

## REQUESTING A FACULTY PORTFOLIO COURSE SHELL

ACCESSING THE FACULTY PORTFOLIO IN ELEARN

Release your mouse to drop the files.

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

	Start here: 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
ADDI	NG CONTENT TO THE FACULTY PORTFOLIO
Acces	ss 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.
Dragg	ging 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.

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".	
Deletin	g 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.	

**Document source:** modified version of Southern Illinois University (SIU) *Handout-eDossier-2016* document.