



**NEW YORK INSTITUTE  
OF TECHNOLOGY**

College of Osteopathic  
Medicine

# Faculty Instructions for Mahara

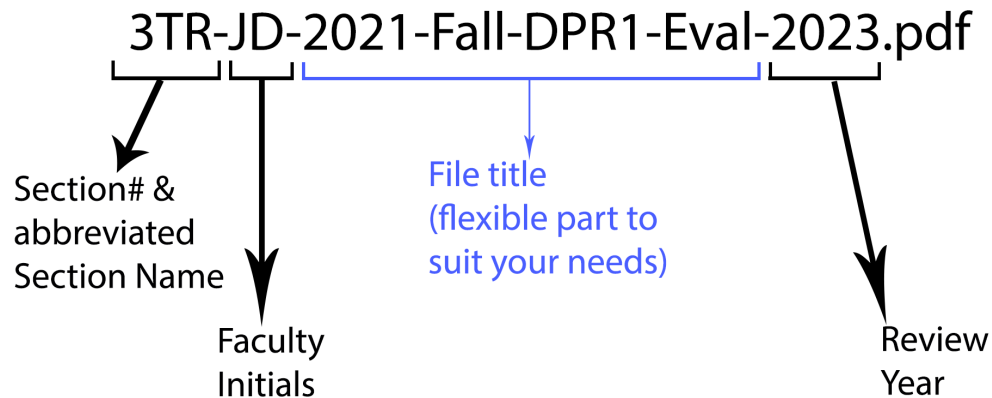
(FOR REAPPOINTMENT AND PROMOTION)

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## STEP 1: COLLECT DOCUMENTATION

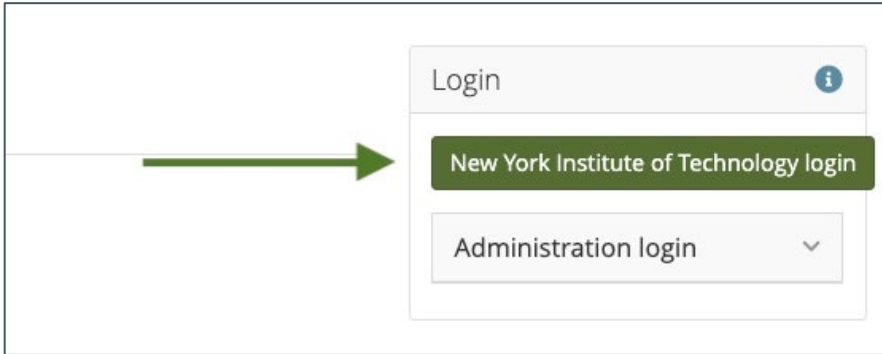
- On your computer, organize documentation in a folder titled “My Mahara Documents”
- Under “My Mahara Documents,” create a folder for the year (for example, 2023)
- File naming convention in Mahara




- Detailed example for each section (Section name is in **Orange** and File name in **Green** fonts):
  - 1- **Department Chair’s Review & Recommendation:** 1DCRR-JD-2023.pdf
  - 2- **Annual Faculty Report:** 2AFR-JD-2021-ABCD-2023.pdf
  - 3- **Teaching Reviews:** 3TR-JD-Class\_of\_2025-2023.pdf
  - 4- **Evaluation Letters (applies only to promotion candidates):** 4EL-JD\_1-2023.pdf, 4EL-JD\_2-2023.pdf, 4EL-JD\_3-2023.pdf
  - 5- **Supporting Documents:** 5SD-JD-ResearchPublication-Early\_prevention\_of\_diabetic\_retnopathy-2023.pdf
  - 6- **CV:** 6CV-JD-2023.pdf
- 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)

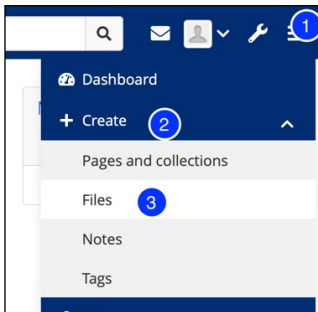
## STEP 2: LOG IN

- 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**

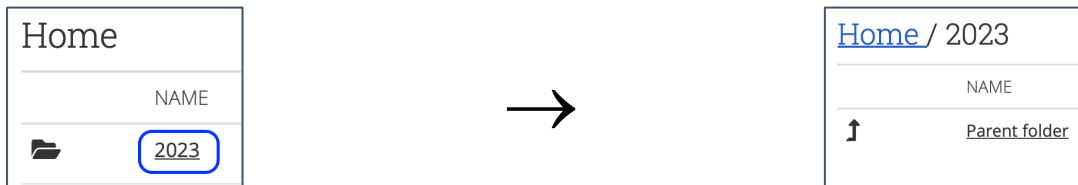


- To organize files efficiently, create a folder based on the year:

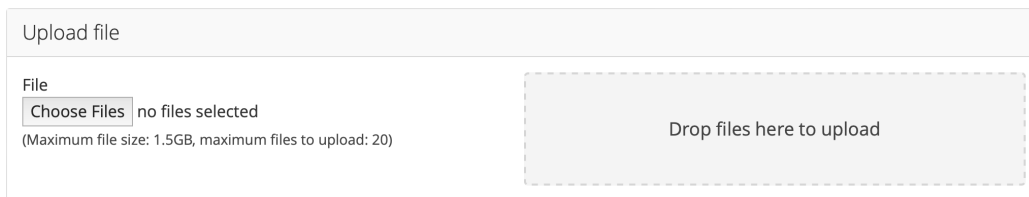
Type folder name → Click **Create folder**



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




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

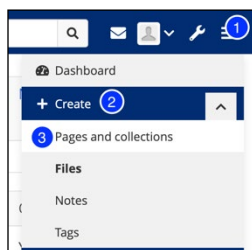


\*Tip: You can select multiple files when browsing by holding the Shift or Control button on your keyboard and clicking on files

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

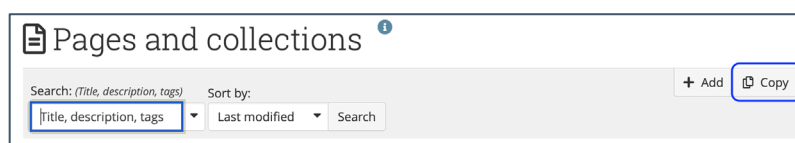
#### STEP 4: CREATE A PAGE

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



#### STEPS TO COPY THE TEMPLATE

- First click the  **Copy** button




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

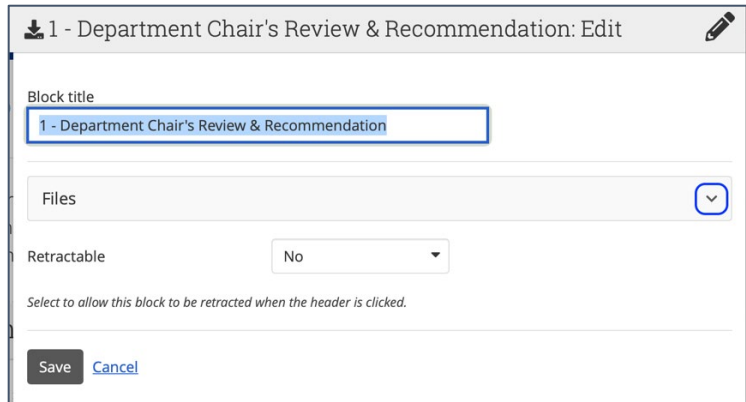
- Next, enter a new **Page title** and **Page description** (for example, the title can be “Jane Doe, DO – 2023.”)



## 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** 




1 - Department Chair's Review & Recommendation: Edit

Block title


1 - Department Chair's Review & Recommendation

Files 

Retractable No 

Select to allow this block to be retracted when the header is clicked.

Save Cancel

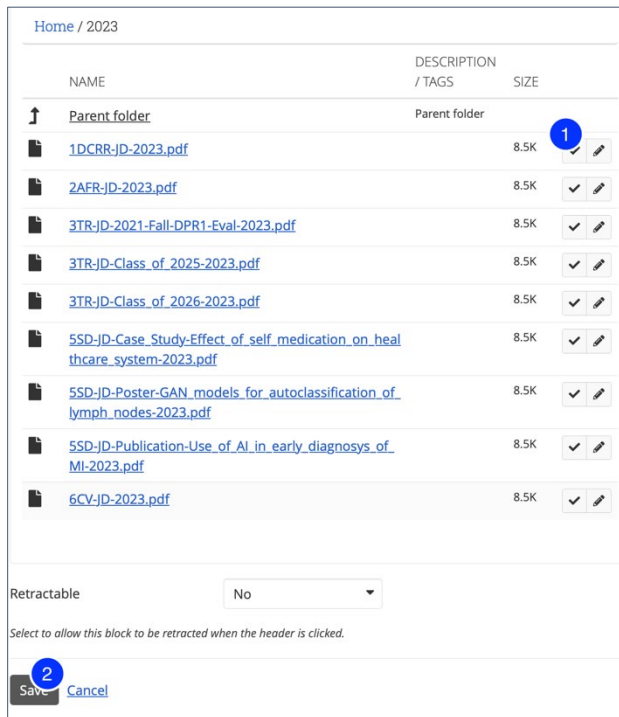
- Under the **Home** heading, locate your current year's folder and open it. Click on the **checkmark button**  next to all the files applicable for the section you are editing






























Home


NAME

 2023




Home / 2023

NAME	DESCRIPTION / TAGS	SIZE
↑ Parent folder	Parent folder	
 <a href="#">1DCRR-JD-2023.pdf</a>		8.5K  
 <a href="#">2AFR-JD-2023.pdf</a>		8.5K  
 <a href="#">3TR-JD-2021-Fall-DPR1-Eval-2023.pdf</a>		8.5K  
 <a href="#">3TR-JD-Class_of_2025-2023.pdf</a>		8.5K  
 <a href="#">3TR-JD-Class_of_2026-2023.pdf</a>		8.5K  
 <a href="#">SSD-JD-Case_Study-Effect_of_self_medication_on_heal_thcare_system-2023.pdf</a>		8.5K  
 <a href="#">SSD-JD-Poster-GAN_models_for_autoclassification_of_lymph_nodes-2023.pdf</a>		8.5K  
 <a href="#">SSD-JD-Publication-Use_of_AI_in_early_diagnosys_of_MI-2023.pdf</a>		8.5K  
 <a href="#">6CV-JD-2023.pdf</a>		8.5K  


Retractable No 

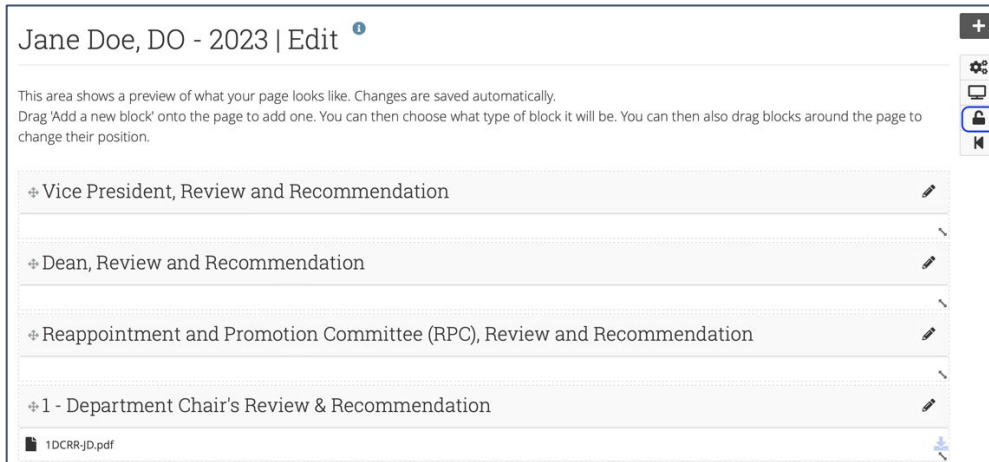
Select to allow this block to be retracted when the header is clicked.

 Save Cancel

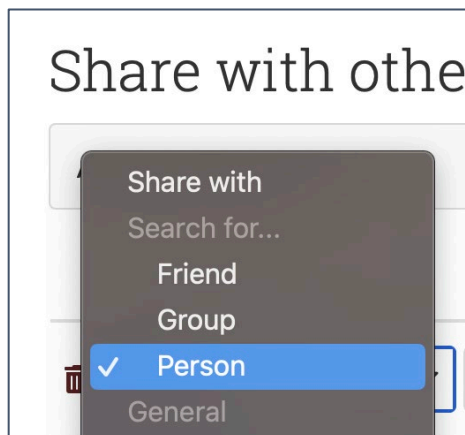
- Repeat the above steps to update all the applicable sections

## 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



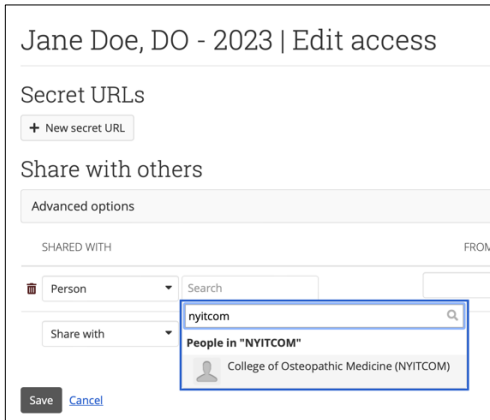
- From the **Share with** drop-down menu, choose **Person**. Choosing **Person** in this step is



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 **Save** 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 & RESPONSIBILITIES

**Vice President, Review and Recommendation:** VPYear-FirstInitialLastName (for example VP2023-JDOE) (uploaded by Dean / VP)

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