Faculty e-Portfolios

Find ePortfolios and Upload Reviews

NEW YORK INSTITUTE OF TECHNOLOGY

Center for Teaching & Learning

Overview

Access at https://eportfolios.nyit.edu/

From the dashboard, click the group name in the *My groups* list.

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Center for Teaching & Learning
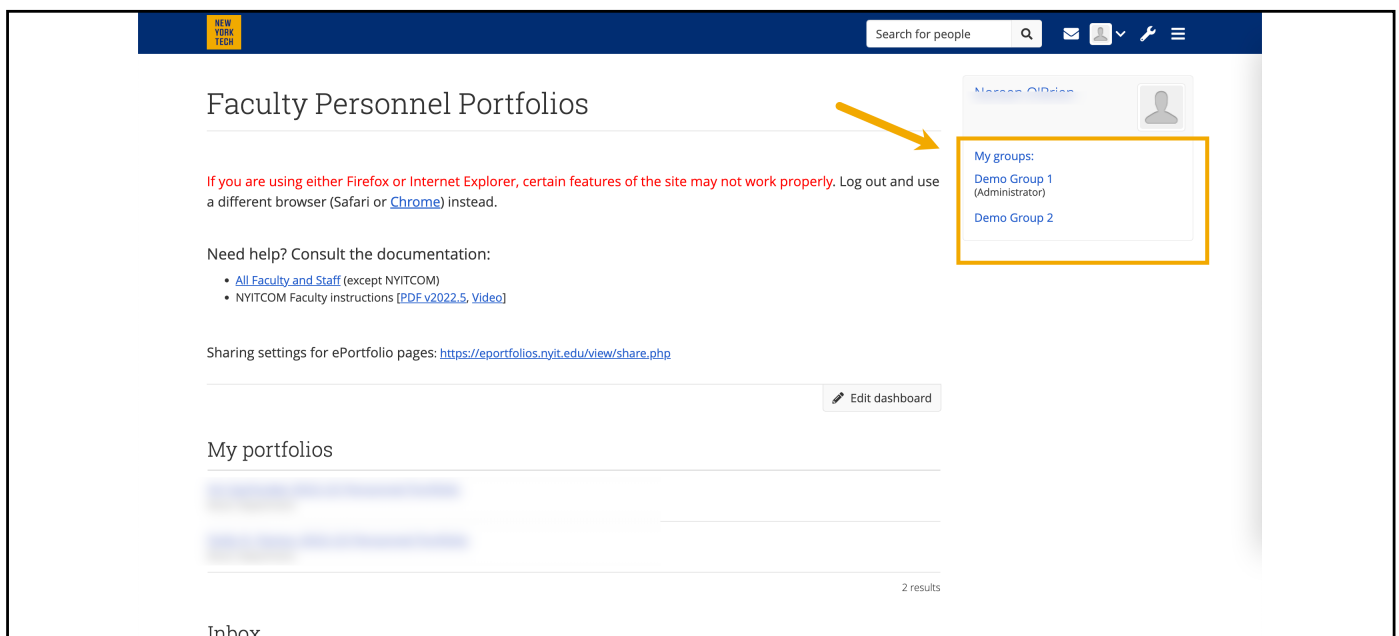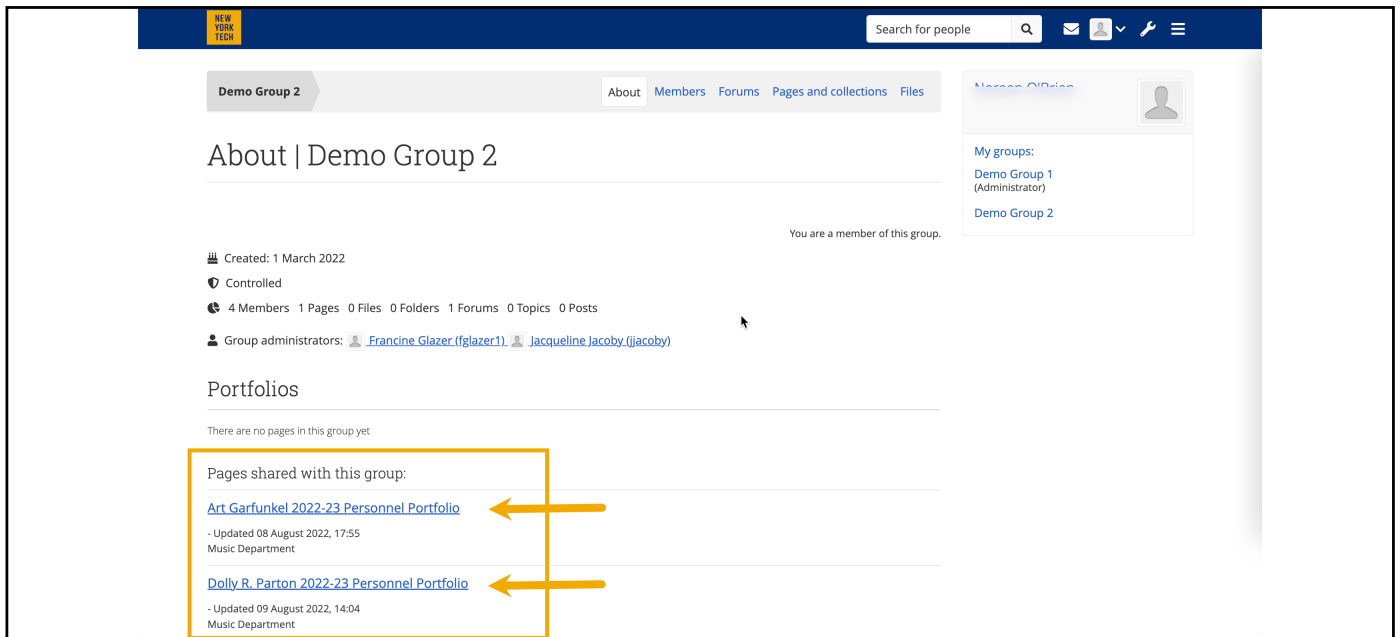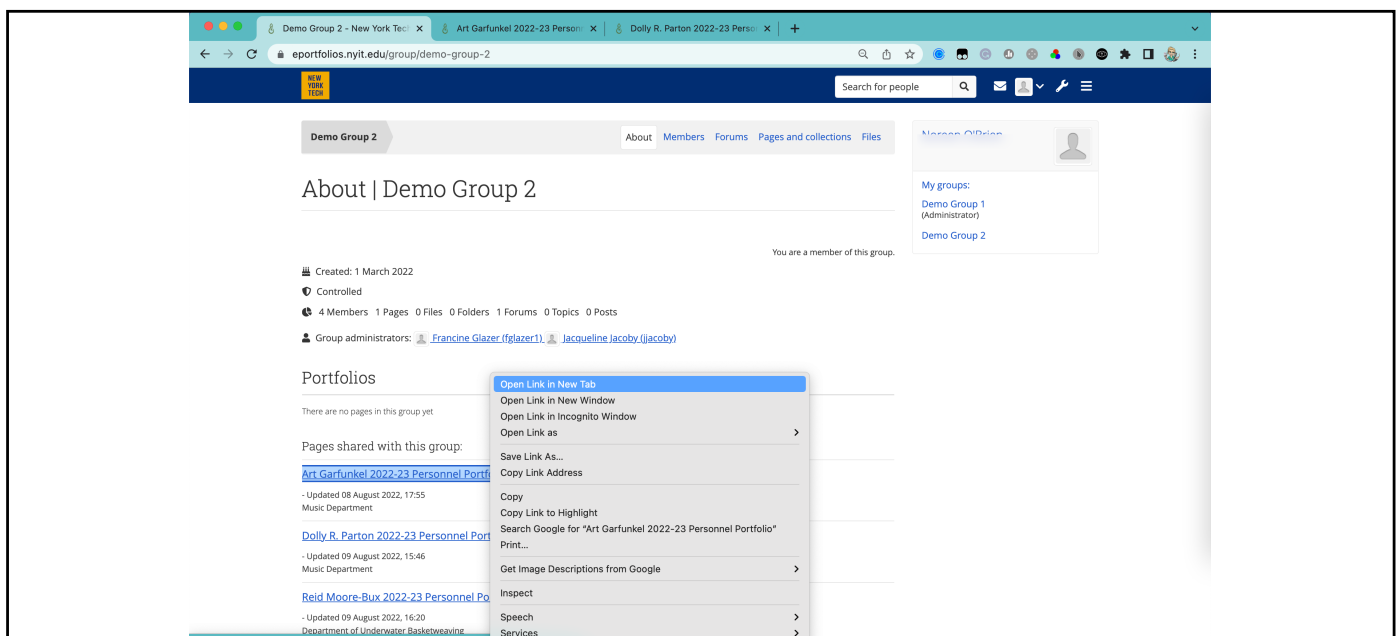
Select an ePortfolio to Review

Go to *Pages shared with the group* section.

Click the person's name whom you want to review to be redirected to their ePortfolio.
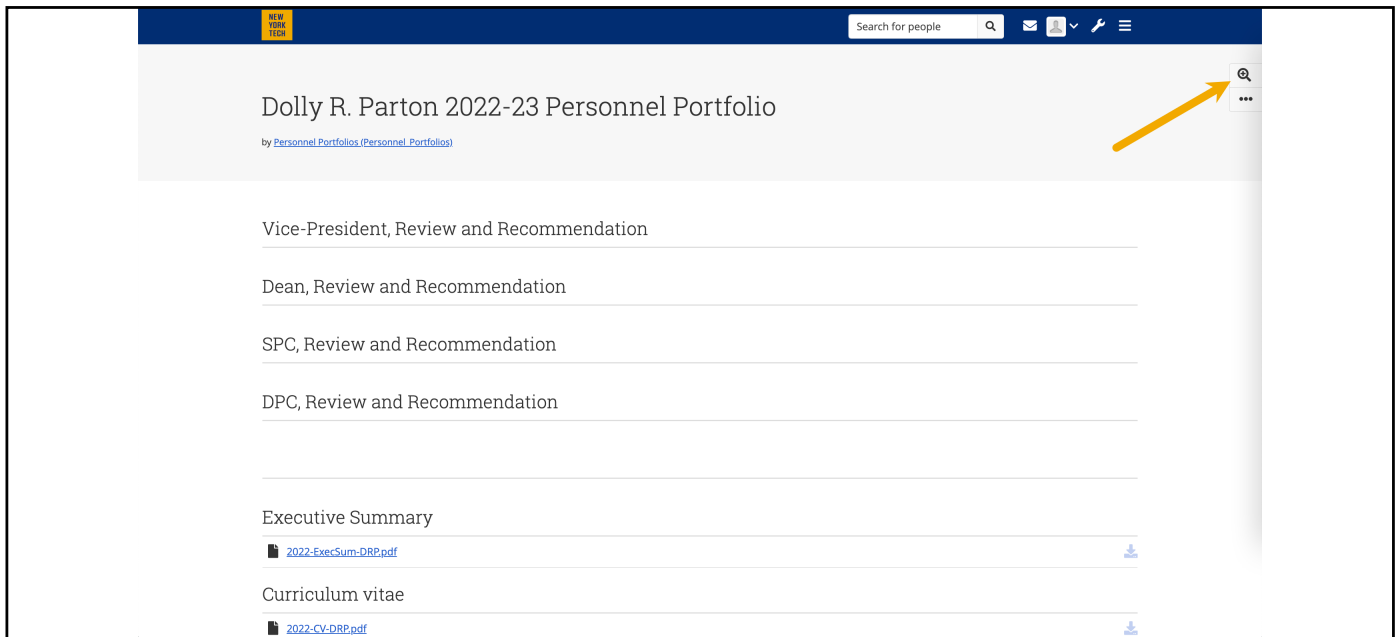

If you will be adding materials for multiple people, you can right-click on each person's name and select *Open Link in New Tab*.
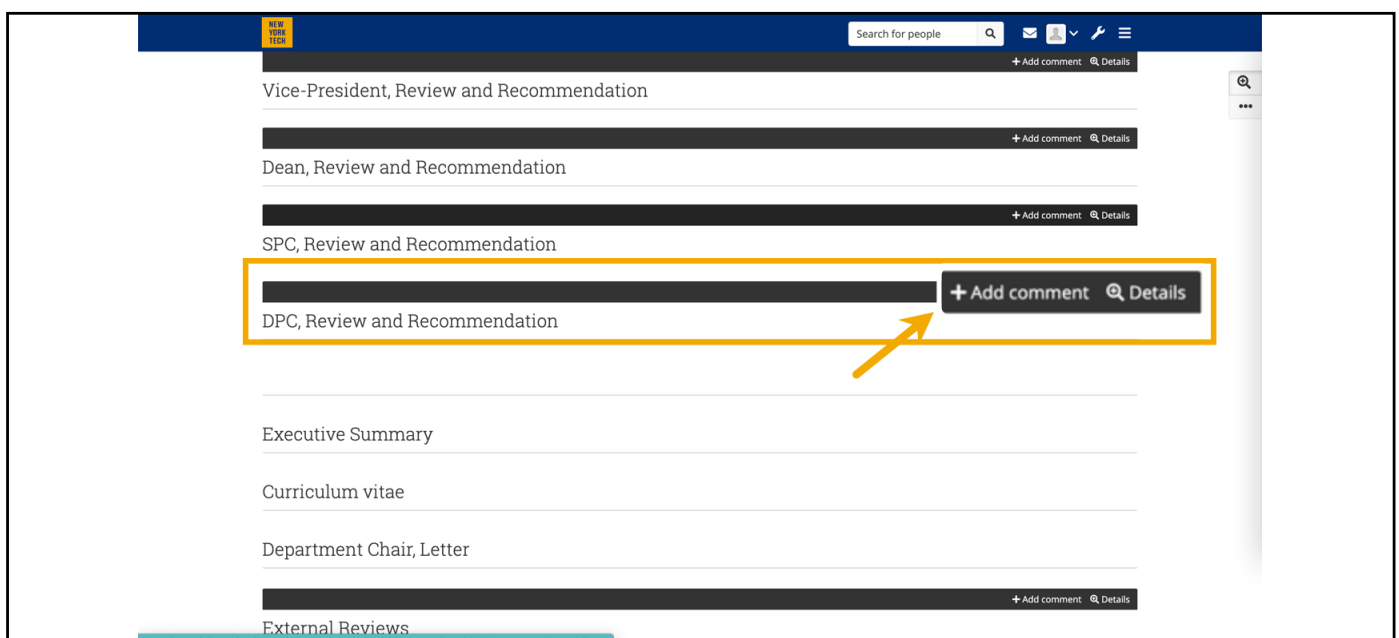
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Click the magnifying glass icon to access the comments fields.

A black box with a link to the comments screen will be a the top of each block that allows for comments. Click, *Add comment*.
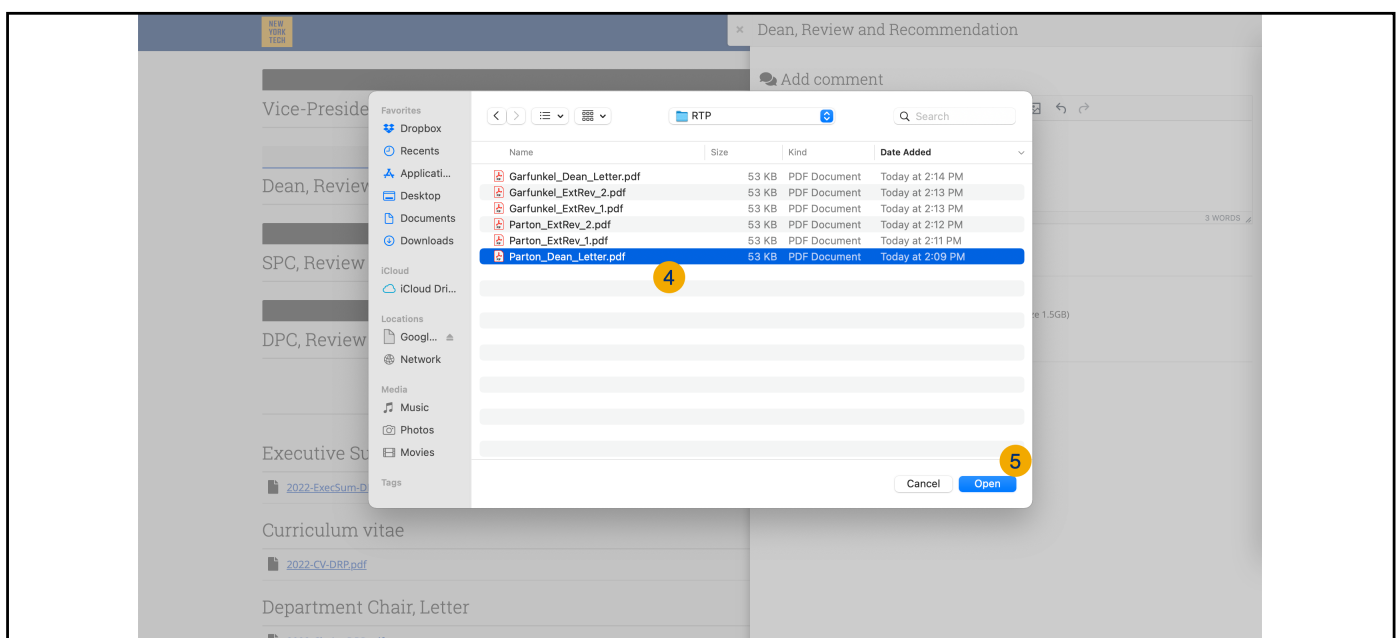
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Upload letter as PDF file

1. A window will slide out from the right; confirm you are about to add materials to the correct block.
2. In the text box, type in a brief attachment description.
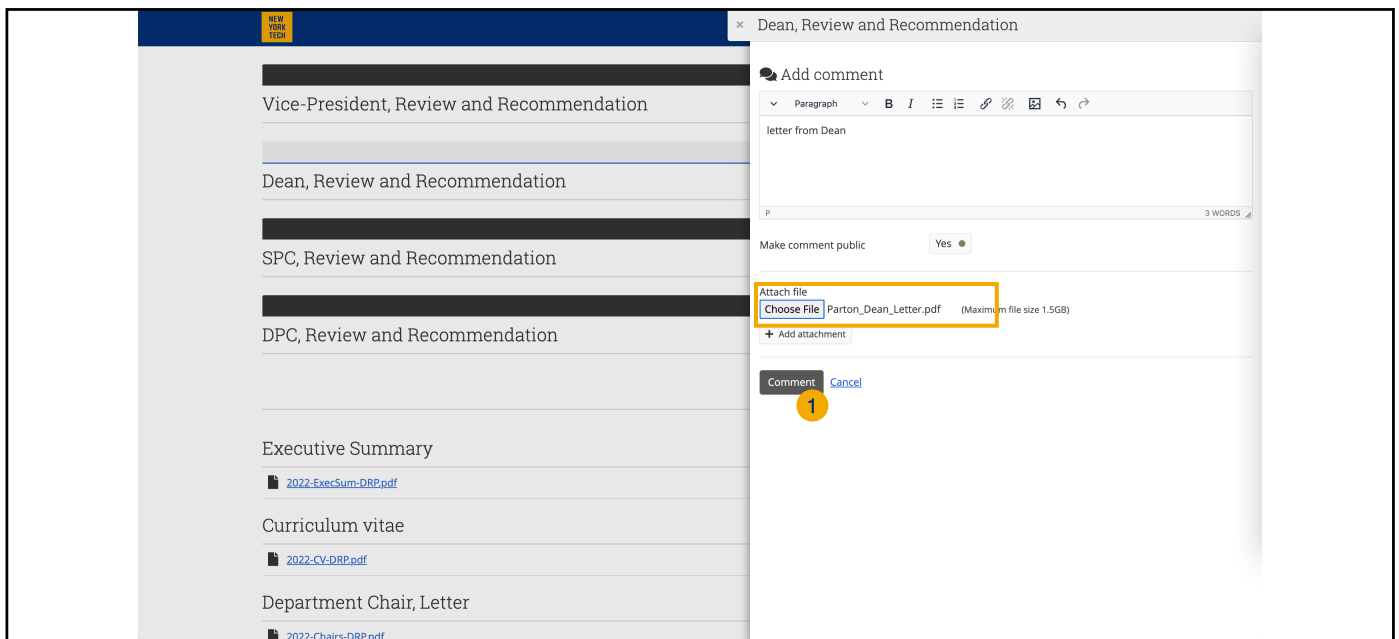3. Click *Chose file*.
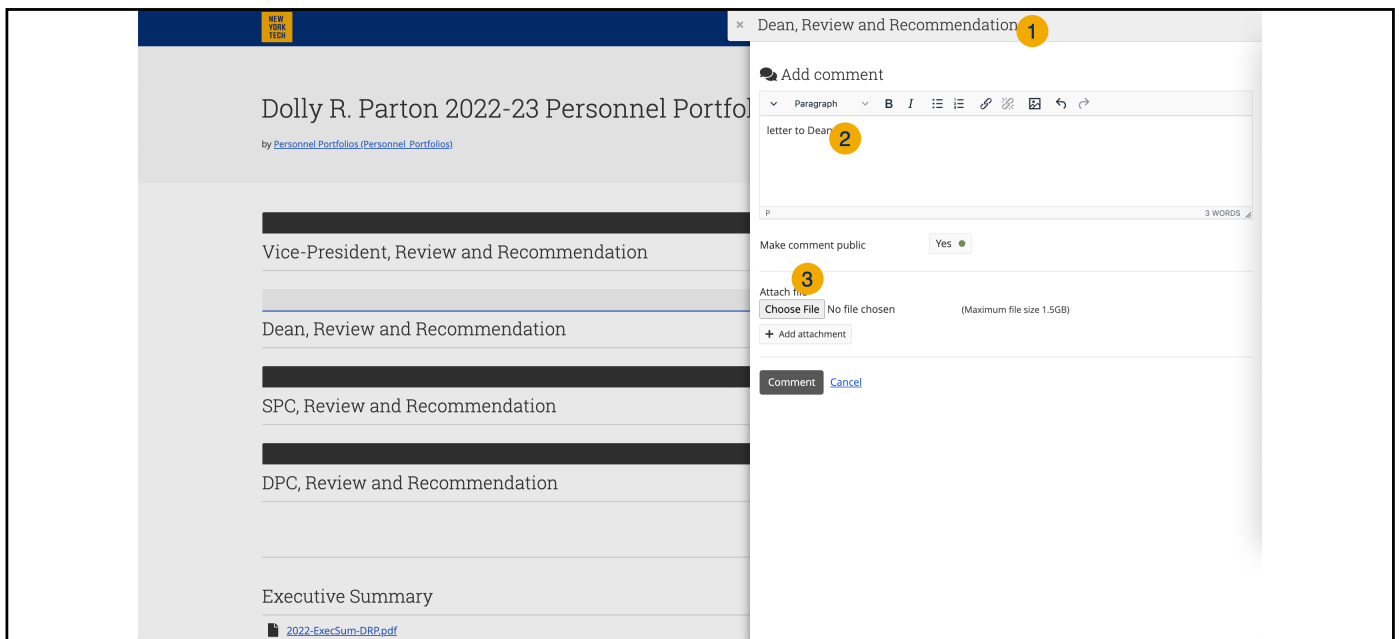
4. Navigate to the file on the computer and select it.
5. Click *Open*. You are redirected to the comment window.

The file name will now appear next to the Choose file button.

1. Select *Comment*.

Success!!

You will be redirected to the user's portfolio page. A confirmation notification will appear at the top of the page, and the block's black bar will show speech bubbles and the count of comments attached.

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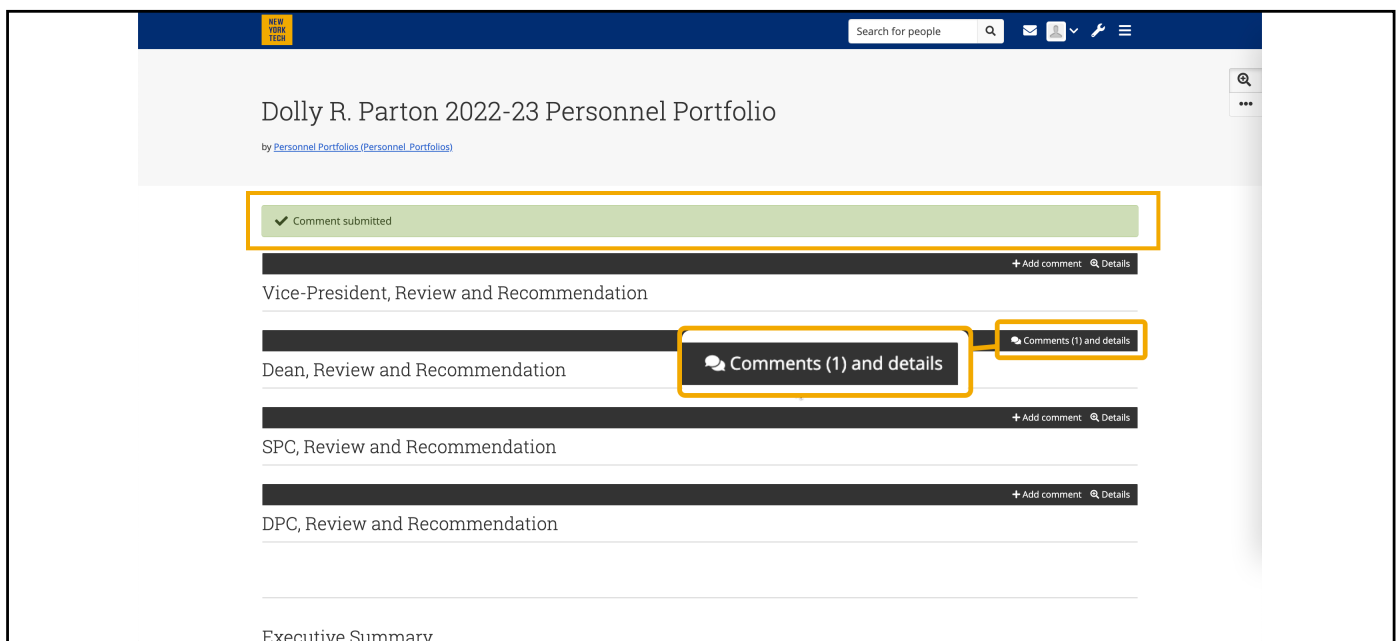
Update or Change comment

Click *Comments(1) and details*.
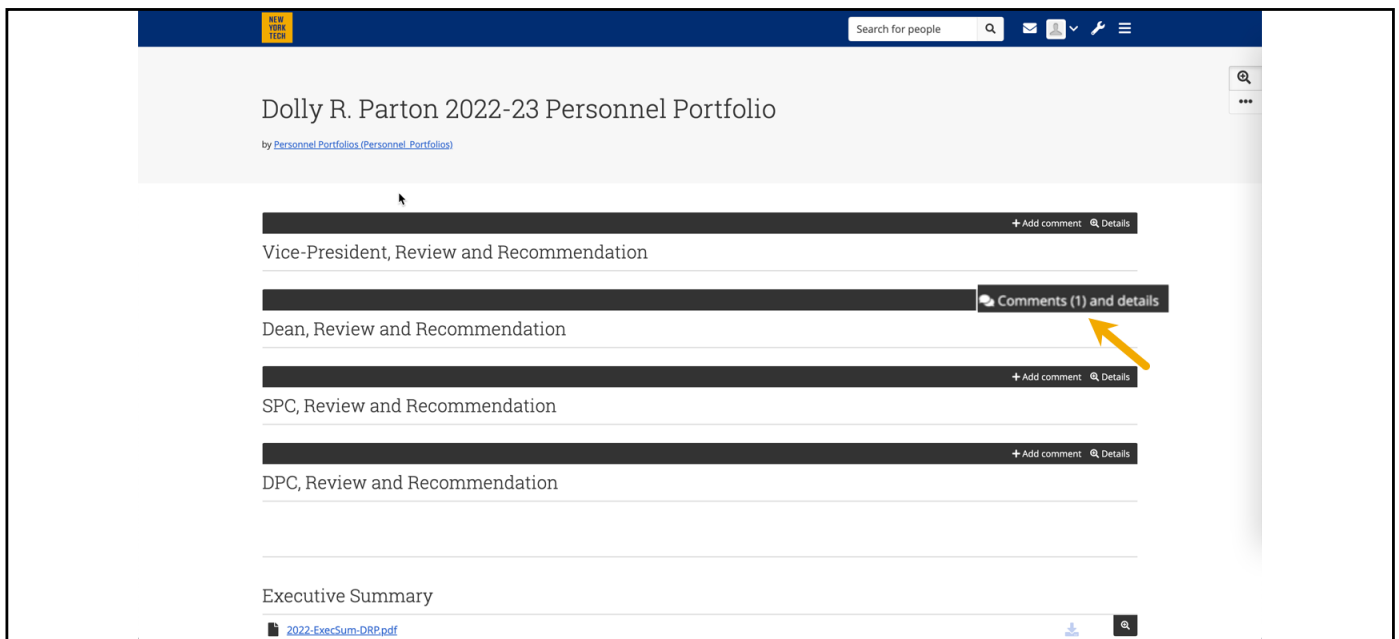
1. Click the trash can icon to remove an attachment.
2. Input a brief description in text box.
3. Click *Choose file*. Navigate to file, select, and click *Open*.
4. Click *Comment*.