



ePORTFOLIO GUIDE FOR TAP

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

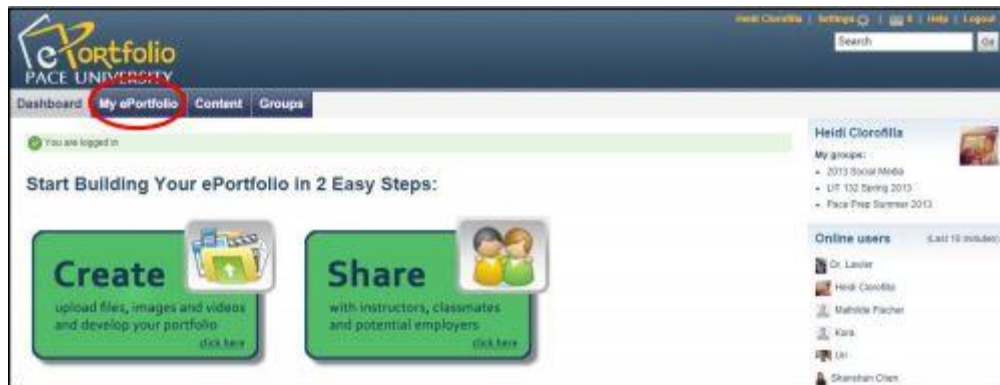
You will need:

- Your TAP files (ex. CV, Teaching Portfolio, etc.)

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

Part I: Copying the TAP Template

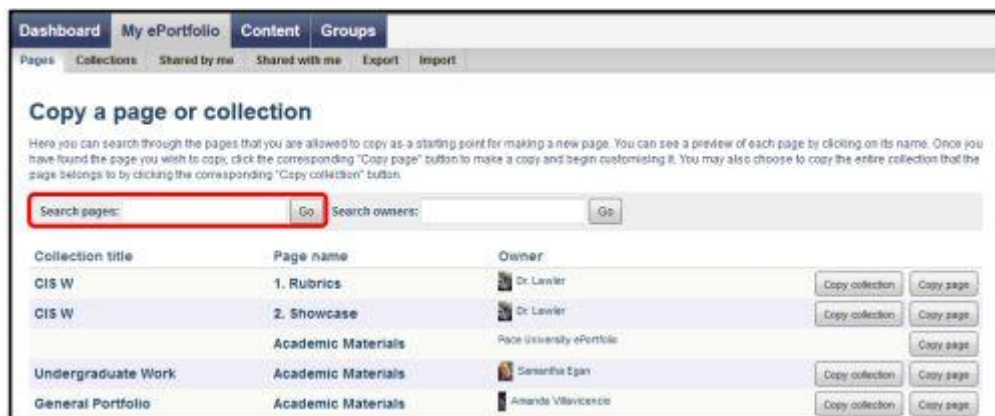
1. Log in and click the “My ePortfolio” tab.



2. Under Pages, Click “Copy a Page”.



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.



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 customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: (TAP) eDossier TEMPLATE Go Search owners: Go

Collection title	Page name	Owner
	Tenure and Promotion (TAP) eDossier TEMPLATE	Academic Portfolio Workshop

1 page

Copy page

- Before you save the page into your ePortfolio, you may **delete the words "Copy of"** in the page title. **Click save.**

Copy of Tenure and Promotion (TAP) eDossier TEMPLATE

✓ Copied 7 blocks and 13 artefacts from Tenure and Promotion (TAP) eDossier TEMPLATE

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

Page title * **Copy of** Tenure and Promoti

Page description

Font Family Font Size Paragraph

Path: p

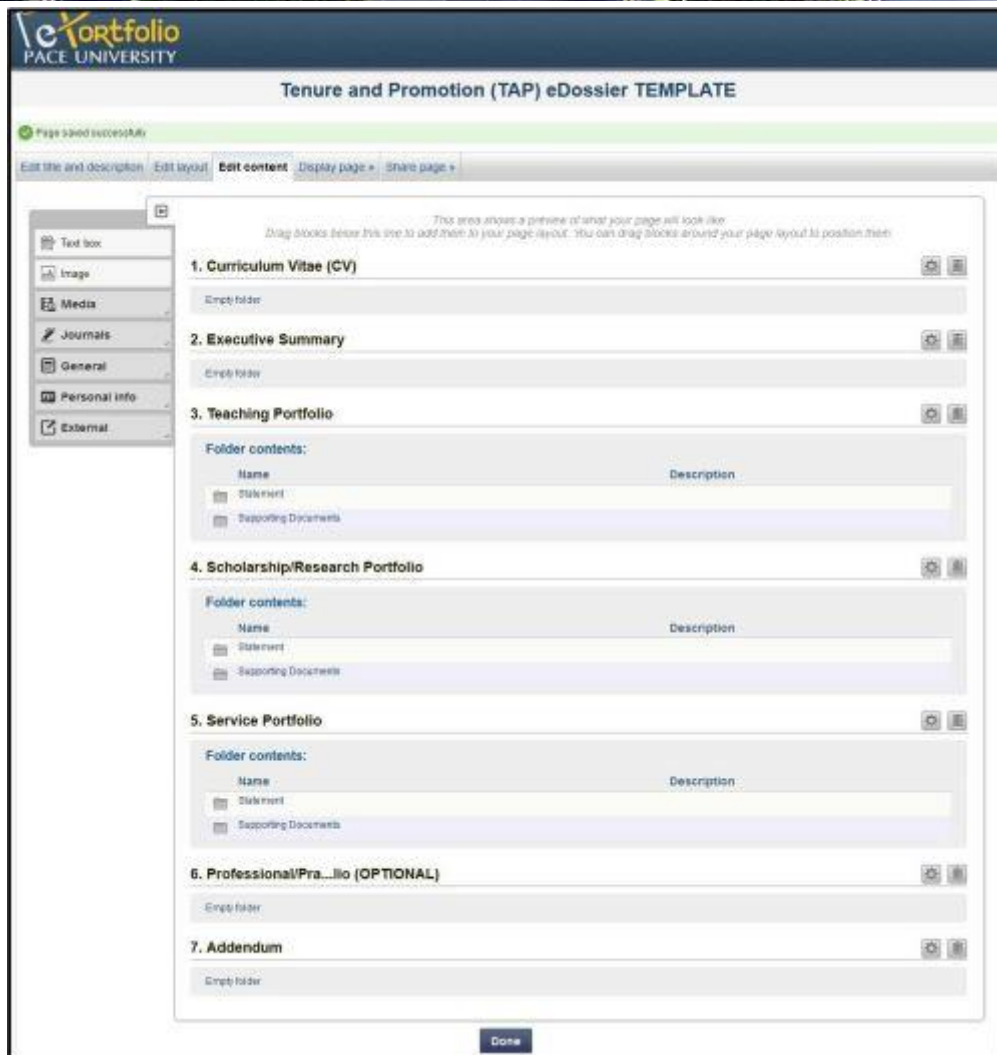
Tags: Show my tags

Name display format * Display name (Armando Villavicencio)

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

Save

- 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

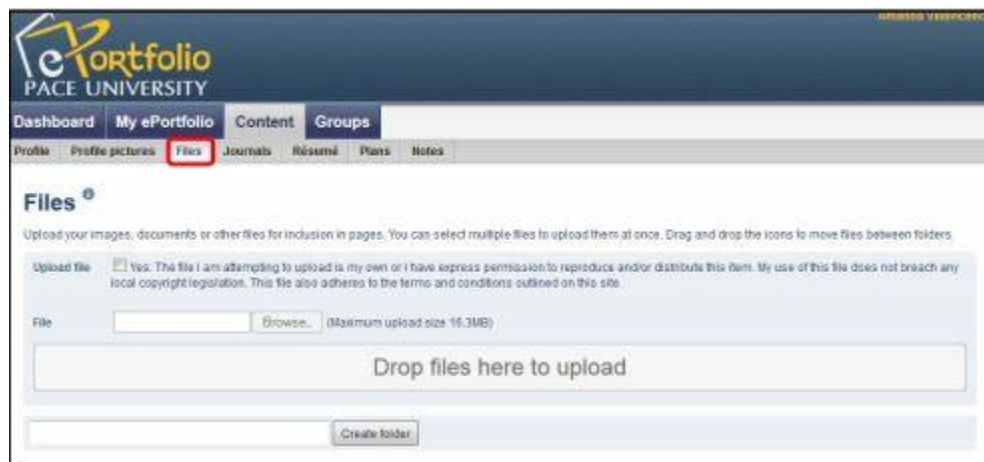
1. Click on the ePortfolio icon to be taken back to the Homepage



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.



Home				
Name	Description	Size	Date	
Art of Film - Fall 2011			15/02/2012	
English Essays			15/02/2012	
Grad Files			19/09/2014	
Learning Community - Fall 2010			15/02/2012	
Pictures			19/09/2014	
Profile Images	Image files		19/09/2014	
Undergrad Files			19/09/2014	
Videos			19/09/2014	
viewfiles	Files from copied pages		09/10/2014	
Academic Technology Fall 2014 Schedule.docx		32.8K	05/09/2014	
amanda_resume.pdf		114.7K	10/04/2014	
Disent.jpg		826.1K	02/10/2014	
Email.pdf	Description	142.8K	19/09/2014	
resume.docx		18K	12/04/2012	
sample.pdf	Description	143K	02/10/2014	

Download folder content as a zip file

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.

Files[®]

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop file icons to move files 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 (Maximum upload size: 16.388)

Drop files here to upload

Home / viewfiles

Name	Description	Size	Date	
	Parent folder			
173877	Files copied from Tenure and Promotion (TAP) eDossier TEMPLATE		09/10/2014	

Download folder content as a zip file

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

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files 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: (Maximum upload size 16.3MB)

Drop files here to upload

Home / viewfiles / 173877

Name	Description	Size	Date
Parent folder			
1. Curriculum Vitae (CV)			08/10/2014
2. Executive Summary			08/10/2014
3. Teaching Portfolio			08/10/2014
4. Scholarship/Research Portfolio			08/10/2014
5. Service Portfolio			08/10/2014
6. Professional Letter (in progress)			08/10/2014
7. Addendum			08/10/2014

Download folder content as a zip file

Version Mahara 1.9.1; Updated September 2014

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

Files

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files 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.

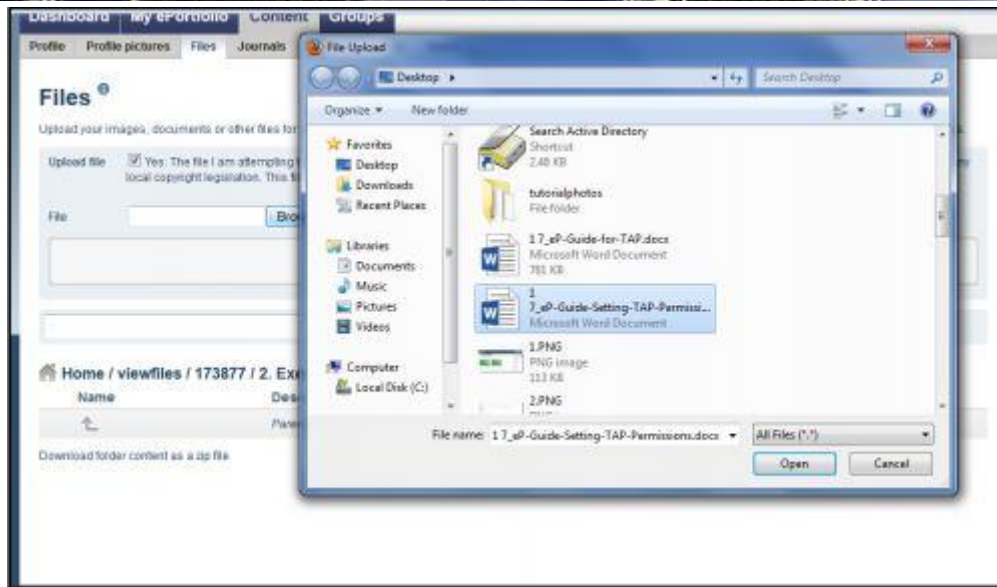
File: (Maximum upload size 16.3MB)

Drop files here to upload

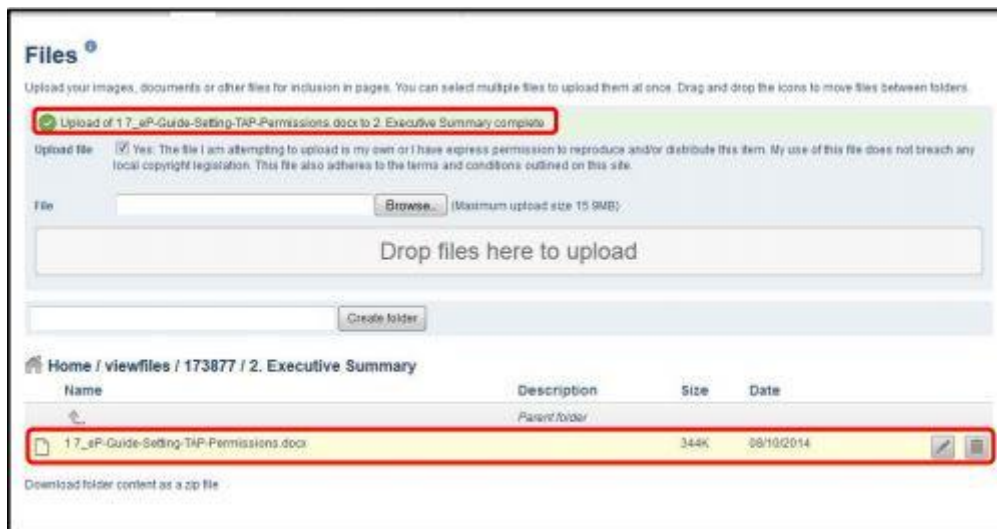
Home / viewfiles / 173877 / 2. Executive Summary

Name	Description	Size	Date
Parent folder			

Download folder content as a zip file



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



ePORTFOLIO

Tenure and Promotion (TAP) eDossier TEMPLATE

By Amanda Vitale

1. Curriculum Vitae (CV)

Refresh folder

2. Executive Summary

Folder contents:

Name	Description
 T_P_Executive-Summary-VP-Financial.docx	

3. Teaching Portfolio

Folder contents:

Name	Description
 Statement	
 Supporting Documents	

4. Scholarship/Research Portfolio

My Notes: