

Link content to Your Portfolio Page

Summary

You can access your ePortfolio page directly from your dashboard.

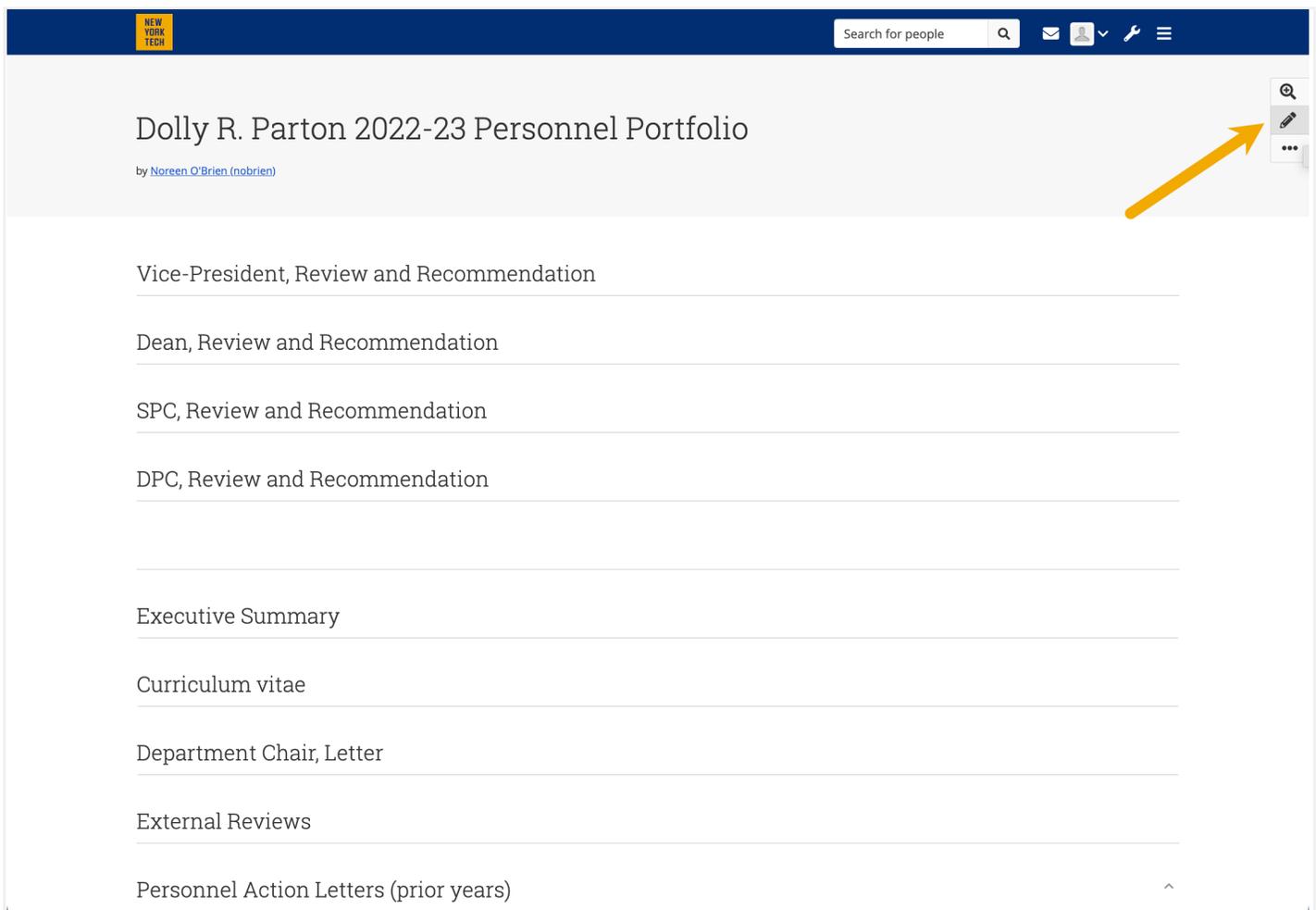
Link the decompressed files and folders to the ePortfolio page.

If you are not applying for tenure or promotion, delete the external review block.

The screenshot shows the 'Faculty Personnel Portfolios' dashboard. At the top, there is a dark blue header with the 'NEW YORK TECH' logo on the left, a search bar with the text 'Search for people', and several utility icons (mail, user profile, settings, and a menu) on the right. Below the header, the main content area is titled 'Faculty Personnel Portfolios'. To the right of this title is a user profile card for 'Noreen O'Brien' with a placeholder profile picture. A red warning message states: 'If you are using either Firefox or Internet Explorer, certain features of the site may not work properly. Log out and use a different browser (Safari or Chrome) instead.' Below this, there is a section for help documentation with links for 'All Faculty and Staff' and 'NYITCOM Faculty instructions'. A link is provided to view shared portfolios: 'https://eportfolios.nyit.edu/view/share.php'. An 'Edit dashboard' button is visible. The 'My portfolios' section is highlighted with a yellow border and contains one entry: 'Dolly R. Parton 2022-23 Personnel Portfolio' from the 'Music Department', with '1 result' shown at the bottom right. Below this is an 'Inbox' section with one item: 'Institution membership confirmation'.

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When you first go to your ePortfolio page, it will be in Display mode. Click the pencil icon to enter Edit mode.



The screenshot shows a web interface for a faculty ePortfolio. At the top, there is a dark blue navigation bar with the New York Institute of Technology logo on the left, a search bar labeled 'Search for people', and icons for mail, user profile, and a menu. Below the navigation bar, the main content area has a light gray header with the title 'Dolly R. Parton 2022-23 Personnel Portfolio' and the author 'by Noreen O'Brien (nobrien)'. A yellow arrow points to a small menu icon in the top right corner of the header, which contains a pencil icon for editing. The main content area lists several portfolio items, each with a horizontal line below it: 'Vice-President, Review and Recommendation', 'Dean, Review and Recommendation', 'SPC, Review and Recommendation', 'DPC, Review and Recommendation', 'Executive Summary', 'Curriculum vitae', 'Department Chair, Letter', 'External Reviews', and 'Personnel Action Letters (prior years)'. A small upward-pointing arrow is visible at the bottom right of the list.

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Each block on the page is edited individually. Click the pencil icon to the right of each block to link files and folders.

NEW YORK TECH

Search for people

Dolly R. Parton 2022-23 Personnel Portfolio | Edit

This area shows a preview of what your page looks like. Changes are saved automatically. Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.

- ✦ Vice-President, Review and Recommendation
- ✦ Dean, Review and Recommendation
- ✦ SPC, Review and Recommendation
- ✦ DPC, Review and Recommendation
- ✦
- ✦ Executive Summary
- ✦ Curriculum vitae
- ✦ Department Chair, Letter
- ✦ External Reviews
- ✦ Personnel Action Letters (prior years)

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Link an individual file

1. A window will slide out from the right, giving you access to your materials. Select the caret "^" to view your files and folders.
2. Navigate to the desired file and click the checkmark "✓" icon to the right of the file name.
Confirm: The file now appears toward the top of the slide-out window.
3. Click Save.

The screenshot shows the 'Curriculum vitae: Edit' interface. On the left, a preview of the portfolio page is visible, showing a list of sections like 'Vice-President, Review and Recommendation', 'Dean, Review and Recommendation', etc. The main area on the right is the 'Files' management window. At the top, there's a 'Block title' field containing 'Curriculum vitae'. Below it, a 'Files' section shows a list of files and folders. The file '2022-CV-DRP.pdf' is highlighted in yellow, and a yellow box surrounds it. A yellow arrow labeled '1' points to the caret icon in the top right of the file list. Below the file list, there's an 'Upload file' section with a 'Choose Files' button. At the bottom, there's a 'Retractable' dropdown menu set to 'No' and a 'Save' button. A yellow arrow labeled '3' points to the 'Save' button. Another yellow arrow labeled '2' points to the checkmark icon to the right of the selected file name.

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Link a folder

1. A window will slide out from the right, giving you access to your materials. Select the caret "**^**" to view your files and folders.
2. Navigate to the desired folder and click the checkmark "**✓**" icon to the right.
Confirm: The folders options will collapse, and the folder name is included in the title.
3. Click **Save**.

The screenshot shows the 'Teaching Documentation: Edit' dialog box. The 'Block title' field is set to 'Teaching Documentation'. Below the title, there is a section for 'Folders - Teaching Documentation' with a caret icon. The 'File' section shows a list of folders: 'Teaching Documentation', 'Additional Documentation', 'Personnel Action Letters (Prior Years)', 'Scholarship Documentation', 'Service Documentation', and 'Teaching Documentation'. The 'Teaching Documentation' folder is selected, and its checkmark icon is highlighted with a yellow arrow labeled '2'. The 'Sort order of files' is set to 'Descending'. The 'Show download link' is set to 'No'. The 'Retractable' option is set to 'Yes'. The 'Save' button is highlighted with a yellow arrow labeled '3'.

NAME	DESCRIPTION / TAGS	SIZE
Parent folder	Parent folder	
Additional Documentation		✓ ✎
Personnel Action Letters (Prior Years)		✓ ✎
Scholarship Documentation		✓ ✎
Service Documentation		✓ ✎
Teaching Documentation		✓ ✎

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Delete a block

The *External Review* block is used when applying for tenure and promotion. If you are applying for reappointment, delete the block.

1. Click the "Trash Can" icon to the right of the block name.
2. Select *OK* in the pop-up confirmation box.

The screenshot displays the Faculty e-Portfolio interface. A confirmation dialog box is open, asking "Are you sure you wish to delete this block?" with "Cancel" and "OK" buttons. A yellow arrow labeled "2" points to the "OK" button. Below the dialog, a list of blocks is shown, each with a trash can icon. A yellow arrow labeled "1" points to the trash can icon for the "External Reviews" block. A large yellow watermark reading "DO NOT DELETE Used During Review" is overlaid on the list. The interface also shows a search bar, a user profile dropdown, and a settings menu.

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View your portfolio

To see how your ePortfolio will look to reviewers, select the *Display* icon at the top right.

The screenshot shows the editor interface for a portfolio titled "Dolly R. Parton 2022-23 Personnel Portfolio | Edit". The top navigation bar includes the New York Tech logo, a search bar, and icons for email, user profile, settings, and a menu. Below the title, there is a preview area with instructions: "This area shows a preview of what your page looks like. Changes are saved automatically. Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position." A yellow arrow points to the "Display" icon (a computer monitor) in the right-hand toolbar. The main content area contains a list of portfolio items, each with a plus icon on the left and edit/delete icons on the right:

- ✦ Vice-President, Review and Recommendation
- ✦ Dean, Review and Recommendation
- ✦ SPC, Review and Recommendation
- ✦ DPC, Review and Recommendation
- ✦
- ✦ Executive Summary
 - 2022-ExecSum-DRP.pdf
- ✦ Curriculum vitae
 - 2022-CV-DRP.pdf
- ✦ Department Chair, Letter