

## Faculty E-Portfolio Guidelines

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*Continuation First through Fifth Year*

July 2022

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## Introduction

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The process of applying for Continuation 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

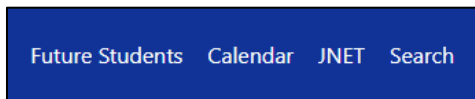
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The E-Portfolio will be created through Blackboard Learn which all faculty members who teach have access to. For faculty who do not teach will need to be requested from Distance Learning & Instructional Technology. You can contact them at 361-593-2860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

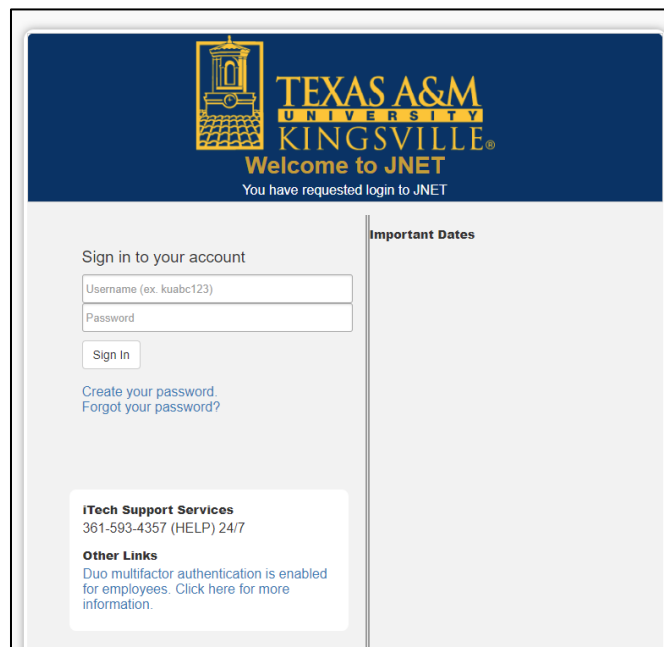
## How to Log in to Blackboard Learn

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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).



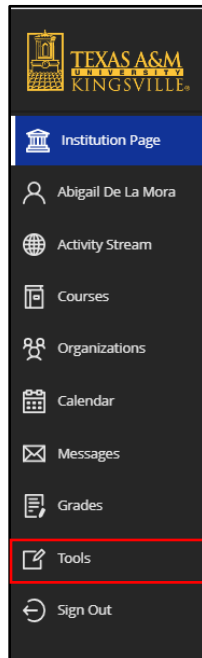
Once your credentials have been submitted, you will be taken to the JNET homepage which contains information for faculty. At the top right-hand corner there are various icons available. Select the "Bb" icon to access Blackboard Learn.



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

## Access E-Portfolio Tool

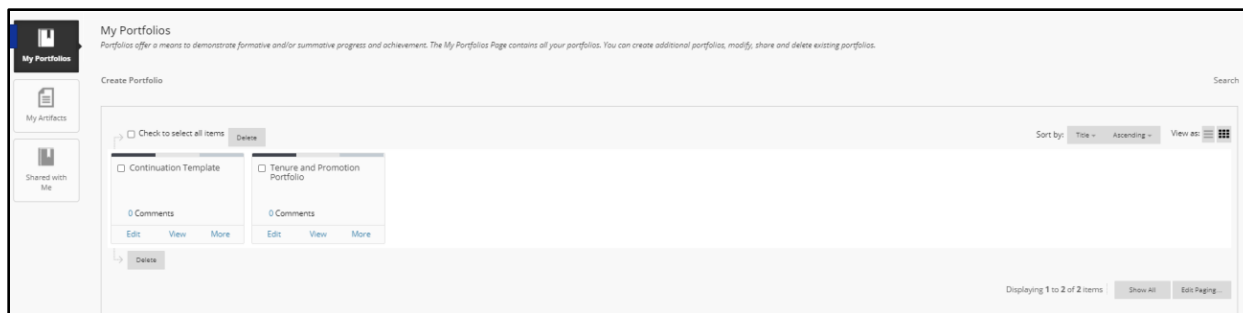
Once you have logged into Blackboard Learn, you will be taken to the Institutional Homepage. On the left-hand side there is a navigation sidebar that has “Tools” as one of the options.



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.



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).



## 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:

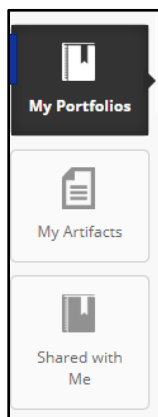
- Artifacts are retained in the My Artifacts Page which is similar to a library or archive of the uploaded documents. The documents remain there unless they are removed by the faculty member and can be accessed anytime the faculty member is in Blackboard.
- Artifacts can be used on multiple portfolios 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 [Promotion and Tenure webpage](#) for reference.

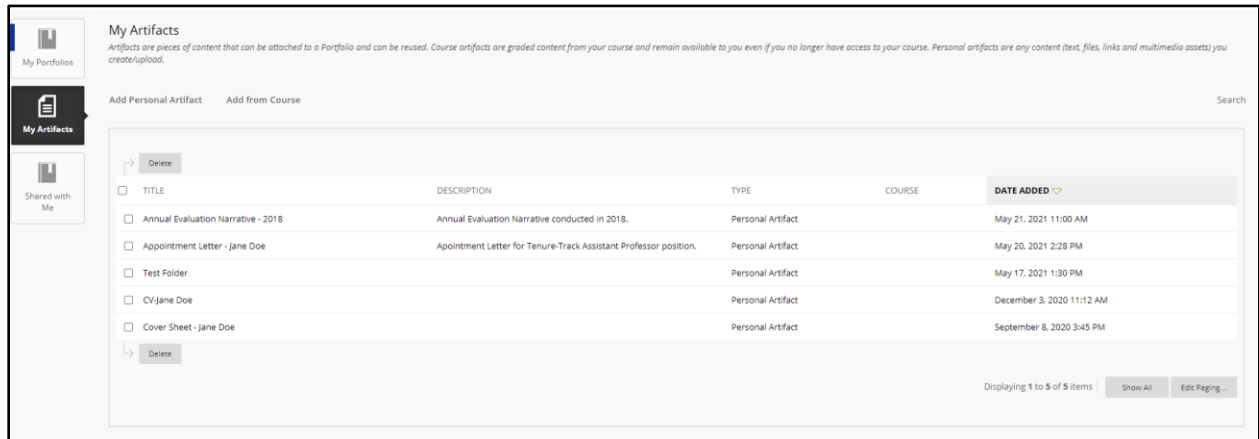
There are two ways faculty can add artifacts: through My Artifacts page prior to E-Portfolio creation (preferred method) or using the Add Artifact button on created E-Portfolios. The below section will provide instructions of how to add artifacts to the My Artifacts page prior to the E-Portfolio creation.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



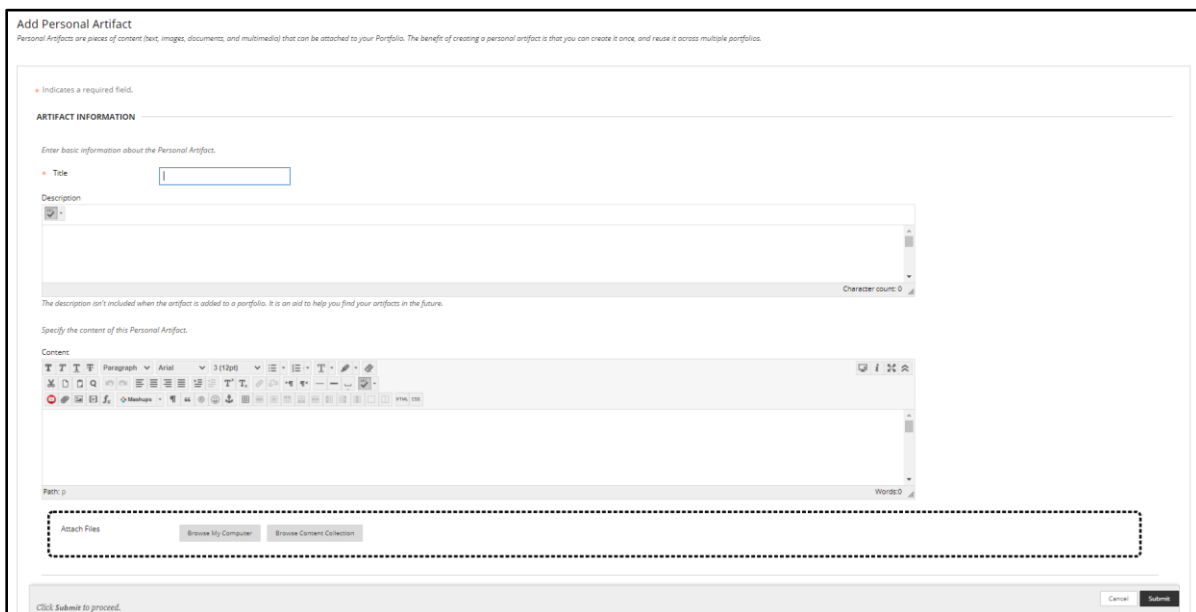
You will be taken to the My Artifacts page. If you have never added artifacts to the E-Portfolio tools, there will be none listed. In the example below, several files have been loaded in a table indicating the title, description, type, course, and date added. If you have no artifacts added, this table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



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.




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

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.

Character count: 0

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.

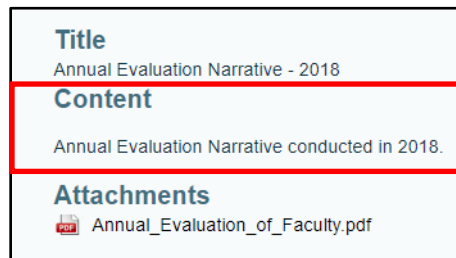


Specify the content of this Personal Artifact.

Content


Path: p Words: 0

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



**Title**  
Annual Evaluation Narrative - 2018

**Content**  
Annual Evaluation Narrative conducted in 2018.

**Attachments**  
 Annual\_Evaluation\_of\_Faculty.pdf

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.)



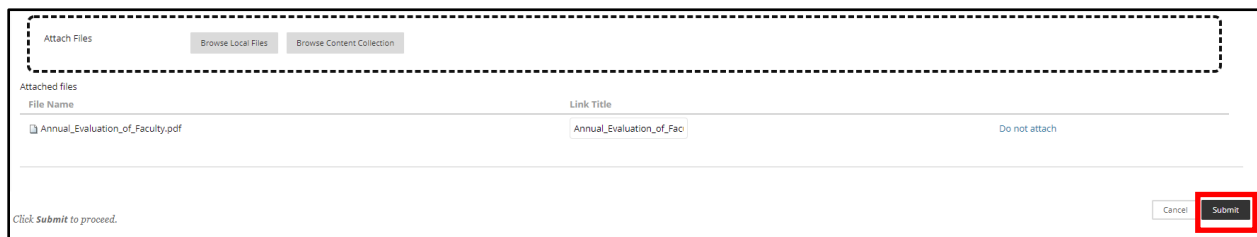
Once selected, a file explore window will appear for you to search your files on your computer or flash drive to select the appropriate file to attach. Once you have selected the file, click on the Open button at the bottom of the window.

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_Fac	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.



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

**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 (text, files, links and multimedia assets) you create/upload.

Add Personal Artifact    Add from Course    Search

TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED
<input type="checkbox"/> Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM
<input type="checkbox"/> Appointment Letter - Jane Doe	Appointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM
<input type="checkbox"/> Test Folder		Personal Artifact		May 17, 2021 1:30 PM
<input type="checkbox"/> CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM
<input type="checkbox"/> Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM

Displaying 1 to 5 of 5 items    Show All    Edit Paging

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

### Delete an Artifact Using My Artifacts Page

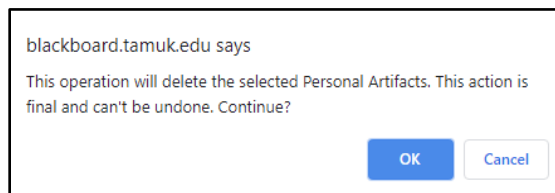
If there is an artifact that you would like removed, select the checkbox next to artifact you wish to delete and then click Delete button at the top of the table.



TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED
<input type="checkbox"/> Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM
<input type="checkbox"/> Appointment Letter - Jane Doe	Appointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM
<input checked="" type="checkbox"/> Test Folder		Personal Artifact		May 17, 2021 1:30 PM
<input type="checkbox"/> CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM
<input type="checkbox"/> Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM

Displaying 1 to 5 of 5 items | Show 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.



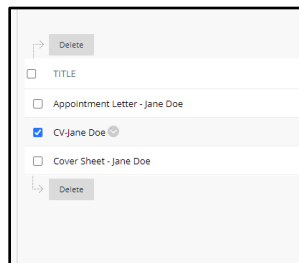
The artifact will be removed from your table and a banner will appear indicating that the artifact has been successfully removed.

Success: Test Folder deleted.

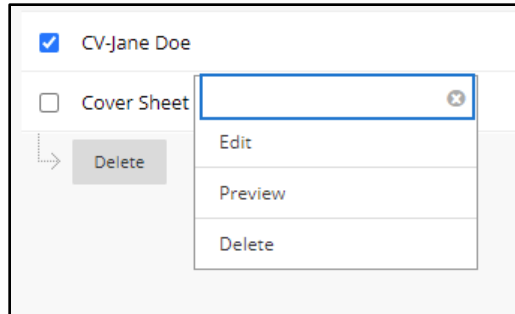
TITLE	DESCRIPTION	TYPE	COURSE	DATE ADDED
<input type="checkbox"/> Annual Evaluation Narrative - 2018	Annual Evaluation Narrative conducted in 2018.	Personal Artifact		May 21, 2021 11:00 AM
<input type="checkbox"/> Appointment Letter - Jane Doe	Appointment Letter for Tenure-Track Assistant Professor position.	Personal Artifact		May 20, 2021 2:28 PM
<input type="checkbox"/> CV-Jane Doe		Personal Artifact		December 3, 2020 11:12 AM
<input type="checkbox"/> Cover Sheet - Jane Doe		Personal Artifact		September 8, 2020 3:45 PM

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

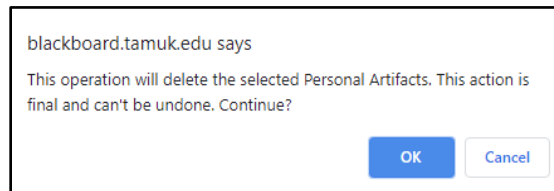
You can also delete an artifact by hovering your mouse over the artifact you wish to delete until the gray arrow appears next to the title. Click on the gray arrow once available.



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



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.

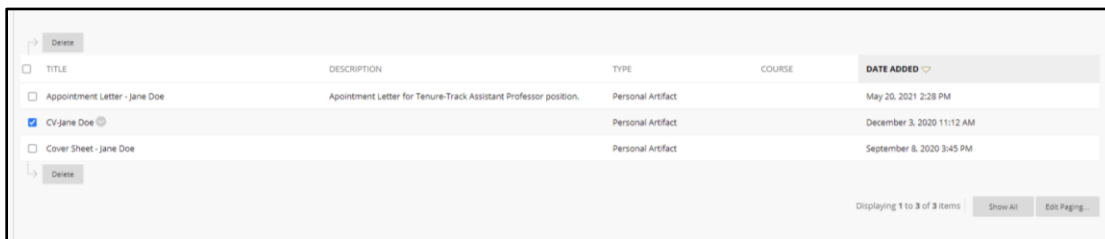


If the artifact was attached to any E-Portfolio, a red banner will appear indicating that the artifact could not be deleted because it is in use and also indicating which portfolios contain the artifact. You would need to remove the artifact from the portfolios before you can successfully delete the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

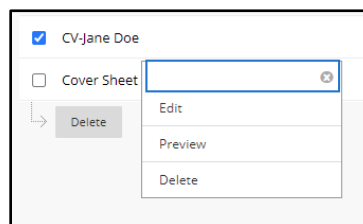


### *Edit an Artifact Using My Artifacts Page*

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 (text, images, documents, and multimedia) that can be attached 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 Artifact.

\* Title

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

0 WORDS POWERED BY TINY

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

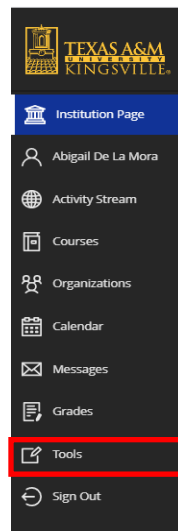
Click Submit to proceed.

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

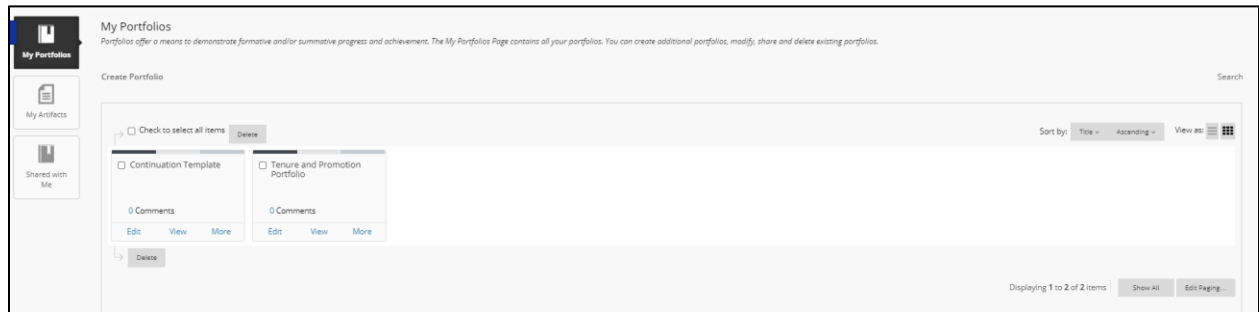
Once you have logged into Blackboard Learn, you will be taken to the Institutional Homepage. On the left-hand side there is a navigation sidebar that has “Tools” as one of the options.



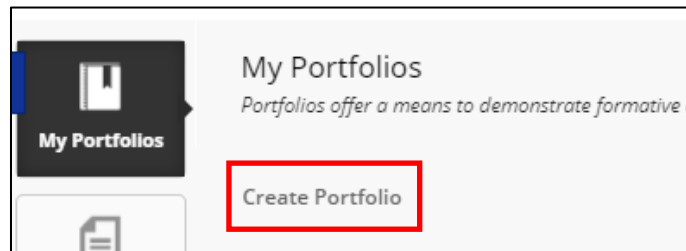
Once you have selected “Tools”, you will be taken to a Blackboard Tools listing. The focus of this guide will be the “Portfolio” Tool section.



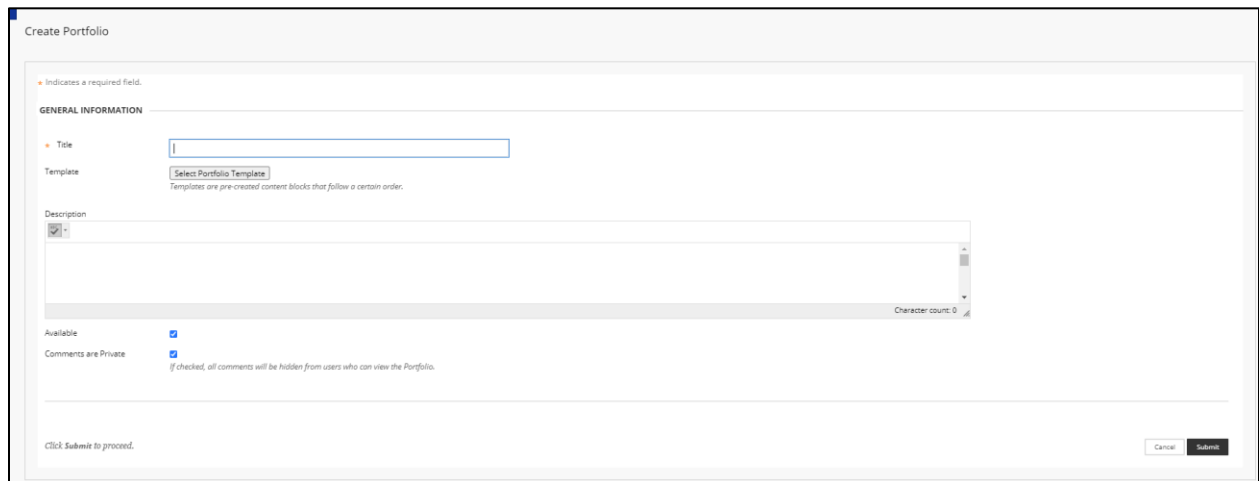
You will then be taken to the Portfolios screen. This screen may be blank depending on whether or not you have used Blackboard E-Portfolios in the past. (This example has two portfolios currently saved).



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.



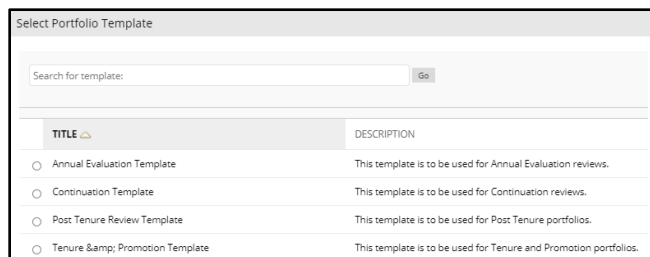
A “Title” for the portfolio is required in order to create a new E-Portfolio. Please use the following title format: LastName, FirstName – Application Type (e.g. Doe, Jane – 3<sup>rd</sup> Year Continuation).

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

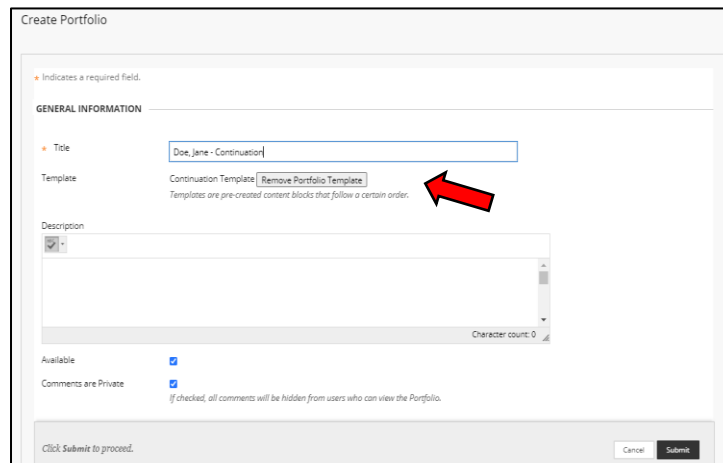


There are several E-Portfolio templates available for faculty to use depending on the type of application they are submitting.

- Tenure & Promotion Template 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.*
- Continuation Template is used for individuals who are submitting documents as part of their annual continuation review (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> year reviews).
- Annual Evaluation Template is used for individual who are submitting documents for their annual evaluation process. Your college will determine whether or not you will use this template for your annual evaluation review.
- Post-Tenure Review Template is used for individual who are submitting documents for their post-tenure review process. Your college will determine whether or not you will use this template for post-tenure review.



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.




The next box is the “Description” box. This is where you can add a description of the Portfolio. This box is optional.



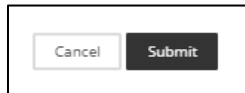
A screenshot of a text input field labeled "Description". The field is empty and has a character count of 0 at the bottom right corner.

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



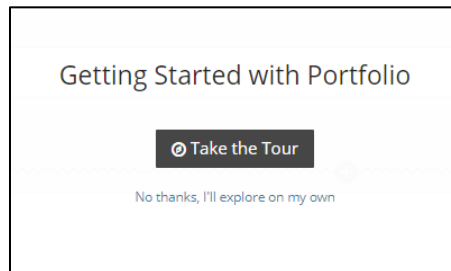
A screenshot of two checkboxes. The first is "Available" with a checked box. The second is "Comments are Private" with a checked box. Below the second checkbox is the text: "If checked, all comments will be hidden from users who can view the Portfolio."

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



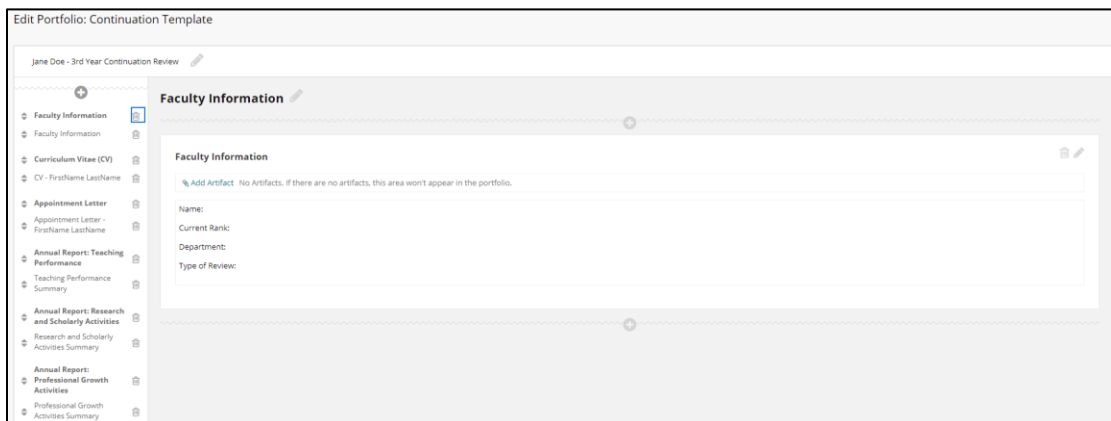
A screenshot of two buttons: "Cancel" and "Submit".

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



A screenshot of a screen titled "Getting Started with Portfolio". It features a "Take the Tour" button with a play icon and a link "No thanks, I'll explore on my 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.



A screenshot of the "Edit Portfolio: Continuation Template" screen. The page title is "Jane Doe - 3rd Year Continuation Review". The main content area is titled "Faculty Information" and contains a form with fields for Name, Current Rank, Department, and Type of Review. A sidebar on the left lists various portfolio sections like "Faculty Information", "Curriculum Vitae (CV)", "Appointment Letter", etc.

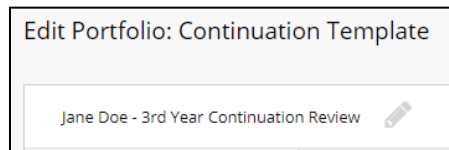
## Navigating the E-Portfolio

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 on the [Promotion and Tenure webpage](#). If you do not see this handout 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”.



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.

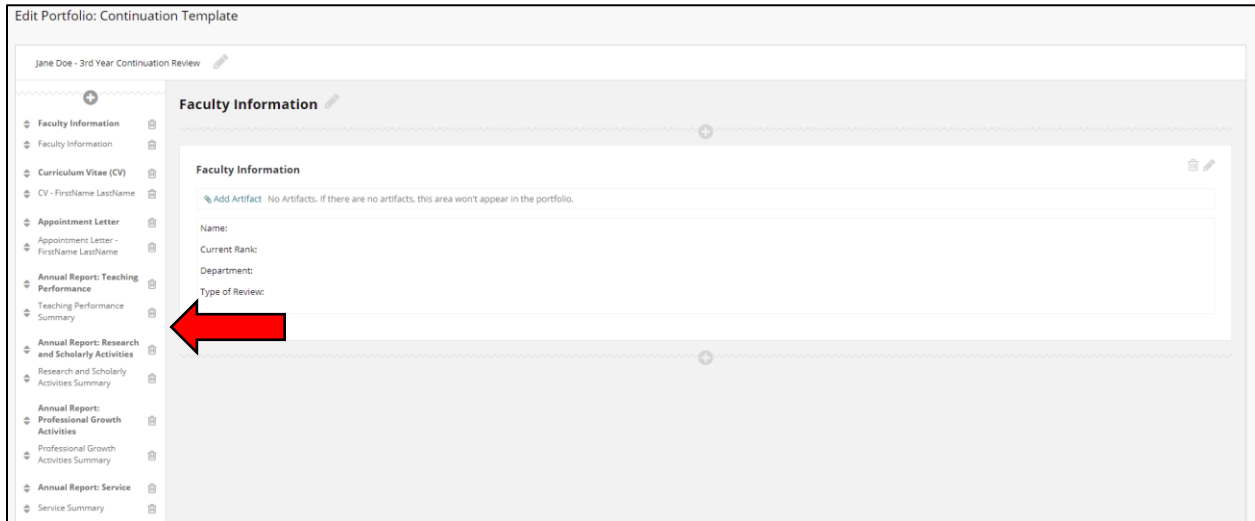


Having the first name and last name listed in this area will allow individuals who view your portfolio to easily know whose application they are looking at, regardless of what sections they are viewing in the portfolio. The header will display as below on each page of your application.

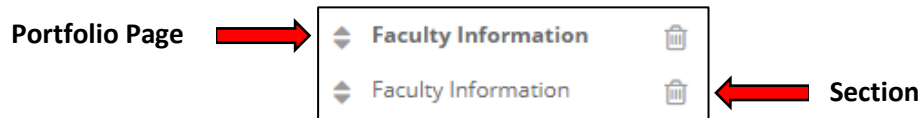


## Navigation Panel

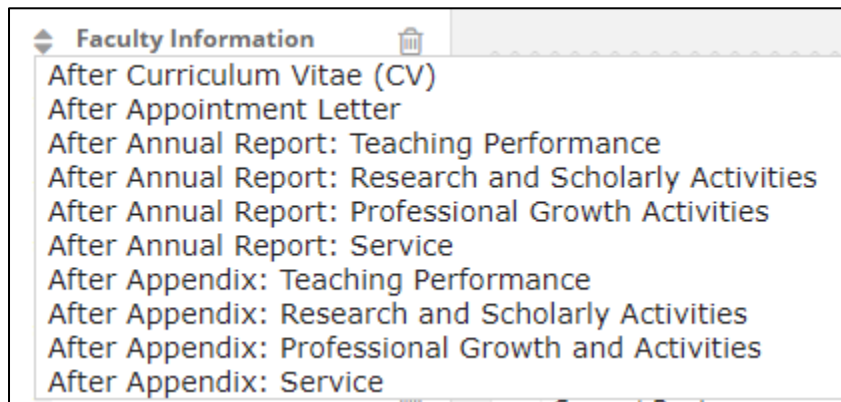
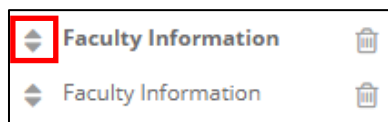
On the left-hand side of the screen is the navigation panel. This displays all the sections of the template currently added.



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.

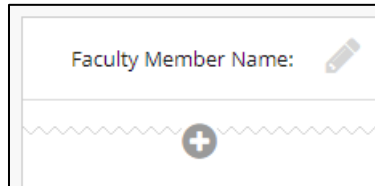




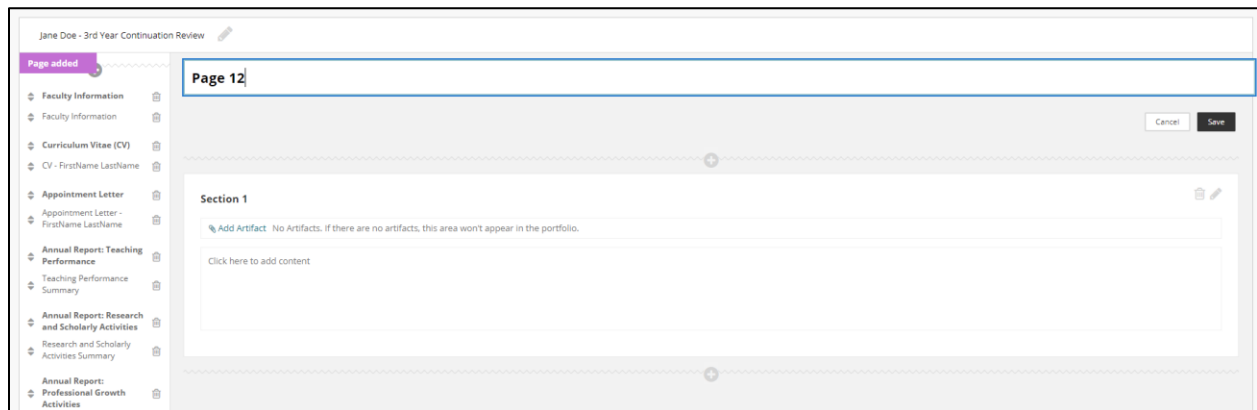
Each section and page also have a trash can icon on the right-hand side to delete the page or section. Just as in the case of the arrows, this should not be used as each page and section is created as per the University Portfolio Guidelines.

### *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.



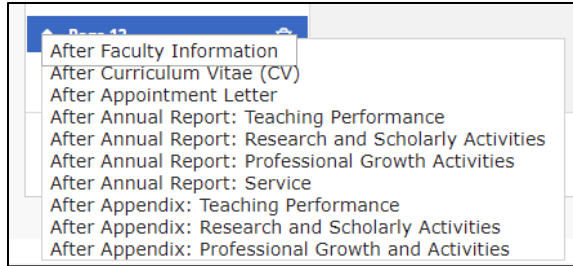
Once clicked, a new page will be added to the very bottom of the navigation pane. The newly created page will have a generic name (e.g. Page 12) as well as the section associated with it (e.g. Section 1). You can edit these titles as needed.



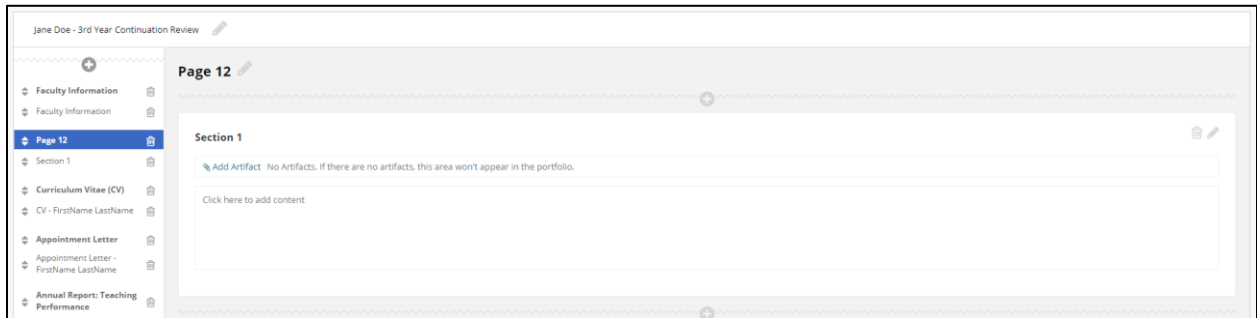
Because the newly created page is at the bottom of your navigation pane, you may have to move it to another location along your navigation pane. To do this, go to the page you wish to move on the navigation pane. You will see up and down arrows next to the page name. Depending on whether you want move 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 12 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

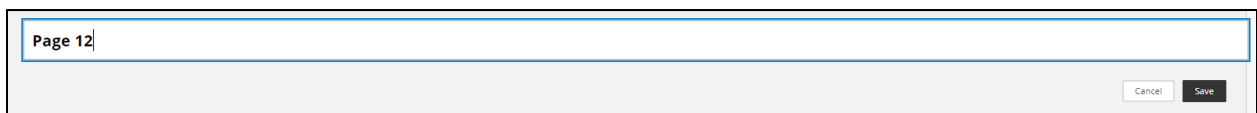


### Editing a Page Title

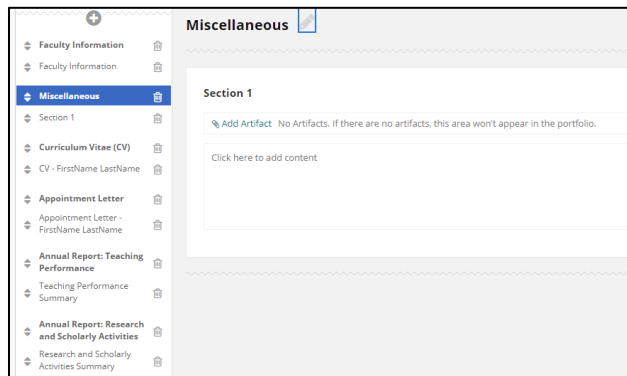
Whether it is a new page or a current page, you may want to edit the title of the page listed. Select the pencil icon next to the page name you wish to edit.



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.

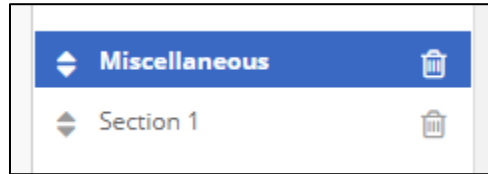


You will notice that the page title has changed not only in the editing box but also in the navigation panel.

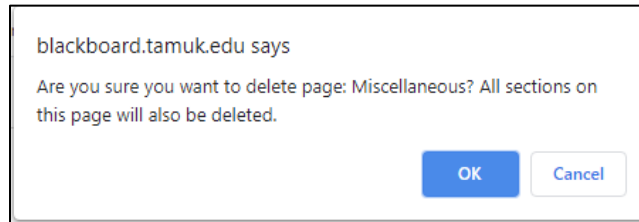


### Deleting a Page

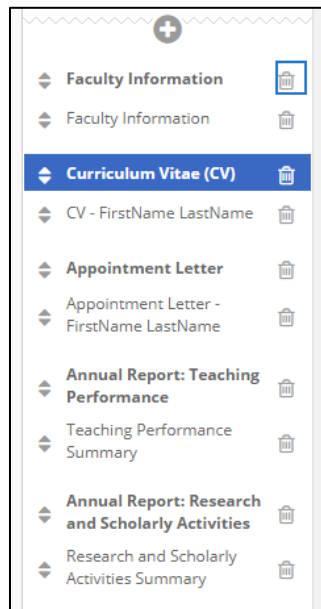
In some instances, you may need to delete a page in your E-Portfolio. For example, your college may ask you to do so (please refer to the college requirements handout posted on the [Promotion and Tenure webpage](#)) or you may not have any documents or information to include in a particular section. 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.



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.



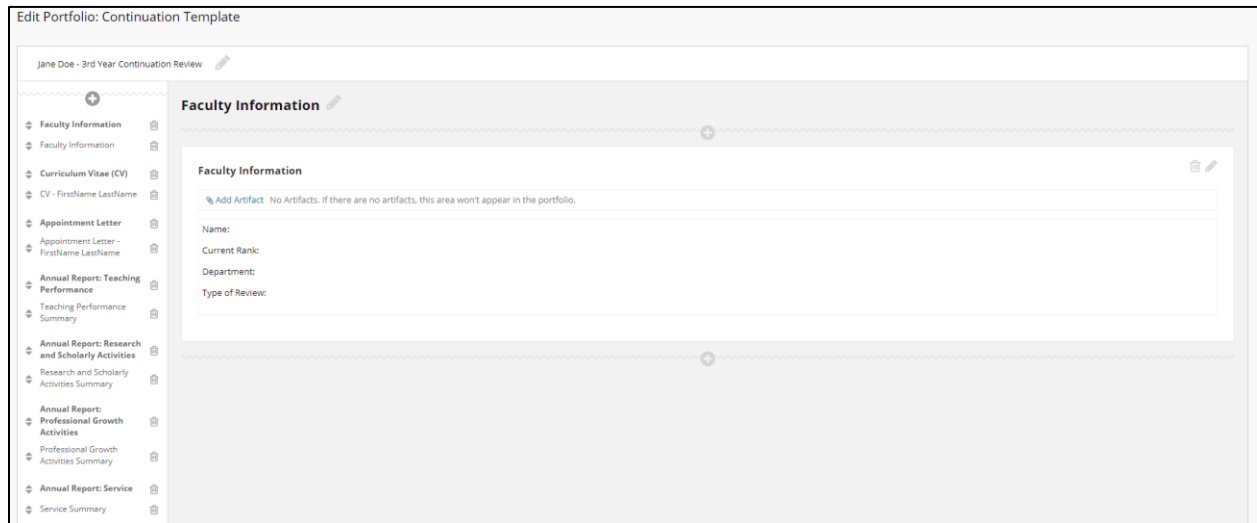
The page and its sections are now deleted from the side navigation pane.



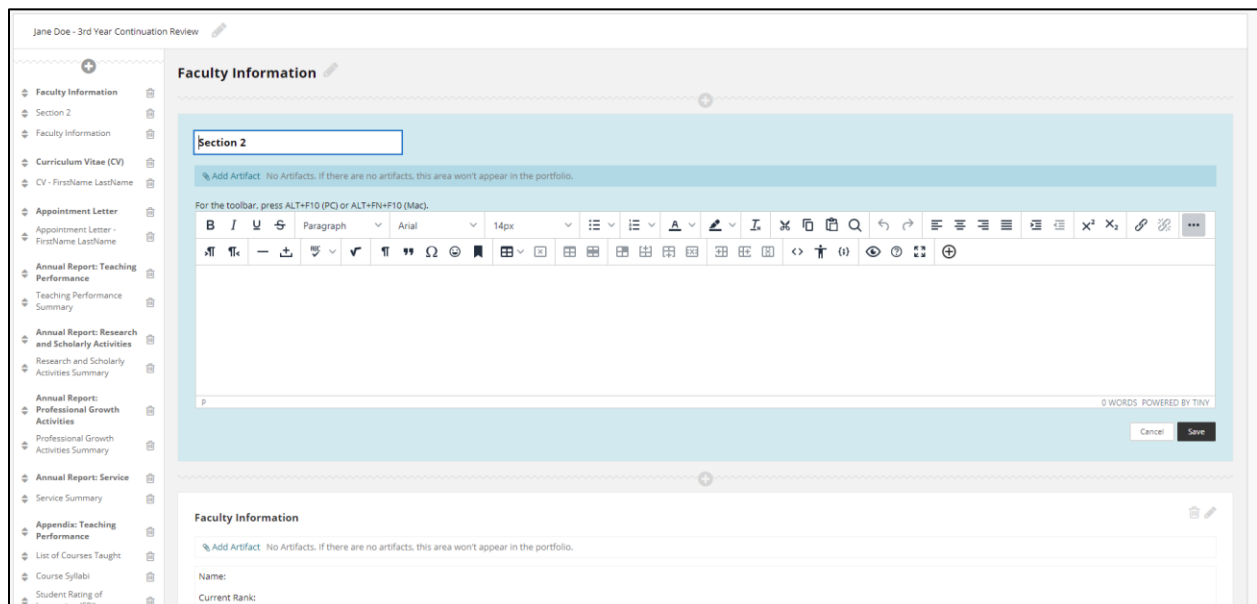
Keep in mind that once a page and its sections are deleted, they cannot be reinstated into the E-Portfolio. Faculty will need to use the Adding a Page steps to re-add the page from scratch.

## Adding a Section

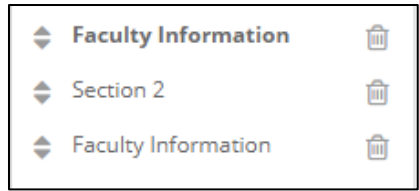
Faculty may need to add additional sections to existing pages in their E-Portfolio. To add sections, select the page in the navigation panel to which you would like to add a section. Once the page is selected, you will see page and sections listed on the right-hand side.



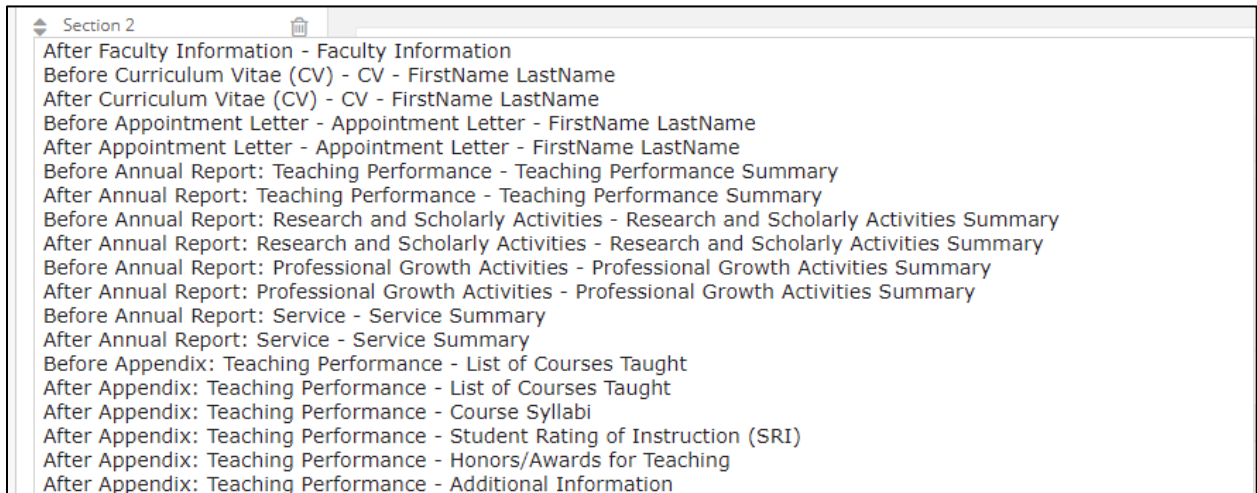
Depending on where you would like the section to be added, you will either select the plus icon above or below the current sections available. In this example, a section is being added above the current section listed. Once the plus icon is selected, a new section will appear.



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.

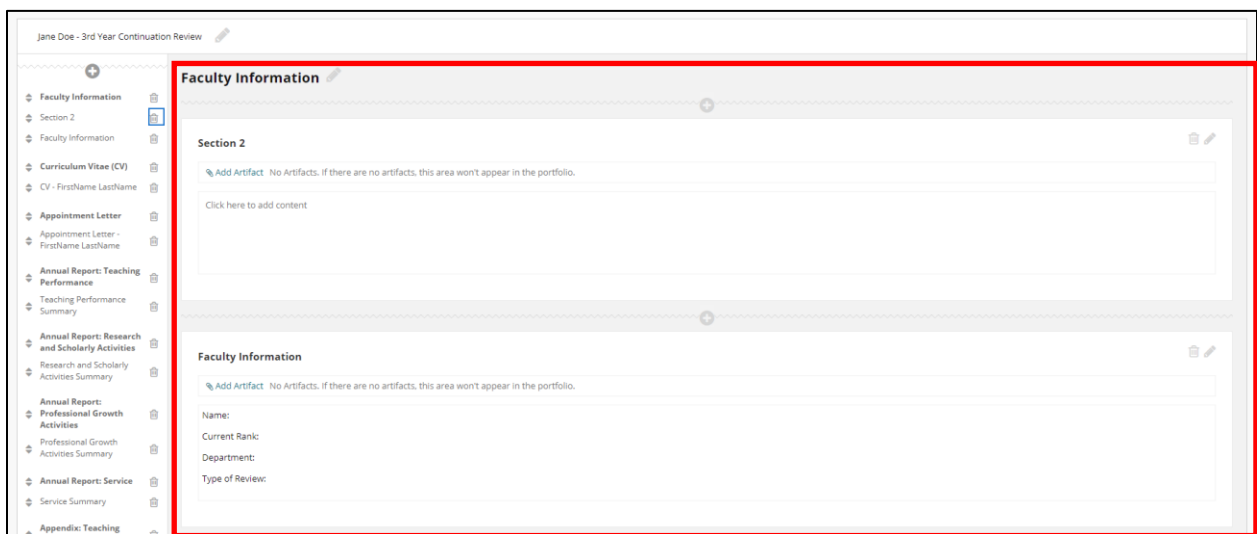


A list of locations will appear for you to select where you would like the section to move. Once you make your selection, the section will move to the location you selected. Although you can move the section under other pages, you cannot make a section turn into a page by moving it.

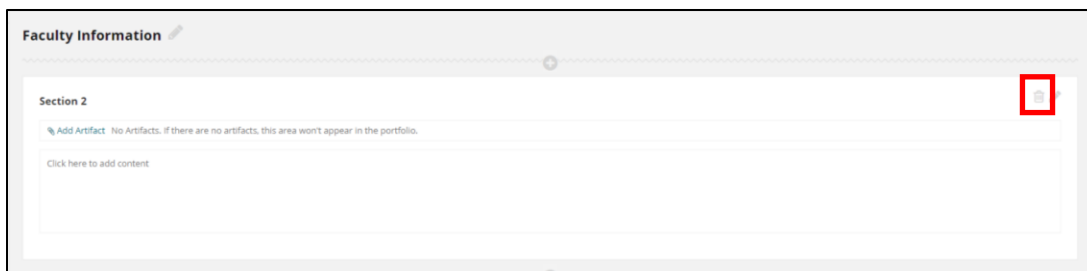


### *Editing and Deleting a Section*

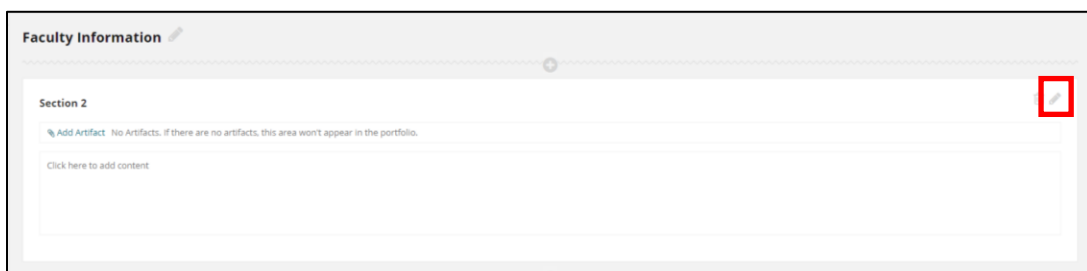
This large, central area is where you are able to add/edit/delete content as needed in the various pages and sections of your portfolio.



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.

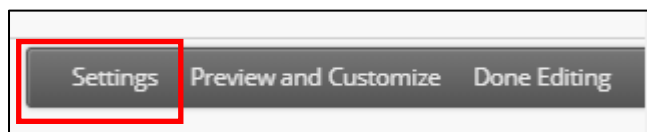


The pencil icon in this section allows you to edit the content of the section. You will use this icon when you are adding items to the sections. Steps on how to add items will be discussed later in this guide.



### Settings

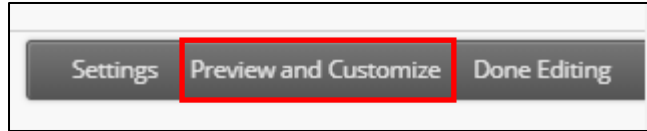
On the top right of the E-Portfolio screen, you can access the Settings.



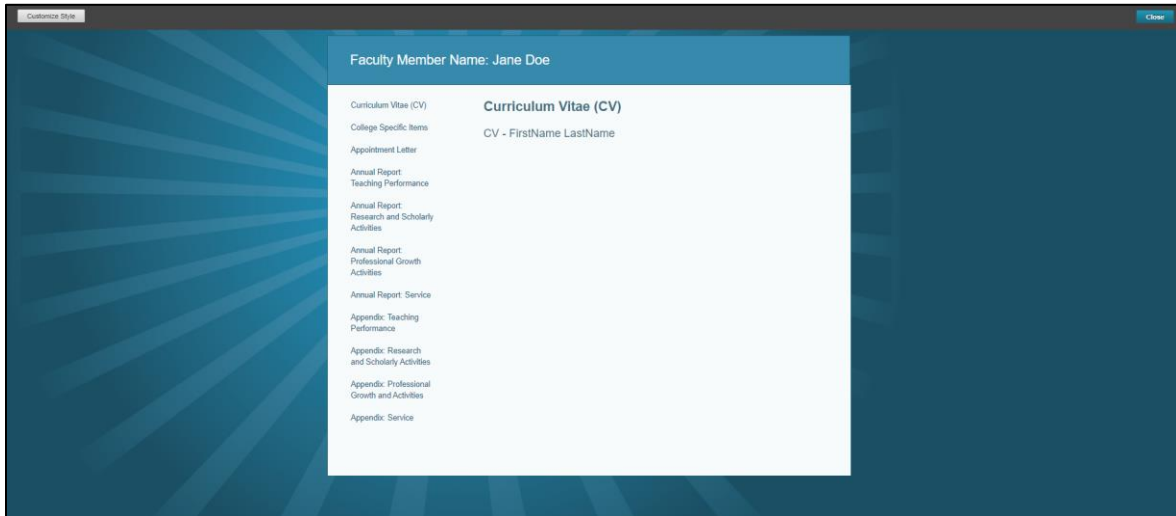
Settings allows you to return to that initial screen that you encountered when you first created your E-Portfolio. You can edit information you first posted on this page if needed.

### Preview and Customize:

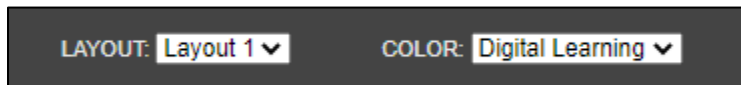
You can preview your E-Portfolio and customize it during the editing process. On the top right corner is an option called Preview and Customize:



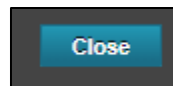
Once selected, the faculty will be taken to a preview screen of their E-Portfolio to view it as a reviewer would see it.



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

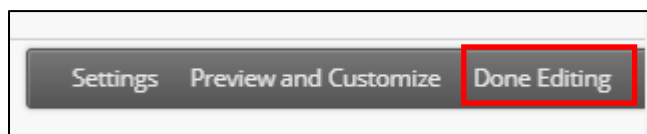


You cannot edit the E-Portfolio content here and would need to return to the Editing area to make changes. Once you are done in the Preview and Customize, click on the Close button on the top toolbar to return to the Editing area of the E-Portfolio.



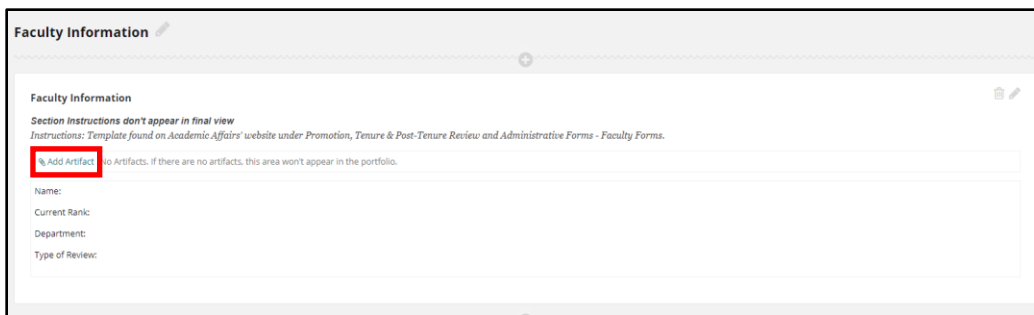
### *Done Editing*

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.

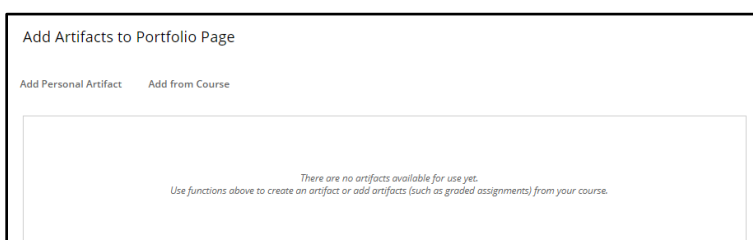


### *Adding Artifacts to your E-Portfolio*

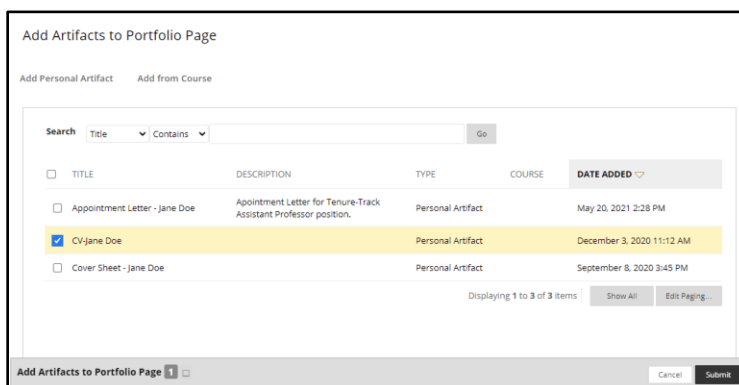
Select the page or section you wish to add items to from the left side navigation. Click on the blue “Add Artifact” link in the section box.



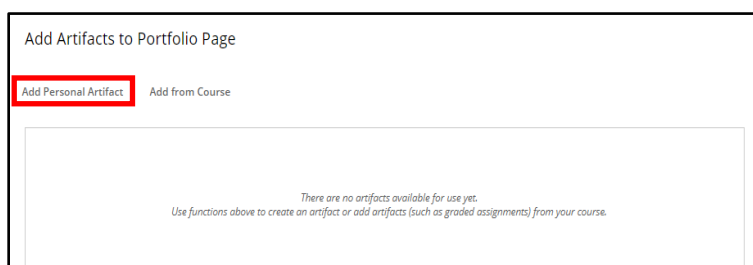
A pop-up window will appear allowing you to either Add Personal Artifact, Add from Course or select existing artifacts added to the My Artifacts page (refer to Add an Artifact using My Artifacts Page for more information). If existing artifacts are available, a table will display with the items listed.



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.



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.**





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.

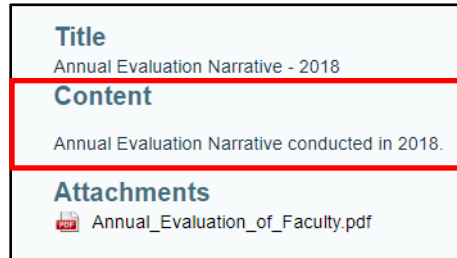
The first required box is the Title. This will be the title of the Artifact (file) that will be displayed on your E-Portfolio. Make sure the title you give to the document is clear so the reviewers know which document they are viewing. (e.g. Annual Evaluation Narrative - 2018).

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.

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.)



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.

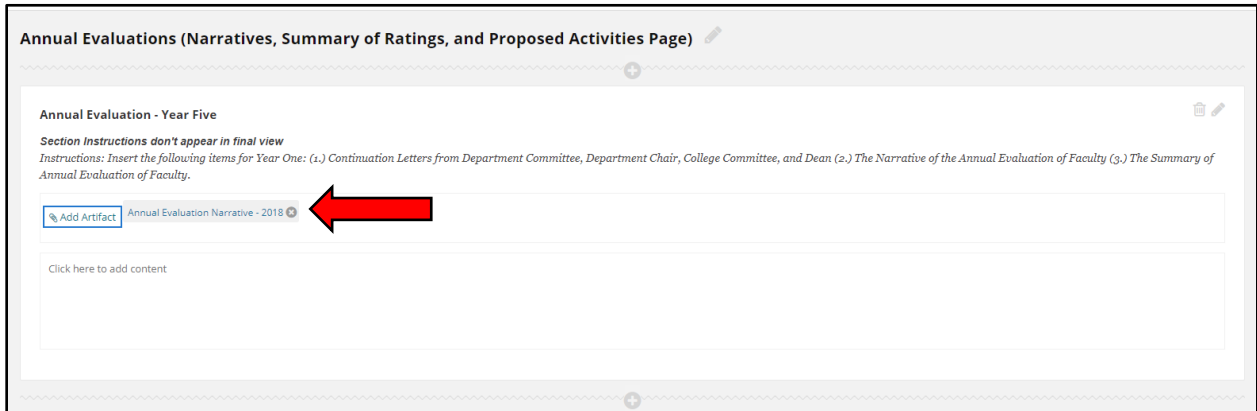


You may change the Link Title if you like. If you accidentally attached the wrong file, click on the Do not attach link at the end to remove the file. You will be given a prompt asking you if you are sure you do not want to attach. You can click OK and the file will then be removed.

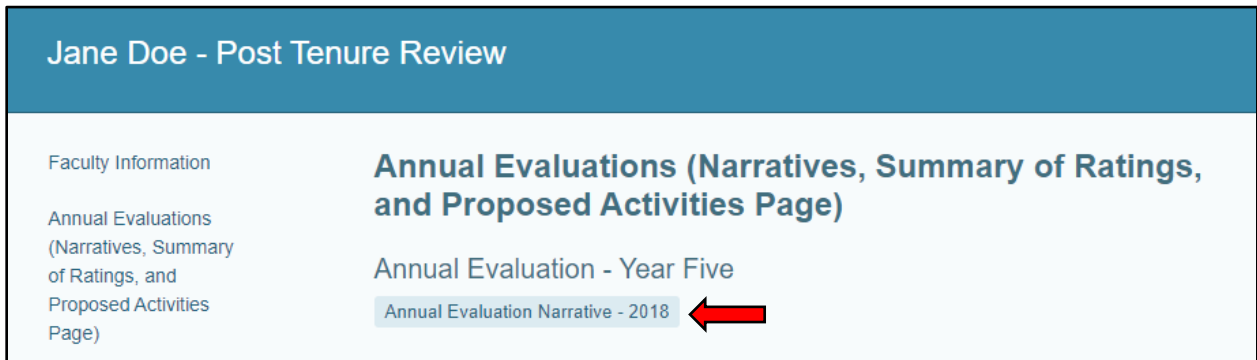
Once all the information is added and the file is attached, you can **click on the Submit button** at the bottom of the window.



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.



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.



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

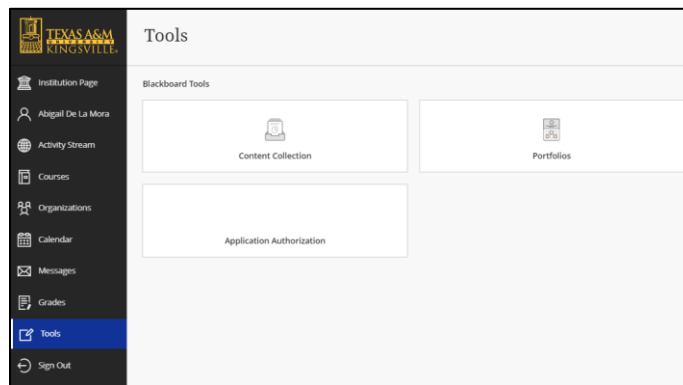
E-Portfolio Snapshots are literally a snapshot of your E-Portfolio at the date and time that the link is created. The link will be interactive but will only show the information and documents that were in the E-Portfolio at the time the link was created. Faculty will be required to submit a snapshot 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 WILL NOT 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.

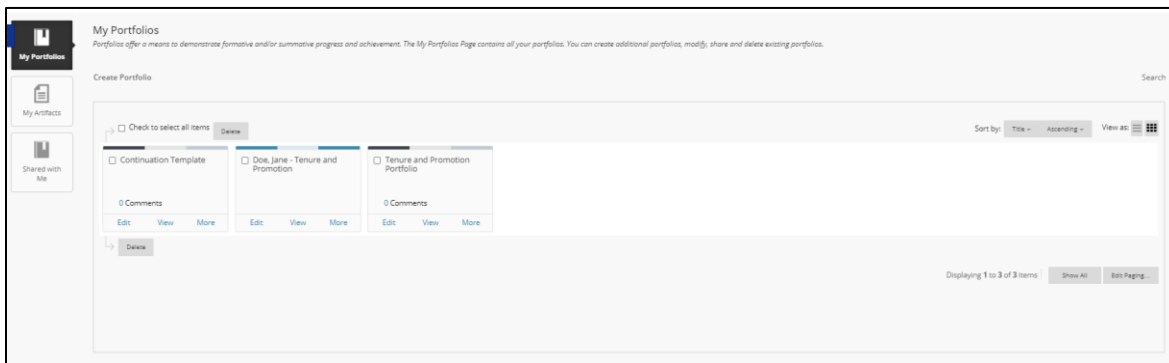
If you happen to delete a snapshot link (on purpose or accidentally), it will cause the link to not work for any individuals the link has been shared with. In the case of the Continuation review, it is important not to delete links during the review process.

### Create a Snapshot Link

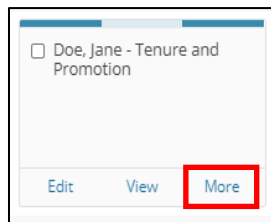
Go to Tools on the side navigation pane on Blackboard Learn and then select Portfolios.



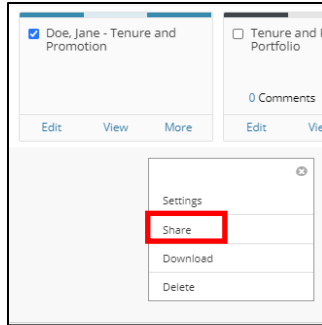
Once there, you will select My Portfolios to view the portfolios currently saved on your account.



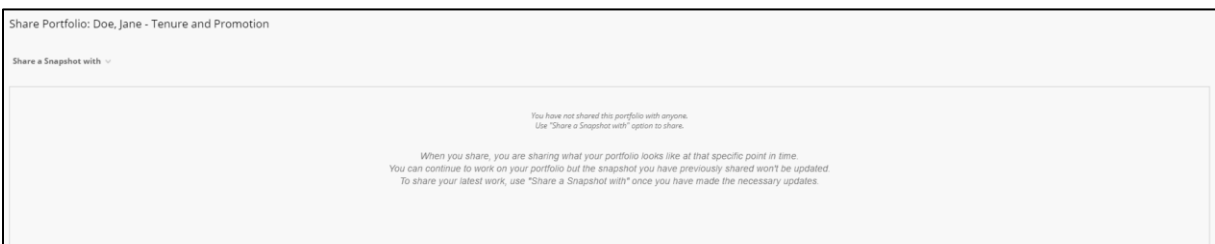
Select the More option under the Portfolio you wish to create a snapshot link for.



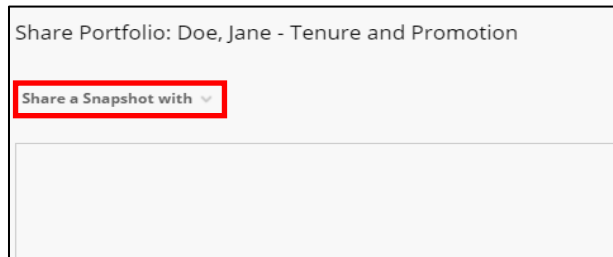
A drop-down menu will appear with various options available. Select the Share option (second item in the list).



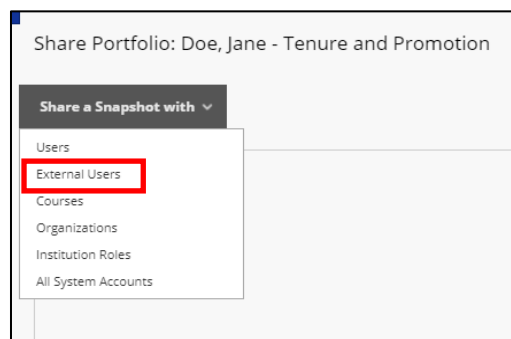
The Share Portfolio page will appear. It will also include the statement that when you share the portfolio, you are sharing what your portfolio looks like at that specific point in time and that any updates you make after will not be in this shared link.



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).



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.

Share with External Users: P&T Example  
The Portfolio may be shared with people who don't have accounts on the system. A valid email address must be supplied for each recipient.

\* Indicates a required field.

**EMAIL RECIPIENTS**

Enter email addresses below. Separate multiple email addresses with commas.

**EMAIL INFORMATION**

The Subject may be edited and additional text may be included. Don't edit the auto-generated links located in the Message Body. The system will automatically replace **PORTFOLIO\_URL** with the actual URL for the Portfolio.

Abigail De La Mora has shared a Portfolio with you

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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>

Send copy of message to self (C) Use Blind Carbon Copy (Bcc)

28 WORDS, POWERED BY TINY

Click Submit to proceed.

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.

**EMAIL RECIPIENTS**

*Enter email addresses below. Separate multiple email addresses with commas.*

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 edited and additional text may be included. Don't edit the auto-generated links located in the Message Body. The system will automatically replace **PORTFOLIO\_URL** with the actual URL for the Portfolio.

Abigail De La Mora has shared a Portfolio with you

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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>

Send copy of message to self (C) Use Blind Carbon Copy (Bcc)

28 WORDS, POWERED BY TINY

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

**EMAIL INFORMATION**

The Subject may be edited and additional text may be included. Don't edit the auto-generated links located in the Message body. The system will automatically replace **PORTFOLIO\_URL** with the actual URL for the Portfolio.

Abigail De La Mora has shared a Portfolio with you

For the toolbar, press ALT+F10 (PC) or ALT+Fn+F10 (Mac).

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>

Send copy of message to self Use Blind Carbon Copy (Bcc)

28 WORDS. POWERED BY TINY

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 Subject may be edited and additional text may be included. Don't edit the auto-generated links located in the Message body. The system will automatically replace **PORTFOLIO\_URL** with the actual URL for the Portfolio.

Abigail De La Mora has shared a Portfolio with you

For the toolbar, press ALT+F10 (PC) or ALT+Fn+F10 (Mac).

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>

Send copy of message to self Use Blind Carbon Copy (Bcc)

28 WORDS. POWERED BY TINY

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.

Send copy of message to self  Use Blind Carbon Copy (Bcc:)

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!**

**PORTFOLIO PASSWORD**

Portfolios 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

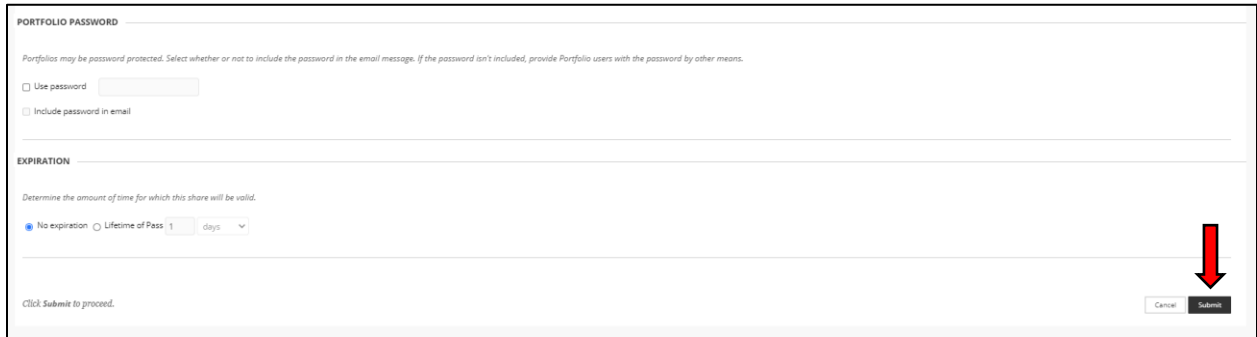
Include password in email

The last section is the 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

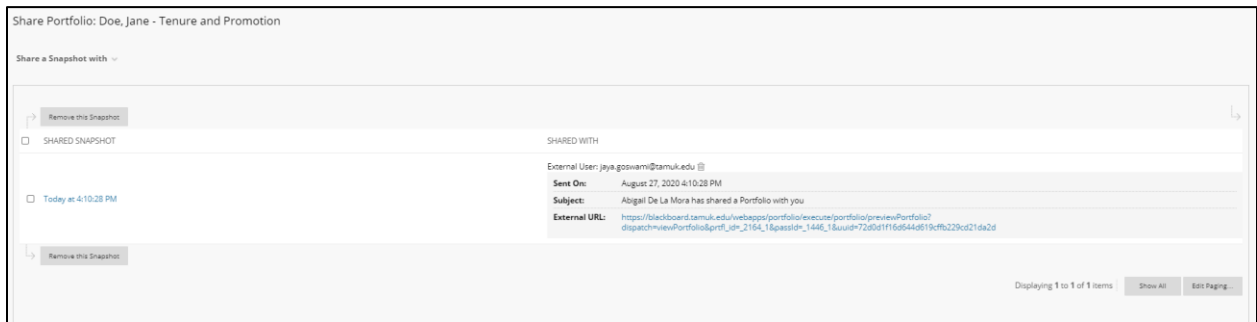
individuals involved in the review process during their designated timeline through secure methods in a specifically made Blackboard Course. **Skip this section!**



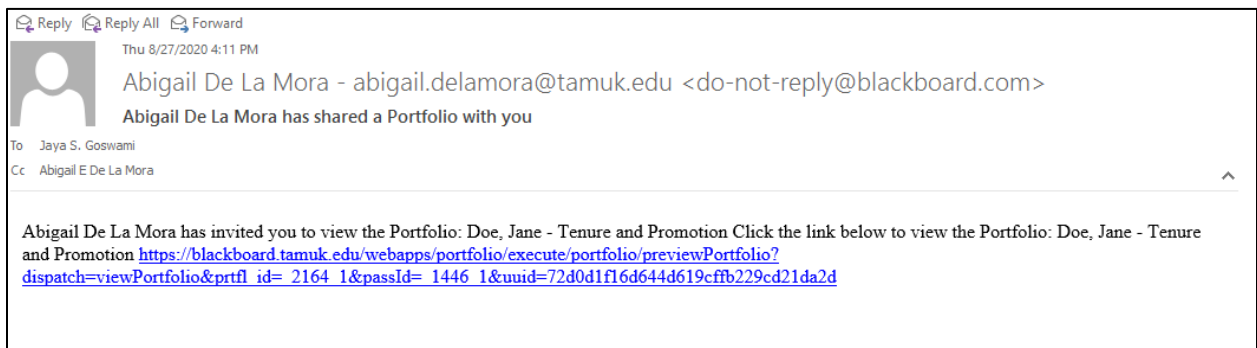
When you are ready to send your snapshot, click the Submit button at the bottom right corner.



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.



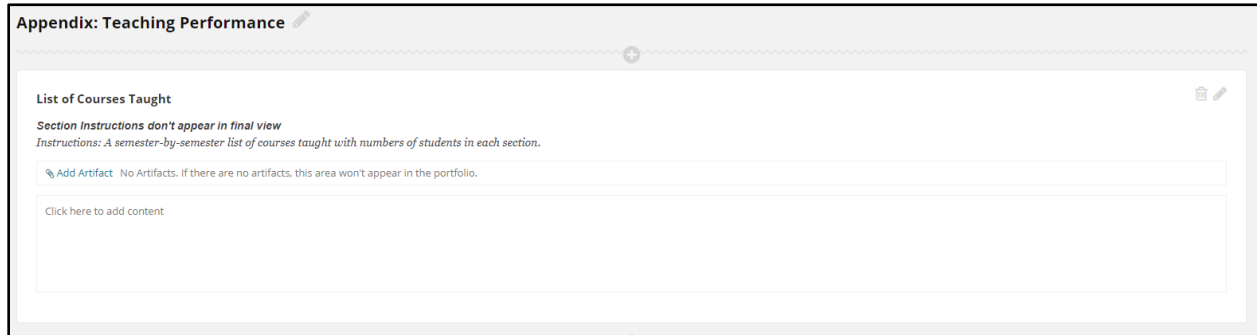
The external user whose email you listed will receive an email similar to the one below with the link for your E-Portfolio snapshot (same URL listed in the Share Portfolio page).





## Continuation Review Template

Each section of the Continuation Review 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.



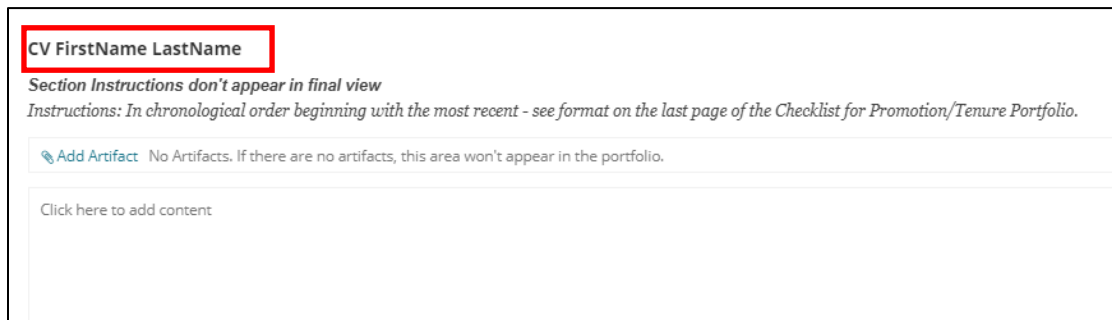
Faculty will need to follow the instructions listed in each section when uploading their documents. Many will list the type of files to upload and/or how those files should be structured. This next section will highlight some points in each section to give some clarification as well as suggestions on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

### *Faculty Information*

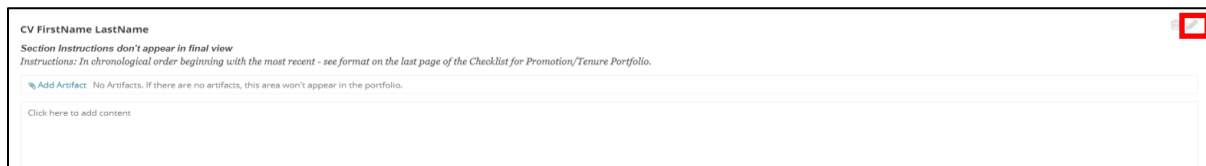
This section has been created for faculty to input information such as rank, department, and type of application.

### *Curriculum Vitae*

Curriculum Vitae section heading should be "CV – FirstName LastName (e.g. CV – Jane Doe).



Click the pencil icon to be taken to the section editor and update the section name.





Faculty will attach one file in this section with their CV following the format described in the last page of the [Checklist for Promotion and Tenure Portfolio](#).

### *Appointment Letter:*

Attach your appointment letter that indicates their rank and tenure status.

### *Annual Reports*

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

Each section has instructions on what items need to be attached and should only be one file per section.

### *Appendixes*

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

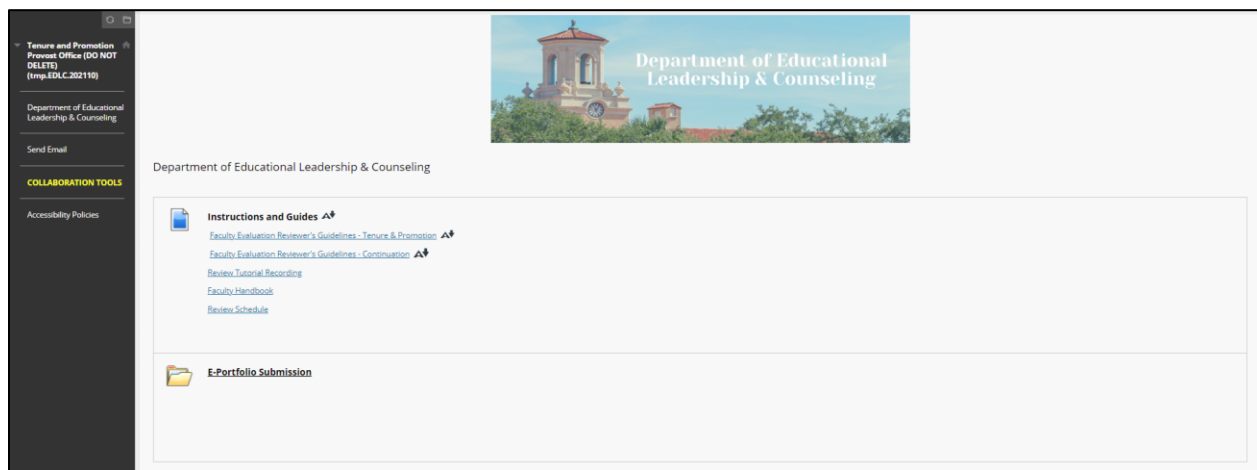
Each section has instructions on what items need to be attached. Some sections may only need one file attached or multiple files. This page has a section dedicated to Additional Items. Look up the [Checklist for Promotion and Tenure Portfolio](#) on the Provost's website to see the types of additional items that could be added to this section.

## Submitting your E-Portfolio

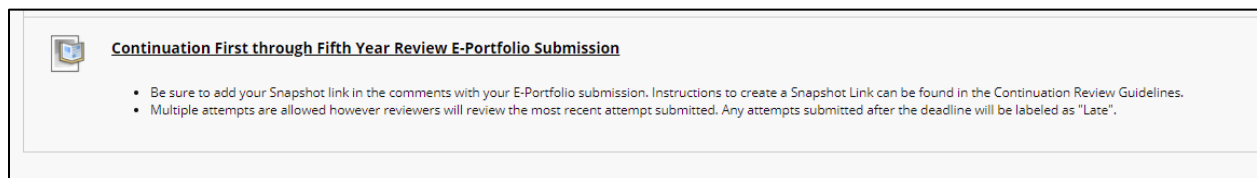
All faculty will be added to their department's Blackboard course as a student. When you have finished creating your E-Portfolio and are ready to submit your E-Portfolio for review, you will submit it as an Assignment in the department's Blackboard course.

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, you will see a section on Instructions and Guides to help you with your 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.

You will see a folder available for E-Portfolio Submissions. In that folder will be separate assignments for the different types of reviews. Please refer to the [Faculty Evaluation Review Schedule](#) for deadlines on promotion and tenure 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. The type of review you are submitting will determine which assignment you will submit to. Go to the section for your type of review for submission instructions.



In this folder, you will find the Continuation First through Fifth Year Review E-Portfolio Submission assignment. Click on the Continuation First through Fifth Year Review E-Portfolio Submission assignment to access the assignment submission page.



When you enter the Assignment Submission page, you will see the Assignment Information listed at the top. A due date will be listed by when you will need to submit your E-Portfolio for review. The due date will be listed according to the [Continuation Review Schedule](#) 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: Continuation First through Fifth Year Review E-Portfolio Submission

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**ASSIGNMENT INFORMATION**

Due Date  
**Thursday, January 20, 2022**  
11:59 PM

Points Possible  
**0**

- 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 Continuation Review Guidelines.
- Multiple attempts are allowed however reviewers will review the 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

Attach Portfolio

Continuation Template

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 Continuation and click the Submit button at the bottom of the window. You will notice that the portfolio is now attached to the assignment.

**Select Portfolio**

Search for portfolio:  Go

TITLE	THIS IS A TABLE OF YOUR PORTFOLIOS.	COMMENTS
<input type="radio"/> Annual Evaluation Template		0
<input type="radio"/> Continuation Template	This template is to be used for Continuation reviews.	0
<input type="radio"/> Doe, Jane - Tenure and Promotion		
<input type="radio"/> P&T Example		
<input type="radio"/> Post-Tenure Review		
<input type="radio"/> Smith, John - Continuation 1st Year		
<input type="radio"/> 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
<input type="radio"/> Test		

Displaying 1 to 8 of 8 items Show All Edit Paging

Cancel Submit

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

Attach Portfolio

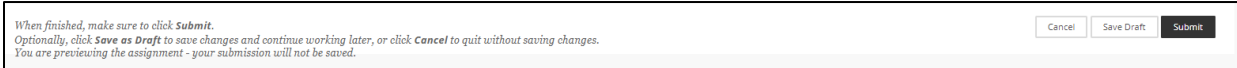
Continuation Template

Continuation Example Remove Portfolio OR Create Portfolio

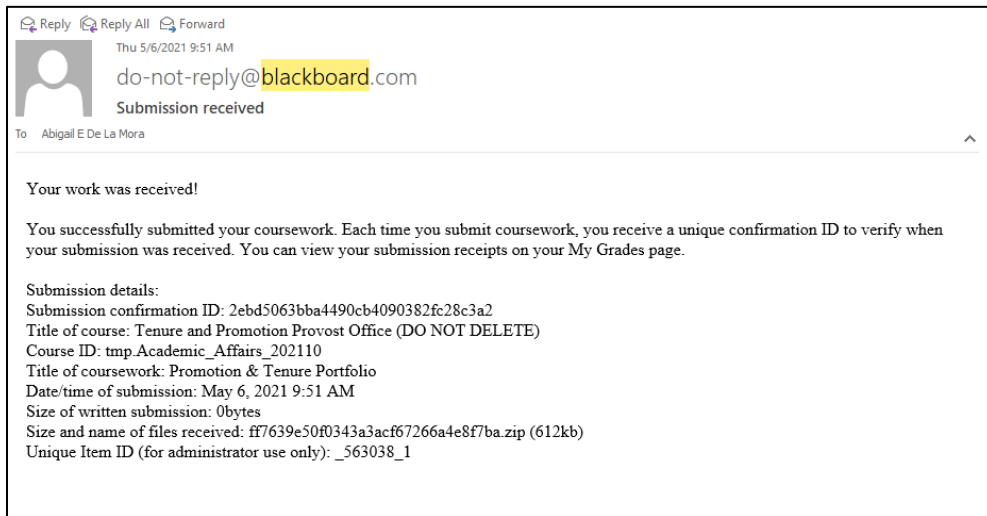
The next section is the Comments section. You will need to add the Snapshot Link to the Comments area of the assignment. ***It is essential that you create and add a Snapshot Link of their portfolio to the assignment.***



Once you have added your E-Portfolio snapshot link to the Comments box, click on the Submit button at the bottom of the screen.



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



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 the you are certain your E-Portfolio is complete and ready for review.