



**NEW YORK INSTITUTE  
OF TECHNOLOGY**

College of Osteopathic  
Medicine

# Faculty Instructions for Mahara

(FOR REAPPOINTMENT AND PROMOTION)

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## STEP 1: COLLECT DOCUMENTATION

- On your computer, organize documentation in a folder titled “My Mahara Documents”
- Under “My Mahara Documents,” create a folder for the year (for example, 2021)
- Use a standardized naming convention for your files:
  - 1- **Department Chair’s Review & Recommendation:** 1DCRR-Initials
  - 2- **Annual Faculty Report:** 2AFR-Initials
  - 3- **Teaching Reviews:** 3TR-Initials
  - 4- **Evaluation Letters (applies only to promotion candidates):** 4EL-Initials (for example, 4EL-JDOE\_1, 4EL-JDOE\_2, 4EL-JDOE\_3)
  - 5- **Supporting Documents:** 5SD-Initials-DocumentType–meaningful title–Year
  - 6- **CV:** 6CV-Initials
- Create PDFs by using the **Save as Adobe PDF** feature in MS Word (Web [reference](#))
- Be sure to optimize PDFs (Web [reference](#); if you don’t have Acrobat Pro, contact Service Central at ext. 1400)

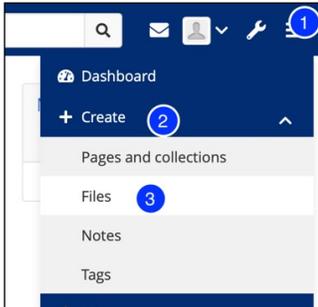
## STEP 2: LOG IN

- URL: <https://eportfolios.nyit.edu/>
- Click on the green button and log in using your NYIT email username and email password\*



### STEP 3: UPLOAD FILES TO MAHARA FROM YOUR COMPUTER / FLASH DRIVE

- Click the menu  in the upper right-hand corner → Click **Create** → Click **Files**

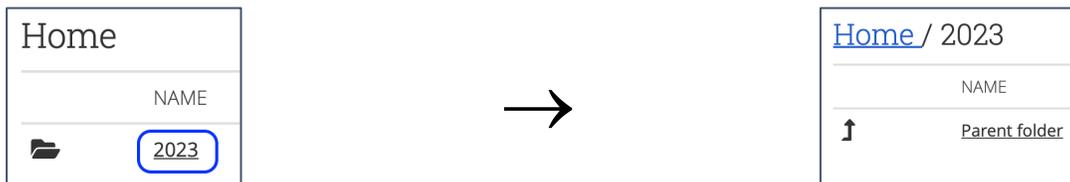


- To organize files efficiently, create a folder based on the year:

Type folder name → Click **Create folder**

A screenshot of the 'Create folder' dialog box. It features a text input field containing the text '2023' and a 'Create folder' button with a folder icon to its right.

- To open the newly created folder, click on its name



- To add files, click **Choose Files** → Browse for files\* → Click **Open**

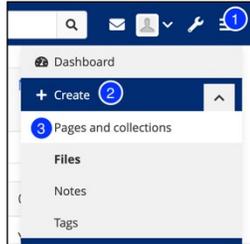
A screenshot of the 'Upload file' dialog box. It has a title 'Upload file' and a 'File' section with a 'Choose Files' button, the text 'no files selected', and a note '(Maximum file size: 1.5GB, maximum files to upload: 20)'. To the right is a dashed box with the text 'Drop files here to upload'.

\*Tip: You can select multiple files when browsing by holding the Shift or Control button on your keyboard and clicking on files

- Be sure to only enter non-confidential information. Don't include personal or confidential information anywhere

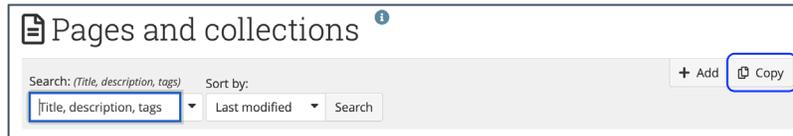
## STEP 4: CREATE A PAGE

- Click the menu  in the upper right-hand corner → Click **Create** → Click **Pages and collections**

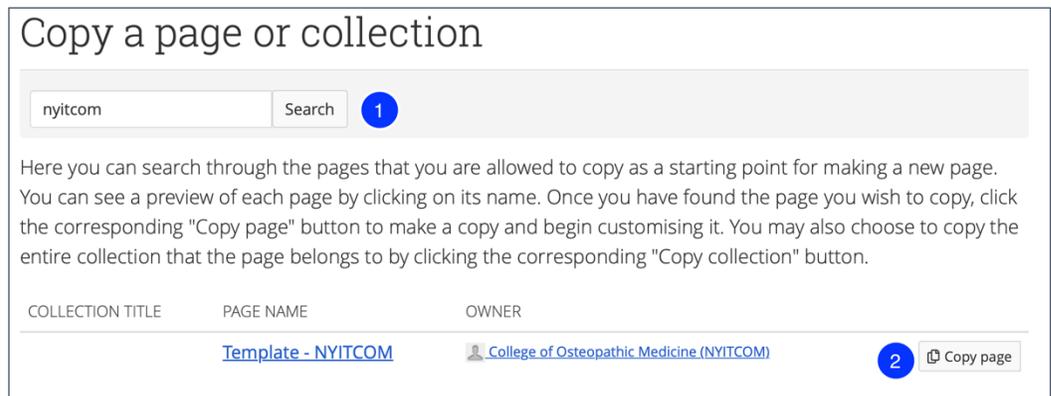


- Steps to copy the template

- First click the  button



- Then, search for **nyitcom** and click on the **Copy page** button. If you don't see it, please reach out to ATG



- Next, enter a new **Page title** and **Page description** (for example, the title can be “Jane Doe, DO – 2023.”)



- **Adding files to the page**

- First, click on the **pencil symbol**  next to the appropriate section

- Then open the **Files** section by clicking on the **arrow symbol** 

- Under the **Home** heading, locate your current year’s folder and open it. Click on the **checkmark button**  next to all the files applicable for the section you are editing



A screenshot of a file management interface. At the top, it says 'Home / 2023'. Below is a table with columns for 'NAME', 'DESCRIPTION / TAGS', and 'SIZE'. The table lists several PDF files, with the first one, '1DCRR-JD.pdf', highlighted in yellow and having a blue circle with the number '1' next to its checkmark button. Below the table, there is a 'Retractable' dropdown menu set to 'No' and a 'Save' button with a blue circle and the number '2' next to it, along with a 'Cancel' button.

NAME	DESCRIPTION / TAGS	SIZE
Parent folder	Parent folder	
1DCRR-JD.pdf		66.5K
2AF-JD.pdf		147.6K
5SD-JD-ResearchPublication-Effect of modifiable risk factors in Parkinson's disease_A case-control study looking at common dietary factors, toxicants, and anti-inflammatory medications.pdf		693K
6CV-JD.pdf		218.2K

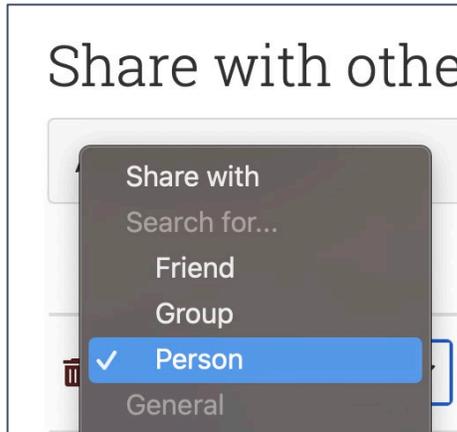
- Repeat the above steps to update all the applicable sections

## STEP 5: SHARE A PAGE WITH ATG AND YOUR CHAIR

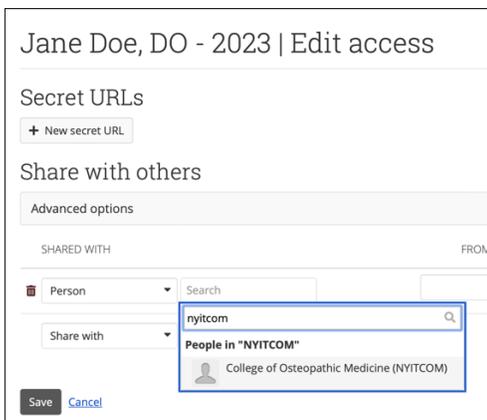
- In the upper right-hand corner of the page, click on the **Share Page**  button

A screenshot of a page editor. The title is 'Jane Doe, DO - 2023 | Edit'. Below the title is a preview area with instructions: 'This area shows a preview of what your page looks like. Changes are saved automatically. Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.' Below the preview are four sections, each with a plus icon on the left and an edit icon on the right: 'Vice President, Review and Recommendation', 'Dean, Review and Recommendation', 'Reappointment and Promotion Committee (RPC), Review and Recommendation', and '1 - Department Chair's Review & Recommendation'. At the bottom left, there is a file icon and the name '1DCRRJD.pdf'. On the right side, there is a vertical toolbar with icons for adding, settings, and a lock icon.

- From the **Share with** drop-down menu, choose **Person**. Choosing **Person** in this step is very important for your privacy



- Click on **Search** → Click on the search box, then type **nyitcom** → Choose **College of Osteopathic Medicine (NYITCOM)** from the search results



- Click on the next **Share with** drop-down menu and repeat this process. This time, search for **your department chair's email username**
- On the share page, open advanced options by clicking **Advanced options**



In advanced options, make sure **Allow comments** is set to  No and **Allow copying** is set to  Yes

- Make sure to scroll down and click on  to complete the sharing process
- Congratulations! Your page is now ready to be reviewed by your chair. Please notify them that your page is complete

## IMPORTANT REFERENCES

### PROFILE PAGE SECTIONS

**Dean / Vice President, Review and Recommendation:** VPHSMAYear-FirstInitialLastName (for example VPHSMA2021-JDOE) (uploaded by Dean / VP)

**Site Dean, Review and Recommendation:** DRRYear-FirstInitialLastName (uploaded by Site Dean)

**RPC, Review and Recommendation:** RPC-RR-Initials (uploaded by RPC)

- 1- **Department Chair's Review & Recommendation** (uploaded by faculty member)
- 2- **Annual Faculty Activity Report** (uploaded by faculty member)
- 3- **Teaching Reviews – Peer/Student** (uploaded by faculty member)
- 4- **Evaluation Letters** (\*Only for Promotion Candidates - uploaded by department chair's office; if promotion candidate is a department chair, then the RPC chair needs to upload evaluation letters)
- 5- **Supporting Documents** (uploaded by faculty member)
- 6- **CV** (uploaded by faculty member)

### RPC COMMITTEE TYPES OF DOCUMENTATION

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#### TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

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#### SUPPORTING DOCUMENTS (SOME EXAMPLES):

- Research Publications
- Published Abstracts
- Journal Publications
- Grants Statement/Documents
- Research Papers
- CME Activity Summary
- Conference Speaking / Presentations / Lecture Series
- Unique Lecture Presentations
- Poster Presentations
- Letter of Acknowledgement
- Certifications
- Case Studies

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CV:

- CV NYITCOM format (required for RPC) (Mahara [URL](#) to download the template)