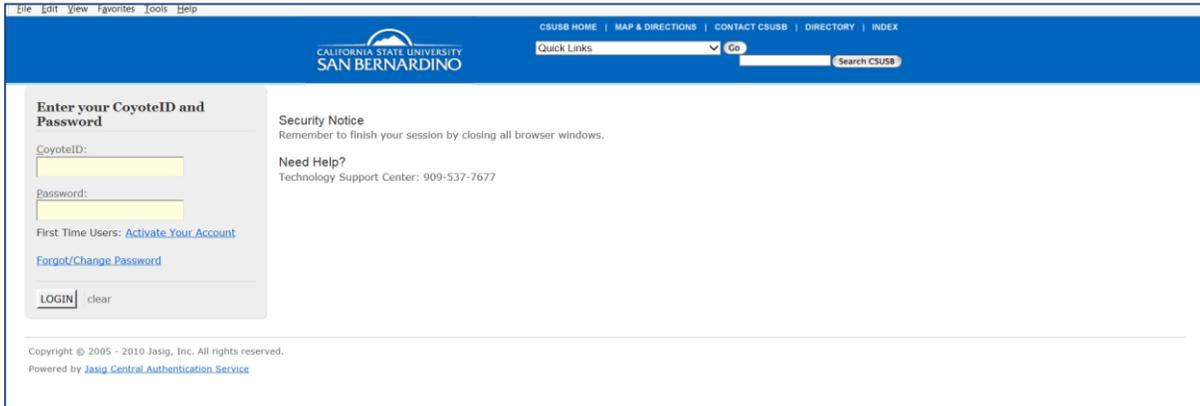


## QUICK REFERENCE GUIDE (QRG) FOR ONLINE FAR REVIEW

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](http://rpt.csusb.edu)
2. Log-in by entering your Coyote ID and password.



Enter your CoyoteID and Password

CoyoteID:

Password:

First Time Users: [Activate Your Account](#)

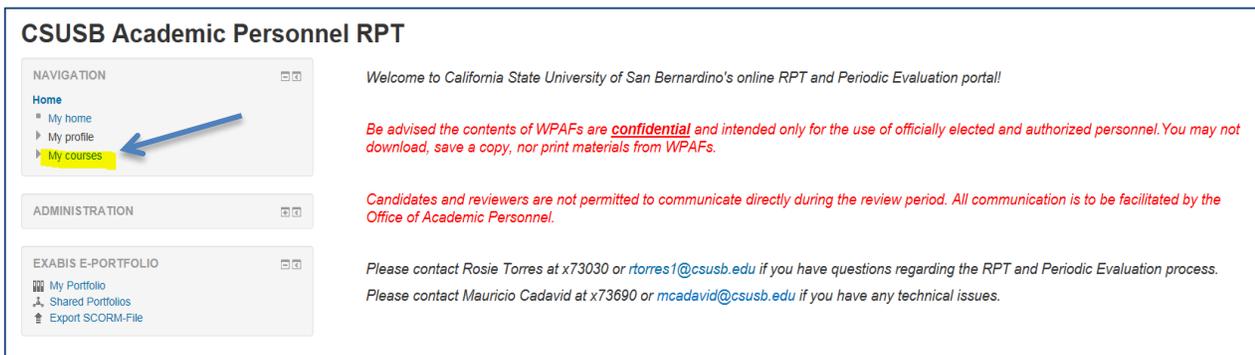
[Forgot/Change Password](#)

Security Notice  
Remember to finish your session by closing all browser windows.

Need Help?  
Technology Support Center: 909-537-7677

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Powered by [Jasig Central Authentication Service](#)

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



### CSUSB Academic Personnel RPT

NAVIGATION

- Home
- My home
- My profile
- My courses**

ADMINISTRATION

EXABIS E-PORTFOLIO

- My Portfolio
- Shared Portfolios
- Export SCORM-File

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

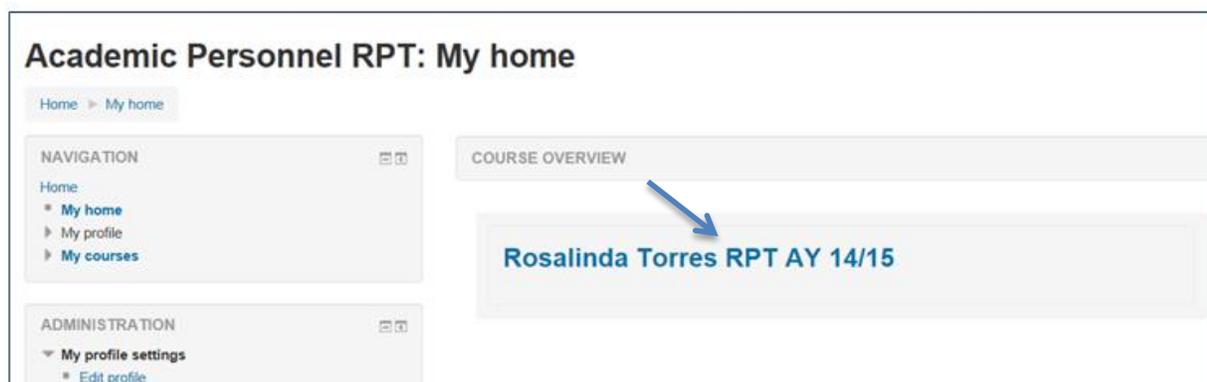
*Be advised the contents of WPAFs are **confidential** and intended only for the use of officially elected and authorized personnel. You may not download, save a copy, nor print materials from WPAFs.*

*Candidates and reviewers are not permitted to communicate directly during the review period. All communication is to be facilitated by the Office of Academic Personnel.*

*Please contact Rosie Torres at x73030 or [rtorres1@csusb.edu](mailto:rtorres1@csusb.edu) if you have questions regarding the RPT and Periodic Evaluation process.*

*Please contact Mauricio Cadavid at x73690 or [mcadavid@csusb.edu](mailto:mcadavid@csusb.edu) if you have any technical issues.*

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.



### Academic Personnel RPT: My home

Home > My home

NAVIGATION

- Home
- My home
- My profile
- My courses

ADMINISTRATION

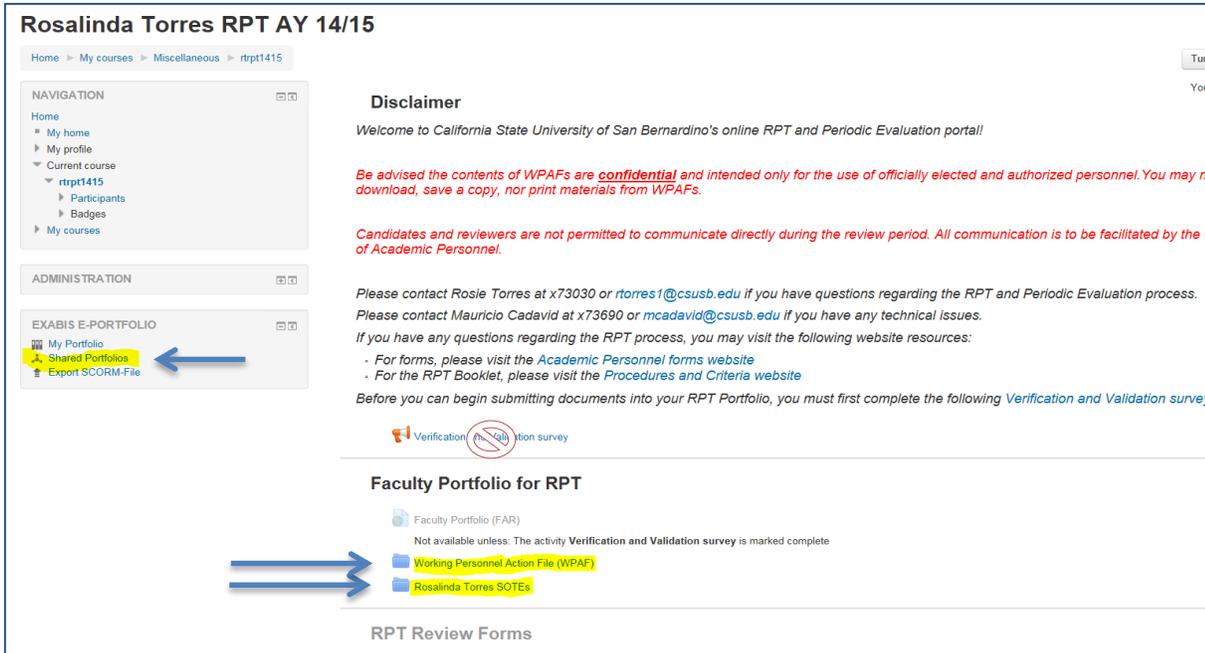
- My profile settings
- Edit profile

COURSE OVERVIEW

**Rosalinda Torres RPT AY 14/15**

- 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** 



**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

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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](#).

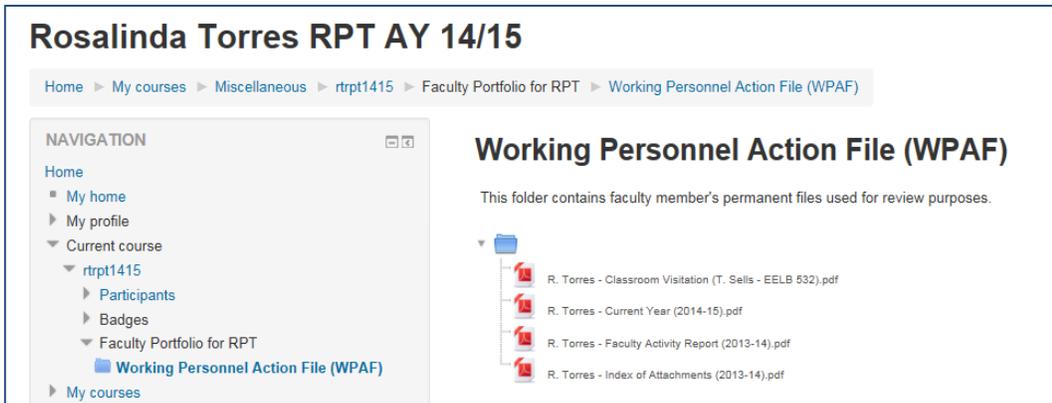
Verification  tion survey

**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

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



**Rosalinda Torres RPT AY 14/15**

Home > My courses > Miscellaneous > rtrpt1415 > Faculty Portfolio for RPT > Working Personnel Action File (WPAF)

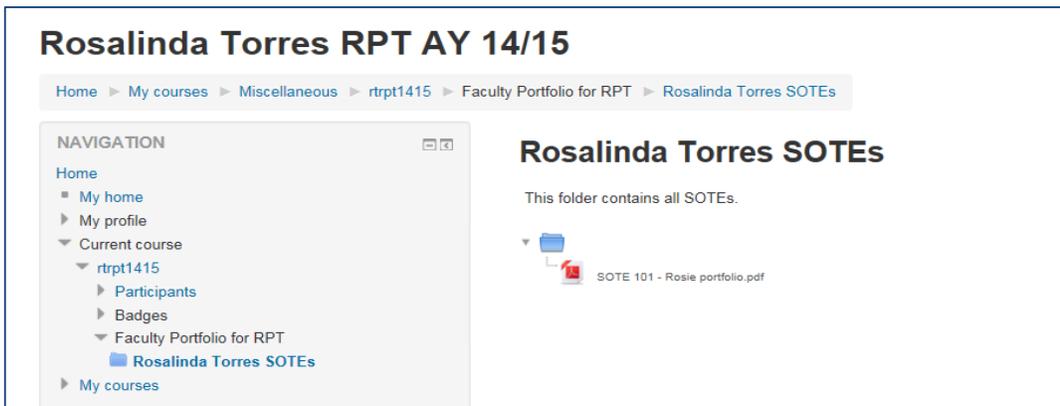
**NAVIGATION**

- Home
- My home
- My profile
- Current course
  - rtrpt1415
    - Participants
    - Badges
    - Faculty Portfolio for RPT
      - Working Personnel Action File (WPAF)**
- My courses

**Working Personnel Action File (WPAF)**

This folder contains faculty member's permanent files used for review purposes.

- R. Torres - Classroom Visitation (T. Sells - EELB 532).pdf
- R. Torres - Current Year (2014-15).pdf
- R. Torres - Faculty Activity Report (2013-14).pdf
- R. Torres - Index of Attachments (2013-14).pdf



**Rosalinda Torres RPT AY 14/15**

Home > My courses > Miscellaneous > rtrpt1415 > Faculty Portfolio for RPT > Rosalinda Torres SOTES

**NAVIGATION**

- Home
- My home
- My profile
- Current course
  - rtrpt1415
    - Participants
    - Badges
    - Faculty Portfolio for RPT
      - Rosalinda Torres SOTES**
- My courses

**Rosalinda Torres SOTES**

This folder contains all SOTES.

- SOTE 101 - Rosie portfolio.pdf

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

**Rosalinda Torres RPT AY 14/15**

Home > My courses > Miscellaneous > rrpt1415

**NAVIGATION**

- Home
- My home
- My profile
- Current course
  - rrpt1415
    - Participants
    - Badges
- My courses

**ADMINISTRATION**

**EXABIS E-PORTFOLIO**

- My Portfolio
- Shared Portfolios**
- Export SCORM-File

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**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

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

**Exabis E-Portfolio**

Home > My courses > Miscellaneous > rrpt1415 > My Portfolio > Shared Portfolios

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

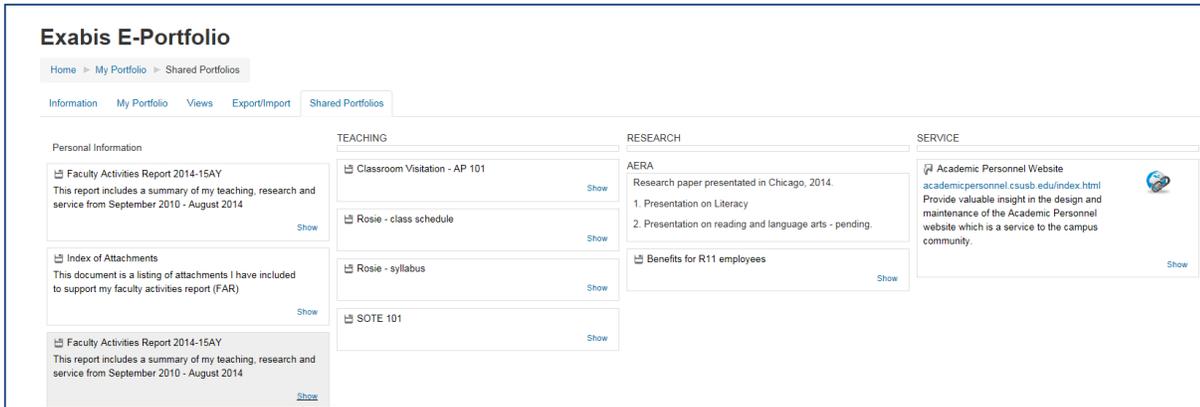
Course: Rosalinda Torres RPT AY 14/15 Sort by: **User** | View | Date

**This course**

Rosalinda Torres (1)

View	Date
<a href="#">Rosie portfolio</a>	Thursday, 21 May 2015, 12:02 PM

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.



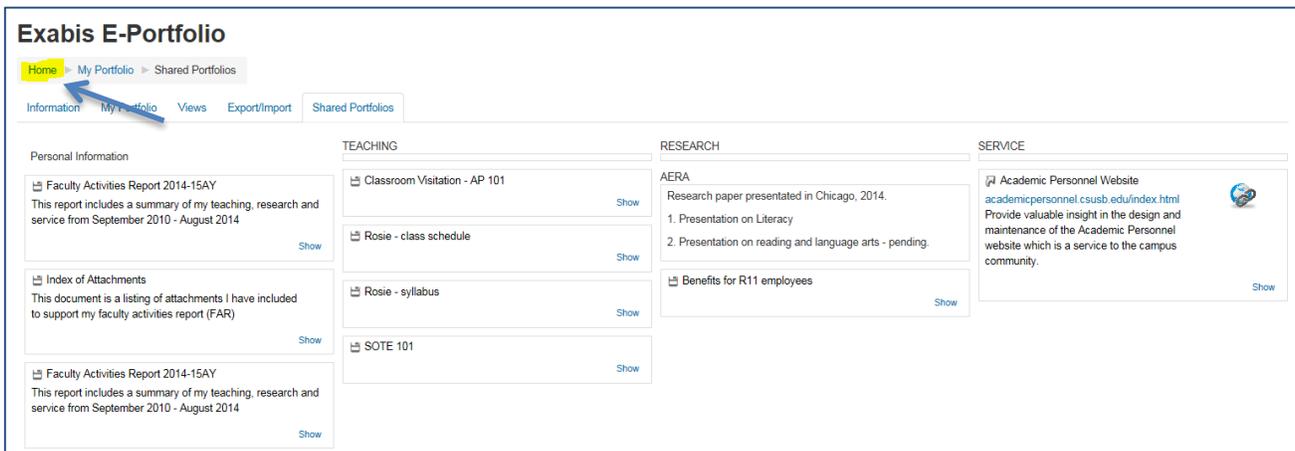
The screenshot shows the 'Exabis E-Portfolio' interface. At the top, there is a breadcrumb trail: 'Home > My Portfolio > Shared Portfolios'. Below this are navigation tabs: 'Information', 'My Portfolio', 'Views', 'Export/Import', and 'Shared Portfolios'. The main content is organized into four columns: 'Personal Information', 'TEACHING', 'RESEARCH', and 'SERVICE'. The 'Personal Information' column contains three items, each with a 'Show' link. The 'TEACHING' column lists 'Classroom Visitation - AP 101', 'Rosie - class schedule', 'Rosie - syllabus', and 'SOTE 101', each with a 'Show' link. The 'RESEARCH' column is titled 'AERA' and lists 'Research paper presented in Chicago, 2014.' with two sub-items: '1. Presentation on Literacy' and '2. Presentation on reading and language arts - pending.', plus 'Benefits for R11 employees' with a 'Show' link. The 'SERVICE' column lists 'Academic Personnel Website' with a 'Show' link and a globe icon.

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



The screenshot shows the 'Classroom Visitation - AP 101' page. At the top, the title 'Classroom Visitation - AP 101' is highlighted in yellow, with a blue arrow pointing to it. Below the title is an 'Add comment' section with a 'Comment\*' text area and a rich text editor toolbar. Below the comment area is a 'Path:' field and an 'Add' button. At the bottom left, there is a yellow 'Back' button with a blue arrow pointing to it. A message at the bottom states: 'There are required fields in this form marked \*.'

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



The screenshot shows the 'Exabis E-Portfolio' interface with the 'Home' link in the breadcrumb trail highlighted in yellow and a blue arrow pointing to it. The rest of the page content is identical to the previous screenshot, showing the 'Shared Portfolios' view with columns for Personal Information, TEACHING, RESEARCH, and SERVICE.