

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".



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	Pages	Create page Copy a page
	Search: Title, description, tags 💌 Search	
	Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
	Profile page Your profile page is what others see when they click on your name or profile picture.	
	Academic Materials	
	Co-curricular /Extracurricular Activities	
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3. **Search** for the page titled **"Tenure and Promotion (TAP) eDossier TEMPLATE"** by the Academic Portfolio Workshop.

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

Showcase





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

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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.



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Part II: Populating the Folders

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

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2. Once at the homepage, **select the "Content"** tab.



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3. Under Content, select "Files".

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rofile Profil	e pictures <mark>Fres Journals Résumé Plans Notes</mark>
Files 0	
Files	
Upload your in	rages, 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	E Yes. The file I am alternyting to upload is my own or I have express permosion to reproduce and/or distribute this item. We 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	Browse. (Maximum upload size 16.3MB)

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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-	Art of Film - Fall 2011	Description	JIL V	16/02/2012	
65	English Essays			16/02/2012	
m	Grad Files			19/00/2014	
-	Learning Community - Fall 2010			16/02/2012	
-	Pictures			18/09/2014	
m	Profile Images	Image files		19/09/2014	
10	Undergrad Files			10002014	
80	Videos			19/09/2014	
-	viewfiles	Files from copied pages		08/10/2014	
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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.

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	Files copied from Tenure	and Pro	motion (TAP) eDossier TEMPLATE		08/10/2014	
173873						

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



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	3. Teaching Portfolio		08/10/2014		
	4. Scholarship/Research Portfolio		08/10/2014		
	5. Service Portfolio		08/10/2014		
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	m 7. Addendum		08/10/2014 Version Mahara 1.9.1; Updat	ed September 2014	

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

Download folder content as a zip file

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

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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**.



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My Notes:



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