

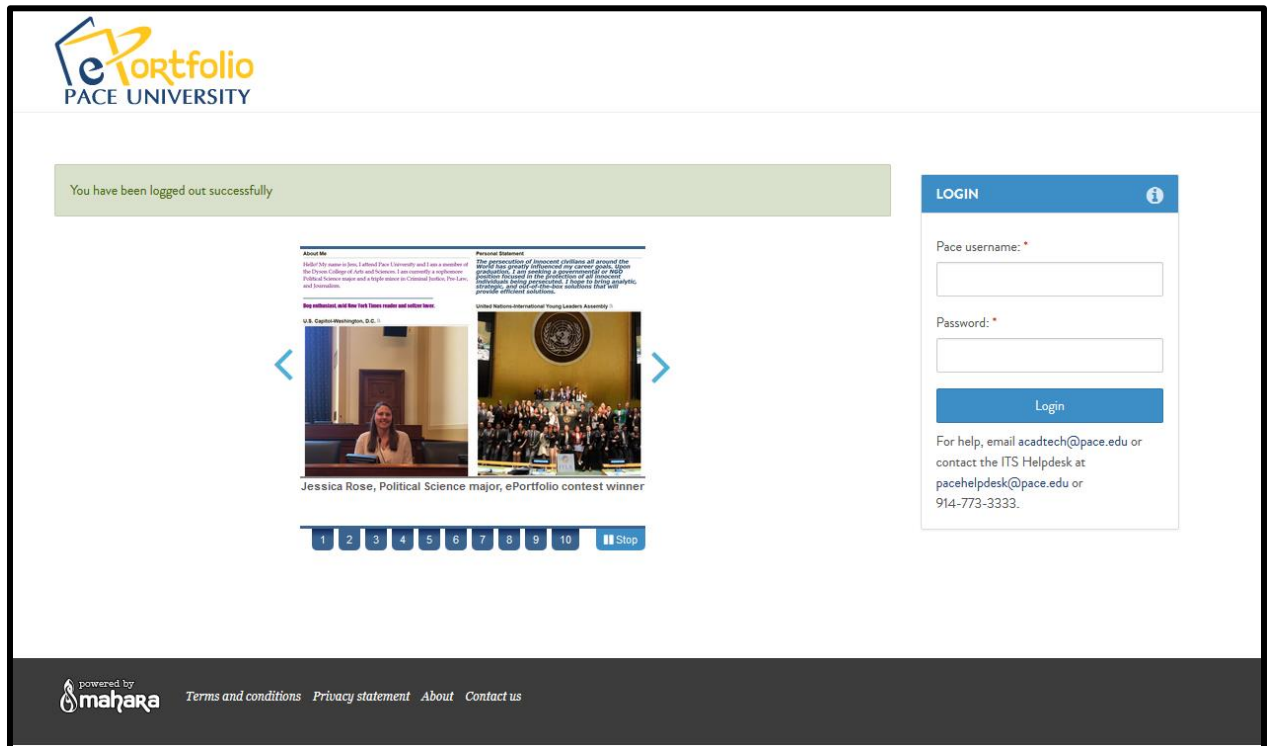
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EPORTFOLIO GUIDE FOR TAP (TENURE AND PROMOTION)

This tutorial serves as a guide for setting up the Tenure and Promotion (TAP) eDossier Template page and files.

Part I: Copying the TAP Template

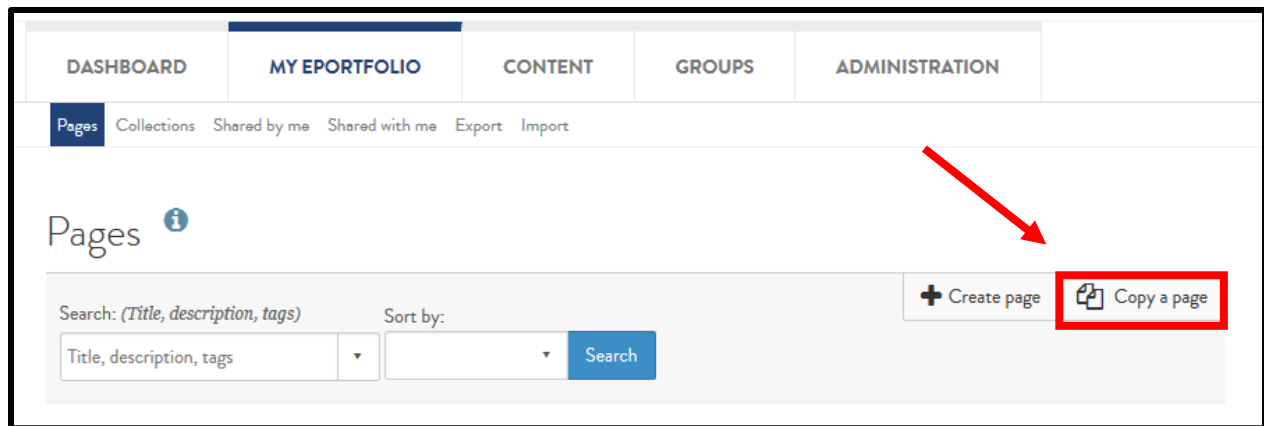
1. **Log in** and click the “My ePortfolio” tab.



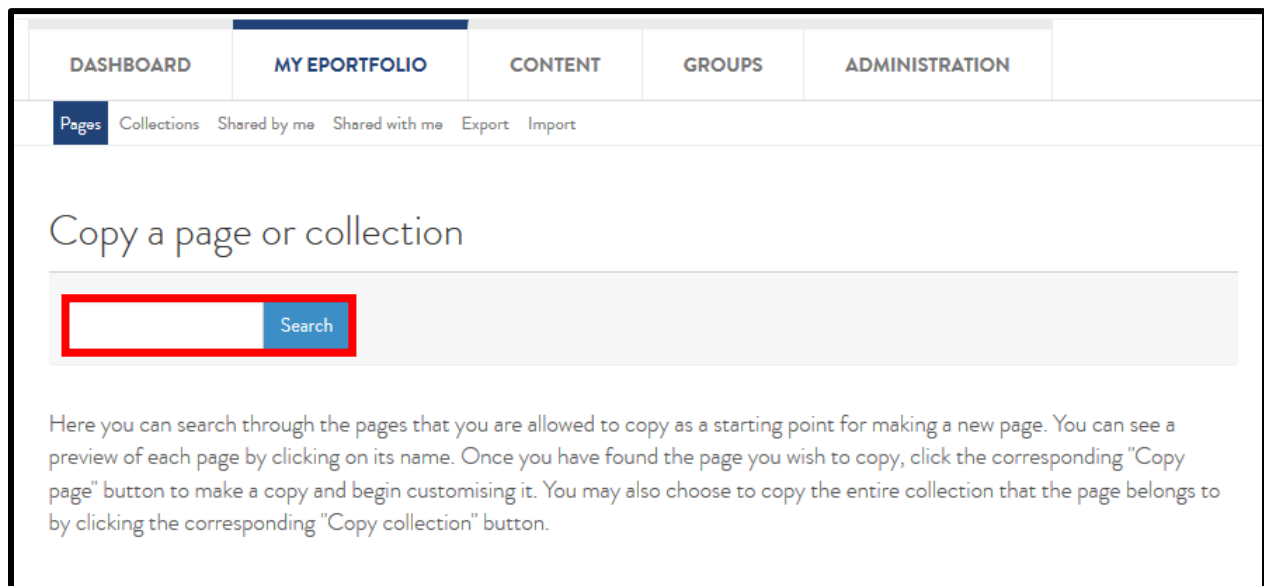
The screenshot shows the Pace University ePortfolio interface. At the top left is the logo for ePortfolio Pace University. A green notification bar states "You have been logged out successfully". The main content area features a gallery of ePortfolio entries. The first entry is titled "About Me" and includes a photo of Jessica Rose, Political Science major, ePortfolio contest winner. The second entry is titled "Personal Statement" and includes a photo of a group of people at a Young Leaders' Assembly. A navigation bar at the bottom of the gallery shows page numbers 1 through 10 and a "Stop" button. On the right side, there is a blue "LOGIN" button with a user information icon. Below the button are input fields for "Pace username: *" and "Password: *", and a "Login" button. At the bottom of the login form, there is contact information: "For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333." At the bottom of the page, there is a footer with the Mahara logo and links for "Terms and conditions", "Privacy statement", "About", and "Contact us".

2. Under Pages, Click “Copy a Page”.

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3. **Search** for the page titled **“Tenure and Promotion (TAP) eDossier TEMPLATE”** by the Academic Portfolio Workshop.




4. Once you find the page, **select the “Copy Page”** button.

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Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customizing it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

COLLECTION TITLE	PAGE NAME	OWNER
	Tenure and Promotion (TAP) eDossier TEMPLATE	Academic Portfolio Workshop



5. Make sure to click **Save** at the bottom of the page.

No title | Edit title and description i

Display page 🔒 Share page
Edit content
Edit layout
Edit title and description

Page title *

Page description

Paragraph B I ☰ ☰ 🔗 🗑️ 🖼️ ↶ ↷

p Words: 0

Tags 🔍 i

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format * ▼

How do you want people who look at your page to see your name?

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- Once the page is saved, you will be taken to the editing mode of your TAP page. There you will see a list of empty folders. To populate these folders with your files, follow the instructions below.

The screenshot shows the editing interface for a Tenure and Promotion (TAP) eDossier. The title bar reads "Tenure and Promotion (TAP) eDossier TEMPLATE | Edit content". Below the title bar, there are three buttons: "Display page", "Share page", and "Edit content". To the right of these buttons are "Edit layout" and "Edit title and description".

Below the buttons, a message states: "This area shows a preview of what your page looks like. Changes are saved automatically. Drag blocks onto the page to add them. You can then also drag them around the page to change their position."

The main content area is divided into two columns. The left column is a sidebar with a list of content types: Text, Image, Media, Journals, General, Personal info, and External. The right column is a preview of the eDossier, showing seven sections:

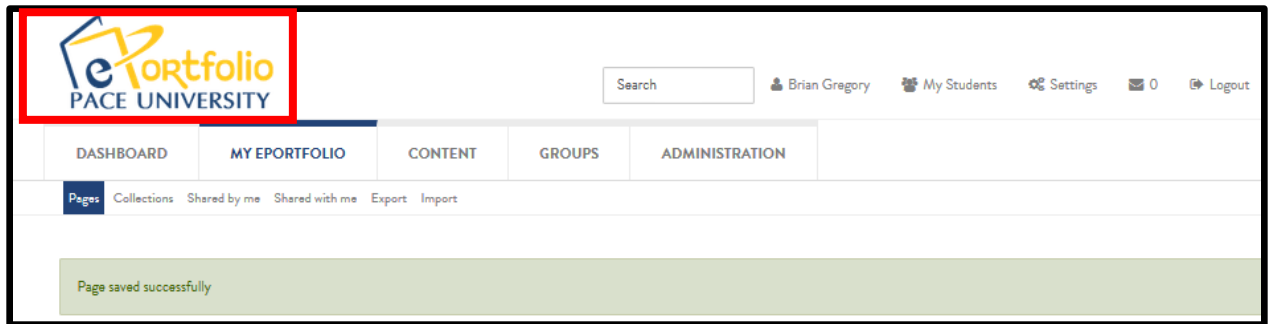
- 1. CURRICULUM VITAE (CV)**: Empty folder
- 2. EXECUTIVE SUMMARY**: Empty folder
- 3. TEACHING PORTFOLIO**: Statement, Supporting Documents
- 4. SCHOLARSHIP/RESEARCH PORTFOLIO**: Statement, Supporting Documents
- 5. SERVICE PORTFOLIO**: Statement, Supporting Documents
- 6. PROFESSIONAL/PRO...LIO (OPTIONAL)**: Empty folder
- 7. ADDENDUM**: Empty folder

At the bottom of the interface, there is a "Display page" button.

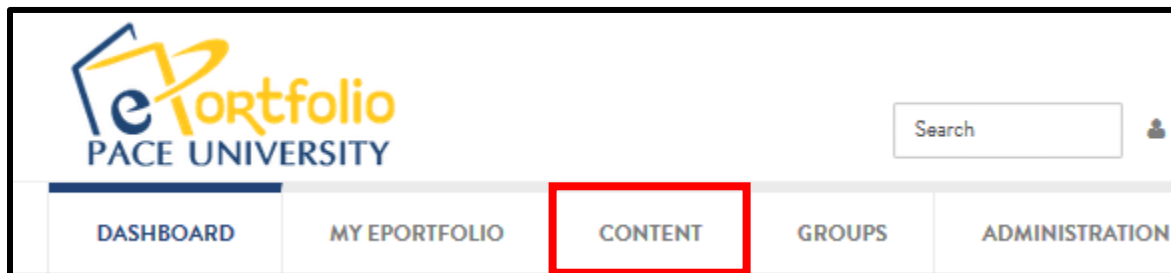
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Part II: Populating the Folders

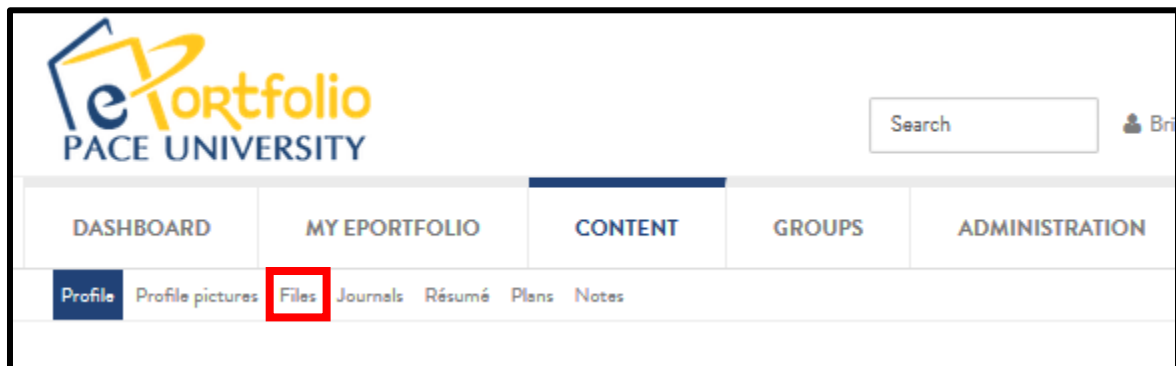
1. Click on the ePortfolio icon to be taken back to the Homepage



2. Once at the homepage, select the “Content” tab.



3. Under Content, select “Files”.



4. As you scroll down the “Files” page you will see all of your files and folder. Select the “Viewfiles” folder, this is the folder where your TAP subfolders are located.

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HOME

NAME	DESCRIPTION	SIZE	DATE
criminal profiling images			18/11/2015
Curricular Folder			19/11/2014
viewfiles	Files from copied pages		10/02/2015

5. Within “Viewfiles” there will be another subfolder with a 6 digit number with the description “**Files copied from Tenure and Promotion (TAP) eDossier TEMPLATE.**” Click the title of the folder.

HOME / VIEWFILES

NAME	DESCRIPTION	SIZE	DATE
Parent folder	Parent folder		
187634	Files copied from Showcase (20675)		10/02/2015
187934	Files copied from Showcase (20961)		17/02/2015
234289	Files copied from Tenure and Promotion (TAP) eDossier TEMPLATE		05/08/2016

Download folder content as a zip file

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6. You can now see your list of TAP folders. **Here you can populate** each folder with files from your computer or flash drive. For example, to upload a document in the Executive Summary folder, click the title of the folder.

Files ?

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file

Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File

No files selected.
(Maximum upload size 50MB)

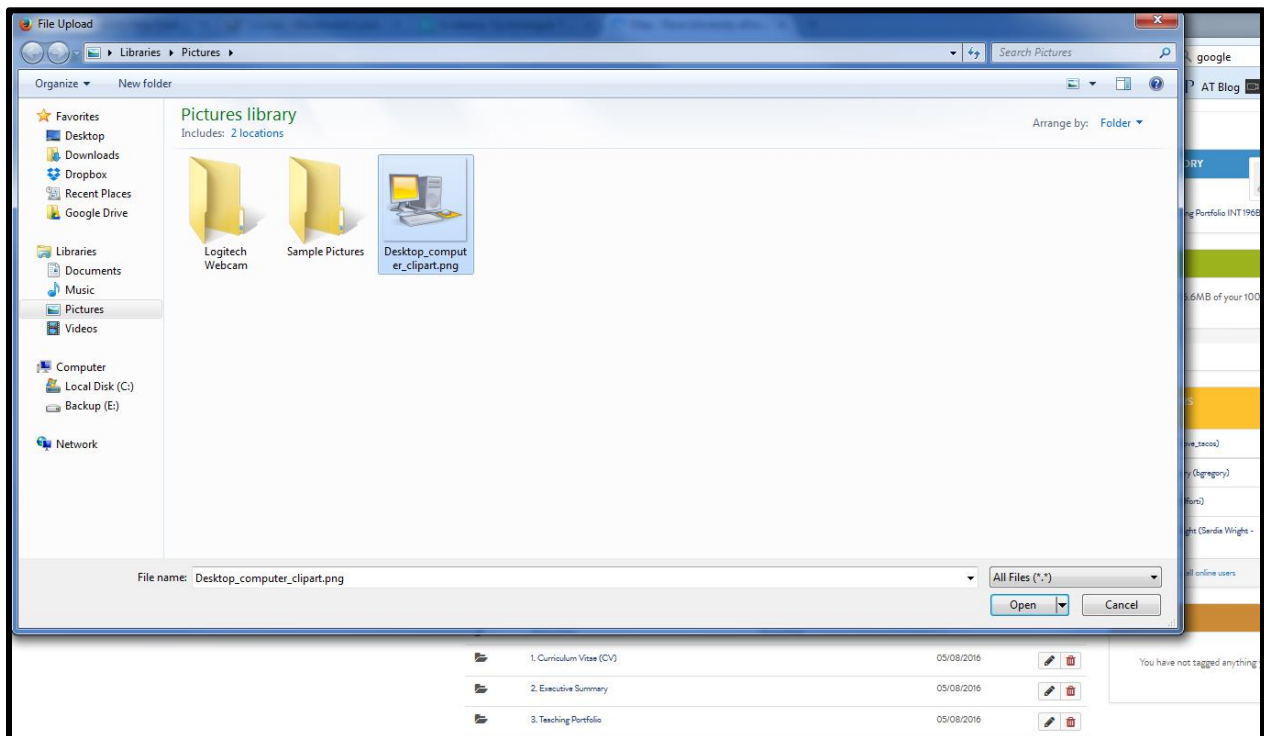
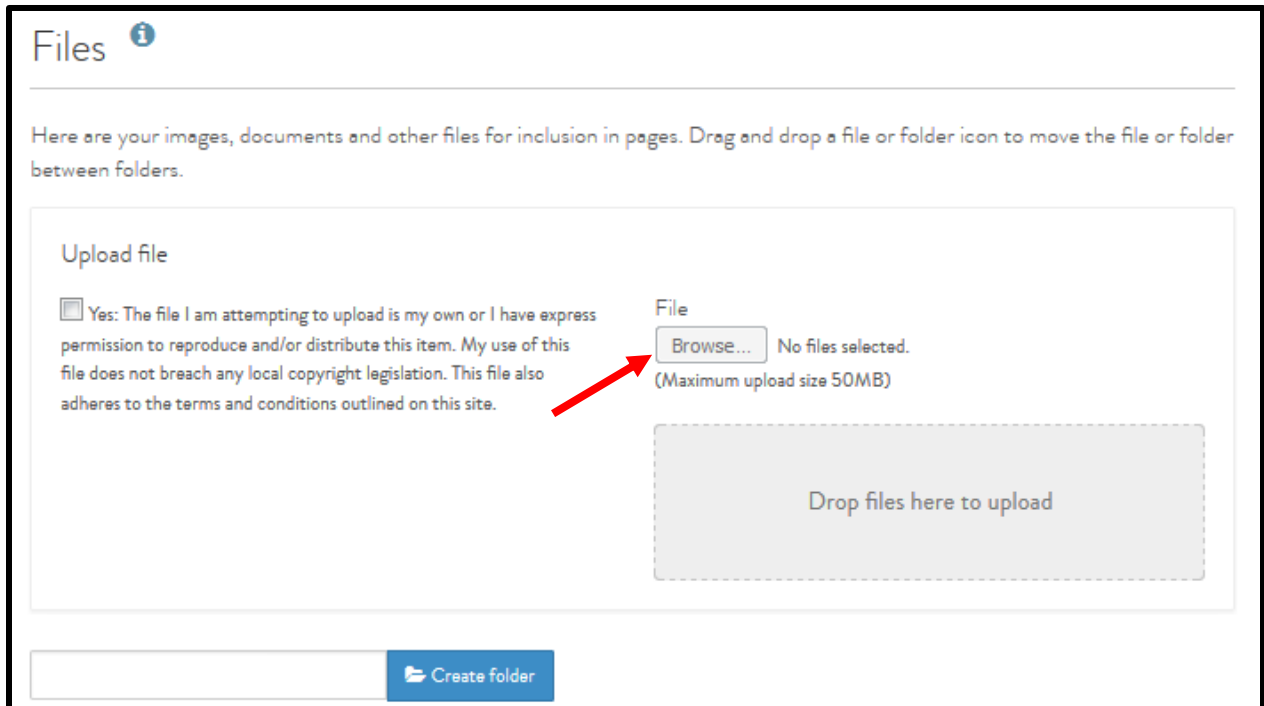
Drop files here to upload

HOME / VIEWFILES / 234289

	NAME	DESCRIPTION	SIZE	DATE	
↑	Parent folder	Parent folder			
📁	1. Curriculum Vitae (CV)			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	2. Executive Summary			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	3. Teaching Portfolio			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	4. Scholarship/Research Portfolio			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	5. Service Portfolio			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	6. Professional/Pr...lio (OPTIONAL)			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>
📁	7. Addendum			05/08/2016	<input type="button" value="edit"/> <input type="button" value="delete"/>

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7. To upload a file, select the box next to “Yes” and **browse your computer** for the file.



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- Once the file is done uploading it will be highlighted on the bottom of the page, within the folder.

Files ⓘ

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload of Desktop_computer_clipart.png to 234289 complete

Upload file

Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File No files selected.
(Maximum upload size 50MB)

Drop files here to upload

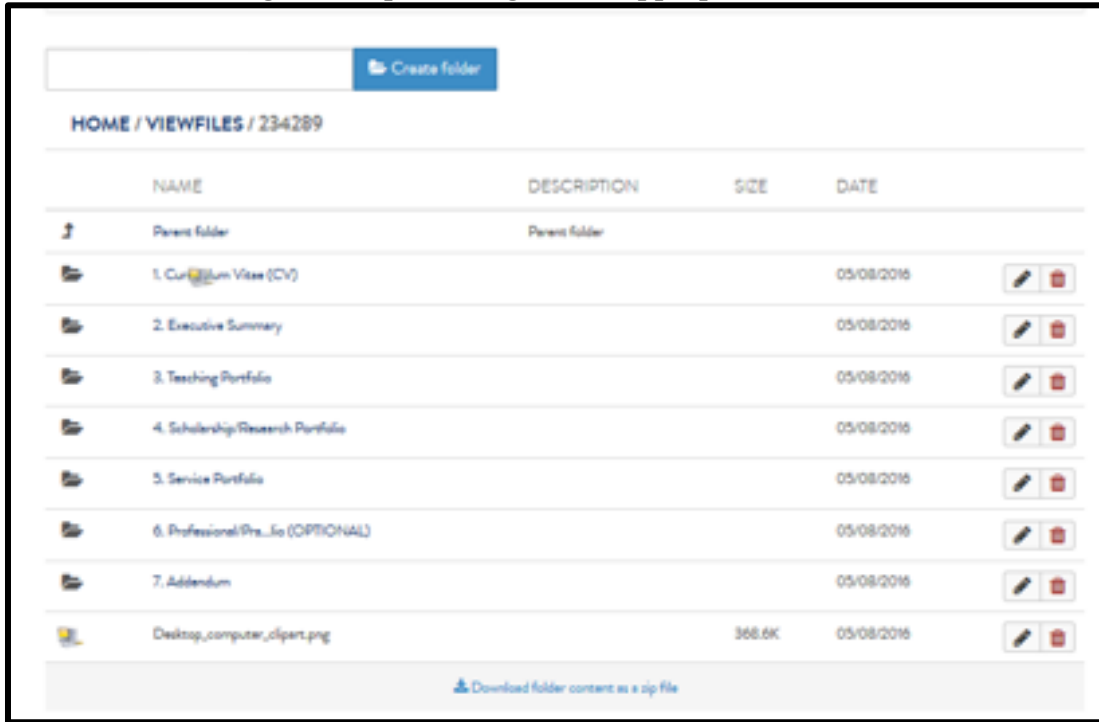
HOME / VIEWFILES / 234289

	NAME	DESCRIPTION	SIZE	DATE	
↑	Parent folder	Parent folder			
📁	1. Curriculum Vitae (CV)			05/08/2016	✎ 🗑
📁	2. Executive Summary			05/08/2016	✎ 🗑
📁	3. Teaching Portfolio			05/08/2016	✎ 🗑
📁	4. Scholarship/Research Portfolio			05/08/2016	✎ 🗑
📁	5. Service Portfolio			05/08/2016	✎ 🗑
📁	6. Professional/Pro...lio (OPTIONAL)			05/08/2016	✎ 🗑
📁	7. Addendum			05/08/2016	✎ 🗑
📄	Desktop_computer_clipart.png		368.6K	05/08/2016	✎ 🗑

[Download folder content as a zip file](#)

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You will need to drag and drop the image to the appropriate folder.



- Now when you go onto your TAP page, your file will automatically be on the page underneath the subheading. **Repeat steps 6-8 for each folder.**

