Riipen

Educator 101

Hello and welcome to Riipen! We're excited that you've chosen to join our community of educators and organizations in order to facilitate work-integrated learning experiences for your students. Your experience will consist of three main segments:

1. Before Matchmaking
2. During Matchmaking
3. After Matchmaking

Like any fruitful relationship, there are things you can do to set up for success at each stage. So let's dive in!

Before Matchmaking

- Book a Riipen **Matchmaking Session** to go through these next steps:
    - Sign up to your school portal on Riipen (our team will send you a special link to join your school portal)
    - Create your course/internship page
        - Click the "Create Course" button on your Dashboard (or click "Create Internship Program" from your Internships Program page). Here you'll see the option to create a page from scratch, use a template, or duplicate a page you've created in the past.
        - Follow the step-by-step wizard to post the page. (Click "Exit" to save your work as a Draft on any step of the wizard)
        - **If this is your first time on Riipen our onboarding team will also be there to help you with creating a draft and initial matchmaking**

During Matchmaking

All of your courses and internships can be accessed from your Dashboard. You can access this at any time by clicking on your own initials/profile photo in the top right. Here are some key icons:

Bookmarks - Find pages you've bookmarked

Requests - Manage project requests and check their status

Notifications - Get notified of any new activity on your account

Messages - Send and receive messages from organizations and students. Respond to requests.

Help Centre (located on the bottom right) - the quickest way to reach our team if you have any questions or technical issues. From here you can access our live chat and find a collection of resources.
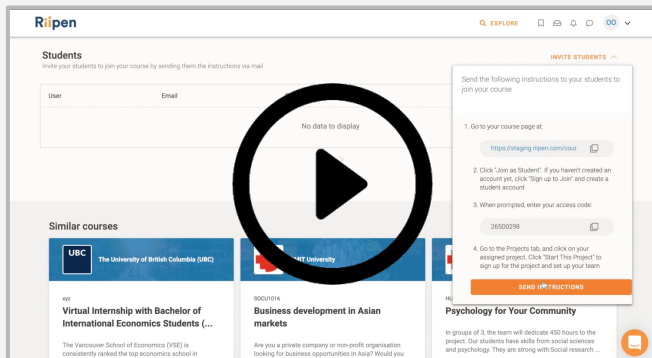
- Once your course/internship page is posted, you can connect with organizations by:
    - Requesting project from your Bookmarks and the Project Library
        - Click 'Request Project' on the top right corner of a Project page to initiate the request
        - Tip: Send **at least 3 requests** for every **1 project** you want
- Using your Riipen page to promote your course/internship and invite partners from your own network to join
- Responding to organizations that requested to connect with you **within 2 business days**

After Matchmaking

1. Before the project begins, you want to invite your students to join your course/internship page. This will help students make the most out of their Riipen experience. There are a few ways to do this:
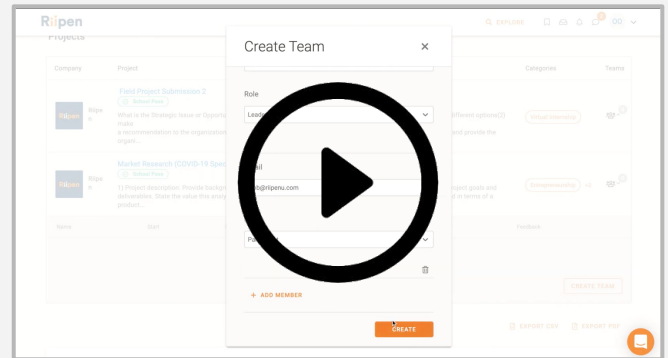
Option 1: Students Signing Up Directly
The access code can be found on the "Students" tab of your course/internship page under "Invite Students".

Option 2: Inviting Students to Teams
You can invite students to projects and form their teams. Click "Create Team" from the "Projects" tab of your course/internship page to invite students into teams by email addresses.

Click **here** for more information.

2. During the project you can manage the experience from the 'Projects' tab on your course page. From here you can:
- Check team progress on milestones
- Chat directly with each student team

Note: A week before the project starts. You will be provided information to send to your students about how to join your course/internship page and how to prepare for the project/internship.

We look forward to supporting you through your Riipen experience!