# Faculty E-Portfolio Guidelines

Annual Evaluation June 2021

# Table of Contents

Introduction
Blackboard Learn
How to Login to Blackboard Learn
Access E-Portfolio Tool
Using Artifacts for E-Portfolio
Add an Artifact Using My Artifacts Page5
Delete an Artifact Using My Artifacts Page8
Edit an Artifact Using My Artifacts Page10
How to create your E-Portfolio11
Navigating the E-Portfolio15
Portfolio Header15
Navigation Panel16
Adding a Page16
Editing a Page Title
Deleting a Page
Adding a Section19
Editing and Deleting a Section21
Settings
Preview and Customize:22
Done Editing23
Adding Artifacts to your E-Portfolio23
Snapshot Link
Create a Snapshot Link:
Annual Review Template
Faculty Information
Faculty Narrative
Appendixes
Submitting your E-Portfolio

### Introduction

The process of submitting Faculty Annual Evaluations has been moved to an electronic format to eliminate some of the issues that occur with a physical binder submission process. The Office of Academic Affairs, in consultation with the Academic College Dean's Offices and Distance Learning and Instructional Technology, has utilized current software technology to make this possible. This guide will give instructions as well as helpful suggestions to help faculty create their E-Portfolio and submit it successfully for review.

## Blackboard Learn

The E-Portfolio will be created through Blackboard Learn which all faculty members who teach have access to. For faculty who do not teach, access will need to be requested from Distance Learning & Instructional Technology. You can contact them at 361-593-2860 or through a support ticket through IT Support at 361-593-HELP (4357).

### How to Login to Blackboard Learn

Select the JNET link on the top corner of the University's homepage.



Once selected, a log in screen will appear. You will log in using your university credentials (same credentials you use to log into university computers and university email).

TEXAS A&M KINGSVILLE® Welcome to JNET You have requested login to JNET					
Sign in to your account	Important Dates				
Username (ex. kuabc123)					
Password					
Sign in Create your password. Forgot your password?					
ITech Support Services 361-593-4357 (HELP) 24/7					
Duo multifactor authentication is enabled for employees. Click here for more information.					

Once your credentials have been submitted, you will be taken to the JNET homepage which contains information for faculty. At the top right hand corner there are various icons available. Select the "Bb" icon to access Blackboard Learn.

👚 Go to 🔻 🛛	Abigail E De La Mora <u>sign Out</u>
	🖻 🔾 🕒

Because your login was done through JNET, you will automatically be logged into Blackboard Learn.

### Access E-Portfolio Tool

Once you have logged into Blackboard Learn, you will be taken to the Institutional Homepage. On the left hand side there is a navigation sidebar that has "Tools" as one of the options.



Once you have selected "Tools", you will be taken to a Blackboard Tools listing. The focus of this guide will be the "Portfolio" Tool section.

Blackboard Tools			
Content Collection	ି ଅନ Portfolios	्तू) पुष्ट Goals	Goal Performance
Application Authorization			

You will then be taken to My Portfolios screen. This screen may be blank depending on whether or not you have used Blackboard E-Portfolios in the past. (This example has two portfolios currently saved).

My Portfolios	My Portfolios Portfolios dismostrate formative and/or summative progress and achievement. The My Portfolios Page contains of your portfolios. Tou can orean additional portfolios, modify, share and delete existing portfolios.	
	Create Portfolio	Search
My Artifacts	C Pedi to select all items     Delete	Sort by: Trie + Ascending + View as:
Shared with Me	Continuation Template	
	0 Comments 0 Comments	
	Edit View More Edit View More	
	Dees	
		Displaying 1 to 2 of 2 items Show All Edit Paging

# Using Artifacts for E-Portfolio

Faculty will add documents to their E-Portfolio using the Artifacts option. The benefit of using this option is that:

- Artifacts are retained in the My Artifacts Page which is similar to a library or archive of the uploaded documents. The documents remain there unless they are removed by the faculty member and can be accessed anytime the faculty member is in Blackboard.
- Artifacts can be used on multiple portfolios at the same time without compromising the portfolio or the document.
- If the artifact is removed from the E-Portfolio, it is still accessible in My Artifacts and can be added again to the portfolio.

Artifacts need to be in PDF files for accessibility and ease of access for reviewers. Instructions on how to convert existing documents to PDF is located on the <u>Promotion and Tenure webpage</u> for reference.

There are two ways faculty can add artifacts: through My Artifacts page prior to E-Portfolio creation (preferred method) or using the Add Artifact button on created E-Portfolios. The below section will provide instructions of how to add artifacts to the My Artifacts page prior to the E-Portfolio creation. Instructions to add an artifact directly through the E-Portfolio will be discussed in the Add Artifact section.

#### Add an Artifact Using My Artifacts Page

When you first enter the E-Portfolio Tool homepage, you will notice various options on the left hand side navigation bar. To start adding artifacts, click on the My Artifacts option.



You will be taken to the My Artifacts page. If you have never added artifacts to the E-Portfolio tools, there will be none listed. In the example below, several files have been loaded in a table indicating the title, description, type, course, and date added. If you have no artifacts added, this table will not exist.

My Portfolios	My Artifacts Artifacts are pieces of content that can be attached to a Portfolio and can be reused. Course artifacts are graded content from your course and remain available to you even if you no longer have access to your course. Personal artifacts are any content (test, files, links and multimedia assets) you creater lupload.					
My Artifacts	Add Personal Artifact Add from Course					Search
	→ Delete					
Shared with	C TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED 🤝	
Me	Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM	
	Appointment Letter - Jane Doe	Apointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM	
	Test Folder		Personal Artifact		May 17, 2021 1:30 PM	
	CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM	
	Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM	
	Delete				Displaying 1 to 5 of 5 items Show Ail Ed	t Paging

Personal Artifacts are those selected from files on your computer that are uploaded to Blackboard Learn. (Add from Course is designated more for students who wish to upload submitted assignments; this does not apply to you.) **Select the Add Personal Artifact link.** 



Once you have clicked on the link, you will be taken to the Add Personal Artifact screen. All areas with a red asterisk are required fields.

icates a required field.		
FACT INFORMATION		
er basic information about the Personal Artifact.		
Ticle		
icription		
	2	
	Character cours: 0	
description isn't included when the artifact is added to a portfolio. It is an aid to help you find your artifacts in the future.		
cify the content of this Personal Artifact.		
tent		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	□ 1 % ≈	
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$		
	i i	
	*	
ht p	Words:0 🦼	
Arrach Elas		·····
Browse My Computer Browse Content Collection		
		/

The first required box is the Title. This will be the title of the Artifact (file) that will be displayed on your E-Portfolio. Make sure the title you give to the document is clear so the reviewers know which document they are viewing. (e.g. Annual Evaluation Narrative - 2018).

Enter basic information about the	Personal Artifact.	
* Title		

The next box is the Description box. This is not a required field and will not show up on the E-Portfolio when it is attached. This box is for your use in case you wish to add a statement to help you identify this particular file. It may be helpful to add a description to help locate files through the search bar. You can leave this box blank if you like.

	Description	
		-
L	Character count	nt: 0 //.
	The description isn't included when the artifact is added to a portfolio. It is an aid to help you find your artifacts in the future.	

The next box is the Content Box. This is where you can put a statement that will be seen by the reviewer about this particular file. If you feel you need to explain anything about the file to the reviewers, you may use this area for that explanation. This is not a required field to add the artifact and can be left blank.



The information typed in the content box will be displayed like the image below for reviewers.



The final area is the Attach File Box. This will allow you to either browse your computer or browse the content collection. **Always use the Browse My Computer option**. (The Browse My Content Collection is designed for students who are uploading content from their coursework.)

Attach Files		 	Ì
Browse My Computer	Browse Content Collection		
ļ	•	 	

Once selected, a file explore window will appear for you to search your files on your computer or flash drive to select the appropriate file to attach. Once you have selected the file, click on the Open button at the bottom of the window.

The file will then be attached and listed below the box as the attached file. If you would like to add an additional file(s) to the artifact, repeat the Browse My Computer step for each additional file(s)

File Name	Link Title	
Annual_Evaluation_of_Faculty.pdf	Annual_Evaluation_of_Faci	Do not attach

You may change the Link Title if you like. If you accidentally attached the wrong file, click on the Do not attach link at the end to remove the file. You will be given a prompt asking you if you are sure you do not want to attach. You can click OK and the file will then be removed.

Once all the information is added and the file is attached, you can **click on the Submit button** at the bottom of the window.

Attach Files	Browse Local Files	Browse Content Collection				
Attached files						
File Name			Link Title			
Annual_Evaluation_of_Faculty.pdf			Annual_Evaluation_of_Fac		Do not attach	
Click <b>submit</b> to proceed.						Cancel Submit

You will be taken back to the My Artifacts page and will see your newly added Artifact in the listing.

My Portfolios	My Artifacts Artifacts are pieces of content that can be attached to a Portfalio and can be reuse create/upload.	d. Course artifacts are graded content from your course and remain available	e to you even if you no longer have acces	ss to your course. Personal art	ifacts are any content (text, files, links and multimedia a	153ets) you
My Artifacts	Add Personal Artifact Add from Course					Search
10						
Shared with		DESCRIPTION	TYPE	COURSE	DATE ADDED 🗢	
Me	Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM	
	Appointment Letter - Jane Doe	Apointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM	
	Test Folder		Personal Artifact		May 17, 2021 1:30 PM	
	CV-jane Doe		Personal Artifact		December 3, 2020 11:12 AM	
	Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM	
	Devre				Displaying 1 to \$ of \$ items Show All Ed	it Paging

Continue to repeat the steps until all your documents are added to the My Artifacts page.

#### Delete an Artifact Using My Artifacts Page

If there is an artifact that you would like removed, select the checkbox next to artifact you wish to delete and then click Delete button at the top of the table.

Delete				
ΠΠΕ	DESCRIPTION	ТҮРЕ	COURSE	DATE ADDED 🗢
Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM
Appointment Letter - Jane Doe	Apointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2;28 PM
Z Test Folder		Personal Artifact		May 17, 2021 1:30 PM
CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM
Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM
Delete				Displaying 1 to 5 of 5 items Snow All Edit Paging

A popup will appear indicating that the artifact will be deleted and this action is final and cannot be undone. If you are ok to continue, click on the Ok button in blue.

blackboard.tamuk.edu says This operation will delete the selected Personal final and can't be undone. Continue?	Artifacts. Thi	is action is
	ОК	Cancel

The artifact will be removed from your table and a banner will appear indicating that the artifact has been successfully removed.

Succes	s: Test Folder deleted.					0
Add F	ersonal Artifact Add from Course					Search
13	Delete					
	TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED 😎	
0	Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM	
0	Appointment Letter - Jane Doe	Apointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM	
	CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM	
0	Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM	
Ļ	Dates				Displaying 1 to 4 of 4 items Show Air Edit	Paging

You can also delete an artifact by hovering your mouse over the artifact you wish to delete until the gray arrow appears next to the title. Click on the gray arrow once available.

> Delete
TITLE
Appointment Letter - Jane Doe
🗹 CV-Jane Doe 🛇
Cover Sheet - Jane Doe
Delete

A drop down menu will appear with various options available. Select the Delete option in the listing.

✓ CV-Jane Doe	
Cover Sheet	Ø
Delete	Edit
	Preview
	Delete
L	

The same popup window asking to confirm the deletion will appear. If you are ok to continue, click on the Ok button in blue and the artifact will be removed from your listing.

blackboard.tamuk.edu says This operation will delete the selected Personal Artifacts. This action is final and can't be undone. Continue?			
	ОК	Cancel	

If the artifact was attached to any E-Portfolio, a red banner will appear indicating that the artifact could not be deleted because it is in use and also indicating which portfolios contain the artifact. You would need to remove the artifact from the portfolios before you can successfully delete the artifact.

Couldn't delete Appointment Letter - Jane Doe because this artifact is in use within 2 portfolio(s): Continuation Template, P&T Example.		8
Add Personal Artifact	Add from Course	Search

#### Edit an Artifact Using My Artifacts Page

You can edit existing artifacts on your My Artifacts Page. Edits can be done to the title, description, content and attached files. To edit an existing artifact, hover your mouse over the existing artifact so that a gray arrow appears next to the Title of the artifact. Click on this gray arrow.



A drop down menu will appear with various options. Select the Edit option to go to the Edit Personal Artifact screen.



You will be taken to the Edit Personal Artifact screen which is identical to the original screen when you added the artifact initially. Make your edits as needed.

Edit Personal Artifact Personal Artifacts are pieces of content itext, images, documents, and multimedia) that can be ottached to your Portfolio. The benefit of creating a personal artifact is that you can create it once, and reuse it across multiple portfolios.	
* Indicates a required field.	
ARTIFACT INFORMATION	
Enter basic information about the Personal Artiflect. Title CV-Jane Doe Description For the toolbar, press ALT+F10 (Mac).	
₩ ~	
P	0 WORDS POWERED BY TINY
The description isn't included when the artifact is added to a portfolio. It is an aid to help you find your artifacts in the future.	

When you have finalized your edits, click on the Submit button at the bottom of the page.

Click Submit to proceed.

Your edits will be applied to the artifact. These edits will also be reflected on any E-Portfolio this artifact is added to without having to re-add the artifact.

Instructions on how to add the artifacts in the My Artifacts Page will be discussed in the Navigating the E-Portfolio section.

### How to create your E-Portfolio

Once you have logged into Blackboard Learn, you will be taken to the Institutional Homepage. On the left hand side there is a navigation sidebar that has "Tools" as one of the options.



Once you have selected "Tools", you will be taken to a Blackboard Tools listing. The focus of this guide will be the "Portfolio" Tool section.

Blackboard Tools				
Content Collection	ୁଥିଲ ଅଟନ Portfolios	्कु) Goals	Goal Performance	
Application Authorization				

You will then be taken to the My Portfolios screen. This screen may be blank depending on whether or not you have used Blackboard E-Portfolios in the past. (This example has two portfolios currently saved).

My Portfolios	My Portfolios Portfolios after a means to demonstrate formative and/or summative progress and achievement. The My Portfolios Page contains all your portfolios. You can arease additional portfolios, modify, share and delete existing portfolios.	
	Create Portfolio	Search
My Artifacts	C Oheck to select all items Deere	Sort by: Title - Ascending - View as:
Shared with Me	Continuation Template	
	0 Comments 0 Comments	
	Edit View More Edit View More	
		Displaying 1 to 2 of 2 items Show All Edit Paging

Select the "Create Portfolio" option at the top of the screen.



You will be taken to the Create Portfolio section where you can fill out information and enable settings for your E-Portfolio.

reate Portfolio			
* Indicates a required field.			
GENERAL INFORMATION			
• Title	1		
Template	Select Portfolio Template Templates are pre-created content blacks that follow a certain order.		
Description			
- <del>2</del>			
		1	
		-	
		Character count: 0 //	
Available			
Comments are Private	If checked, all comments will be hidden from users who can view the Portfolio.		
Click Submit to proceed.			Cancel Submit

A "Title" for the portfolio is required in order to create a new E-Portfolio. It is requested that faculty use the following title format: LastName, FirstName – Application Type (e.g. Doe, Jane – Annual Evaluation 2021).

Once a title has been added, click on the "Select Portfolio Template" button below the Title box.

Select Portfolio Template	
Templates are pre-created content blocks that follow a certain order.	

There are several E-Portfolio templates available for faculty to use depending on the type of application they are submitting.

- <u>Tenure & Promotion Template</u> is used for individuals who are applying for tenure only, promotion only, or tenure and promotion. *Additionally, those going up for 4<sup>th</sup> Year Continuation (Mid-Tenure Review) will use this template.*
- <u>Continuation Template</u> is used for individuals who are submitting documents for their annual continuation review (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> year reviews).
- <u>Annual Evaluation Template</u> is used for individual who are submitting documents for their annual evaluation process.
- <u>Post-Tenure Review Template</u> is used for individual who are submitting documents for their post-tenure review process.

Select Portfolio Template			
Search for template:	60		
	DESCRIPTION		
<ul> <li>Annual Evaluation Template</li> </ul>	This template is to be used for Annual Evaluation reviews.		
<ul> <li>Continuation Template</li> </ul>	This template is to be used for Continuation reviews.		
<ul> <li>Post Tenure Review Template</li> </ul>	This template is to be used for Post Tenure portfolios.		
<ul> <li>Tenure &amp; amp; Promotion Template</li> </ul>	This template is to be used for Tenure and Promotion portfolios.		
	Displaying 1 to 4 of 4 items Show All Edit Paging Cancel Submit		

Select the type of template you are using and click Submit. You will see the template listed below the title. If you happen to select the incorrect template, click on the "Remove Portfolio Template" and repeat the steps above to select the correct type.

ate Portfolio		
Indicates a required field.		
SENERAL INFORMATION		
* Title	Doe, Jane - Continuation	
Template	Continuation Template Remove Portfolio Template Templates are pre-created content blocks that follow a certain order.	
Description	· <b>-</b>	
19 ·		
	ļ	
	Character count: 0 //	
Available		
Comments are Private	If checked, all comments will be hidden from users who can view the Portfolio.	
Click Submit to proceed.		Cancel Submit

The next box is the "Description" box. This is where you can provide a description of the Portfolio. This box is optional.

	-
	-
Chara	tter count: 0 🏾 🥂
	Charce

By default, "Available" and "Comments are Private" will be automatically checked off. Leave these areas checked.

Available	
Comments are Private	✓ If checked, all comments will be hidden from users who can view the Portfolio.

When you are finished, click the "Submit" button at the bottom of the screen.



Blackboard Learn will give you the option to "Take the Tour" on Getting Started with Portfolio or "Explore on your own".



You are welcome to take the tour if you like, which is an overview of the various areas of the Portfolio, or you can refer to this guide which will cover these areas as well as offer instructions specific to the templates. Once you are done with the tour or opt out of it, you will be taken to the Edit screen of the portfolio.

Edit Portfolio: Contin	dit Portfolio: Continuation Template				
Jane Doe - 3rd Year Conti	Jane Doe - 3rd Year Continuation Review 🧳				
•••••		Faculty Information 🧖			
Faculty Information	ê				
Faculty Information	8				
Curriculum Vitae (CV)	ŝ	Faculty Information			
CV - FirstName LastName	Ê	Add Artifact. No Artifacts. If there are no artifacts, this area won't appear in the portfolio.			
Appointment Letter	Ê	Name:			
Appointment Letter -     FirstName LastName	ê	Current Rank:			
Annual Report: Teaching		Department			
Performance	8	Type of Review:			
Teaching Performance     Summary	Ê				
Annual Report: Research and Scholarly Activities	8				
Research and Scholarly Activities Summary	ŝ				
Annual Report: Professional Growth Activities	Û				
Professional Growth     Activities Summary	ê				

## Navigating the E-Portfolio

After you have created your Portfolio, you will enter the Edit screen that will allow you to add and edit items into your portfolio. Edits to the Portfolio can only be done in this area.

Note: If your college has specific instructions/requirements, they will be listed in the "College Requirements Handout" for your specific submission type located in the "Instructions and Guides for E-Portfolio Submission" folder in your department course in Blackboard and also on the <u>Promotion and Tenure webpage</u>. If you do not see this handout for your submission type in the folder or on the webpage, it means that there are no additional instructions/requirements by your college for your submission type; in that case, simply follow the instructions in the template for your submission type.

#### Portfolio Header

The first item you can edit is the Header. This is first editable box at the top of the portfolio. You can do this by clicking the pencil icon next to the term "Faculty Member Name & Type of Review".

Edit Portfolio: Annual Ev	aluation Template
Jane Doe - Annual Evaluation	()

Once you have clicked on the pencil icon, a text box will appear that will allow you to enter your first name and last name as well as the type of the E-Portfolio you are creating. When you have finished your edits click "Save" at the bottom of the box to submit your changes.

Edit Portfolio: Annual Evaluation Template	
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	
Jane Doe - Annual Evaluation	
P	4 WORDS POWERED BY TINY #
	Cancel Save

Having the first name and last name listed in this area will allow individuals who view your portfolio to easily know whose application they are looking at regardless of what sections they are viewing in the portfolio. The header will display as below on each page of your application.



#### Navigation Panel

On the left hand side of the screen is the navigation panel. This displays all the sections of the template currently added.

Edit Portfolio: Annu	dit Portfolio: Annual Evaluation Template			
Jane Doe - Annual Evalu	ation			
·····•		Faculty Information 🖋		
Faculty Information	<b>B</b>			
Faculty Information	Û			
Faculty Narrative	ŧ	Faculty Information		
Teaching Performance	Û	% Add Artifact. No Artifacts. If there are no artifacts, this area won't appear in the portfolio,		
Research and Scholarly	ŧ			
Professional Development	nt 🏦	Name:		
Service	÷	Uppartment:		
♣ Appendix: Teaching Performance	ŝ	Corrent Marino Type of Review: Annual Evaluation		
Course Syllabi	Û			
List of Courses Taught	Û			
Student Rating of Instruction (SRI)	ŧ			
	ê	0		
Additional Information	Û			
Appendix: Research and Scholarly Activities	1 8			

Text in the navigation that is in bold indicates pages within the portfolio, while non-bold text are the sections within each page.



The arrows next to each section allows the sections to move their location in the list. Clicking on the arrows will bring a list of locations where you could move the item. It is recommended to not use these as all items in the template are listed in the correct order. It is only referenced in this guide in the event that a portfolio page or section accidentally gets moved or a new page or section is added.

	<ul> <li>Faculty Information</li> <li>Faculty Information</li> </ul>	
Faculty Info After Facult After Apper After Apper After Apper After Apper After Apper	y Narrative dix: Teaching Perform dix: Research and Sch dix: Professional Grow dix: Service	nance holarly Activities wth and Activities

Each section and page also has a trash can icon on the right hand side to delete the page or section. Just as in the case of the arrows, this should not be used as each page and section is created as per the University Portfolio Guidelines.

#### Adding a Page

In the navigation pane, there is an option to add a Portfolio page. While most will not need to use this option since the template has the appropriate sections already added, some colleges may ask for

additional pages to be added for required college information. To add a page, click on the plus item at the top of the navigation pane.



Once clicked, a new page will be added to the very bottom of the navigation pane. The newly created page will have a generic name (e.g. Page 7 as well as the section associated with it (e.g. Section 1). You can edit these titles as needed.

Bana seddad		
Page added		Page 7
Faculty Information	Û	
Faculty Information	Û	Cancel Save
Faculty Narrative	÷	
Teaching Performance	ŧ	
Research and Scholarly Activities	Û	Section 1
Professional Development	Û	
Service	Û	& Add Artifact: No Artifacts. If there are no artifacts, this area won't appear in the portfolio.
Appendix: Teaching Performance	ŧ	Click here to add content
🖨 Course Syllabi	Û	
List of Courses Taught	÷	
Student Rating of Instruction (SRI)	Û	
	Û	

Because the newly created page is at the bottom of your navigation pane, you may have to move it to another location along your navigation pane. To do this, go to the page you wish to move on the navigation pane. You will see up and down arrows next to the page name. Depending on whether you want move the page up the navigation pane or down the navigation pane, you will select either the up or down arrow. (Be sure to select the arrows next to the bold text to move the page).



A menu will appear with a listing of options of where to move the page you have selected. You will select the location you want the page to move to. In this example, Page 7 will be moved "After Faculty Information".



After you select your location option, the menu will disappear and the page will move to the location you selected. You can move pages back and forth as needed as long as you are in this editing screen

Jane Doe - Annual Evaluation 🔗				
•••••••••••••	O Page 7			
Faculty Information	÷			
Faculty Information	Û			
♣ Page 7	Û	Section 1	1	
Section 1	Û	Add Attifact. No Artifacts. If there are no artifacts, this area won't appear in the portfolio.		
Faculty Narrative	Û	City have be add another		
Teaching Performance	<b>B</b>	Click here to add content		
Research and Scholarly Activities	÷			
Professional Development	: 🗊			
Service	Û			
♣ Appendix: Teaching Performance	÷	······		

#### Editing a Page Title

Whether it is a new page or a current page, you may want to edit the title of the page listed. Select the pencil icon next to the page name you wish to edit.



An editable box will appear that will allow you to edit the page name. Once you have made your edits, click on the Save button at the bottom of the box to apply changes.

Page 7	
	Cancel Save

You will notice that the page title has changed not only in the editing box but also in the navigation panel.

••••••••••••••••••••••••••••••••••••••		Miscellaneous 🖉
Faculty Information     Faculty Information	8 8	******
Miscellaneous	ŧ	Section 1
Section 1	ê	% Add Artifact No Artifacts. If there are no artifacts, this area won't appear in the portfolio.
Faculty Narrative	Û	Cital have to add an text
Teaching Performance	ê	Click here to add content
Research and Scholarly Activities	ŧ	
Professional Development	Û	
Service	Ê	
Appendix: Teaching Performance	Û	

#### Deleting a Page

In some instances, you may need to delete a page in your E-Portfolio. For example, your college may ask you to do so (please refer to the college requirements handout posted in the department course under the Instructions and Guides for E-Portfolio Submissions folder or on the <u>Promotion and Tenure</u> <u>webpage</u>) or you may not have any documents or information to include in a particular section. Scroll through the navigation panel and locate the page you wish to delete. You will notice there is a trash can icon next to the page name (text in bold). Click on the trash can icon to delete the page.

÷	Miscellaneous	ŵ
\$	Section 1	Ŵ

A pop up window will appear asking if you are sure you want to delete the page. It also reminds you that all sections (text below the page name that is not in bold) will also be deleted. If you are OK with the deletion, click OK.



The page and its sections are now deleted from the side navigation pane.



Keep in mind that once a page and its sections are deleted, they cannot be reinstated into the E-Portfolio. Faculty will need to use the Adding a Page steps to re-add the page from scratch.

#### Adding a Section

Faculty may need to add additional sections to existing pages in their E-Portfolio. To add sections, select the page in the navigation panel to which you would like to add a section. Once the page is selected, you will see page and sections listed on the right hand side.

Edit Portfolio: Annua	l Eval	uation Template	
Jane Doe - Annual Evalua	tion 🤞		
·····•		Faculty Information 🥒	
Faculty Information	Û		
Faculty Information	Û		
Faculty Narrative	Û	Faculty Information	
Teaching Performance	÷	% Add Artifact. No Artifacts, if there are no artifacts, this area wont appear in the portfolio.	
Research and Scholarly Activities	e		
Professional Development	: :	Name:	
Service	Û	Department	
Appendix: Teaching Performance	÷	Type of Review: Annual Evaluation	
Course Syllabi	Û		
List of Courses Taught	Û		
Student Rating of Instruction (SRI)	Û		
Honors/Awards for Teaching	ŧ		
Additional Information	Û		
Appendix: Research and Scholarly Activities	Û		

Depending on where you would like the section to be added, you will either select the plus icon above or below the current sections available. In this example, a section is being added above the current section listed. Once the plus icon is selected, a new section will appear.

Edit Portfolio: Annu	al Eva	aluation Template	
Jane Doe - Annual Evalu	ation	1	
·····		Faculty Information 🥖	
Faculty Information	÷		
Section 2	Ē	<b>O</b>	
Faculty Information	ê	Şection 2	
Faculty Narrative	Ê		
Teaching Performance	Û	% Add Artifact. No Artifacts. If there are no artifacts, this area won't appear in the portfolio.	
Research and Scholarly Activities	Û	For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	
Professional Development	nt 🗊	B I U S Paragraph ∨ Arial ∨ 14px ∨ IΞ ∨ ΙΞ ∨ Δ ∨ Z ⋈ 10 10 0 5 ♂ E Ξ Ξ Ξ Ξ Z Ξ X <sup>2</sup> X <sub>2</sub> Ø 2	
Service	Û	⊕ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Appendix: Teaching Performance	Ê		
Course Syllabi	Û		
List of Courses Taught	Û		
Student Rating of Instruction (SRI)	Û		
Honors/Awards for Teaching	Û		
Additional Information	Û	P 0 WORDS FOWERD	BY TINY
Appendix: Research and Scholarly Activities	a 0	Cance	Save
Refereed Publications/Refereed Juried	Û	0	
Activities/Proceedings Non-refereed Publications/Non-referee	d .	Faculty Information	1

The section will be given a default name that can be edited. The section will already be in editing mode after it is created so you can change the title as well as add content for the section as needed. Once you have made your edits, click on the Save button at the bottom of the screen. If you accidentally added the section in the wrong location in the listing, you can move the section using the arrow icons next to the section name in the navigation pane.



A list of locations will appear for you to select where you would like the section to move. Once you make your selection, the section will move to the location you selected. Although you can move the section under other pages, you cannot make a section turn into a page by moving it.

Section 2 m
After Faculty Information - Faculty Information
Before Faculty Narrative - Teaching Performance
After Faculty Narrative - Teaching Performance
After Faculty Narrative - Research and Scholarly Activities
After Faculty Narrative - Professional Development
After Faculty Narrative - Service
Before Appendix: Teaching Performance - Course Syllabi
After Appendix: Teaching Performance - Course Syllabi
After Appendix: Teaching Performance - List of Courses Taught
After Appendix: Teaching Performance - Student Rating of Instruction (SRI)
After Appendix: Teaching Performance - Honors/Awards for Teaching
After Appendix: Teaching Performance - Additional Information
Before Appendix: Research and Scholarly Activities - Refereed Publications/Refereed Juried Activities/Proceedings
After Appendix: Desearch and Scholarly Activities - Deferred Publications/Deferred Juried Activities/Proceedings

#### Editing and Deleting a Section

This large, central area is where you are able to add/edit/delete content as needed in the various pages and sections of your portfolio.

Edit Portfolio: Annua	al Eval	luation Template	
Jane Doe - Annual Evalua	ation		
·····•		Faculty Information 🖉	
Faculty Information	÷		
Section 2	÷.		
Faculty Information	ê	Section 2	ê /
Faculty Narrative	Ê	9. Add Artifact. No Artifacts. If there are no artifacts, this area wont appear in the portfolio.	
Teaching Performance	Û		
Research and Scholarly Activities	÷	Click here to add content	
Professional Development	n 🗊		
Service	÷		
Appendix: Teaching Performance	ŵ		
👙 Course Syllabi	÷		
List of Courses Taught	Û		
Student Rating of Instruction (SRI)	÷	Faculty Information	Ê /
Honors/Awards for Teaching	÷	% Add Artifact. No Artifacts. If there are no artifacts, this area won't appear in the portfolio.	
Additional Information	÷	Name:	
Appendix: Research and Scholarly Activities Refereed Publications/Refereed Juried	÷	Department: Current Rank: Type of Review: Annual Evaluation	

The trashcan icon in this section allows you to delete the section and the content in it. You should not use this icon if you want to remove content. Information on adding and removing content will be discussed later in this guide.

aculty Information 🖉	
Section 2	
$\vartheta_0$ Add Artifact $$ No Artifacts. If there are no artifacts, this area won't appear in the portfolio.	
Click here to add content	

The pencil icon in this section allows you to edit the content of the section. You will use this icon when you are adding items to the sections. Steps on how to add items will be discussed later in this guide.

Section 2	1
Add Artifact No Artifacts. If there are no artifacts, this area won't appear in the portfolio.	
Click here to add content	

#### Settings

On the top right of the E-Portfolio screen, you can access the Settings.

Settings	Preview and Customize	Done Editing

Settings allows you to return to that initial screen that you encountered when you first created your E-Portfolio. You can edit information you first posted on this page if needed.

• indicates a required field.		
GENERAL INFORMATION		
A Tale		
· Ticle	Doe, Jane - Annual Evaluation 2021	
Template	Select Portfolio Temolate	
	Templates are pre-created cantent blocks that follow a certain order.	
Description		
For the toolbar, press ALT+F10 (F	(C) or ALT+FN+F10 (Mac).	
<b>₽</b> ~		
P		0 WORDS POWERED BY TINY #
Available		
Comments are Private		
	ij cneckea, av comments wii de niaden from users who can wew the vorgouid.	
Click Submit to proceed.		Cancel Submit

#### Preview and Customize:

You can preview your E-Portfolio and customize it during the editing process. On the top right corner is an option called Preview and Customize:



Once selected, you will be taken to a preview screen of your E-Portfolio to view it as a reviewer would see it.



The template has been selected a default layout and color. Although you can change these options for customization, this template has been pre-selected themes for consistency.



You cannot edit the E-Portfolio content here and would need to return to the Editing area to make changes. Once you are done in the Preview and Customize, click on the Close button on the top toolbar to return to the Editing area of the E-Portfolio.



#### Done Editing

When you are ready to leave the portfolio editing and save your progress, you will need to select the Done Editing option at the top right corner of the screen. This allows you to save your progress and return to the portfolio at later time.



#### Adding Artifacts to your E-Portfolio

Select the page or section you wish to add items to from the left side navigation. Click on the blue "Add Artifact" link in the section box.

	•••••••••••••••••••••••••••••••••••••••	
aculty Information		Î
ection Instructions don't appear in final view structions: Template found on Academic Affairs' website u	nder Promotion, Tenure & Post-Tenure Review and Administrative Forms - Faculty Forms.	
Add Artifact No Artifacts. If there are no artifacts, this area	von't appear in the portfolio.	
lame:		
urrent Rank:		
epartment:		
vpe of Review:		

A pop up window will appear allowing you to either Add Personal Artifact, Add from Course or select existing artifacts added to the My Artifacts page (refer to Add an Artifact using My Artifacts Page for more information). If existing artifacts are available, a table will display with the items listed.

Add Artifacts to	Add Artifacts to Portfolio Page				
Add Personal Artifact	Add from Course				
	There are no artifacts available for use yes. Use functions above to create an artifact or odd antifacts (such as graded assignments) from your course.				

If you already have the artifact you wish to attach listed, click on the artifact you wish to add from the listing and then click the Submit button at the bottom of the screen.

ld Artifacts to Portfolio Page				
d Personal Artifact Add from Course				
Search Title   Contains		Go		
TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED 💛
Appointment Letter - Jane Doe	Apointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM
CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM
Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM
		Displa	ying <b>1</b> to <b>3</b> of <b>3</b> iter	mS Show All Edit Paging
Artifacts to Portfolio Page 🚹 🗌				Cancel Sub

If you have not added your artifacts prior to creating your E-Portfolio or need to add a new artifact, select the Add Personal Artifact at the top of the page. Personal Artifacts are those selected from files on your computer that are uploaded to Blackboard Learn. (Add from Course is designated more for students who wish to upload submitted assignments; this does not apply to you.) **Select the Add Personal Artifact link.** 

Add Artifacts to Portfolio Page					
Add Personal Artifact	Add from Course				
	There are no artifacts available for use yet. Use functions above to create an artifact or add artifacts (such as graded assignments) from your course.				

Once you have clicked on the link, you will be taken to the Add Personal Artifact screen. Just as when you were creating your E-Portfolio, all areas with a red asterisk are required fields.

icates a required field.		
FACT INFORMATION		
er basic information about the Personal Artiflect.		
Tide I		
or/ption		
	1	
	*	
description isn't included when the artiflact is added to a partfolio. It is an aid to help you find your artiflacts in the future.	Cheracter count. V _A	
cify the content of this Personal Artifact.		
anua.		
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Ģ / % ≈	
π.p	Words 0	
		·····
Actach Files Browse My Compuser Browse Convert Collection		
		'

The first required box is the Title. This will be the title of the Artifact (file) that will be displayed on your E-Portfolio. Make sure the title you give to the document is clear so the reviewers know which document they are viewing. (e.g. Annual Evaluation Narrative - 2018).

Enter basic information about the	Personal Artifact.
* Title	

The next box is the Description box. This is not a required field and will not show up on the E-Portfolio when it is attached. This box is for your use in case you wish to add a statement to help you identify this particular file. It may be helpful to add a description to help locate files through the search bar. You can leave this box blank if you like.

Г	Description		_
L			
L			
L		-	
L	C C C C C C C C C C C C C C C C C C C	haracter count: 0 🦷	8
	The description isn't included when the artifact is added to a portfolio. It is an aid to help you find your artifacts in the future.		

The next box is the Content Box. This is where you can put a statement that will be seen by the reviewer about this particular file. If you feel you need to explain anything about the file to the reviewers, you may use this area for that explanation. This is not a required field to add the artifact and can be left blank.



The information typed in the content box will be displayed like the image below for reviewers.



The final area is the Attach File Box. This will allow you to either browse your computer or browse the content collection. **Always use the Browse My Computer option**. (The Browse My Content Collection is designed for students who are uploading content from their coursework.)

Attach Files		
Browse My Computer	Browse Content Collection	
		i

Once selected, a file explore window will appear for you to search your files on your computer or flash drive to select the appropriate file to attach. Once you have selected the file, click on the Open button at the bottom of the window.

The file will then be attached and listed below the box as the attached file.



You may change the Link Title if you like. If you accidentally attached the wrong file, click on the Do not attach link at the end to remove the file. You will be given a prompt asking you if you are sure you do not want to attach. You can click OK and the file will then be removed.

Once all the information is added and the file is attached, you can **click on the Submit button** at the bottom of the window.

tach Files	Browse Local Files	Browse Content Collection		
les				
ime			Link Title	
nual_Evaluation_of_Facul	ity.pdf		Annual_Evaluation_of_Fac	Do not attach
proceed.				

After you have attached the existing artifact or the newly add artifact, you will notice that a grey box will appear in the section next to the Add Artifact link in the Edit screen.

	6	
nual Evaluation - Year Five		
ction Instructions don't appear in final view		
tructions: Insert the following items for Year One: ( nual Evaluation of Faculty.	(1.) Continuation Letters from Department Committee, Department Chair, College Committee, and Dean (2.) The Narrative of the Av	nnual Evaluation of Faculty (3.) The Summary
Add Artifact Annual Evaluation Narrative - 2018 🕲		
ck here to add content		

If you do not see this box appear then the file did not attach and you would need to repeat the steps. Add Artifact file uploads will display on your portfolio as an interactive button for reviewers.

Jane Doe - Post Tenure Review				
Faculty Information	Annual Evaluations (Narratives, Summary of Ratings, and Proposed Activities Page)			
(Narratives, Summary of Ratings, and Proposed Activities Page)	Annual Evaluation - Year Five			

Reviewers will click on the button and will be taken to a second page that has the Title, Content and Attachments to review.



### Snapshot Link

E-Portfolio Snapshots are literally a snapshot of your E-Portfolio at the date and time that the link is created. The link will be interactive but will only show the information and documents that were in the E-Portfolio at the time the link was created. Faculty will be required to submit a snapshot link when they submit their E-Portfolio for review. Faculty may also want to share a snapshot of their E-Portfolio to others (e.g. mentors, peers, etc.) to have someone review the items before the final submission.

You can create as many snapshot links as needed and can share them with as many individuals as needed. Keep in mind that any changes that happen in the E-Portfolio <u>WILL NOT</u> reflect in an already created snapshot link. Faculty would need to create a new link in order to display those changes and then share the newly created link with individuals.

If you happen to delete a snapshot link (on purpose or accidentally), it will cause the link to not work for any individuals the link has been shared with. In the case of the Annual Evaluation review, it is important not to delete links during the review process.

#### Create a Snapshot Link:

Go to Tools on the side navigation pane on Blackboard Learn and then select Portfolios.

	TEXAS A&M Kingsville.	Tools					
Î	Institution Page	Blackboard Tools					
ጾ	Abigail De La Mora	6	9				
۲	Activity Stream	Content Collection	Portfolios				
ē	Courses						
ቿ	Organizations						
	Calendar	Application Authorization					
Ø	Messages						
e,	Grades						
ľ	Tools						
Ð	Sign Out						

Once there, you will select My Portfolios to view the portfolios currently saved on your account.

My Portfolios	My Portfolios Portfolios offer a means to demonstrate j	formative and/or summative progress and	nchievement. The My Portfolias Page cont	sins all your particles. You can crease additional particles, modify, share and delete existing particles.
	Create Portfolio			Search
My Artifacts	Check to select all items	Delete		Sortby: Tree - Asserting - Vetware 📰 🇮
Shared with Me	Continuation Template	Doe, Jane - Tenure and Promotion	Tenure and Promotion Portfolio	
	0 Comments	City Mary Mary	0 Comments	
		LOIL VIEW INDE	LOAT VIEW MORE	Displaying 1 to 3 of 3 items in Sear Paging

Select the More option under the Portfolio you wish to create a snapshot link for.



A drop down menu will appear with various options available. Select the Share option (second item in the list).

Doe, Ja Promo	ne - Tenur tion	e and	Tenur     Portfo	e and P lio
			0 Comr	ments
Edit	View	More	Edit	Viev
				0
		Settings	_	
		Share		
		Download		
		Delete		

The Share Portfolio page will appear. It will also include the statement that when you share the portfolio, you are sharing what your portfolio looks like at that specific point in time and that any updates you make after will not be in this shared link.

Share Portfolio: Doe, Jane - Tenure and Promotion	
Share a Snapshot with $\vee$	
Mithe You van cos To stave j	Neu haar nee shawed his portfolio welf appons, Lee "Dater a Snapolic welf" appons to share. In you and a sharing much your portfolio bodk like at Ma appento point in time. Intrue to work on your portfolio bodh hee aspected you have previously shared won't be updated. Your ialdest work, use "Sharer a Snaposhol with" once you have made the nocessary updates.

Select the Share a Snapshot With link at the top.



A drop down menu will appear with various options available. Select the External Users option from the list. (An External User is one outside of Blackboard Learn).

Share Portfolio: Doe, Ja	ne - Tenure and Promotion
Share a Snapshot with $ imes$	-
Users	-
External Users	
Courses	
Organizations	
Institution Roles	
All System Accounts	
	1

The Share with External Users page will appear for you to add information. As with other pages on Blackboard Learn, areas with a red asterisk are required fields.

are with External Users: P&T Example Portfolio may be shared with people who don't have accounts on the	stem. A valid email as	iddress m	nust be si	supplied for e	ach recipien	r.																												
<ul> <li>Indicates a required field.</li> </ul>																																		
EMAIL RECIPIENTS																																		
Enter email addresses below. Separate multiple email addresses  Email: INFORMATION  The Subject may be edited and additional text may be included.	ith commas.	nerated	links loci	cated in the I	Message boo	dy. The sj	ystem w	ill au	itomatica	lly repl	ace PO	RTFOLI	IO_URL	with the	actual U	RL for ti	he Portfo	dio.																
Abigail De La Mora has shared a Portfolio with you																																		
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).							-				•				_		_				140		-			-	_	_			-			
B I Q -5 Paragraph V Arial	✓ 14px	×	=	~ i= ~	<u>A</u> ~	∠ ~	<u>I</u> ×	Э	\$ 0		Q	5 (	7	F #	-			×	×2	5	3:	গা	¶∢	-	÷	\$	~ I	11 91	Ω	2 🔾			•	
		(;) (	90	23																														
2	armorpro diffici UN I								<u>_</u> 31W																					26 WO	RDS P	OWERI	ED BY TINT	
Send copy of message to self D Use Blind Carbon Copy (Bo																													_					
Click Submit to proceed.																																Cancel	Sub	nit

The first box is the Email Recipients. Although it does not have a red asterisk, this is an obvious required field. You can add your own email address to create a snapshot that you do not want to share with others but want to use to post in your final submission.

<i>as.</i>
0.51
7

Next area is the Email Information section. This is where you will see the default statement that will be sent.

```
      EMAIL INFORMATION

      The Subject may be eliated and additional text may be included. Dur't edit the auto-generated initis located in the Message bady. The system will automatically replece PORTFOLID, URL with the actual URL for the Partfolio.

      Abgel Die La Mara has thered a Portfolio with you

      For the tooblar, press ATI-FID(P) or ATI-
```

The first box is the subject line of the email. Leave it as is.

EMA		FOR	RM/		N -														_																																										 									
														-															-									LOBT																																
The	Subj	ect m	nay	be ed	lited	and (	dditi	onal :	sext r	nayı	De li	nclui	sed.	Jon	t ed	It the	t aut	10-ge	ener	rated	link	10	cate	d in ti	ne M	lessa	ge Do	ιdγ.	the sj	ysten	77 WI	ll au	tom	atica	illy n	repla	CE PI	ORT	FOLI	0_0	RL W	וללווי	ne a	tual	UKL	for th	te Po	irtfol	10.																					
Ab	ienil I	De La	• Me	ora b	as sh	ared	a Por	tfolio	with							Т																																																						
-			_						_	.,																																																												
For	the t	oolbi	ar, p	press	ALT	F10	PC) o	rALT	+FN+	+F10	(Ma	sc).			-	-																																																			- 18	-		
E	3	Ι	U	÷	F	Para	raph		$\sim$	A	Arial				~	14p	рк			~		≣	$\sim$	ίΞ	$\sim$	<u>A</u>	- ~	4	<u>•</u> ~	1	Ţ,	Я	۱ ک	ō	ð	) C	2	5	) (	÷	F	1	5	-	≣	2		Ē	×	2 ×	ζ2	8	Ŀ.	2	81	ĺe –	-	÷	1	5.	ſ	""	5	2	٢			••••		
8	3~	×	1	⊞		E		±1 (	田	ĐC		ŦÐ	Æ	Œ	3	$\langle \rangle$	1	ŧ.	{1]	•	۲	C		3																																														
Al	igail	Del	LaN	Mora	has	invite	d yo	i to v	lew 1	the F	Port	folio	P&	TEX	am	ple C	lick	the	lini	k bel	ow t	to vi	ew t	he Po	ortfo	illo: F	8T 8	Exar	nple	<p0< th=""><th>RT</th><th>FOL</th><th>10_1</th><th>JRL:</th><th>&gt;</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></p0<>	RT	FOL	10_1	JRL:	>																																			
P																																																																261	NOR	OS PI	OWE	RED P	BY TIP	Y

The text editor below the subject line is the message body. Blackboard generates an automatic message. Do not edit this line to ensure that the snapshot link is not inadvertently removed. If you wish to add a message, please post it below the auto-generated message.

EMAIL INFORMATION	
The Solitor much adjusted and additional text much is individed. Due's adjust the monoceneous finite format in the Mannae hole. The surrease will automatically contacts MOTION IN with the annual 109 for the Dorofolio.	
The pulper may be tone on componential may be managed with the unit to the and one of the pulper may be managed by the grane of the pulper to	
Abiail De La Mora has shared a Portfolio with you	
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	
B I 以 今 Puragraph ∨ Arial ∨ 14px ∨ 田 ∨ 田 ∨ 田 ∨ ▲ ∨ Z メ 石 白 Q ち ご F 幸 吉 目 祖 司 ズ X 2 2 2 3 1 1k ー 土 ▼ √ 11 11 Q G	) 📕 🚥
Abigail De La Mora has invited you to view the Portfolio: P&T Example Click the link below to view the Portfolio: P&T Example <portfolio_url></portfolio_url>	
a	OR DOWERD BY TWY
Send copy of message to self Use Blind Carbon Copy (Bcc)	

Below the text editor box are options you can select for your message such as sending a copy to yourself or using blind carbon copy (Bcc:). You are welcome to use these if you like. By default, these boxes are unchecked.



The next section is to setup a Portfolio Password. DO NOT use this section. Portfolio links will only be shared with individuals involved in the review process during their designated timeline through secure methods in a specifically made Blackboard Course. Creating a password may make it difficult for users to access your portfolio. **Skip this section!** 

2 ortfolios may be password protected. Select whether or not to include the password in the email message. If the password isn't included, provide Portfolio users with the password by other means.	
_ Use password	
Include password in email	

The last section is Expiration section. By default, there is no expiration on the snapshot. Keep this setting as is. Because the review and approval process does take many months to complete, you do not want to inadvertently cut off access. As stated previously, portfolio links will only be shared with individuals involved in the review process during their designated timeline through secure methods in a specifically made Blackboard Course. **Skip this section!** 

Determine the amount of time for which this shore will be vali	EXPIRATION			
No expiration O Lifetime of Pass 1 days v	Determine the amount of time for whic	ch this sh	are will b	e vali
	No expiration O Lifetime of Pass	1	døys	~

When you are ready to send your snapshot, click the Submit button at the bottom right corner.

PORTFOLIO PASSWORD	
Portfolios may be password protected. Select whether or not to include the password in the email message. If the password in't included, provide Portfolio users with the password by other means.	
Use pessword	
Indude password in email	
EXPIRATION	
Determine the amount of time for which this share will be valid.	
8 No expiration O Lifetime of Pess 1 days v	
CiteX Submit to proceed.	Cancel Submit

After you click Submit, you will be taken back to the Share Portfolio page where you will see that the shared snapshot link has been created. Information such as who it was sent to, what day and time it was sent, as well as the subject and link will be listed. You will see an external URL has been created for the snapshot. This is the same URL that will be generated in the email that is being sent to the external user's email address. You can copy this link either through the email or at this page to add to your final submission or to share with others as needed.

Share Portfolio: Doe, Jane - Tenure and Promotion					
Share a Snapshot with $ \lor$					
Samea this Pagehot					
SHARED SNAPSHOT	SHARED WITH				
	External User: jay	a.goswami@tamuk.edu 🗎			
	Sent On:	August 27, 2020 4:10:28 PM			
Todey at 4:10:28 PM	Subject:	Abigail De La Mora has shared a Portfolio with you			
	External URL:	https://blackboard.tamuk.edu/webapps/portfolio/execute/portfolio/previewPortfolio? dispatch=viewPortfolio&prtfi_id=_2164_1&passid=_1446_1&uuid=72d0d1f16d644d619cffb229cd21da2d			
Remove this Snapshot					
			Displaying 1 to 1 of 1 items	Show All Edit Paging	£

The external user whose email you listed will receive an email similar to the one below with the link for your E-Portfolio snapshot (same URL listed in the Share Portfolio page).



### Annual Review Template

Each section of the Annual Evaluation Template has been developed in consultation with each College Dean's Office to develop a template to fit all disciplines. Colleges may require additional items to the template. Please refer your College Requirements Handout in the Blackboard Course. Sections also have instructions applicable to all colleges.

CV FirstName LastName	Ê /
Section Instructions don't appear in final view Instructions: In chronological order beginning with the most recent - see format on the last page of the Checklist for Promotion/Tenure Portfolio.	
% Add Arafact. No Arafacts. If there are no anafacts, this area won't appear in the portfolio.	
Click here to add content	

Faculty will need to follow the instructions listed in each section when uploading their documents. Many will list the type of files to upload and/or how those files should be structured. This next section will highlight some points in each section to give some clarification as well as suggestions on file names and ways to upload.

#### Faculty Information

This section was created for faculty to input information such as rank, department, and type of application.

#### Faculty Narrative

Faculty will need to attach narratives for teaching performance, research and scholarly activity, professional development and service.

#### Appendixes

Teaching Performance/Research and Scholarly Activities/Professional Growth and Activities/Service

Each section has instructions on what items need to be attached. Some sections may only need one file attached or multiple files. This page has a section dedicated to Additional Items. Examples of additional items that could be added to this section will be listed in the respective sections of the <u>Checklist for</u> <u>Promotion and Tenure Portfolio</u> on the Provost's website.

# Submitting your E-Portfolio

All faculty will be added to their department's Blackboard course as a student. When faculty have finished creating their E-Portfolio and are ready to submit their E-Portfolio for review, faculty will submit it as an Assignment in the department's Blackboard course.

Department Blackboard courses are called tmp.*Department Acronym*.202110 (e.g. tmp.TBED.202110 for the Department of Teacher and Bilingual Education). Within the course, faculty will see a section on Instructions and Guides to help them with their E-Portfolio creation, submission and review process. These include guides, handouts, and recordings. If the college has any specific instructions for faculty, they will be posted in this section.

Faculty will see a folder available for E-Portfolio Submissions. Please refer to the <u>Faculty Evaluation</u> <u>Review Schedule</u> for deadlines on annual evaluation review. Assignments will only be available to faculty during the submission period for the particular type of review. Assignments will be disabled once the deadline has passed. Click on the E-Portfolio Submission Folder to submit your E-Portfolio.



In this folder, faculty will find the Annual Evaluation Portfolio assignment. This is where you will submit your E-Portfolio for review.

	Annual Evaluation E-Portfolio Submission
	<ul> <li>Be sure to add your Snapshot link in the comments with your E-Portfolio submission. Instructions to create a Snapshot Link can be found in the Annual Evaluation Guidelines.</li> <li>Multiple attempts are allowed however reviewers will review the most recent attempt submitted. Any attempts submitted after the deadline will be labeled as "Late".</li> </ul>

When you enter the Assignment page, you will see the Assignment Information listed at the top. A due date will be listed by when the faculty member will need to turn in their E-Portfolio for review. The due date will be listed according to the <u>Annual Evaluation Review Schedule</u> posted on the Provost's website. Points possible will also be listed because this is an assignment in Blackboard; however, this assignment will not be graded nor have points assigned to it. Instructions will be listed below these two boxes if applicable.

Upload Assignment: Annual Eva	luation E-Portfolio Su	bmission	
ASSIGNMENT INFORMATION			
Thursday, March 10, 2022 11:59 PM	0		
Be sure to add your Snapshot link     Multiple attempts are allowed hor	in the comments with your E-P wever reviewers will review the	Dortfolio submission. Instructions to create a Snapshot Link can be found in the Annual Evaluation Guidelines. most recent attempt submitted. Any attempts submitted after the deadline will be labeled as "Late".	

Below the Assignment Information is the Assignment Submission Box, faculty can either select their portfolio from My Portfolios.

ASSIGNMENT SUBMISSION				
Assigned Portfolio Template	Annual Evaluation Template			
Attach Portfolio	Select Portfolio	OR	Create Portfolio	

When you select the "Select Portfolio" option, a pop up window will appear with all the portfolios that are available in your account. Select the Portfolio you wish to submit for Annual Evaluation and click the Submit button at the bottom of the window. You will notice that the portfolio is now attached to the assignment.

Sea	rch for portfolio:	Go	
	TITLE 🛆	THIS IS A TABLE OF YOUR PORTFOLIOS.	COMMENTS
0	Annual Evaluation Template		0
0	Continuation Template	This template is to be used for Continuation reviews.	0
С	Doe, Jane - Tenure and Promotion		
C	P&T Example		
0	Post-Tenure Review		
С	Smith, John - Continuation 1st Year		
0	Tenure and Promotion Portfolio	This template is to be used for faculty members applying for the following items: - Tenure Only - Promotion Only - Tenure & Promotion	0
С	Test		

If you accidentally selected the wrong portfolio, you can select Remove Portfolio and then repeat the process to select the correct one.

ASSIGNMENT SUBMISSION					
Assigned Portfolio Template	Continuation Template				
Attach Portfolio	Continuation Example	Remove Portfolio	OR	Create Portfolio	

The next section is the Comments section. Faculty will need to add the Snapshot Link to the comments of the assignment. *It is essential that faculty create and add a Snapshot Link of their portfolio to the assignment.* 

ADD COMMENTS	
Comments	
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	
REC	
<b>3</b> •	
P	0 WORDS POWERED BY TINY #

Once you have added your portfolio link and comments if any, click on the Submit button at the bottom of the screen.

When finished, make sure to click <b>Submit</b> .	Cancel Save Draft Submit
Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.	
You are previewing the assignment - your submission will not be saved.	

When you have submitted your assignment, you will receive a confirmation email that your submission has been received.

🔓 Reply 🕼 Reply Al	II 🕰 Forward	
Thu 5	/6/2021 9:51 AM	
do-	-not-reply@ <mark>blackboard</mark> .com	
Sub	mission received	
To Abigail E De La Mora		~
Total work was it		
Vou successfully	submitted your conservork. Each time you submit conservork, you receive a unique confirmation ID to varify when	
You successfully your submission	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page.	
You successfully your submission v	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page.	
You successfully your submission v Submission detail	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: rmation ID: 2ebd5063bba4490cb4090382fc28c3a2	
You successfully your submission v Submission detail Submission confir Title of course: T	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: rmation ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE)	
You successfully your submission v Submission detail Submission confi Title of course: T Course ID: tmp.A	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: mnation ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE) kcademic_Affairs_202110	
You work wish You successfully your submission of Submission confir Title of course: T Course ID: tmp.A Title of coursewo	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: rmation ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE) ccademic_Affairs_202110 rk: Promotion & Tenure Portfolio	
You work which which we want of the submission of the submission confirmed and the submission confirmed	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: mation ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE) kcademic_Affairs_202110 rk: Promotion & Tenure Portfolio nission: May 6, 2021 9:51 AM	
You work with the You successfully your submission of Submission confir Title of course: Ti Course ID: tmp A Title of coursewore Date/time of submission of submission Size of written su	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: rmation ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE) Academic_Affairs_202110 rk: Promotion & Tenure Portfolio nission: May 6, 2021 9:51 AM Jomission: Obytes	
You work was re- You successfully your submission of Submission confi Title of course: T Course ID: tmp A Title of coursewo Date/time of subm Size of written su Size and name of	submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when was received. You can view your submission receipts on your My Grades page. ls: mration ID: 2ebd5063bba4490cb4090382fc28c3a2 enure and Promotion Provost Office (DO NOT DELETE) toademic_Affairs_202110 rk: Promotion & Tenure Portfolio nission: May 6, 2021 9:51 AM bimission: 0bytes filles received: ff7639e500343a3acf67266a4e8f7ba.zip (612kb)	

Faculty are able to submit their portfolio links multiple times if needed, so long as it is prior to the submission deadline. Keep in mind that once you submit your portfolio link, it becomes available for reviewers to see. It is recommended to wait to submit until you are certain your E-Portfolio is complete and ready for review.