

**RTP/Lecturer Evaluation**  
**Interfolio Portfolio Guide**

[How to add a file](#)

[How to rename a file](#)

[How to replace a file](#)

[How to reorder your files](#)

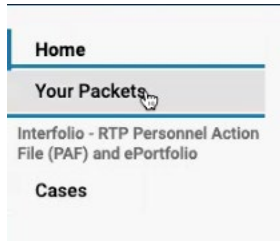
[How to preview your portfolio](#)

[How to submit your portfolio](#)

## How to add a file

([Link to video tutorial](#))

- 1) Log into myCI then click on Interfolio
- 2) Click on **Your Packets** in left navigation

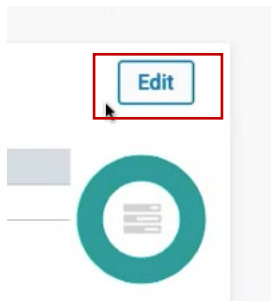


- 3) Click on **View Your Packets**

Active

Packet	Type	Status	Due Date	
<b>Art</b> AY21-22 ART Lecturer Evaluation - FT PPC and Dean	Review	Not Submitted	–	<a href="#">View</a>

- 4) Click on **Edit**



- 5) Click **Add**

▼ Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview

Submit

3 of 1  
Required Files

Required Portfolio 1+ required, 3 Added

Add

For the purposes of the review, the Portfolio for teaching faculty shall include:

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For more detailed information, please see [Senate Policy 12-10](#).


Title	Details	Actions
<a href="#">CV 2022</a>	Added Jan 19, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">Syllabus 2</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">Portfolio</a>	Added Jan 19, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

6) Click on Add New File and drag and drop files you want to upload.

**Add Required Portfolio** ✕  
1+ Required

Choose Existing **Add New File**

Upload Video Webpage

  
**Drag & Drop your files anywhere or**  
**Browse To Upload**

+ Add Cancel

You can also upload **Video**.

- Two required sections are **Title** and **URL**

**Add Required Portfolio** ✕  
1+ Required

Choose Existing **Add New File**

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

**Title \***  
e.g. MUS-112, Fall 2016

**URL \***  
https://www

**Description ?**  
Enter a description for your video...

You can also upload **Webpage**.

- Two required sections are **Title** and **URL**

**Add Required Portfolio** ✕  
1+ Required

Choose Existing **Add New File**

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

**Title \***  
e.g. MUS-112, Fall 2016

**URL \***  
https://www

**Description ?**  
Enter a description for your webpage...

+ Add Cancel

7) After your file or files are uploaded click Add

**Add Required Portfolio**

×

1+ Required

Choose Existing

Add New File

Upload

Video

Webpage

Sample Syllabus A

Success

×

+

Add

Cancel

8) You will see your new file added in the packet.

 Sample Syllabus A	Added Jan 25, 2022
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## How to rename a file

([Video Tutorial Link](#))

- 1) From your portfolio page click on **Edit** to rename the file

▼ **Lecturer Portfolio**  
Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview

Submit

4 of 1  
Required Files

Required Portfolio 1+ required, 4 Added 

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<a href="#">Portfolio</a>	Added Jan 19, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">Sample Syllabus B</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

- 2) Rename the file and click **Save**

Edit Document

✕

Document Title \*

ART 101 - Spring 2022 Syllabus ✓

↻ Replace

✓ Save

Cancel

## How to replace a file

([Video Tutorial Link](#))

- 1) From your portfolio page click on **Edit** to replace the file

▼ Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview

Submit

4 of 1  
Required Files

Required Portfolio 1+ required, 4 Added 

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<a href="#">Sample Syllabus B</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

- 2) Click on **Replace**

Edit Document

×

Document Title \*

CV 2022 ✓

[↻ Replace](#)

[✓ Save](#)

[Cancel](#)

- 3) Click on Add New File and drag and drop your new edited file.




Add Required Portfolio

×

1+ Required

Choose Existing [Add New File](#)

Upload Video Webpage



Drag & Drop your files anywhere or

[Browse To Upload](#)

[+ Add](#)

[Cancel](#)

4) Click **Save** after your replacement file is added

### Replace Document

Choose Existing Add New File

Upload Video Webpage

CV 2022-Edited

Success

✓ Save

Cancel

▼ Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview

Submit

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 CV 2022-Edited	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">Sample Syllabus B</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">ART 101 - Spring 2022 Syllabus</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

## How to reorder your files

([Video Tutorial Link](#))

- 1) You can drag and reorder files by dragging and dropping the files in any order you prefer.

▼ Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview Submit

4 of 1  
Required Files

Required Portfolio 1+ required, 4 Added Add

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▼ Lecturer Portfolio

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ART 101 - Spring 2022 Syllabus	Added Jan 25, 2022	Edit   Remove
Sample Syllabus B	Added Jan 25, 2022	Edit   Remove



## How to preview your portfolio

([Video Tutorial Link](#))

- 1) Click on **Preview Packet** to review what your reviewers will see when reviewing your portfolio

California State University Channel Islands Production > Your Packets >

### AY21-22 ART Lecturer Evaluation - FT PPC and Dean

Unit: Art Type: Review Candidate Instructions: View Instructions

Overview Packet

Expand All Collapse All Add Section

☐

**Lecturer Portfolio**

Due: Feb 5, 2022 | Not Yet Submitted **Unlocked**

Preview Submit

4 of 1  
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Add

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<a href="#">Portfolio</a>	Added Jan 19, 2022	Edit Remove
<a href="#">Sample Syllabus B</a>	Added Jan 25, 2022	Edit Remove

- 2) Reviewers will see the left navigation with a listing of the files you've uploaded. You can toggle through the different files by clicking on the titles of the document.

☰ Only show submitted sections.

Search PDF Search

**LECTURER PORTFOLIO**

[CV 2022](#)

[Syllabus 2](#)

[Portfolio](#)

[Sample Syllabus B](#)

Teaching Appendix

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Mauris ultricies sapien ut molestie euismod. Curabitur vitae portitor mi. Aliquam erat volutpat. Quisque sit amet vestibulum orci, id vehicula nunc. Maecenas maximus sem lacus, non pharetra quam laoreet a. Mauris curius orci tortor, a tempus in pulvinar ultrices. Sed portitor ante nec sem porta auctor. Phas faucibus, nisl eu consectetur suscipit, enim turpis laoreet nibh, et pharetra nisl est in ante. Vestibulum consectetur fadellis libero. Mauris auctorit lacus nec quam elementum lobortis. Nulla scelerisque pellentesque mauris, eget mollis urna feugiat non. Nulla id magna eros. Nam eu pulvinar ante, quis placeret eros. Vivamus ut du lobortis lorem facilis maximus. Aliquam erat volutpat.

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Aliquam sagittis eu velit nec accumsan. Nulla enim purus, suscipit in nisl vitae, pellentesque maximus leo. Nulla euismod nunc ac nisl tristique, id porta nisl suscipit. Morbi porta ultricies ante, sed ultrices libero dapibus ut. Nullam dapibus felis nec vulputat molestie. Vestibulum in aliquet nibh. Ut ac tortor purus. Vivamus vulputate id ligula vitae pellentesque. Maecenas eget velit nisl, in maximus, nulla et convallis rutrum, augue turpis luctus odio, et laoreet massa est in purus. Donec et lacina justo. Duis luctus tristique, posuere at velit nec, rhoncus vulputate felis. Suspendisse et amet elit tortor. Phas pellentesque libero mauris, id faucibus nulla commodo non, vivamus maximus sit amet velit ut finibus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc et enim tristique, sagittis metus sed, ornare diam. Sed laoreet ipsum ut tempus portitor. Donec vel vulputate massa. Vivamus commodo id sapien efficitur viverra. Pellentesque lobortis doir augue, sed varius urna mollis venenatis. Sed condimentum feugiat massa in porta. Mauris rutrum, tortor non elementum convallis, du ex bibendum

- 3) Click on the X at the top right to close the preview and return to your portfolio.

✕

Search PDF Search

## How to submit your portfolio

([Video Tutorial Link](#))

### 1) Click on Submit

California State University Channel Islands Production > Your Packets >

## AY21-22 ART Lecturer Evaluation - FT PPC and Dean

Unit: Art Type: Review Candidate Instructions: View Instructions

Overview Packet

Expand All Collapse All Add Section

☐

Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview Submit

4 of 1 Required Files

Add

Required Portfolio 1+ required, 4 Added

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<a href="#">Sample Syllabus B</a>	Added Jan 25, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

### 2) Confirm submission and click Yes

#### Confirm

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Lecturer Portfolio at this time?

Yes No

### 3) You will get a confirmation message at the bottom left of your screen.

SECTION SUCCESSFULLY SUBMITTED

The section is now available to the appropriate committee members for review.

### 4) Your portfolio will now be **Locked** and you will no longer be able to edit your files. But you will still have access to view your portfolio. Please contact Faculty Affairs if you still need to make changes and it's not past the deadline. We can return the portfolio to you so you may make changes.

Lecturer Portfolio

Due: Feb 5, 2022 | Submitted Locked

Preview

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