



**TENNESSEE  
STATE UNIVERSITY**  
**Tennessee State University**  
**Faculty Portfolio Help Guide**

## **REQUESTING A FACULTY PORTFOLIO COURSE SHELL**

The chair, or their designee, should request a secure portfolio course shell be created on behalf of the faculty member by completing the [Tenure and/or Promotion Portfolio Request Form](https://tnstateu.az1.qualtrics.com/jfe/form/SV_8iDVNMKWUMXY3UV) ([https://tnstateu.az1.qualtrics.com/jfe/form/SV\\_8iDVNMKWUMXY3UV](https://tnstateu.az1.qualtrics.com/jfe/form/SV_8iDVNMKWUMXY3UV)). The faculty member will receive an email confirmation once the shell has been created.

## **ACCESSING THE FACULTY PORTFOLIO IN ELEARN**

- Start here:* [elearn.tnstate.edu](http://elearn.tnstate.edu)
- Log into eLearn using your TNSTATE network username and password.
- You are here:* My Home
- Locate the portfolio under the “My Courses” widget or by searching for the individual faculty portfolio using the faculty name in the search course area.
- Click the portfolio link. (College/Department/Candidate’s Last Name, Candidate’s First Initial)
- You are here:* Course Home

## **ADDING CONTENT TO THE FACULTY PORTFOLIO**

### **Access the Content Tool**

- Locate the “Content Browser” (left-hand column of course homepage).
- Become familiar with the Sections and Appendices (download required forms).
- Click “Content Browser” heading of widget and you will go directly to the Content tool.
- You are here:* Content tool

### **Drag and Drop Content**

- Locate the section/module that you wish to add files to (Ex: Tenure and/or Promotion Recommendation form).
- Click on the module.
- Drag file to the “drag and drop” box (grey dashed border).
  - Note: You will also be able to drag multiple files to the “drag and drop” box.
- You will see:* The file(s) will appear in line of the sub-module.


### **Dragging more files to a sub-module already containing files**

- Note: There is no longer a “drag and drop” box (grey dashed border).
- Locate the location you wish to add a file within the topics.
- Drag file to the location (Ex: between two files).
  - Note: You will also be able to drag multiple files to the “drag and drop” box.
- You will see:* A solid grey bar with a file icon.
- Release your mouse to drop the files.

### **Adding more files (not using “drag & drop”)**

- Click “New”.
- In the dropdown menu, select “Upload Files”.
- Click “Upload” button.
- Locate the file on your computer.
- Click “Open”.
- You will see the file listed.
- Click “Add”.

### **Deleting Items**

- Locate the file you want to delete.
- Click on the action arrow  next to the file name.
- Select “Delete Topic”.
- You will see:* A pop-up message asking you to choose whether to remove the topic from content only (1st button) or to permanently delete both the topic and file associated in the course (2nd button).
- You most likely will want the 2<sup>nd</sup> radio button. (To permanently delete both the topic and the file.