



**NEW YORK INSTITUTE  
OF TECHNOLOGY**

College of Osteopathic  
Medicine

# Mahara Faculty Instructions

(FOR REAPPOINTMENT AND PROMOTION)

## CONTENTS

Step 1: Collect documentation .....	2
Step 2: Login .....	2
Step 3: Upload Files to Mahara from your computer/flash drive .....	2
Step 4: Create a Page .....	3
Step 5: Share Page with NYITCOM and your Chair .....	4
Important References .....	5
Profile page sections.....	5
RPC committee Types of Documentation:.....	6
Teaching Reviews: .....	6
Supporting Documents (some examples):.....	6
CVs: .....	6

## 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 2021)
- 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*)

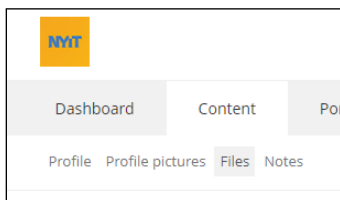
## STEP 2: LOGIN

- 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.]

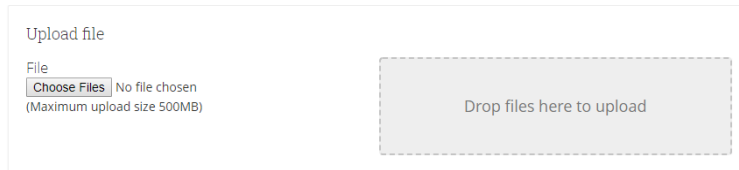
## STEP 3: UPLOAD FILES TO MAHARA FROM YOUR COMPUTER/FLASH DRIVE

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



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

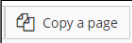
- To open the newly created folder, Click the Folder Name you just created
- To Add Files: Click **“Choose Files”** → Browse for files and Click Open

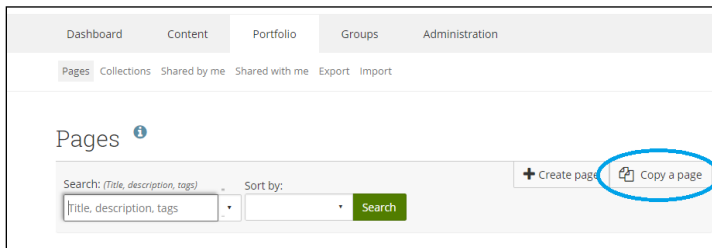



(\*Tip: while browsing by holding Shift or Control button you can select multiple files for upload in one go)

- Be sure to only put public information ....no personal confidential information anywhere





## STEP 4: CREATE A PAGE

- Click **“Portfolio”** → Click  →



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



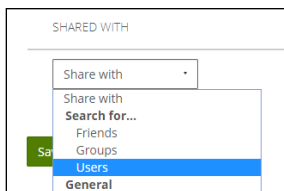
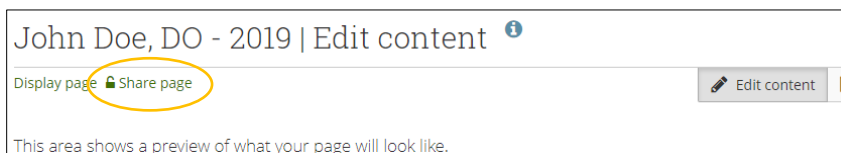
- Edit title and description (for example, title can be ‘John Doe, DO – 2021’. Template has guide for entering description)
- Click 
- **Adding Files**
  - First click on **the gear symbol**  next to the appropriate section
  - Then open the ‘Files’ section by clicking 
  - Under the ‘Home’ heading locate your folder, open it and click on  next to files appropriate for this section



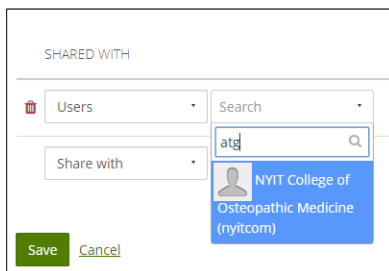
- Be sure to Save the page by scrolling down and clicking
- Repeat above steps for updating all the sections applicable

## STEP 5: SHARE PAGE WITH ATG AND YOUR CHAIR

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

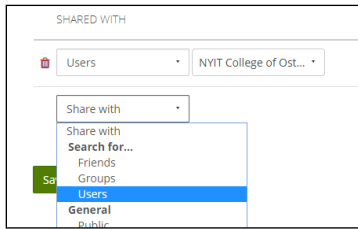


Select “Users” from drop-down list → Enter “atg” in Search field →



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 VPHSMA2021-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:

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### 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)