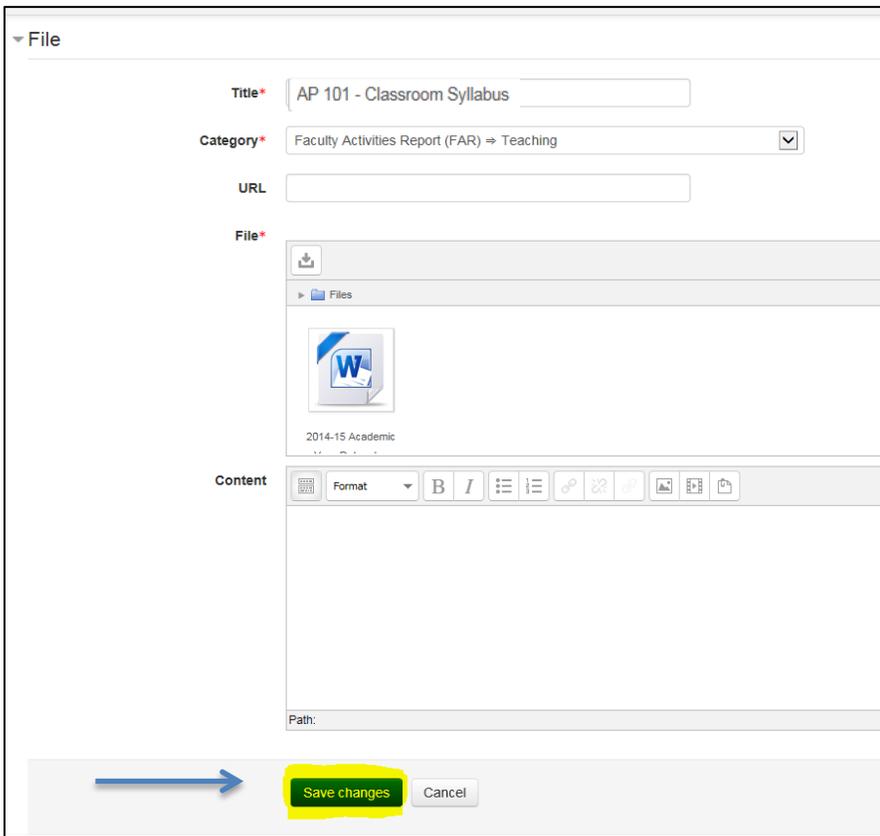
Save as

Author Rosalinda Torres

Choose license All rights reserved

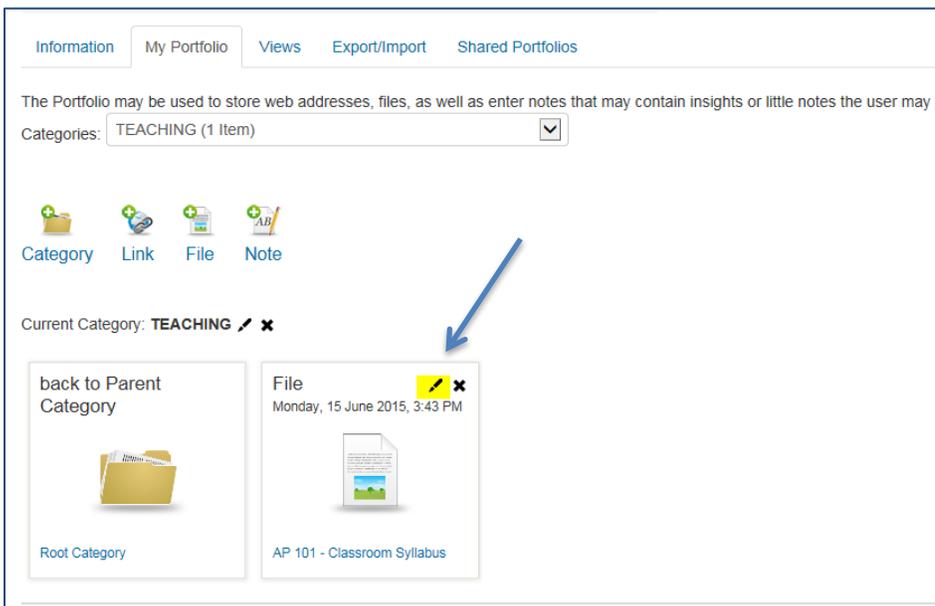
Upload this file

17. Click **Save Changes** after the document is uploaded.



The screenshot shows a web interface for uploading a file. At the top, there is a 'File' section with the following fields: 'Title*' containing 'AP 101 - Classroom Syllabus', 'Category*' set to 'Faculty Activities Report (FAR) ⇒ Teaching', and an empty 'URL' field. Below these is the 'File*' section, which includes an upload icon, a file browser showing a document icon labeled '2014-15 Academic', and a 'Content' section with a rich text editor toolbar. At the bottom of the form, there is a 'Path:' field and a 'Save changes' button highlighted in yellow with a blue arrow pointing to it, next to a 'Cancel' button.

18. Click on the highlighted **Pencil** icon to edit a saved file.



The screenshot displays a portfolio management interface. At the top, there are tabs for 'Information', 'My Portfolio', 'Views', 'Export/Import', and 'Shared Portfolios'. Below the tabs, a message states: 'The Portfolio may be used to store web addresses, files, as well as enter notes that may contain insights or little notes the user may v'. A 'Categories:' dropdown menu is set to 'TEACHING (1 Item)'. Below this, there are icons for 'Category', 'Link', 'File', and 'Note'. The 'Current Category:' is 'TEACHING' with an edit icon and a close icon. The main content area shows two items: 'back to Parent Category' with a folder icon and 'File' with a document icon, a pencil icon, and a close icon. The 'File' item is dated 'Monday, 15 June 2015, 3:43 PM' and has the title 'AP 101 - Classroom Syllabus'. A blue arrow points to the pencil icon on the 'File' item.

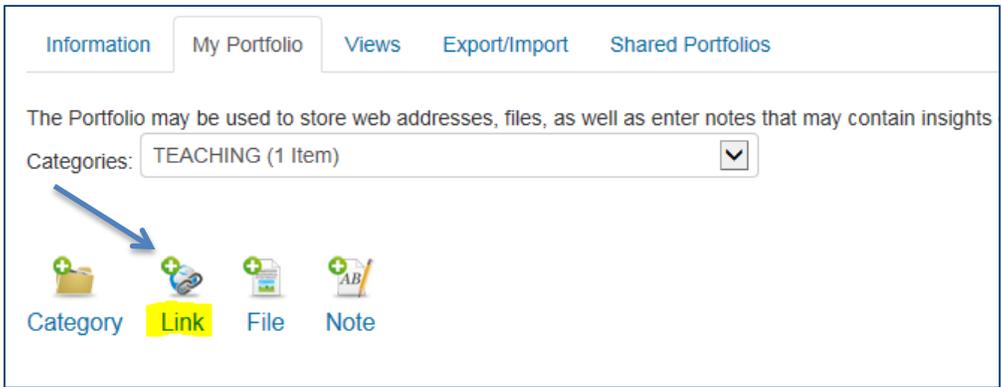
19. Click **LINK** to add a webpage. Complete required fields - Title and URL. You have the option to write a brief summary of your document in the **Content** section. ★ Then click **Save Changes**.

Information My Portfolio Views Export/Import Shared Portfolios

The Portfolio may be used to store web addresses, files, as well as enter notes that may contain insights

Categories: TEACHING (1 Item) ▼

Category Link File Note



Link

Title*

Category* Faculty Activities Report (FAR) ⇒ Teaching ▼

URL* http://

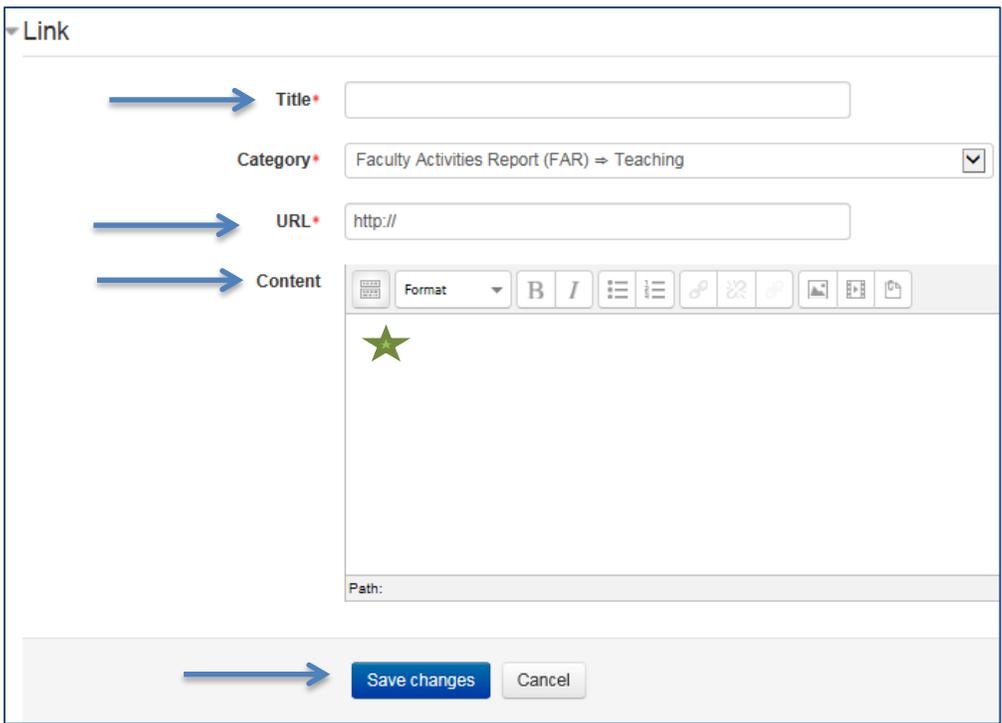
Content

Format ▼ B I [List Icons]

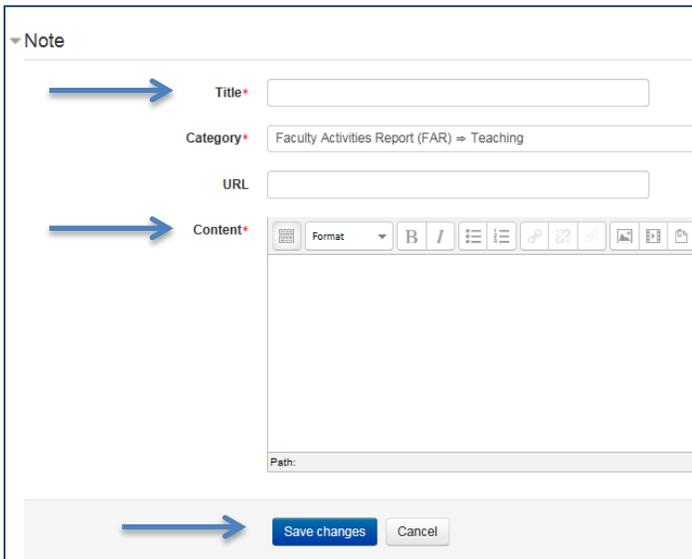
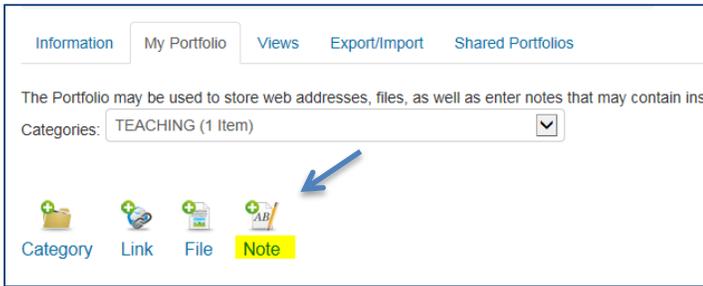
★

Path:

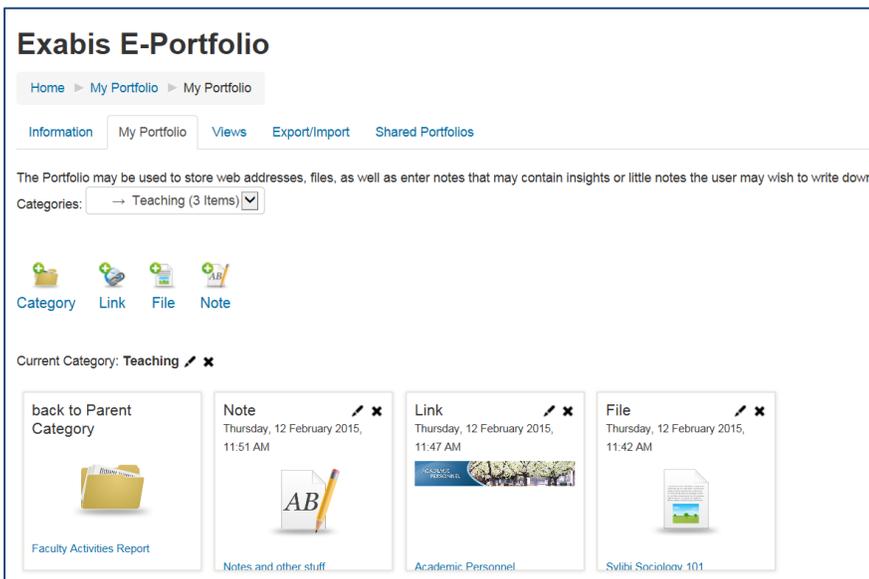
Save changes Cancel



20. Click **NOTE** to add a summary or message. Complete required fields - Title and Content. Then click **Save Changes**.



Your final product will look similar to the picture below.

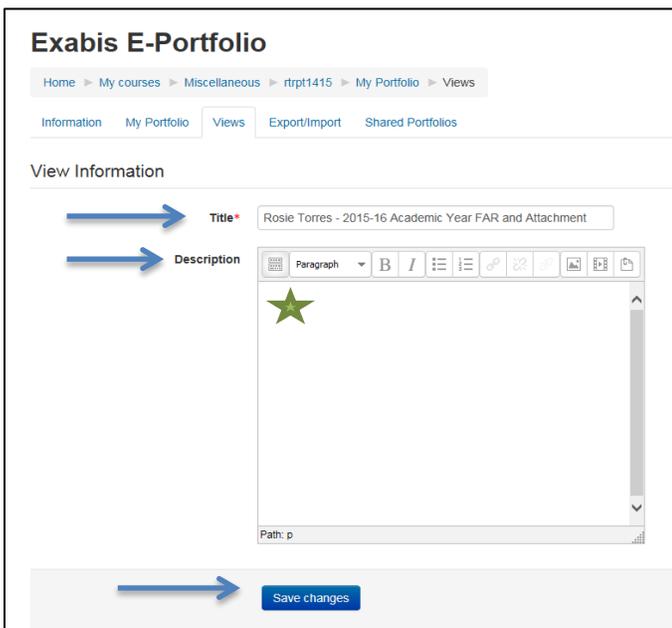


D. TO CREATE YOUR PORTFOLIO:

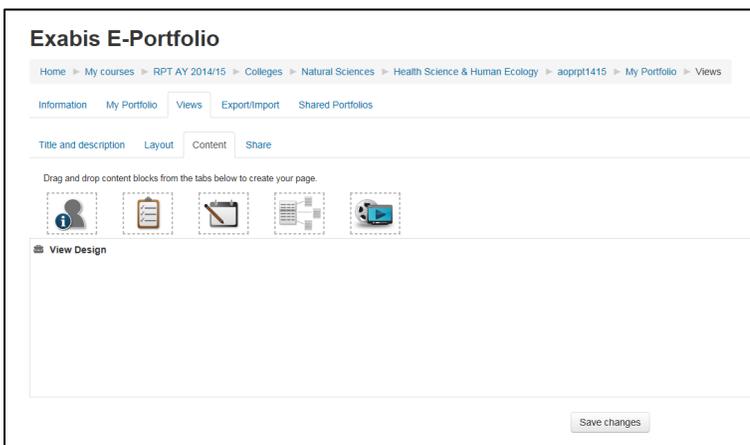
21. Click on the **Views** tab when you are in **Exabis E-Portfolio**.



22. Enter a **Title**, example: **“Rosie Torres – FAR”** and then click **Save Changes**. You have the option to include a narrative in the **Description** box below. ★

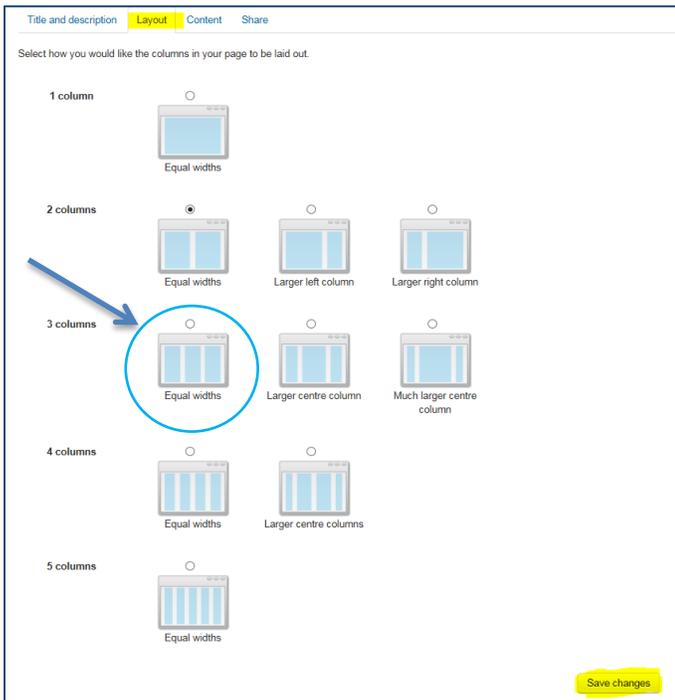


23. You will then be directed to the **Content** page.



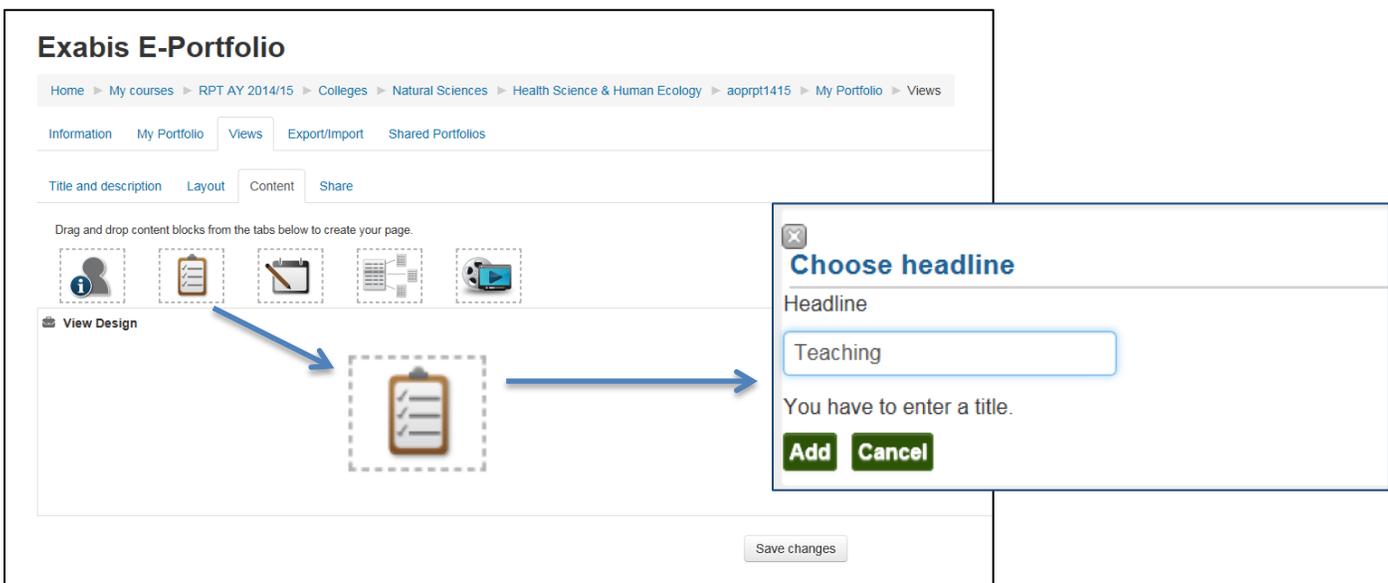
24. Click on **Layout** tab, and then select a template. (For this example, 3 equal columns have been chosen but you may choose any layout that best fits your needs.) Click **Save Changes**.

Layout Tab

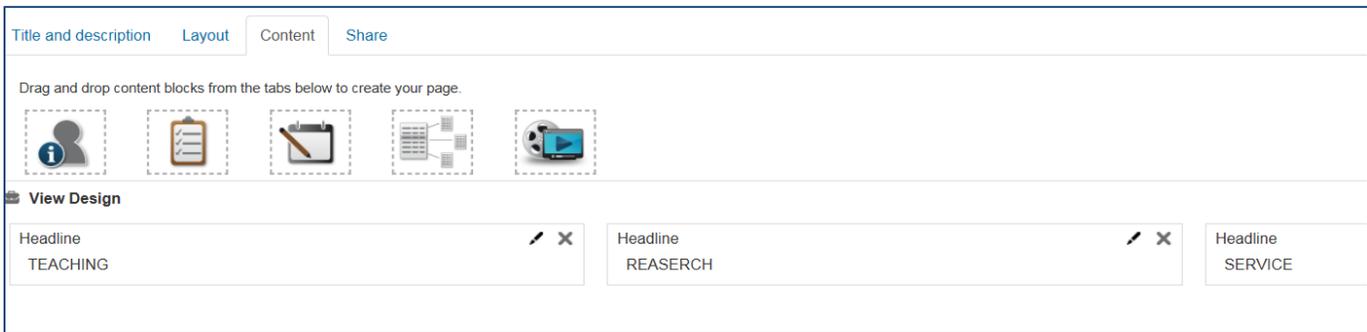


You will be redirected to the **Content** tab.

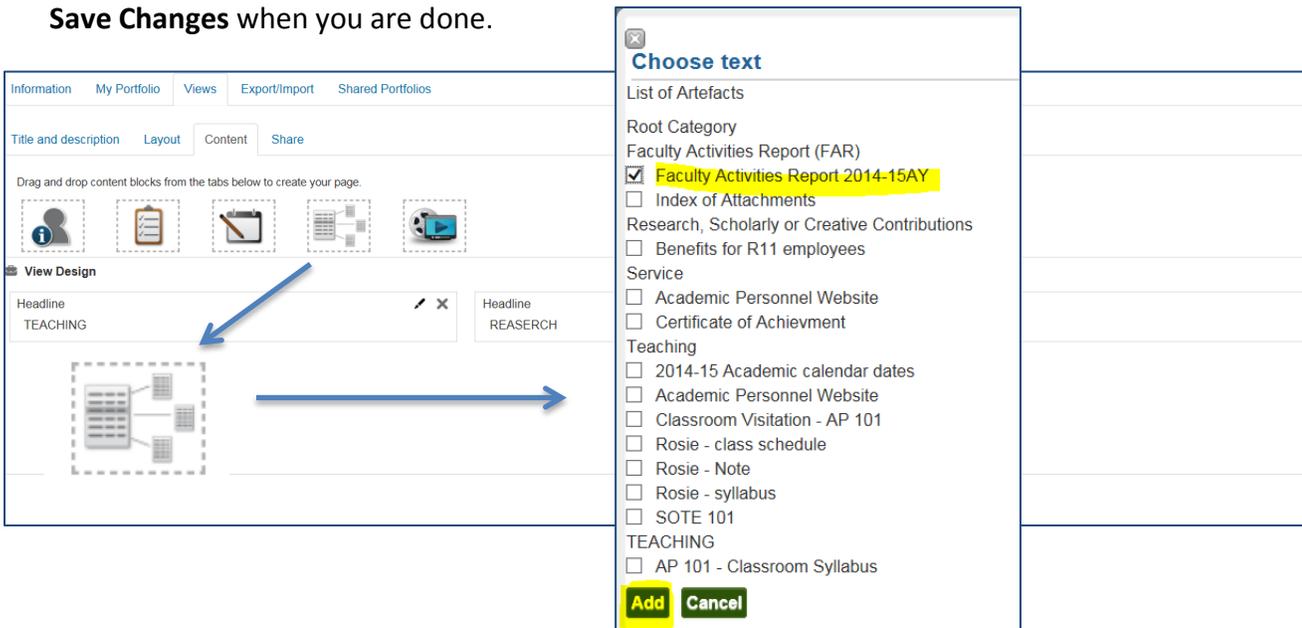
25. From the **Content** tab, click on the **Clipboard** icon and drag the icon to the highlighted box. You should create three headlines: Teaching, Research and Service.



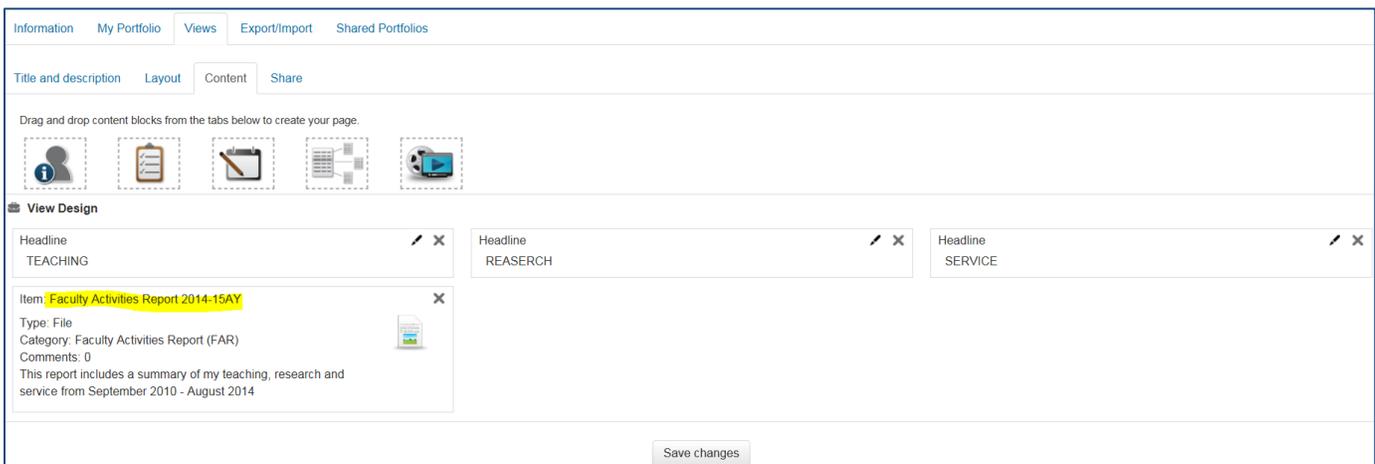
Your page should look similar to the picture below:



26. To insert your files (the example provided is a Faculty Activities Report), click on the **Chart** icon. Drag the icon to the design page, and then select the document you would like to add in the appropriate category. Be sure to click **Save Changes** when you are done.



Your page should look similar to the picture below.



Your page will continue to grow as you add materials.

Drag and drop content blocks from the tabs below to create your page.

View Design

Headline: TEACHING

Item: Faculty Activities Report 2014-15AY
Type: File
Category: Faculty Activities Report (FAR)
Comments: 0
This report includes a summary of my teaching, research and service from September 2010 - August 2014

Item: Classroom Visitation - AP 101
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: Rosie - class schedule
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: Rosie - syllabus
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: SOTE 101
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Headline: REASERCH

Item: Benefits for R11 employees
Type: File
Category: Faculty Activities Report (FAR) → Research, Scholarly or Creative Contributions
Comments: 0

Item: 2014-15 Academic calendar dates
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0
This calendar is updated the beginning of every academic year.

Headline: SERVICE

Item: Academic Personnel Website
Type: Link
Category: Faculty Activities Report (FAR) → Service
Link: <http://academicpersonnel.csusb.edu/index.html>
Comments: 0
Provide valuable insight in the design and maintenance of the Academic Personnel website which is a service to the campus community.

Item: Certificate of Achievement
Type: Note
Category: Faculty Activities Report (FAR) → Service
Comments: 0
In 2005, I attended and participated in a financial education course/ workshop.

Note: Steps 27, 28 and 29 are optional. You may choose to utilize these options based on the supporting documentation you have chosen to include with your FAR and how you have designed your page.

27. Click on the **Person** icon to add any personal data. If you chose to utilize this option, drag the icon to the design page. You may include as much or as little information as you like.

14 | Page

Updated: 7/28/2015

28. Click on the **Pencil and Paper** icon to add text. If you chose to utilize this option, drag the icon to the design page. You will need to enter a title and content.

The screenshot shows the 'View Design' tab of a content management system. On the left, there is a 'View Design' panel with several content blocks, including 'Personal Information: PERSONAL DATA', 'Item: Faculty Activities Report 2014-15AY', 'Item: Index of Attachments', 'Headline: TEACHING', and 'Item: Classroom Visitation - AP 101'. A blue arrow points from the 'Pencil and Paper' icon in the top toolbar to the 'Text: Benefit for R11 Summary update' block in the main design area. Another blue arrow points from this block to a 'Choose text' dialog box on the right. The dialog box has a 'Block title' field containing 'Benefits for R11 employee - update' and a 'Block content' field containing the text: 'The 2015-16 Benefit Summary has been completed. We are currently in process of updating the summary for 2016-17.' Below the content field is a 'Path: p' field and 'Save' and 'Cancel' buttons.

29. Click on the **Media** icons to add a link. If you chose to utilize this option, drag the icon to the design page. You will need to enter a title and a URL.

The screenshot shows the 'View Design' tab of a content management system. On the left, there is a 'View Design' panel with several content blocks, including 'Personal Information: PERSONAL DATA', 'Item: Faculty Activities Report 2014-15AY', 'Item: Index of Attachments', 'Headline: TEACHING', and 'Item: Classroom Visitation - AP 101'. A blue arrow points from the 'Media' icon in the top toolbar to the 'Item: Academic Personnel Website' block in the main design area. Another blue arrow points from this block to a 'Choose media' dialog box on the left. The dialog box has a 'Block title' field, a 'You have to enter a title.' message, and a 'URL or embed code *' field. Below these fields is a list of 'URLs from the following sites are allowed:' with icons for various social media and video sites. There is a checked box for 'Create as Artefact' and input fields for 'Width' and 'Height'. At the bottom are 'Add' and 'Cancel' buttons.

30. Click “Save Changes” after you have finished organizing your materials.

Drag and drop content blocks from the tabs below to create your page.

View Design

Personal Information: PERSONAL DATA
Rosalia Torres
Enter my Bio here.
I work in Academic Personnel. I have worked in Academic Personnel since 2010.

Item: Faculty Activities Report 2014-15AY
Type: File
Category: Faculty Activities Report (FAR)
Comments: 0
This report includes a summary of my teaching, research and service from September 2010 - August 2014

Item: Index of Attachments
Type: File
Category: Faculty Activities Report (FAR)
Comments: 0
This document is a listing of attachments I have included to support my faculty activities report (FAR)

Headline
TEACHING

Item: Classroom Visitation - AP 101
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: Rosie - class schedule
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: Rosie - syllabus
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Item: SOTE 101
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0

Headline
REASER...

Item: Benefits for R11 employees
Type: File
Category: Faculty Activities Report (FAR) → Research, Scholarly or Creative Contributions
Comments: 0

Text: Benefits for R11 Summary update
The 2015-16 Benefit Summary has been completed. We are currently in the process of updating the summary for 2016-17.

Item: 2014-15 Academic calendar dates
Type: File
Category: Faculty Activities Report (FAR) → Teaching
Comments: 0
This calendar is updated at the beginning of every academic year.

Headline
SERVICE

Item: Academic Personnel Website
Type: Link
Category: Faculty Activities Report (FAR) → Service
Link: http://academicpersonnel.csusb.edu/index.html
Comments: 0
Provide valuable insight in the design and maintenance of the Academic Personnel website which is a service to the campus community.

Item: Certificate of Achievement
Type: Note
Category: Faculty Activities Report (FAR) → Service
Comments: 0
In 2005, I attended and participated in a financial education course/ workshop.

Save changes

31. From the **Exabis E-Portfolio** page, click on the **Gear** icon if you need to edit information after you have saved your portfolio.

Exabis E-Portfolio

Home > My Portfolio > Views

Information My Portfolio **Views** Export/Import Shared Portfolios

Manage your views.

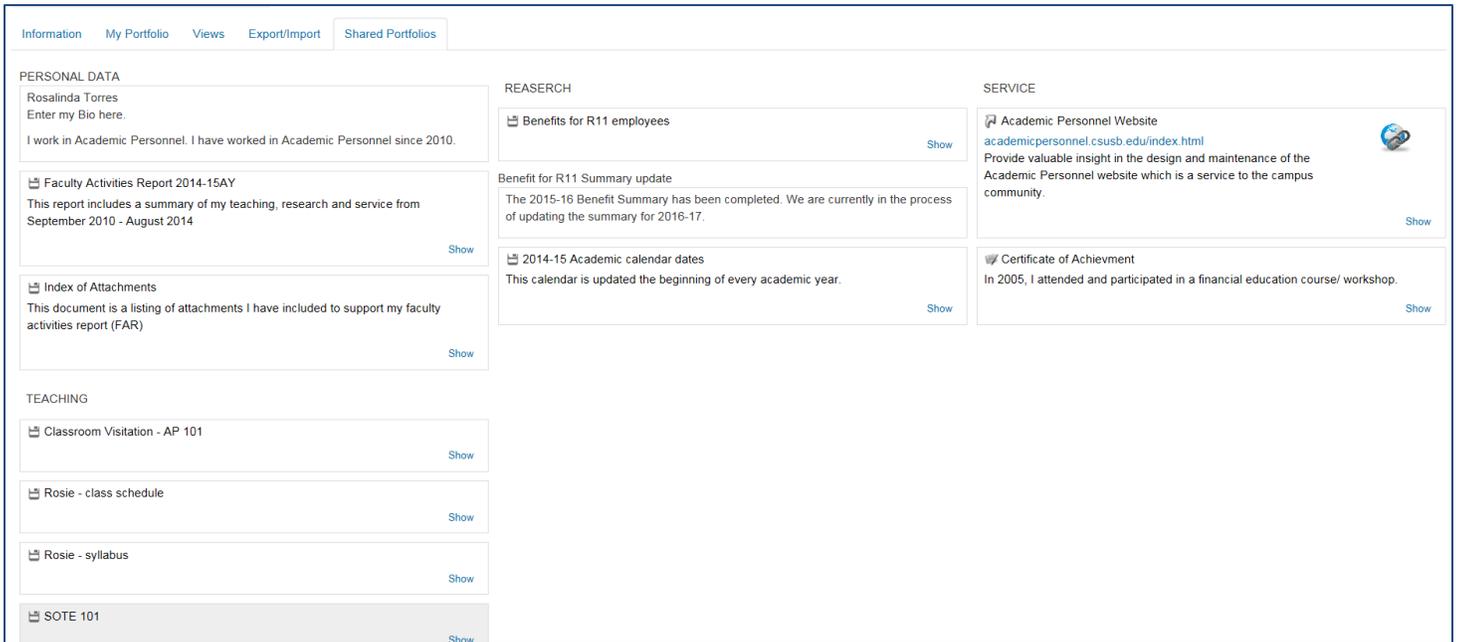
Name	Date	Access options
Rosie Torres - FAR	Monday, 13 July 2015, 12:26 PM	

Optional: You may include a description of your current FAR.

32. Click on the title of your portfolio to view your final portfolio.



Your final product should look similar to the picture below.



For technical support please contact Rosie Torres at x5029 or rtorres1@csusb.edu