

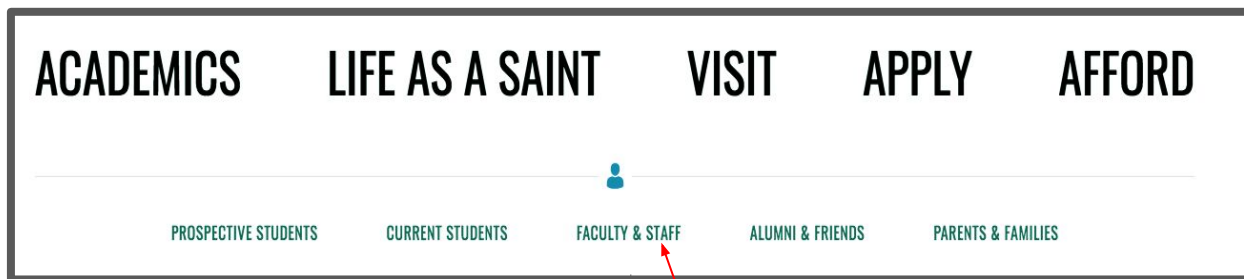
CREATING A FACULTY ePORTFOLIO FOR PROMOTION TENURE AND SABBATICAL

The Committee on Faculty Status has determined that Digication, the ePortfolio system, is the preferred method to compile and submit documentation for promotion, tenure and sabbatical consideration.

From **siena.edu** click on **Menu** in the upper right hand corner.



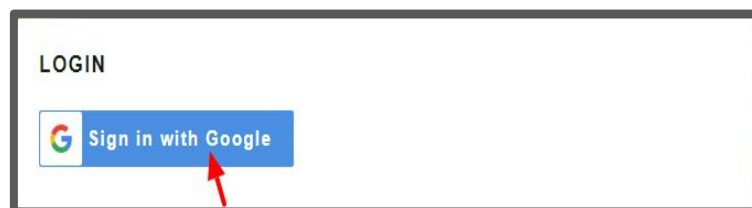
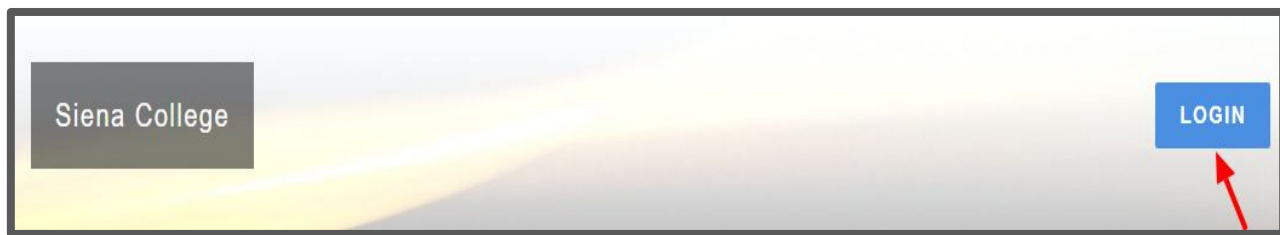
Under **Menu** click on **Faculty and Staff**.



Click on the **Digication** Card.

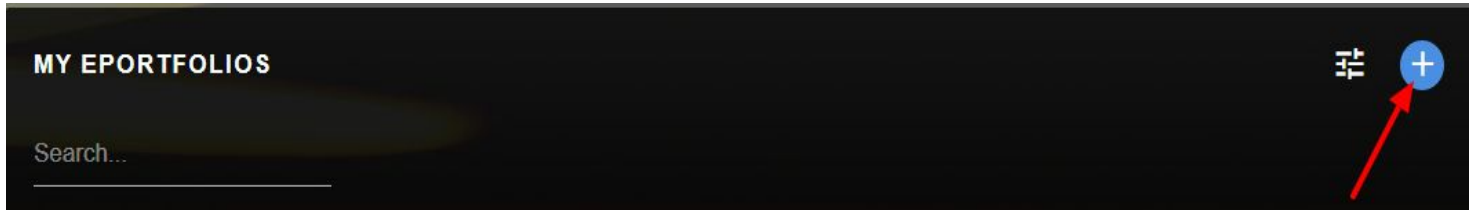


Use your Siena credentials to **login**.

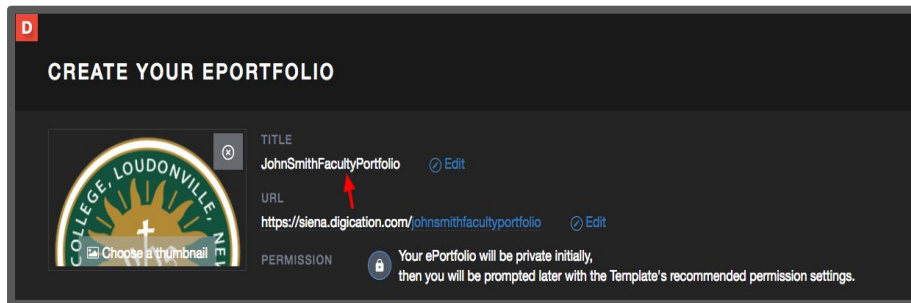


CREATING ePORTFOLIO FOR PROMOTION, TENURE AND SABBATICAL

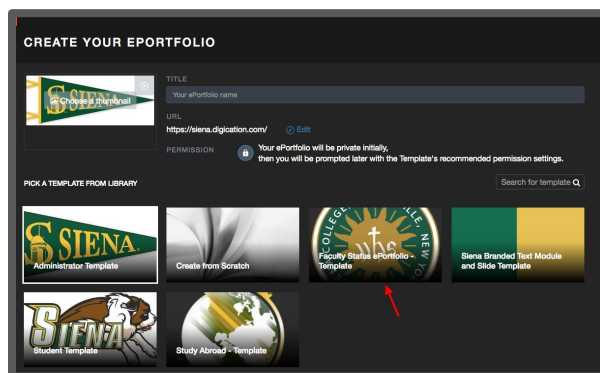
Click **Blue Plus Sign** in the upper right hand corner.



Give your ePortfolio a title. As a general rule all ePortfolios should include your **FULL** name, ie **JoeSmithFacultyPortfolio**.



Choose **Faculty Status ePortfolio Template**.

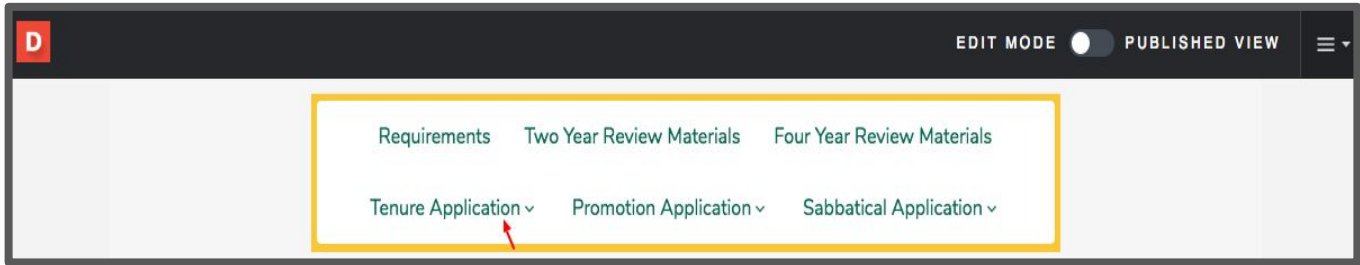


Click the blue **Create** button.

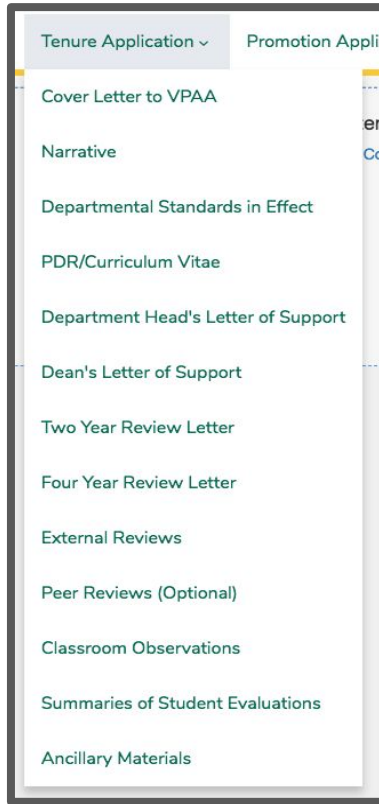


UPLOADING CONTENT TO YOUR ePORTFOLIO

On the menu bar click the section you wish to add files to. For example: **Tenure Application**.



Choose your subpage. For example: **Cover Letter to VPAA**.



Select the **Add Content** in blue.

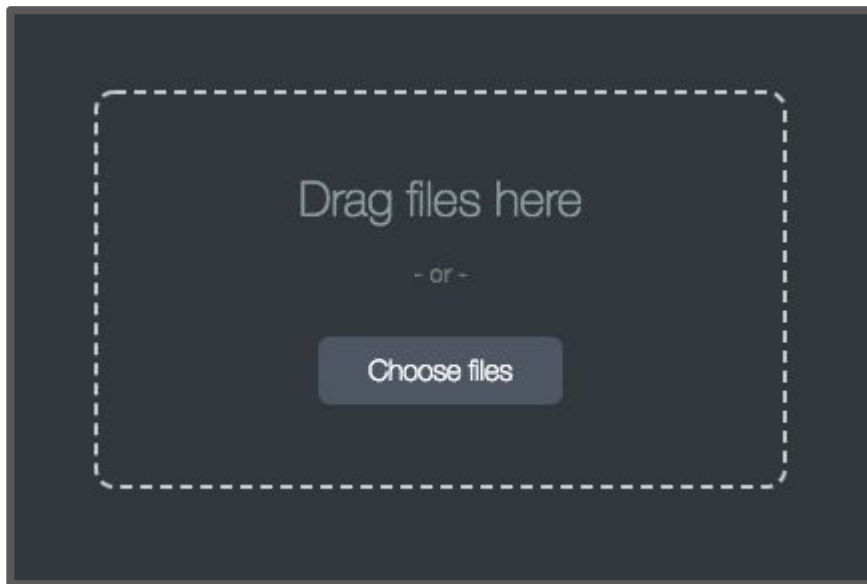


UPLOADING YOUR CONTENT TO ePORTFOLIO

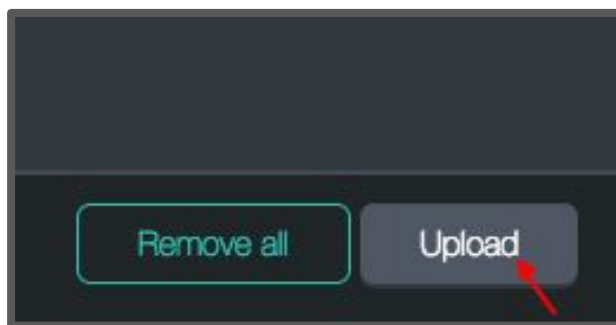
Select the type of content you would like to add. In our example we have selected the **Upload File** (you would use this content type for a PDF upload).



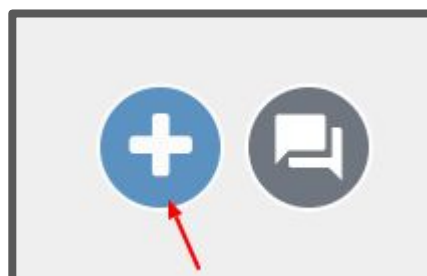
You can **Choose File** and upload your file or you can drag and drop your file. Note: You can upload multiple files at one time which will be displayed with an arrow scroll bar.



Once the file selection is complete click **Upload** in the lower right hand corner.

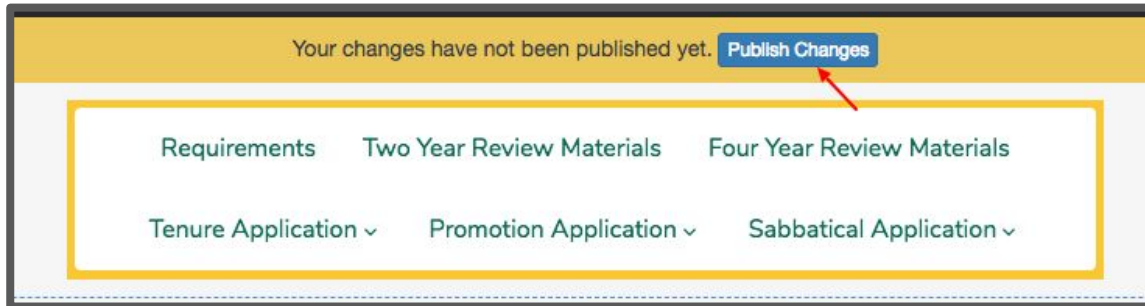


To continue to add more content modules to the same subpage click the plus sign at the bottom of the page.

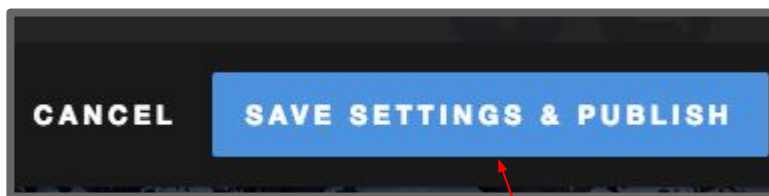


UPLOADING CONTENT TO YOUR ePORTFOLIO

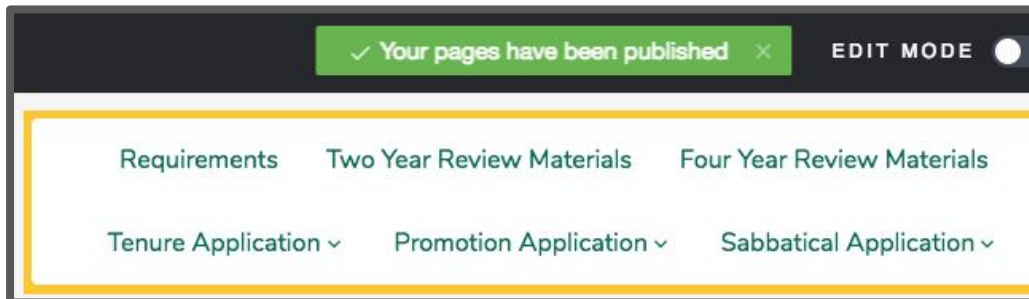
When all of your documentation has been uploaded and in the correct order you will need to publish your work before your Viewers can see it. A banner will appear at the top of your page. Click the **Publish Changes**.



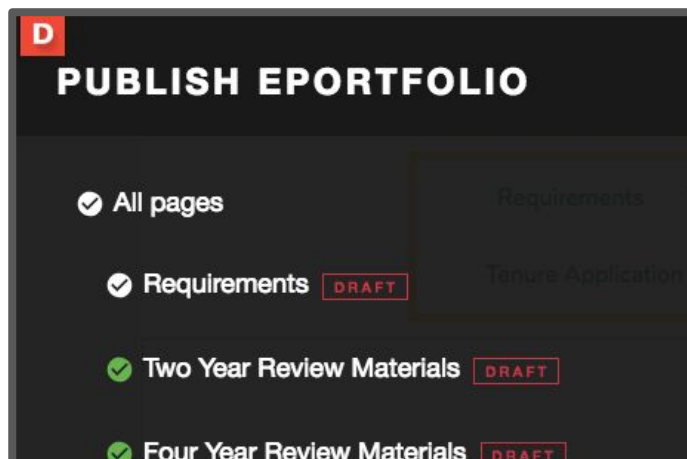
Leave your ePortfolio settings as default and **Save Settings and Publish**.



When your page has been successfully published, a notification will be displayed at the top of your window letting you know your changes have been published.



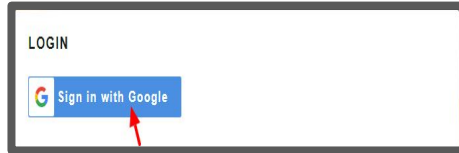
If you made changes to multiple pages, you can select which pages are published. Go to your ePortfolio menu (three bars) and selecting **Publish Pages**. Select the checkmarks next to the pages you want published and deselect the checkmarks next to pages you do not want to publish. By default, all Draft pages in your ePortfolio will be selected. Click **Publish** to bring your draft pages into published view.



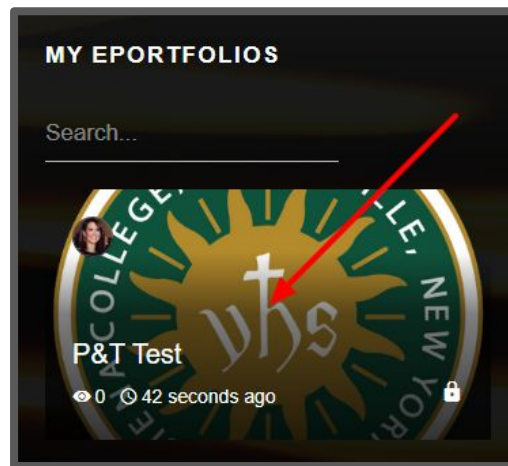
****Note: Publishing the portfolio is not the same as submitting to Faculty Status for review.**

CUSTOMIZING PERMISSIONS IN YOUR ePORTFOLIO IN ORDER TO SHARE WITH YOUR DEPARTMENT

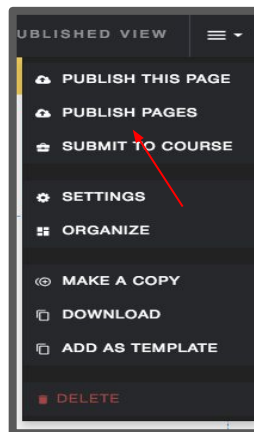
Log into Digication with your **Siena credentials**.



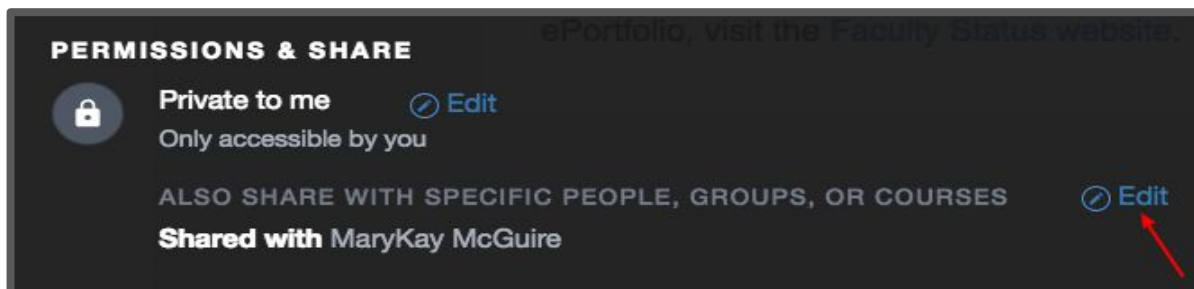
Open the **ePortfolio** that you wish to share for review.



In the upper right hand corner under **Portfolio Tools** click on **Settings**.



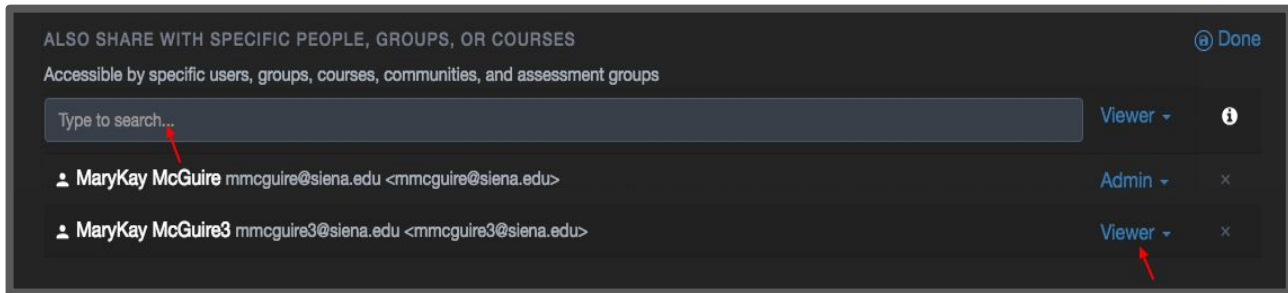
Under **Permissions and Share: ALSO SHARE WITH SPECIFIC PEOPLE, GROUPS OR COURSES** click on the **blue edit button**.



CUSTOMIZING PERMISSIONS IN YOUR ePORTFOLIO

In the search engine, type in names of people in your department who will need access to review your ePortfolio. Digication will automatically generate a list of people with matching credentials. Select the person's name and give them a **Viewer Role**.

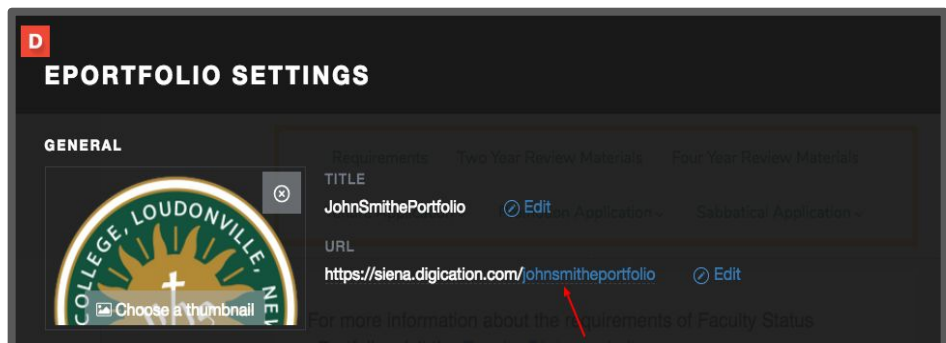
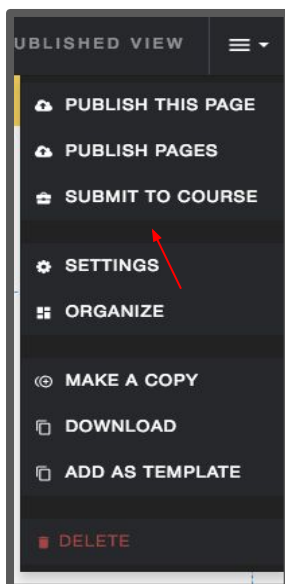
*Note: If a person doesn't appear on the list, it means they have never logged into Digication. Simply ask them to login once and you can add them to your permissions list.



Scroll down to the bottom of the page and click on the **Save Settings** button to save your changes.



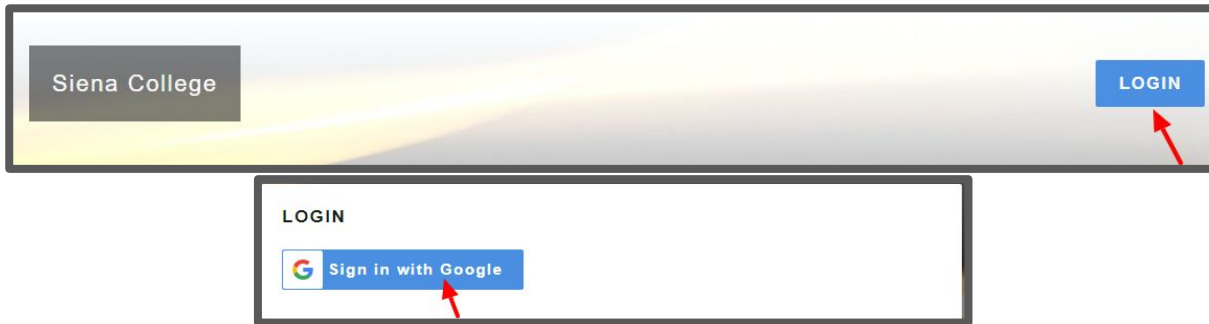
To share your ePortfolio with reviewers you will need to provide the link to your ePortfolio. Click on the **three bar menu** in the upper right hand corner and click on **Settings**. Under **ePortfolio Settings** section copy the **URL**.



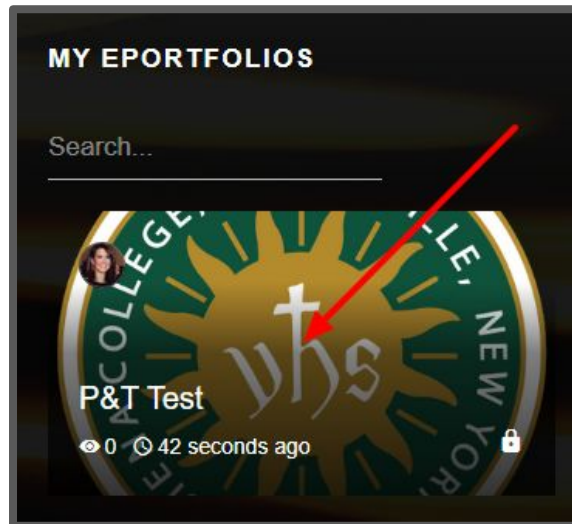
SUBMITTAL PROCESS FOR ePORTFOLIO

After all content is uploaded and reviews are complete.

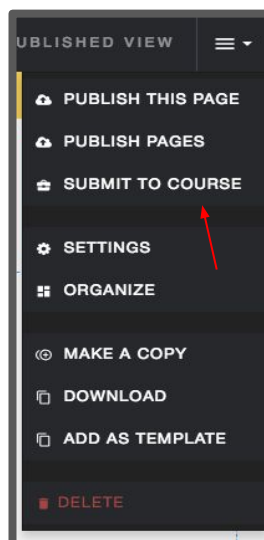
Log into Digication with your **Siena credentials**.



Open the **ePortfolio** that you wish to submit for Promotion, Tenure or Sabbatical.

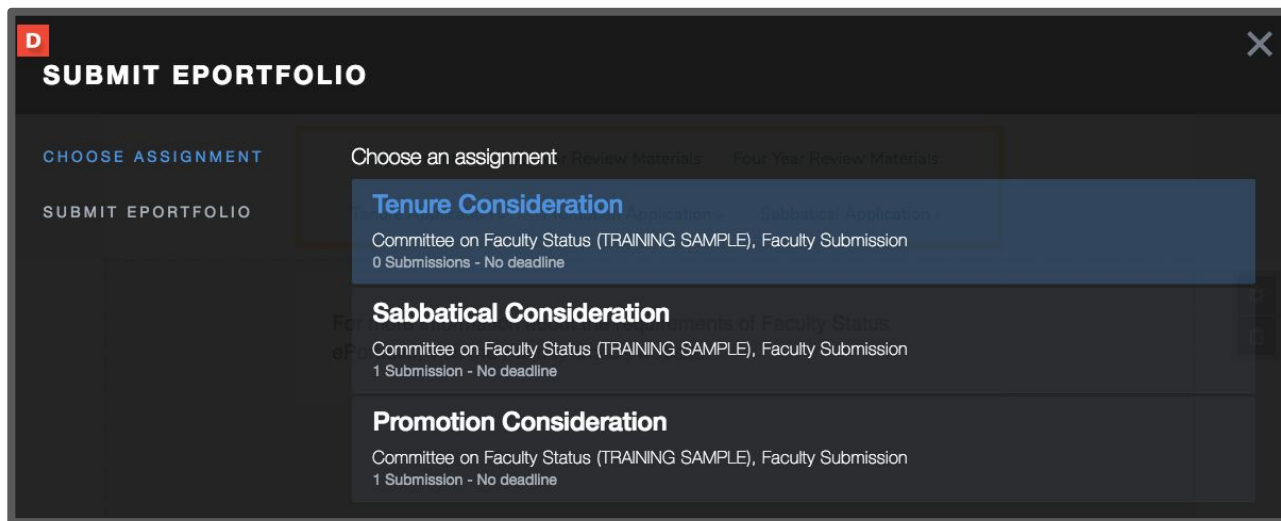


In the upper right hand corner under **the three bar menu** click **Submit to Course**.

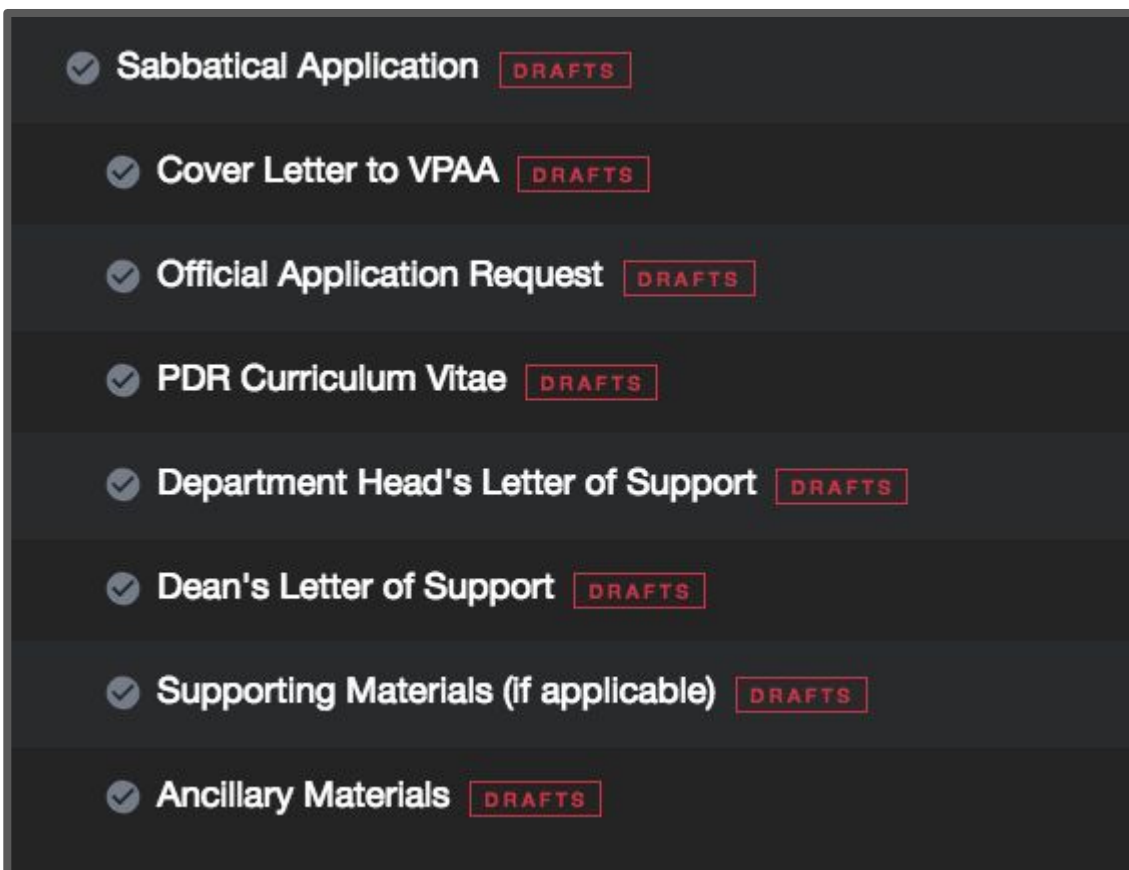


SUBMITTAL PROCESS FOR ePORTFOLIO

Choose the appropriate **Assignment (Tenure, Sabbatical, Promotion)** for which you are submitting your ePortfolio and click **Next**.

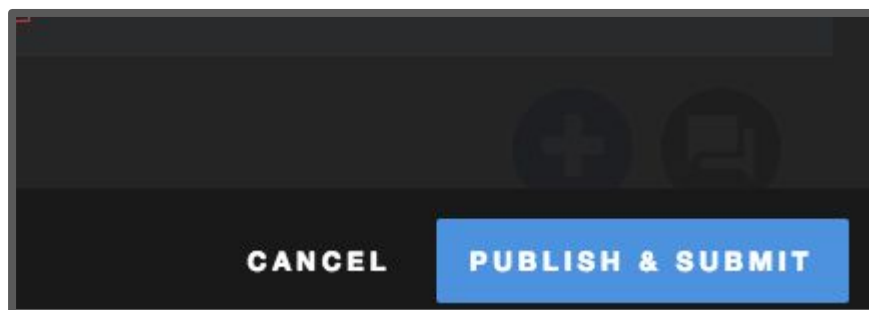


Check the circle next to the pages you wish to submit from your ePortfolio. For example, if you are applying for **Sabbatical** check all of the documents under the **Sabbatical Application**. Be sure to select the application page as well (ie: **Sabbatical Application**).

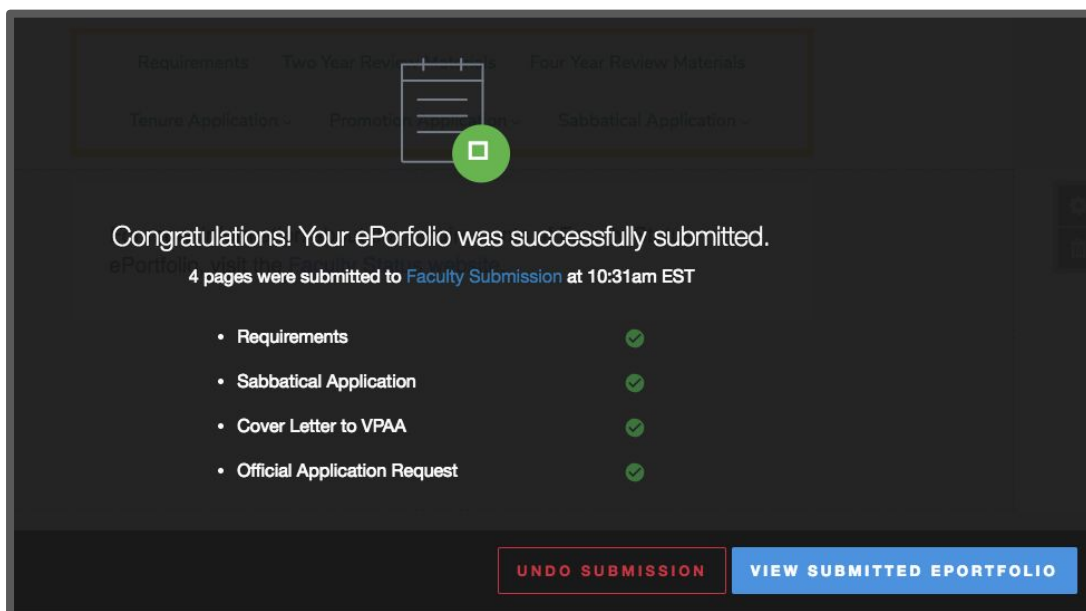


SUBMITTAL PROCESS FOR ePORTFOLIO

After you chose your pages click on **Publish & Submit**.



Once submitted you will receive confirmation.



***Note:** It is recommended to screenshot or print confirmation of your ePortfolio submittal.