



**NEW YORK INSTITUTE
OF TECHNOLOGY**

College of Osteopathic
Medicine

Mahara Faculty Instructions

(FOR REAPPOINTMENT AND PROMOTION)

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STEP 1: COLLECT DOCUMENTATION

- On your computer organize documentation in a folder “My Mahara Documents”
- Under “My Mahara Documents” create a folder for the Year (for example 2019)
- Use a standardized naming convention for your files:
 - 1- **Department Chair’s Review & Recommendation:** 1DCRR-Initials
 - 2- **Annual Faculty Report:** 2AFR-Initials
 - 3- **Teaching Reviews:** 3EVP-Initials
 - 4- **Evaluation Letters:** 4EL-Initials (* applies only to promotion candidates) (for example 4EL-JDOE_1, 4EL-JDOE_2, 4EL-JDOE_3)
 - 5- **Supporting Documents:** 5SD-Initials-DocumentType–meaningful title –Year
 - 6- **CV:** 6CV-Initials
- Create PDFs by using the “Save As” PDF feature in MS Word (Web [reference](#))
- Be sure to optimize PDFs (Web [reference](#); If you don’t have Acrobat Pro, *contact Service Central at ext. 1400*)

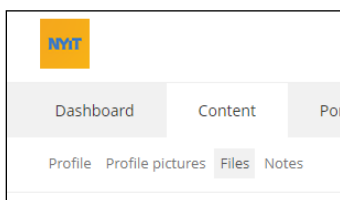
STEP 2: LOGIN

- URL: <https://faculty-eportfolio.nyit.edu>
- Log in using your NYIT email username and email password

[* Please note, users who are manually added may receive an email with username and password. Please disregard this email and use your NYIT username and password.]

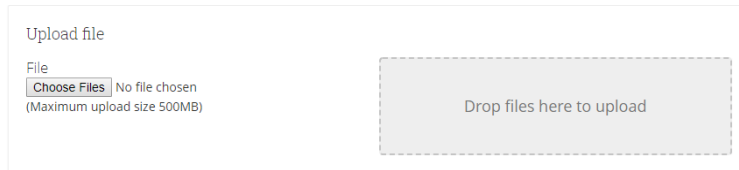
STEP 3: UPLOAD FILES TO MAHARA FROM YOUR COMPUTER/FLASH DRIVE

- Click “**Content**” Tab → Click “**Files**”



- To Make a Folder based on year: Type Folder Name → Click “**Create Folder**”

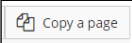
- To open the newly created folder, Click the Folder Name you just created
- To Add Files: Click **“Choose Files”** → Browse for files and Click Open

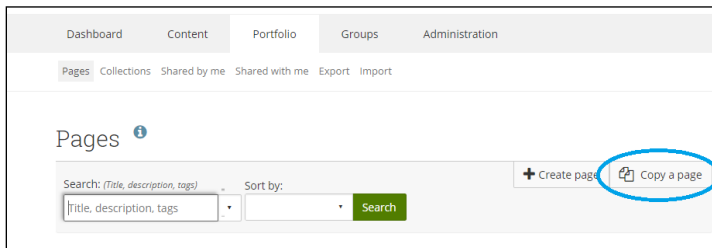



(*Tip: while browsing by holding Shift or Control button you can select multiple files for upload in one go)

- Be sure to only put public informationno personal confidential information anywhere





STEP 4: CREATE A PAGE

- Click **“Portfolio”** → Click  →



Locate **“Template – NYITCOM”** and Click 



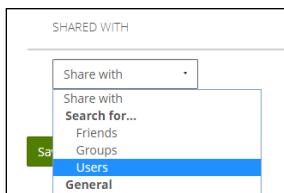
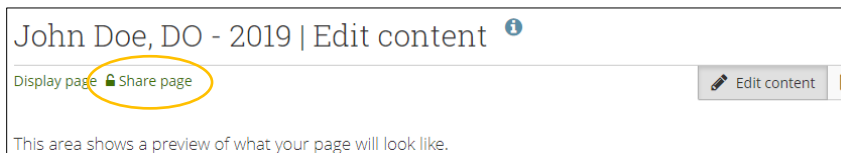
- Edit title and description (for example, title can be ‘John Doe, DO – 2019’. Template has guide for entering description)
- Click 
- **Adding Files**
 - First click on **the gear symbol**  next to the appropriate section
 - Then open the ‘Files’ section by clicking 
 - Under the ‘Home’ heading locate your folder, open it and click on  next to files appropriate for this section



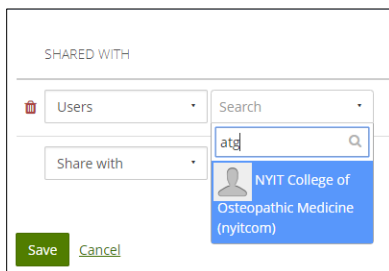
- Be sure to Save the page by scrolling down and clicking
- Repeat above steps for updating all the sections applicable

STEP 5: SHARE PAGE WITH ATG AND YOUR CHAIR

- Click **Share Page** → Click drop-down “Share with” →

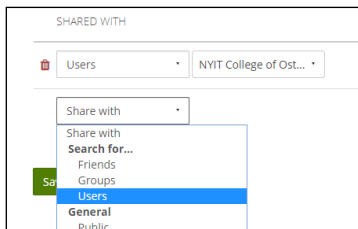


Select “Users” from drop-down list → Enter “atg” in Search field →

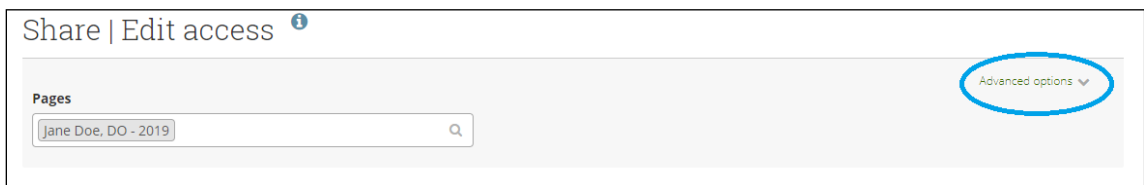


Click “NYIT College of Osteopathic Medicine (nyitcom)” from the search result

- Click on ‘Share with’ drop-down and repeat the same process. This time search for **your department chair’s email Username**



- Open Advanced options by clicking “Advanced options”



In Advanced options, make sure ‘Allow comments’ is set to No and ‘Allow copying’ is set to Yes

- Make sure to scroll down and Click on to complete sharing process
- Congratulations, your page now is ready for review by your Chair. Please notify them that your page is complete

IMPORTANT REFERENCES

PROFILE PAGE SECTIONS

Dean / Vice President, Review and Recommendation: VPHSMAYear-FirstInitialLastName (for example VPHSMA2019-JDOE) (uploaded by Dean / VP)

Site Dean, Review and Recommendation: DRRYear-FirstInitialLastName (uploaded by Site Dean)

RPC, Review and Recommendation: RPC-RR-Initials (uploaded by RPC)

- 1- **Department Chair’s Review & Recommendation** (uploaded by faculty member)
- 2- **Annual Faculty Activity Report** (uploaded by faculty member)
- 3- **Teaching Reviews – Peer/Student** (uploaded by faculty member)
- 4- **Evaluation Letters** (*Only for Promotion Candidates - uploaded by Department Chair’s office; if promotion candidate is a Department Chair then RPC Chair needs to upload evaluation letters)
- 5- **Supporting Documents** (uploaded by faculty member)
- 6- **CV** (uploaded by faculty member)

RPC COMMITTEE TYPES OF DOCUMENTATION:

TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

SUPPORTING DOCUMENTS (SOME EXAMPLES):

- Research Publications
- Published Abstracts
- Journal Publications
- Grants Statement/Documents
- Research Papers
- CME Activity Summary
- Conference Speaking / Presentations / Lecture Series
- Unique Lecture Presentations
- Poster Presentations
- Letter of Acknowledgement
- Certifications
- Case Studies

CV:

- CV NYITCOM format (required for RPC) (Mahara [URL](#) to download the template)