

Adobe Acrobat ePortfolio Candidate User Guide Promotion and/or Tenure Instructions for 2016 – 2017 Submission

Where do I begin?

Support

For help with password issues for the Promotion and/or Tenure Fileshare:

help@uml.edu or 978-934-4357

For help with questions specific to the UMass Lowell Promotion and/or Tenure Adobe ePortfolio process:

pandt@uml.edu

(This address will forward to the Project Team and we will triage and respond.)

Promotion and Tenure ePortfolio Project Support Team:

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Submission is a Three Step Process:

The submission of e-Portfolios for Promotion and/or Tenure is a three-step process:

1. Request a folder on the Electronic P&T Fileshare in June or at least 2 weeks prior to the submission date specified in the Provost's Promotion and Tenure Calendar. Email pandt@uml.edu, please include your First Name, Last Name, Department, College, and Type of Promotion and/or Tenure.
2. Create your e-Portfolio using Adobe Acrobat Pro (instructions included).
3. Upload your completed e-Portfolio to the file share according to the date specified in the Promotion and Tenure Calendar (instructions provided separately).

How do I get a license for Adobe Acrobat Pro?

We recommend using Adobe Acrobat Pro (version 11+). Licensed copies are available from:

<http://www.uml.edu/IT/Services/Software/Adobe.aspx>

Items to consider while creating your ePortfolio:

(Information provided by Adobe Systems Incorporated)

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- E-portfolios are *rich*. A PDF portfolio created in Adobe® Acrobat® 11 Pro is a container for any sort of electronic media. It can store not only text but images, movies, audio, video—you can include almost any type of digital object in a PDF portfolio.
 - **Recommendation: Convert all files to pdf format**
- E-portfolios are *scalable* and *expandable*. An e-portfolio can contain any number of pages.
 - **Recommendation: ePortfolios will become bloated when they exceed 500 MB. This recommendation is based upon resources used by your readers. Try to reduce file size prior to adding documents to your portfolio. Don't wait until the last step before considering size limitations.**

Start Preparing to Create Your Portfolio:

- Begin by creating folders on your desktop for each section of your ePortfolio (sample provided).
 - Cover Page, Letter of Application, & Comprehensive Professional Vitae
 - Waiver Statement (TT only)
 - Professional Activity
 - Instructional Activity
 - Service
 - Research and Scholarship (if applicable)
 - Maintenance of Expertise and Credentials (NTT)
 - List of Supplemental Materials
 - Supplemental Materials (optional - two portfolios may be submitted)
- Drag/drop files into each folder as you prepare your ePortfolio.
- Convert files to pdf format as you go.
- Review each file to check for readability.
- All scanned pdf files should be legible and recognizable when searched.
- Review file names to make sure readers have a clear understanding of your content (file names will convert to bookmarks as shown in Figure 1).
- Short, concise file names will help readers (computer-generated file names should be changed).
- Include divider pages to provide consistency.
- Use “first page” of materials in the main portfolio and full text in the supplemental materials.
- The List of Supplemental Materials should clearly state where your materials are located (no need to duplicate).
- Supplemental Materials (choose 1 of 3 options):
 1. Physical Box (optional – may contain models, complete set of student evaluations, books, etc.)
 2. Electronic Supplemental Materials Portfolio (optional):
 - Provide first page in the main portfolio and complete text in the electronic supplemental materials portfolio
 3. Hybrid (optional - candidates may submit a main portfolio, electronic supplemental materials portfolio, and a physical box).

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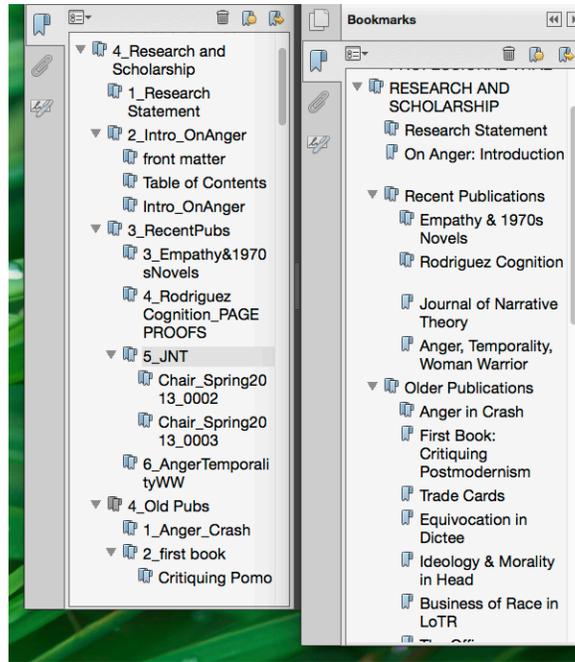


Figure 1: Naming Bookmarks

How to Assemble Your ePortfolio:

1. Open Adobe Acrobat Pro
2. **You should be “Content Ready” prior to taking this step.** It’s easy to add a few additional pages but more difficult to continually construct the ePortfolio. Recommended: Make a draft copy for reviewers while keeping a duplicate copy of materials to be converted in September. Update duplicate copy as reviewers provide feedback throughout the summer.
3. Select File – Create – Combine Files into a Single PDF (as shown in Figure 2)

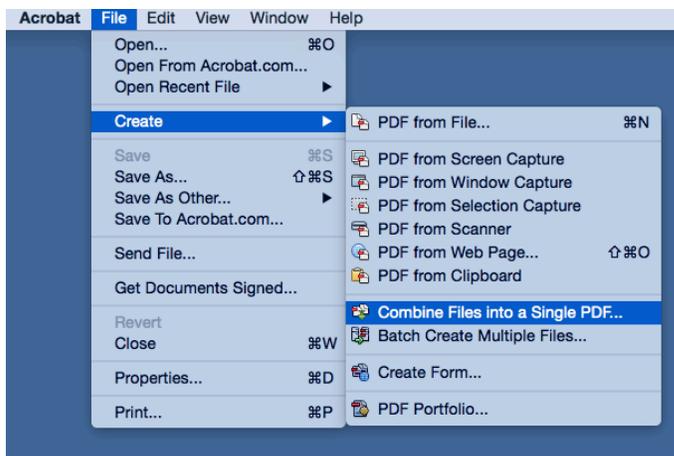


Figure 2: Create Your ePortfolio

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4. Drag and drop files into the Combine Files Dialog Box. **Please note: Folders will not be uploaded – only files will be uploaded.**
5. Move files up or down according to your needs (as shown in Figure 3).

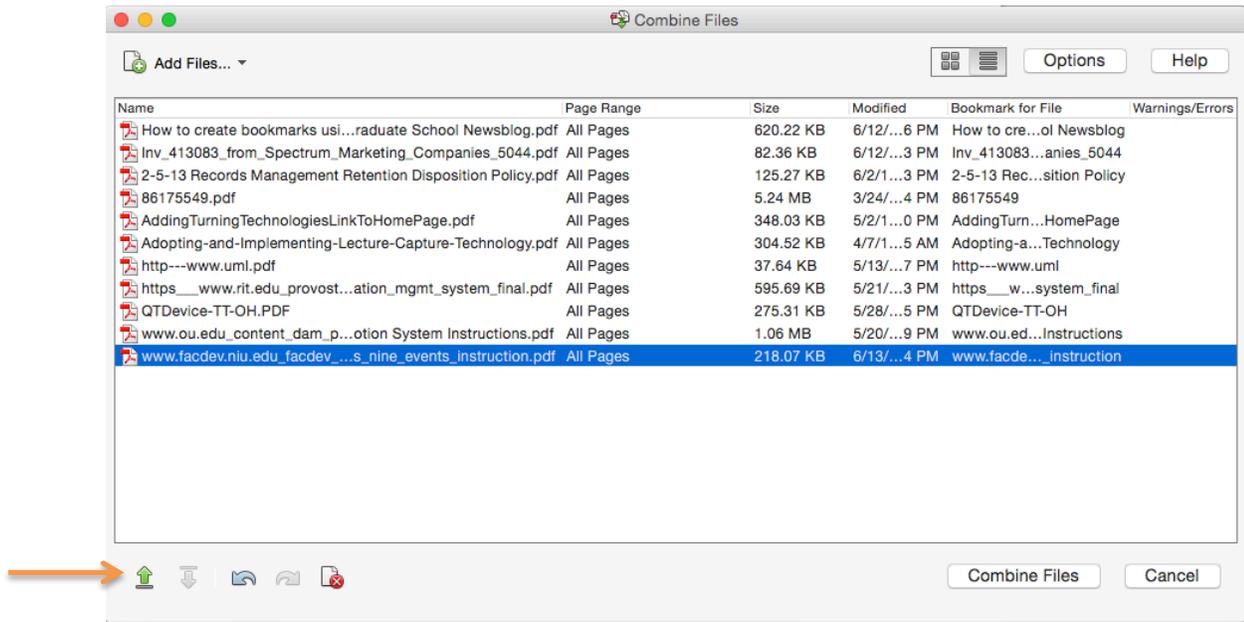


Figure 3: Combine Files

6. Single Click the *Bookmark for File Name* to change the name of the Bookmark (as shown in Figure 4).

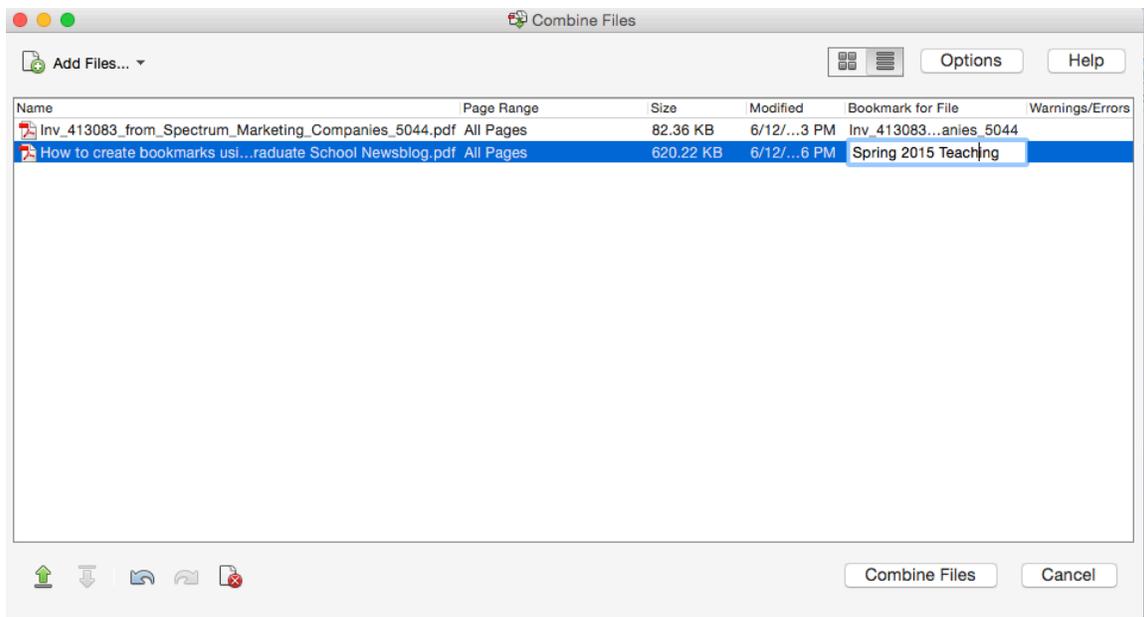


Figure 4: Change Bookmark Name

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7. Select Options (as shown in Figure 5):
 - a. Choose File Type: Single PDF
 - b. Other Options: Select all with the exception of Show Page Numbers in Thumbnail View
8. Select OK
9. Select Combine Files
10. Binder1.pdf will open with your files

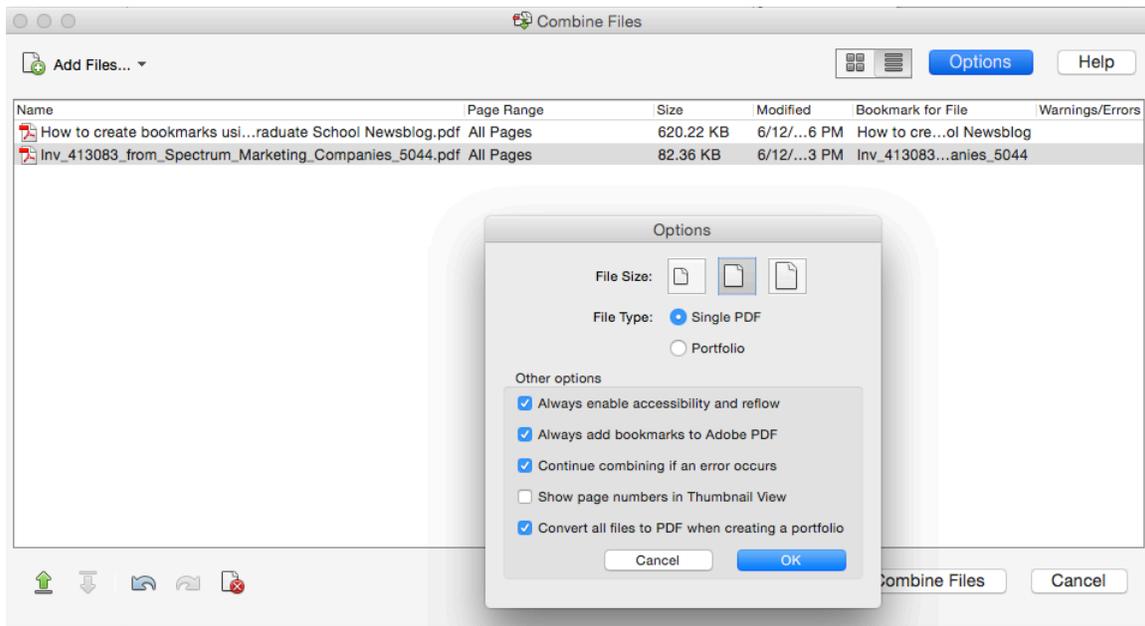


Figure 5: Portfolio Options

11. Select Bookmarks to begin organizing your files (as shown in Figure 6).
12. Select File – Save As
13. Name Your Document: LastName,FirstName_Portfolio.pdf and LastName,FirstName_SupplementalMaterials.pdf (optional)
14. Save often and consider a back up copy (just in case).

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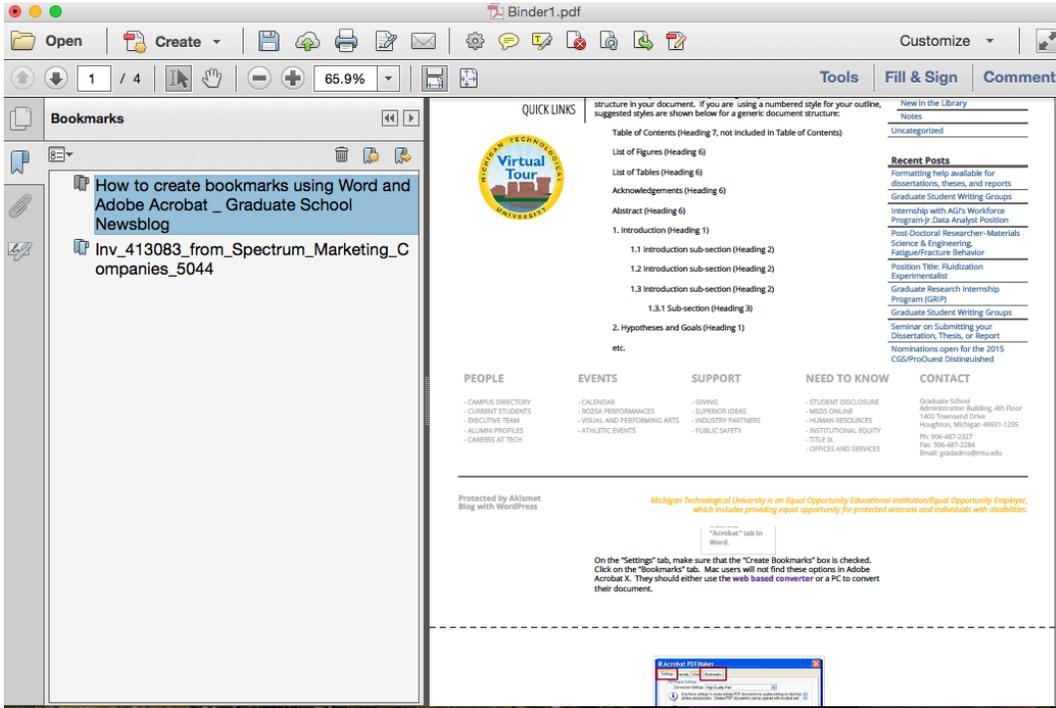


Figure 6: Bookmark Structure

How to Extract Pages:

1. Open the pdf
2. Select Tools – Pages
3. Extract (as shown in Figure 7)

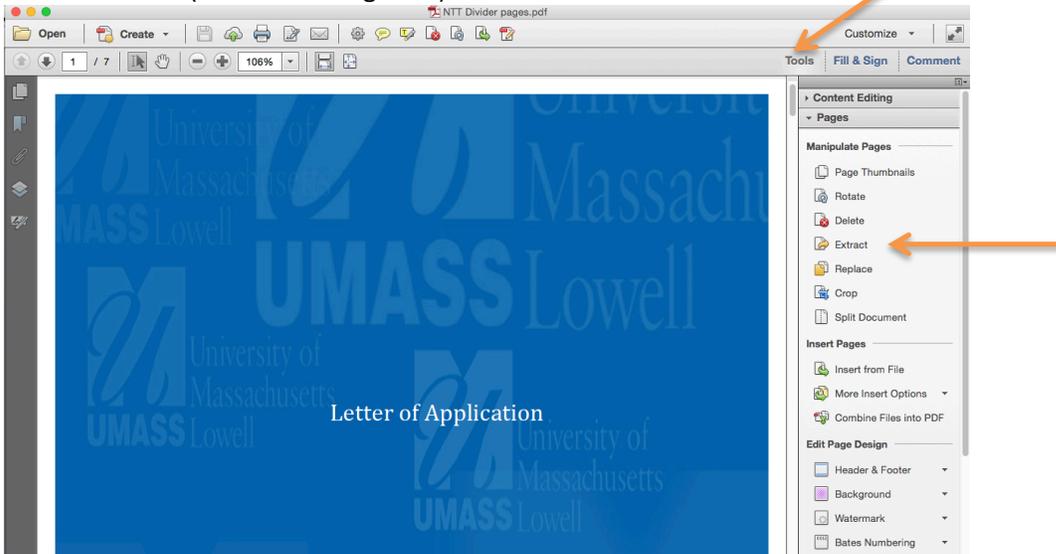


Figure 7: Extract First Page

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4. Select the Number of Pages in the Extract Pages Dialog Box (as shown in Figure 8)
5. Select from 1 to 1 for the first page
6. Select Delete Pages After Extracting

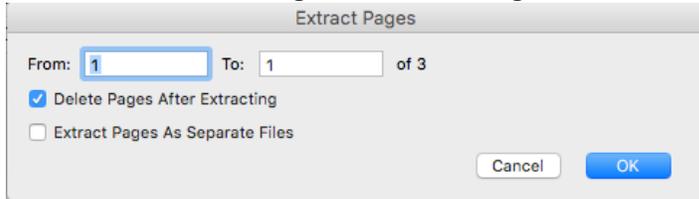
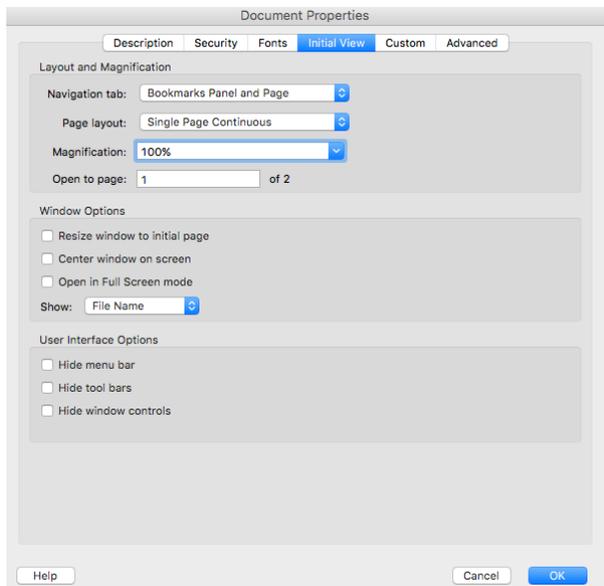


Figure 8: Extract Pages Dialog Box

7. Select Yes, when prompted – Are you sure you want to delete page 1? (Note: this cannot be cancelled).
8. Select OK
9. Your deleted page(s) will be provided in a separate binder (pages from Binder1.pdf)

Final Steps to Refine Your Portfolio:

1. Open the pdf
2. Select File - Properties
3. Select the Initial View tab in the Document Properties dialog box (as shown in Figure 9)
4. Under Layout and Magnification:
 - a. Navigation tab: Select Bookmarks Panel and Page (your portfolio will open with bookmarks)
 - b. Page layout: Select Single Page Continuous (allows readers to scroll continuously)
 - c. Magnification: 100% (not on the drop down – type this choice)
5. Select OK



6.
Figure 9: Document Properties Dialog Box