



**NEW YORK INSTITUTE  
OF TECHNOLOGY**

College of Osteopathic  
Medicine

# Mahara Faculty Instructions

(FOR REAPPOINTMENT AND PROMOTION)

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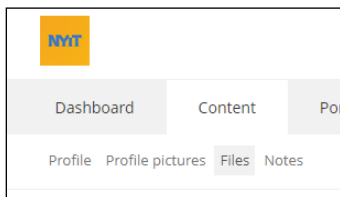
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## STEP 1: COLLECT DOCUMENTATION

- On your computer organize documentation in a folder “My Mahara Documents”
- Open the ‘My Mahara Documents’ and create a folder for the Year (for example 2022)
- Collect all the documents in that folder
- Use a standardized naming convention for your documents for each Mahara section. For example John Doe might name his files [**Mahara section**: sample file name]:
  - 1- **Department Chair’s Review & Recommendation**: 1DCRR-JDOE.pdf
  - 2- **Annual Faculty Report**: 2AFR-JDOE.pdf
  - 3- **Teaching Reviews**: 3TR-JDOE-1.pdf
  - 4- **Evaluation Letters**: 4EL-JDOE-1.pdf (\* applies only to promotion candidates)
  - 5- **Supporting Documents**: 5SD-JDOE-ResearchPublication–NanoTubesInDrugDelivery–2021.pdf
  - 6- **CV**: 6CV-JDOE.pdf
- Create PDFs by using the “Save As” PDF feature in MS Word (Web [reference](#))
- Be sure to optimize PDFs (Web [reference](#); If you don’t have Acrobat Pro, *contact Service Central at ext. 1400*)

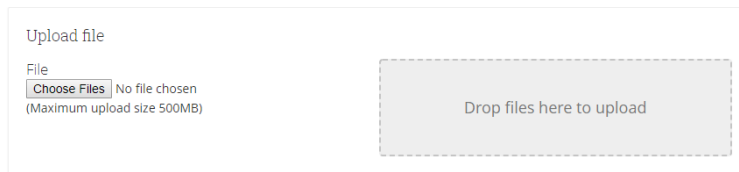
## STEP 2: UPLOAD FILES TO MAHARA FROM YOUR COMPUTER/FLASH DRIVE

- URL: <https://faculty-eportfolio.nyit.edu>
  - Log in using your NYIT email username and email password
- [\* Please note, users who are manually added may receive an email with username and password. Please disregard this email and use your NYIT username and password.]
- Click “**Content**” Tab → Click “**Files**”



- To Make a Folder based on year: Type Folder Name → Click “**Create Folder**”
- 
- To open the newly created folder, Click the Folder Name you just created

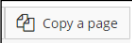
- To Add Files: Click **“Choose Files”** → Browse for files and Click Open

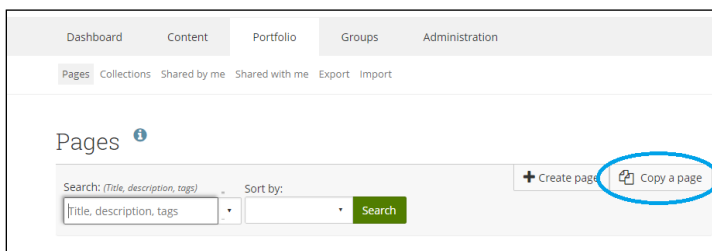



(\*Tip: while browsing by holding Shift or Control button you can select multiple files for upload in one go)

- Be sure to only put public information ....no personal confidential information anywhere

### STEP 3: CREATE A PAGE

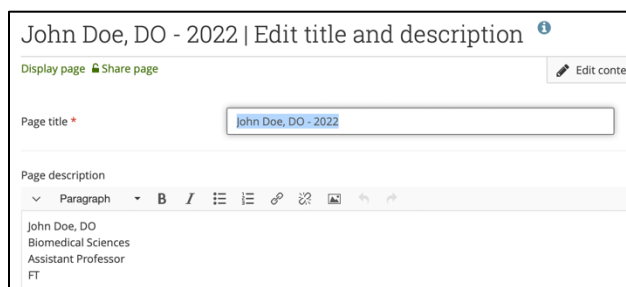
- Click **“Portfolio”** → Click  →



Search 'nyitcom' and look for **“Template – NYITCOM”** then Click 



*If you can't find NYITCOM template, please reach out to ATG, as your profile might be missing COM*



- Edit title and description (for example, title can be 'John Doe, DO – 2022'. Template has guide for entering description)

- Click 

## John Doe, DO - 2022 | Edit content <sup>1</sup>

Display page Share page

Edit content Edit layout Edit title and description

This area shows a preview of what your page will look like.

Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

Text	+ Dean / Vice President, Review and Recommendation	
Image	+ Site Dean, Review and Recommendation	
Media	+ Reappointment and Promotion Committee (RPC), Review and Recommendation	
General	+ 1 - Department Chair's Review & Recommendation	
Personal info	+ 2 - Annual Faculty Activity Report	
External		

### • Adding Files

- First click on **the gear symbol** next to the appropriate section
- Then open the 'Files' section by clicking
- Under the 'Home' heading locate your folder, open it and click on next to files appropriate for this section

1 - Department Chair's Review & Recommendation: Configure

Block title: 1 - Department Chair's Revi

Files

Files

1DCRR-JDOE.pdf

My files Group files Institution files Site files

Upload file

File

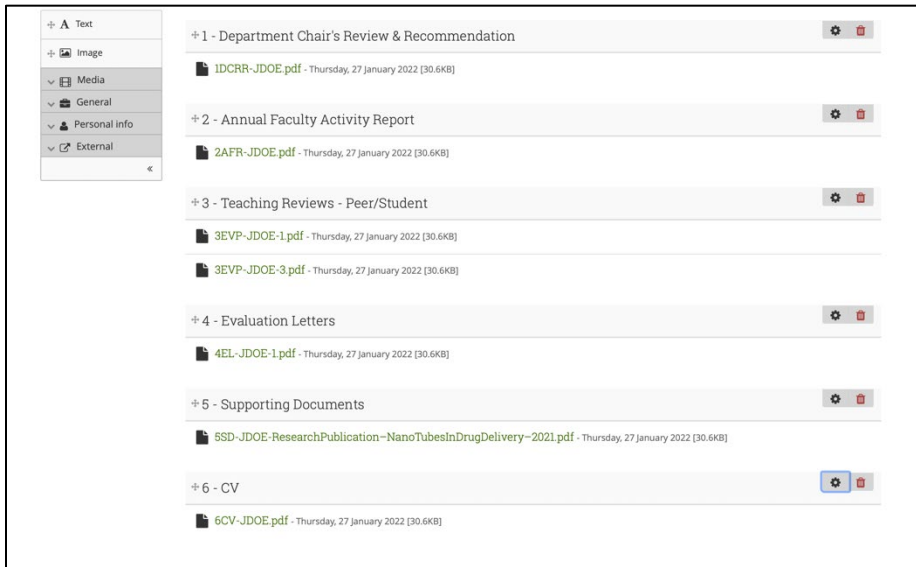
Choose Files no files selected  
(Maximum upload size 500MB)

Home / 2022

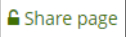
NAME	DESCRIPTION	SIZE
Parent folder	Parent folder	
1DCRR-JDOE.pdf		

- Be sure to Save the page by scrolling down and clicking
- Repeat above steps for updating all the sections applicable

- Sample screenshot after files added

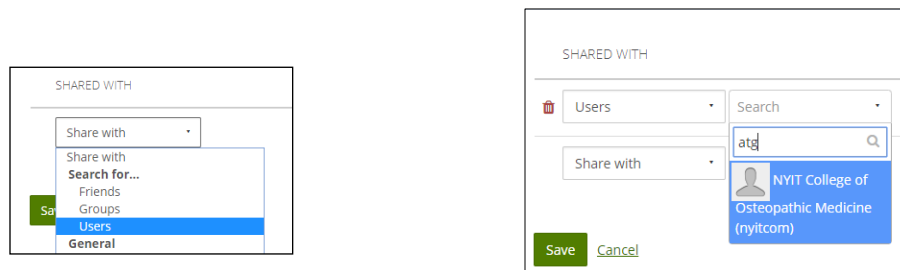


#### STEP 4: SHARE PAGE WITH ATG AND YOUR CHAIR

- Click **Share Page**  → Click drop-down “Share with” →



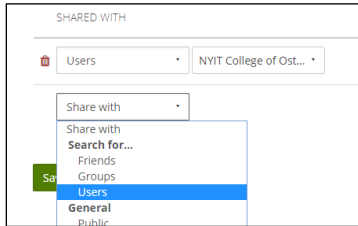
\*if you don't see Share Page then, click on 'Edit content' first



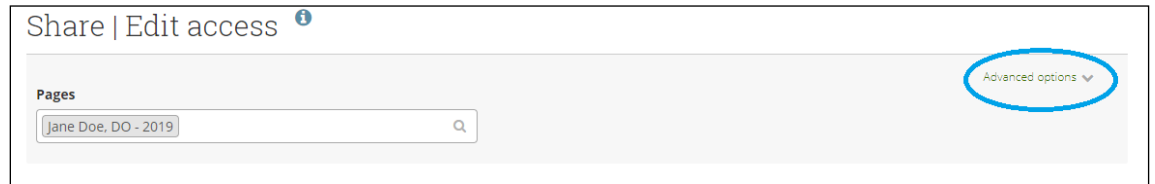
Select “Users” from drop-down list → Enter “atg” in Search field →

Click to select “NYIT College of Osteopathic Medicine (nyitcom)” from the search result

- Click on 'Share with' drop-down and repeat the same process. This time search for **your department chair's email Username**

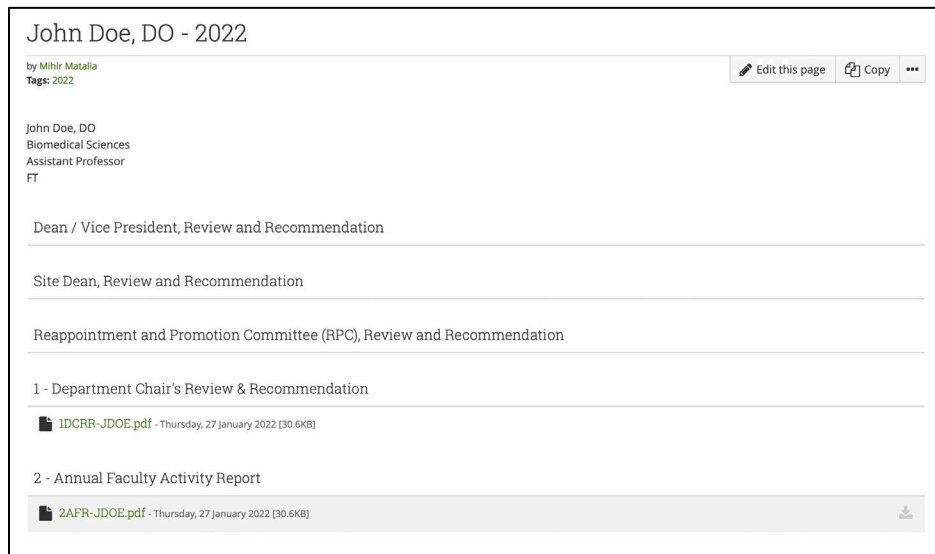


- Before sharing check your advanced options settings
  - Open Advanced options by clicking "Advanced options"



In Advanced options, make sure 'Allow comments' is set to  No and 'Allow copying' is set to  Yes

- Make sure to scroll down and Click on **Save** to complete sharing process
- Congratulations, your page now is ready for review by your Chair. Please notify them that your page is complete



## IMPORTANT REFERENCES

### PROFILE PAGE SECTIONS

**Dean / Vice President, Review and Recommendation:** VPHSMAYear-FirstInitialLastName (for example VPHSMA2022-JDOE) (uploaded by Dean / VP)

**Site Dean, Review and Recommendation:** DRRYear-FirstInitialLastName (uploaded by Site Dean)

**RPC, Review and Recommendation:** RPC-RR-Initials (uploaded by RPC)

- 1- **Department Chair's Review & Recommendation** (uploaded by faculty member)
- 2- **Annual Faculty Activity Report** (uploaded by faculty member)
- 3- **Teaching Reviews** – Peer/Student (uploaded by faculty member)
- 4- **Evaluation Letters** (\*Only for Promotion Candidates - uploaded by Department Chair's office; if promotion candidate is a Department Chair then RPC Chair needs to upload evaluation letters)
- 5- **Supporting Documents** (uploaded by faculty member)
- 6- **CV** (uploaded by faculty member)

### RPC COMMITTEE TYPES OF DOCUMENTATION:

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#### TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

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#### SUPPORTING DOCUMENTS (SOME EXAMPLES):

- Research Publications
- Published Abstracts
- Journal Publications
- Research Papers
- CME Activity Summary
- Conference Speaking / Presentations / Lecture Series
- Poster Presentations
- Letter of Acknowledgement
- Certifications



- Grants  
Statement/Documents

- Unique Lecture  
Presentations

- Case Studies

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CV:

- CV NYITCOM format (required for RPC) (Mahara [URL](#) to download the template)