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.

2. Under Pages, Click “Copy a Page”.

You have been logged out successfully

For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333.
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.**
5. Make sure to click **Save** at the bottom of the page.
6. 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.
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.
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.
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](image_url)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>SIZE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent folder</td>
<td>Parent folder</td>
<td></td>
<td>05/08/2016</td>
</tr>
<tr>
<td>1. Curriculum Vitae (CV)</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>2. Executive Summary</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>3. Teaching Portfolio</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>4. Scholarship/Research Portfolio</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>5. Service Portfolio</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>6. Professional/Pros. (Optional)</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
<tr>
<td>7. Addendum</td>
<td></td>
<td>05/08/2016</td>
<td></td>
</tr>
</tbody>
</table>
7. To upload a file, select the box next to “Yes” and browse your computer for the file.
8. Once the file is done uploading it will be highlighted on the bottom of the page, within the folder.
You will need to drag and drop the image to the appropriate folder.

9. 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.**