

Lecturer Evaluation Interfolio Portfolio Guide

Interfolio Overview

[\(Lecturer Evaluations - Interfolio Overview Video\)](#)

[How to add a file](#)

[How to rename a file](#)

[How to replace a file](#)

[How to reorder your files](#)

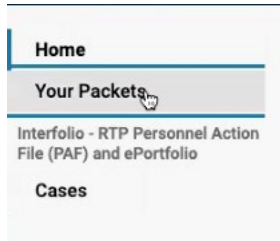
[How to preview your portfolio](#)

[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

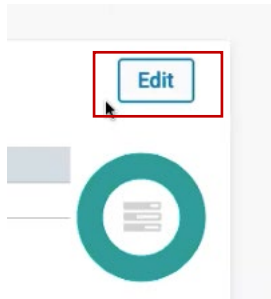


- 3) Click on **View Your Packets**

Active

Packet	Type	Status	Due Date	
Art AY21-22 ART Lecturer Evaluation - FT PPC and Dean	Review	Not Submitted	-	View

- 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:

- Current curriculum vitae
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- All syllabi for courses taught during the period of review

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

Title	Details	Actions
CV 2022	Added Jan 19, 2022	Edit Remove
Syllabus 2	Added Jan 25, 2022	Edit Remove
Portfolio	Added Jan 19, 2022	Edit Remove

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...

Add **Cancel**

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

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 Add

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Sample Syllabus B	Added Jan 25, 2022	Edit Remove

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

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- 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 Preview Submit 4 of 1
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 CV 2022-Edited	Added Jan 25, 2022	Edit Remove
Sample Syllabus B	Added Jan 25, 2022	Edit Remove
ART 101 - Spring 2022 Syllabus	Added Jan 25, 2022	Edit Remove

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.

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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 Required Files | Add

Required Portfolio 1+ required, 4 Added

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- 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.

LECTURER PORTFOLIO

- CV 2022
- Syllabus 2
- Portfolio
- Sample Syllabus B

Teaching Appendix

Search PDF | Search

Previous Material < 1 / 3 > Next Material

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

X

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

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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 | 4 of 1 Required Files

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