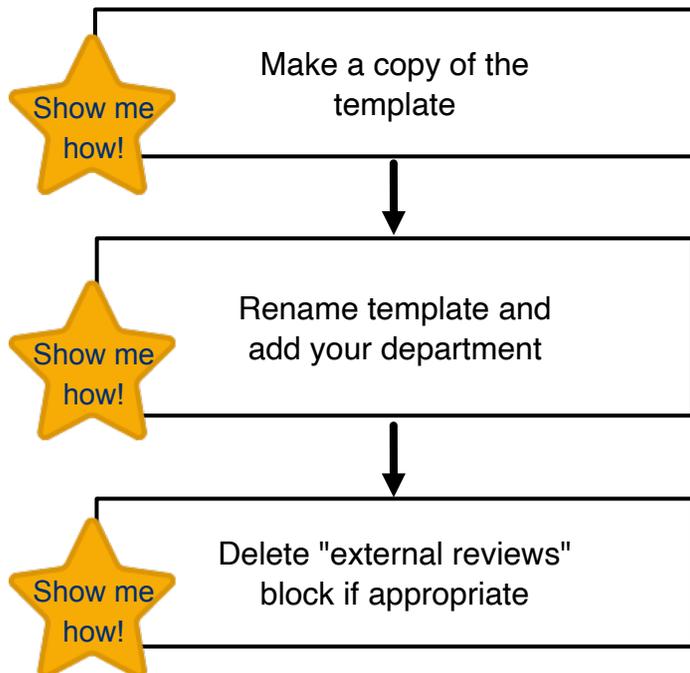# Faculty e-Portfolio

Quick Start Guide

1. Update your folders and documentation using the correct file names
2. Zip the folders
3. Backup and delete last year's ePortfolio
4. Copy the portfolio template
5. Upload zip file and decompress your materials
6. Link to (new) ePortfolio page
7. Submit ePortfolio

CREATE YOUR FOLDERS

Download school-specific folders from website

⬇

On your computer: save all files as PDFs; name using appropriate File Naming Conventions; put into folder set.
(CV, executive summary, and chair's letter go in top-level folder)

Show me how!

⬇

Zip the completed folders.
(Keep a complete set of folders on your computer as a backup)

⬇

Login to ePortfolio site, backup and delete last year's ePortfolio

⬇

Upload zip file (of updated folders) and decompress

Show me how!

⬇

Link folders and files to new template

Show me how!

⬇

Submit ePortfolio by sharing with Personnel Portfolios
(with permission to copy)

Show me how!

COPY THE PORTFOLIO TEMPLATE

Make a copy of the template

Show me how!

⬇

Rename template and add your department

Show me how!

⬇

Delete "external reviews" block if appropriate

Show me how!

Complete documentation is available online at
nyit.edu/academic_affairs/faculty_eportfolios/