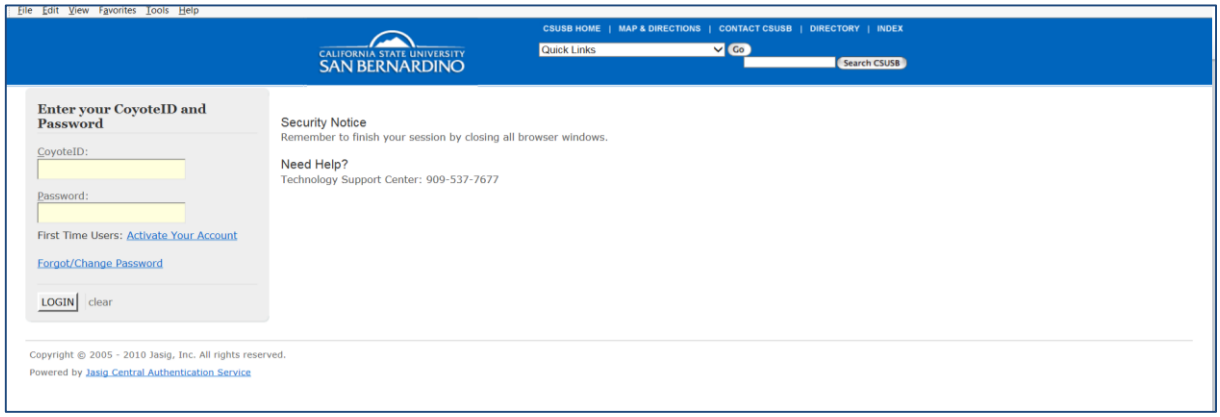
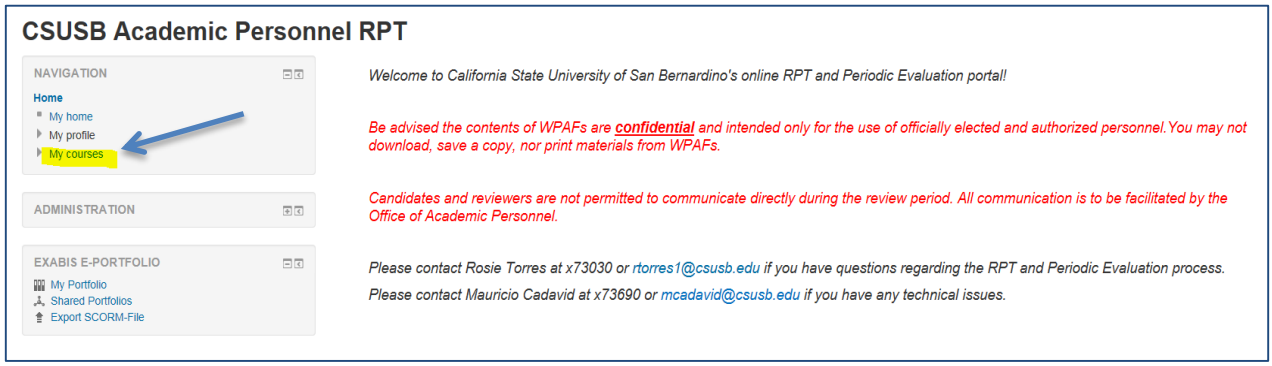
QUICK REFERENCE GUIDE (QRG) FOR ONLINE FAR REVIEW

This QRG provides guidance on how to navigate Moodle for the purpose of reviewing an Online FAR. For details concerning the RPT process please visit the RPT Booklet.

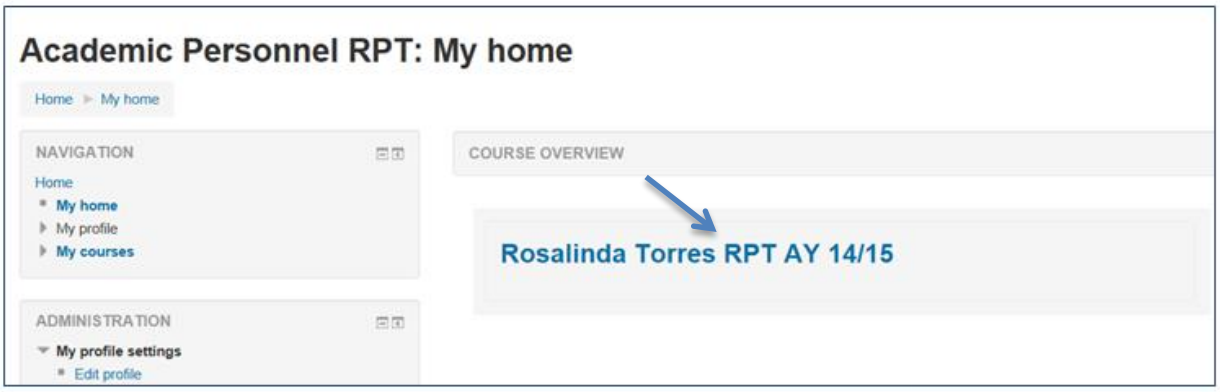
1. Go to: rpt.csusb.edu
2. Log-in by entering your Coyote ID and password.



3. From the main page shown below, click on **My Courses** located on the left to see the faculty member(s) you are reviewing.

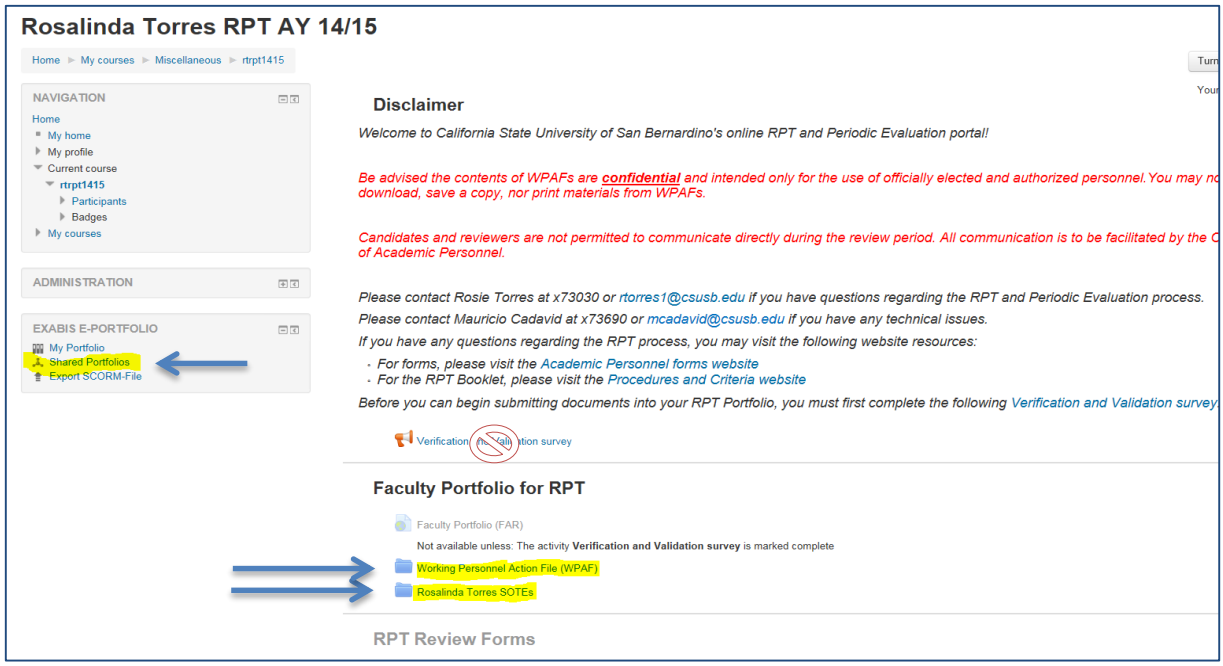


4. Click on the name of the faculty member to be directed to his/her faculty portfolio and access the Working Personnel Action Files (WPAF), SOTES, FAR and Attachments.

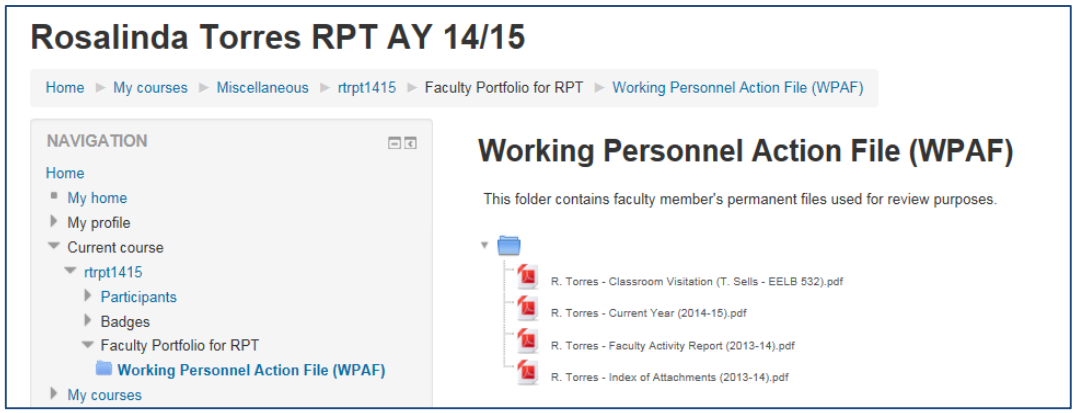


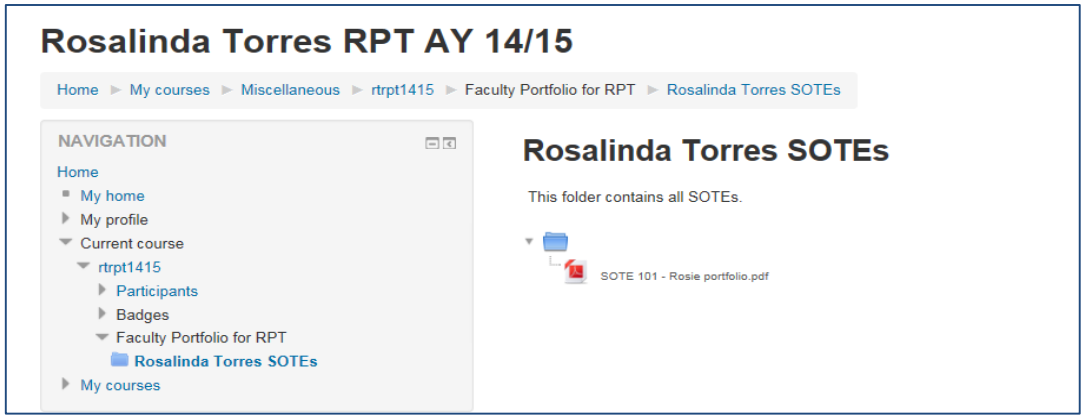
5. You now have access to the faculty member's WPAF, SOTES and the faculty member's current FAR & Attachments. The FAR and Attachments can be found in **Shared Portfolio**.

Do not complete the **Verification and Validation Survey**

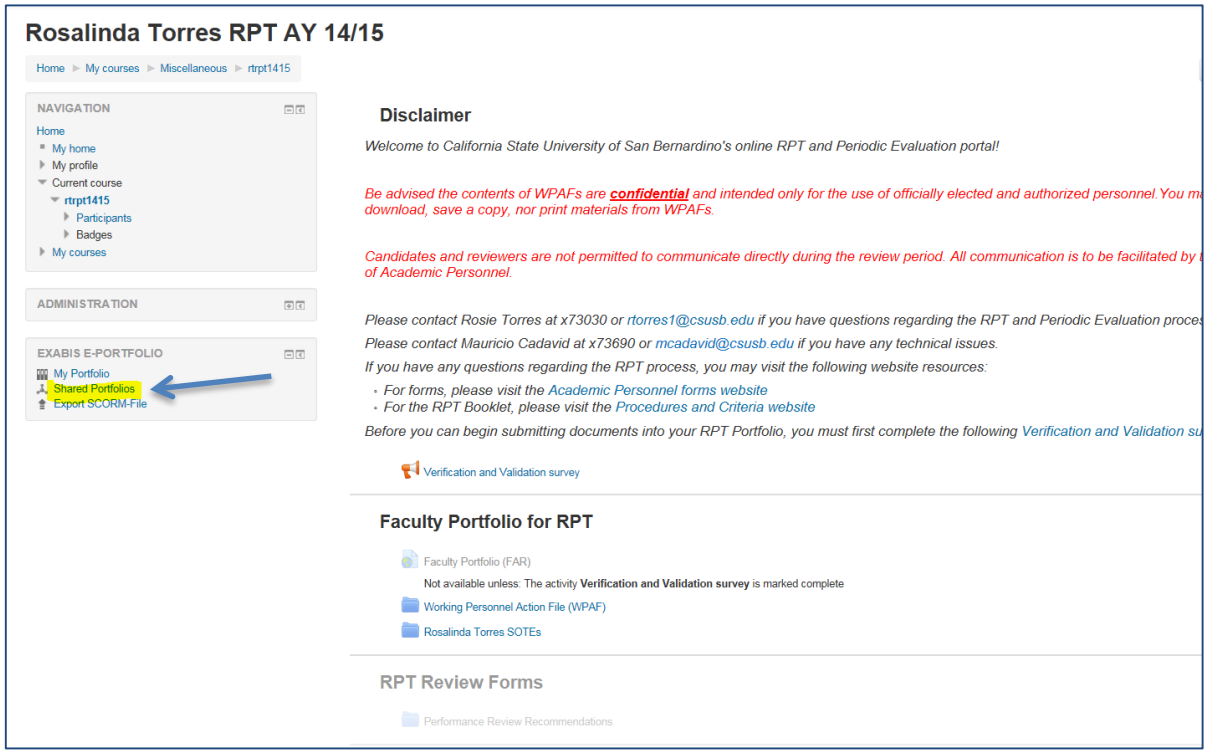


Example of a Working Personnel Action File (WPAF) and SOTES Folder

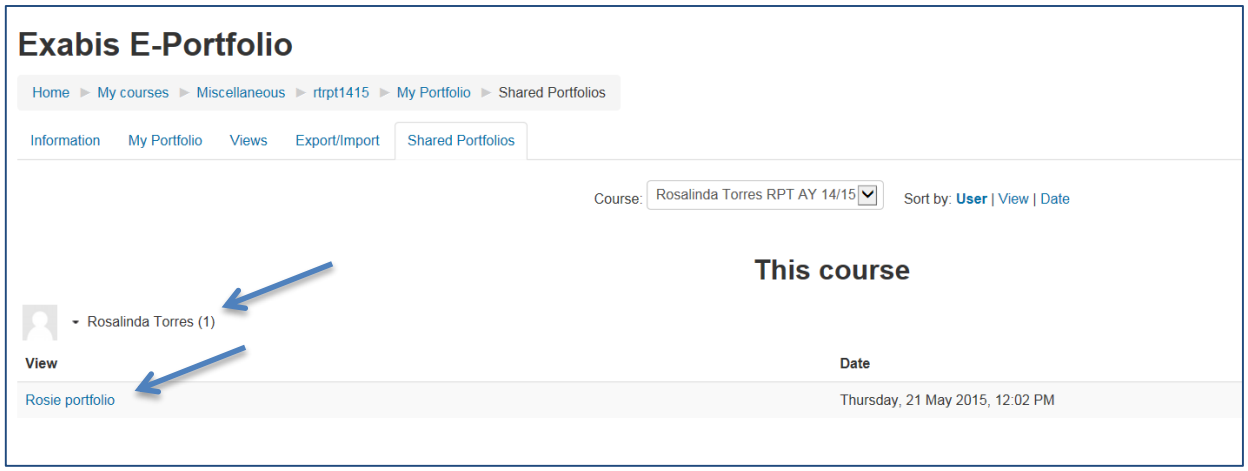




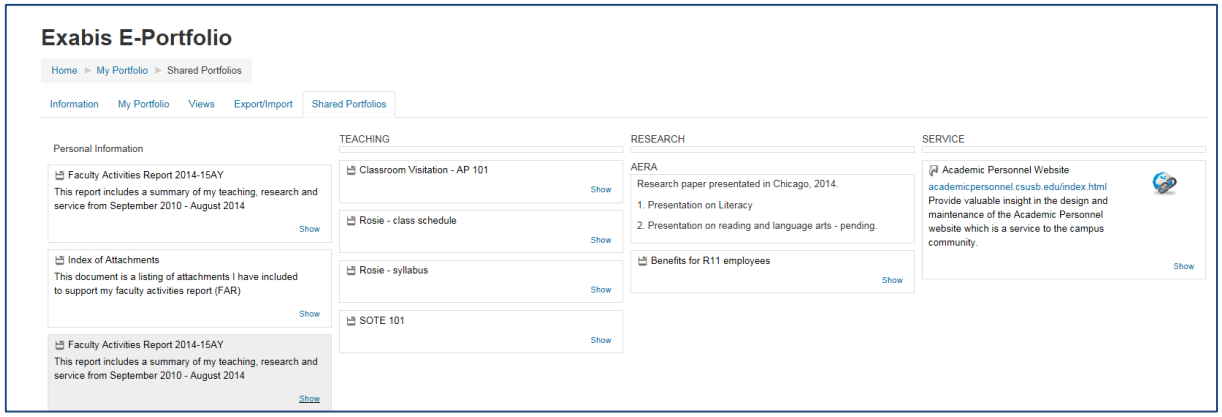
6. To access the current FAR and Attachments, click on **Shared Portfolios** highlighted on the left.

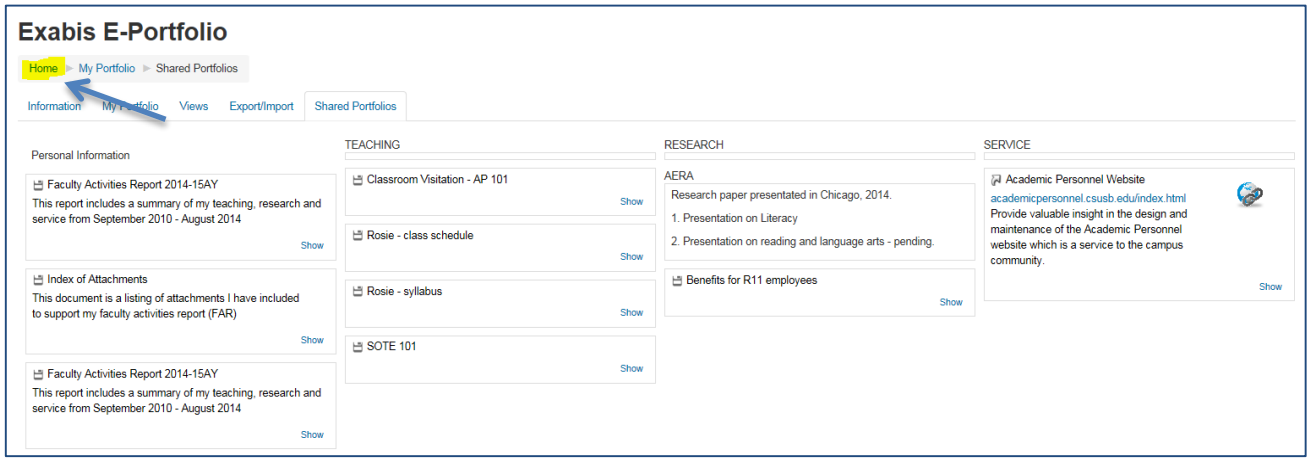


7. You will then be directed to **Exabis E- Portfolio**, which will show <u>all</u> the portfolios you have access to. To view, click on the name of the faculty member, and then click on the link under **View**.



8. Below is an example of the **Shared Portfolio**. Here is where you will be able to access the faculty member's current FAR, Index and Attachments. Click on the document(s) you wish to review, then on the link.



Here is an example of a Classroom Visitation. Click **Back** to return to previous page.

9. To return to the main page click on **Home**.