



Navigate to the Group

When you log in, you will see your groups listed on the right-hand side of the page. Click on a group to go to its page.

Note: if you do not see any groups listed on the right, scroll down to the bottom of the page - your groups will be listed there.

The screenshot shows a web browser window at <https://faculty-eportfolio.nyit.edu>. The page has a navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. The main heading is 'Faculty e-Portfolios'. A red warning message states: 'This site does not work properly when viewed with Internet Explorer; please use Firefox, Safari, or Chrome instead.' Below this, there is a list of groups: 'New York Faculty and Staff (except NYITCOM)', 'Global Faculty', and 'NYITCOM Faculty'. On the right side, a user profile for 'Faculty2 Member2' is shown with a list of 'My groups:' containing 'Demo Group 1' and 'Demo Group 2'. A red box highlights this list. At the bottom, there is a contact section with the text: 'Need help? Contact us!' followed by contact information for MA, Global faculty, and NYITCOM. An 'Edit dashboard' button is located at the bottom right.



Select an ePortfolio to Review

You will see a heading that says: "Pages shared with this group by others"

Each faculty member's ePortfolio is listed there. Click on the ePortfolio you want to review, and you will be taken to that page.

The screenshot shows a web browser window with the URL <https://faculty-eportfolio.nyit.edu/group/demo-group-1>. The page header includes the NYIT logo, a search bar, and user information for 'Faculty2 Member2'. The main navigation bar has tabs for 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below this, there are links for 'My groups', 'Find groups', 'My friends', 'Find friends', 'Institution membership', and 'Topics'. The main content area is titled 'Demo Group 1' and includes sub-tabs for 'About', 'Members', 'Forums', 'Pages', 'Collections', 'Journals', and 'Files'. A sidebar on the right shows the user's profile and a list of groups: 'Demo Group 1' and 'Demo Group 2'. The main content area has a heading 'About | Demo Group 1' and a message: 'You are a member of this group. Created: 9 October 2013'. It also lists group statistics: '6 Members', '1 Pages', '0 Files', '0 Folders', '1 Forums', '0 Topics', and '0 Posts'. The group administrators are listed as 'Francine Glazer' and 'Daphne Kohavy'. Below this, there is a section for 'Group pages' which states 'There are no pages in this group yet'. At the bottom, there is a section titled 'Pages shared with this group:' which contains two entries: 'Comment 2014-15 TEMPLATE Personnel Portfolio (1) by Faculty Member' (updated 27 November 2015) and 'Faculty Member Personnel Portfolio by Faculty2 Member2' (updated 30 November 2015). A red box highlights the second entry, and a red arrow points to it.



Click on "Add comment"

https://faculty-eportfolio.nyit.edu/user/faculty2/faculty-member-personnel-portfolio

NYIT Search users Faculty Member Settings 0 Logout

Dashboard Content Portfolio Groups NF2014 smallerfile.jpg (90.1KB)

Faculty Member Personnel Portfolio

by Faculty2 Member2

Department of Silly Walks

Vice-President, Review and Recommendation

[Add comment](#) [Details](#)

Dean, Review and Recommendation

[Add comment](#) [Details](#)

SPC Chair, Review and Recommendation

[Comments \(1\)](#) [Add comment](#) [Details](#)

DPC Chair, Review and Recommendation

[Comments \(1\)](#) [Add comment](#) [Details](#)

Executive Summary of the Portfolio



Upload letter as PDF file

1. Type in brief description of attachment
2. Click *Choose File* (note that some browsers may have a button that says *Browse* instead).

NOTE: do NOT change the setting for *Make Public*. The setting must stay *Yes* for the other reviewers to be able to access the letter.

The screenshot shows a web browser window with the URL <https://faculty-eportfolio.nyit.edu/artefact/artefact.php?view=1884&artefact=53552>. The page title is "Dean, Review and Recommendation | Faculty Member Personnel Portfolio by Faculty2 Member2". The interface includes a navigation bar with "Dashboard", "Content", "Portfolio", and "Groups". A search bar and user information ("Faculty Member", "Settings", "0", "Logout") are visible. The main content area shows a "Comments" section with an "Add comment" form. The form has a text area containing "letter from Dean" (annotated with a red circle and the number "1") and a "Make public" toggle set to "Yes". Below the form is an "Attach file" section with a "Choose File" button (annotated with a red circle and the number "2"), a "No file chosen" status, and an "Add attachment" button. At the bottom of the form are "Comment" and "Cancel" buttons.



Upload letter as PDF file, cont'd

1. Navigate to file on computer and select it. Click *Open* to upload the file
2. Click *Comment* to attach the file

The screenshot shows a web browser window with the URL <https://faculty-eportfolio.nyit.edu/artefact/artefact.php?view=1884&artefact=53552>. The page displays a comment form for a portfolio entry titled "Dean, Review and Portfolio by Faculty2 Me". A file selection dialog box is open over the form, showing the "outbox" folder. The file "dean - letter.pdf" is selected, and the "Open" button is circled in red with the number "1". The comment form includes a text area with the text "letter from Dean", a "Make public" toggle set to "Yes", and an "Attach file" section with a "Choose File" button. The "Comment" button at the bottom left is circled in red with the number "2".



Success!

Your letter has been uploaded successfully

The screenshot shows a web application interface for an ePortfolio system. At the top, there is a navigation bar with the NYIT logo, a search box labeled "Search users", and user information: "Faculty Member", "Settings", "0" (likely notifications), and "Logout". Below the navigation bar are tabs for "Dashboard", "Content", "Portfolio", and "Groups".

A green notification banner at the top of the main content area displays the message "Feedback submitted", which is highlighted with a red box. Below this banner, the page title is "Dean, Review and Recommendation | Faculty Member Personnel Portfolio by Faculty2 Member2".

The "Comments" section is highlighted with a red box. It shows a comment from a user named "Faculty Member" dated "30 November 2015, 11:54 AM". The comment text is "letter from Dean". To the right of the text, there is an "Attachments (1)" section showing a file named "dean - letter.pdf" with a size of "22KB". Below the comment, it indicates "1 comment".

Below the comment is an "Add comment" section with a rich text editor. The editor has a toolbar with options for Paragraph, Bold (B), Italic (I), List, Link, Image, and Undo/Redo. The text area contains a single paragraph "p". At the bottom of the editor, there is a "Make public" checkbox, which is currently checked and labeled "Yes".