



**NEW YORK INSTITUTE
OF TECHNOLOGY**

College of Osteopathic
Medicine

Faculty Instructions for Mahara

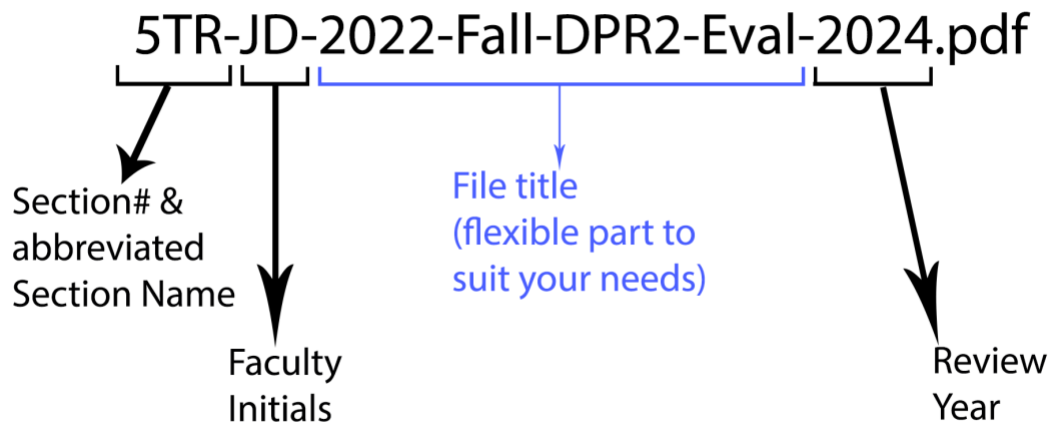
(FOR REAPPOINTMENT AND PROMOTION)

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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, 2024)
- File naming convention in Mahara




- Detailed example for each section (Section name is in **Orange** and File name in **Green** fonts):
 - 1- **Cover Letter:** 1CL-JD-2024.pdf
 - 2- **Key Accomplishments:** 2KA-JD-2024.pdf
 - 3- **Department Chair’s Review & Recommendation:** 3DCRR-JD-2024.pdf
 - 4- **Annual Faculty Report:** 4AFR-JD-2021-ABCD-2024.pdf
 - 5- **Teaching Reviews:** 5TR-JD-Class_of_2025-2024.pdf
 - 6- **Evaluation Letters (applies only to promotion candidates):** 6EL-JD_1-2024.pdf, 6EL-JD_2-2024.pdf, 6EL-JD_3-2024.pdf
 - 7- **Supporting Documents:** 7SD-JD-ResearchPublication-Early_prevention_of_diabetic_retnopathy-2024.pdf
 - 8- **CV:** 8CV-JD-2024.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)

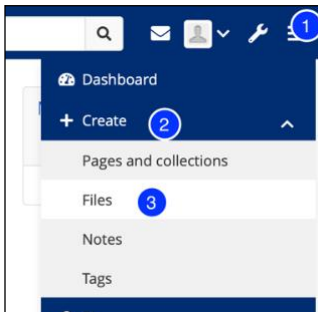
STEP 2: LOG IN

- URL: <https://www.nyit.edu/mahara>
- 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

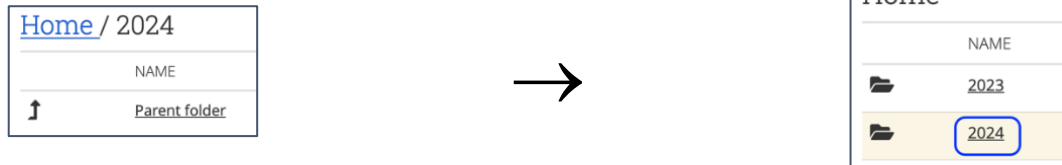
- Click the menu  in the upper right-hand corner → Click **Create** → Click **Files**



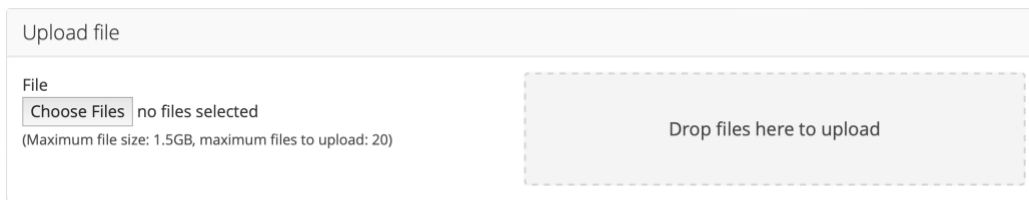
- To organize files efficiently, create a folder based on the year:

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**

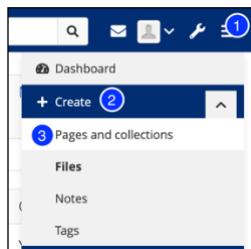


*Tip: You can select multiple files when browsing by holding the Shift or Control button on your keyboard and clicking on files

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

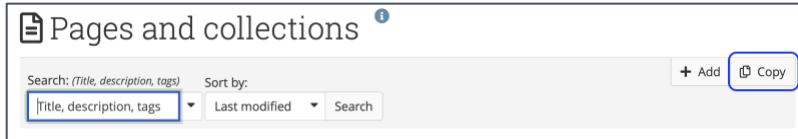
STEP 4: CREATE A PAGE

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

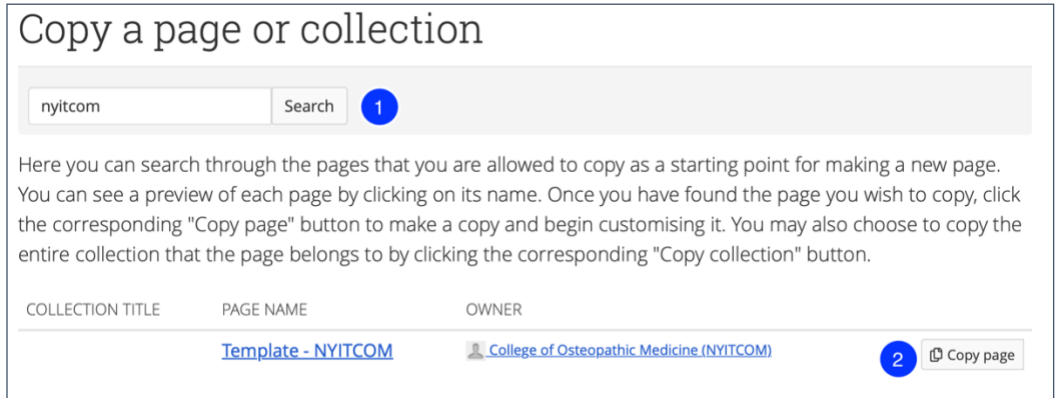


STEPS TO COPY THE TEMPLATE

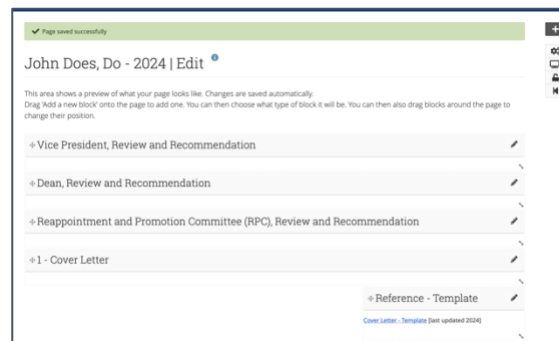
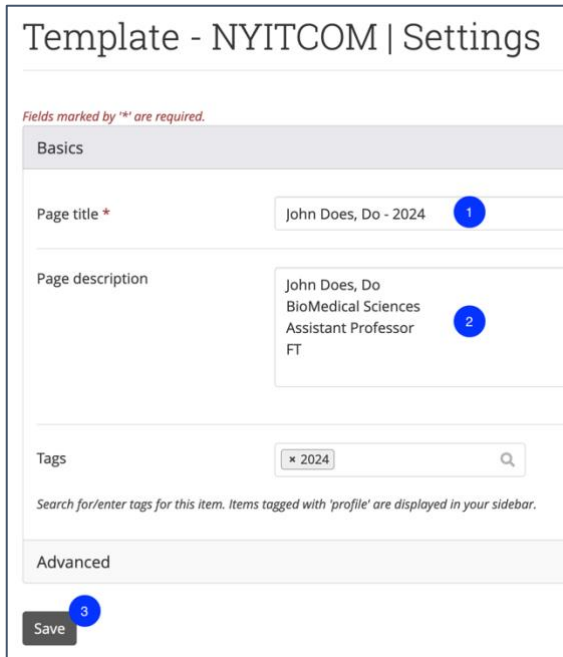
- First click the  Copy button



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

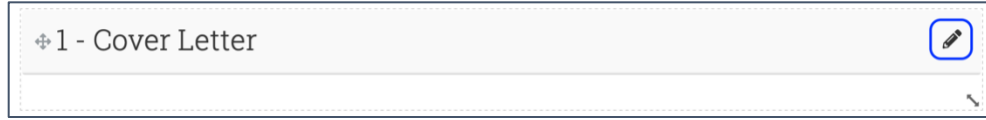



- Next, enter a new **Page title** and **Page description** (for example, the title can be “Jane Doe, DO – 2024.”)

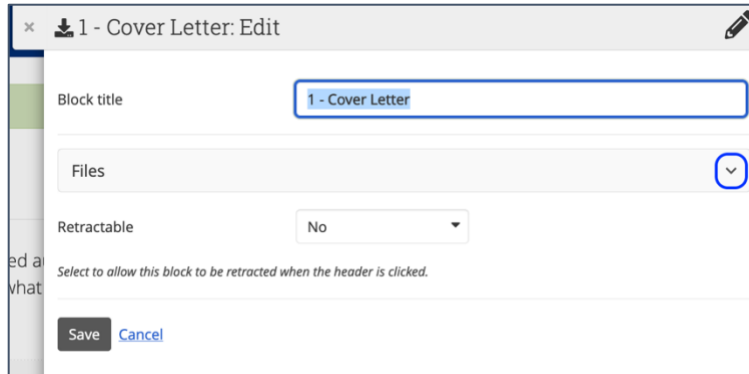



ADDING FILES TO THE PAGE

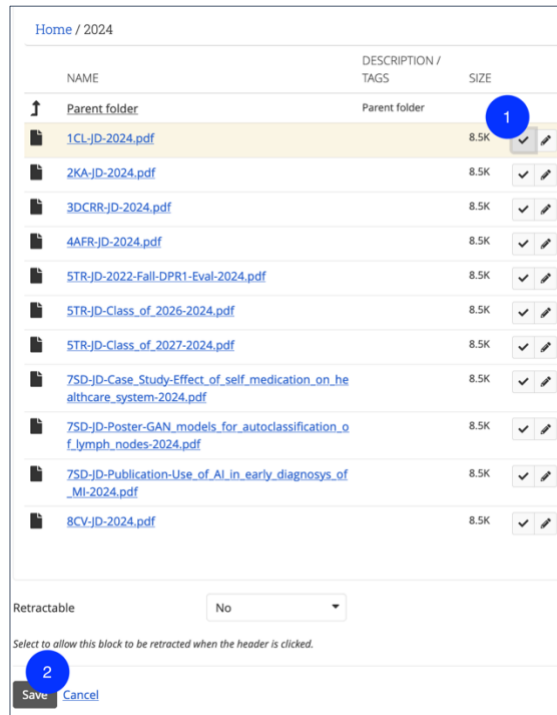
- First, click on the **pencil symbol**  next to the appropriate section



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




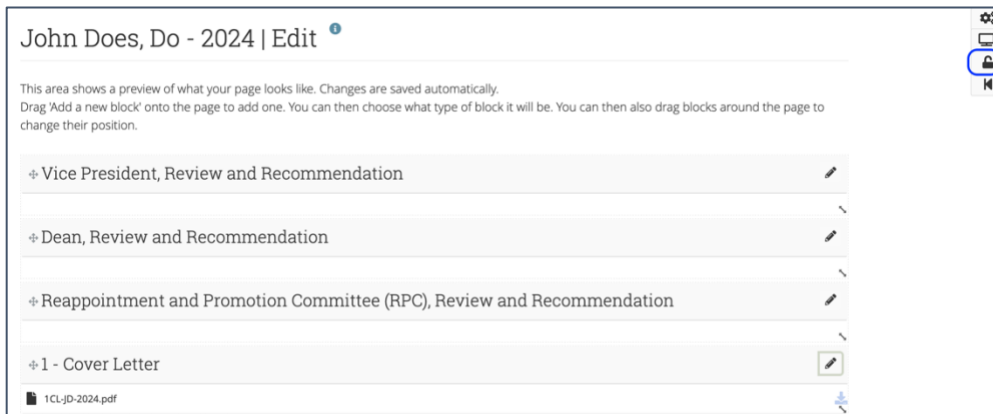
- Under the **Home** heading, locate your current year's folder and open it. Click on the **checkmark button**  next to all the files applicable for the section you are editing



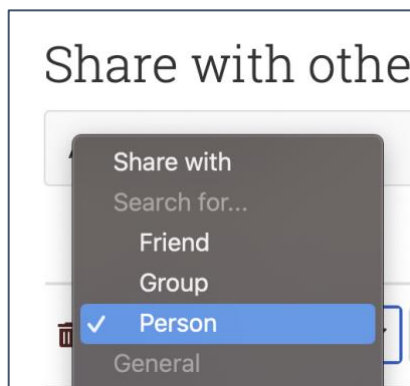
- Repeat the above steps to update all the applicable sections

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

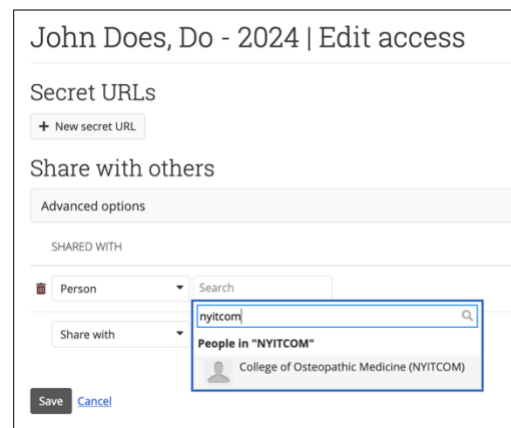


- From the **Share with** drop-down menu, choose **Person**. Choosing **Person** in this step is



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**

Secret URLs

+ New secret URL

Share with others

Advanced options

Allow comments No

Allow people to leave comments.

Allow copying Yes

If people have access to your selected pages / collections, they can make their own copies.

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- **Cover Letter** (uploaded by faculty member)
- 2- **Key Accomplishments** (uploaded by faculty member)
- 3- **Department Chair's Review & Recommendation** (uploaded by faculty member)
- 4- **Annual Faculty Activity Report** (uploaded by faculty member)
- 5- **Teaching Reviews – Peer/Student** (uploaded by faculty member)
- 6- **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)
- 7- **Supporting Documents** (uploaded by faculty member)
- 8- **CV** (uploaded by faculty member)

RPC COMMITTEE TYPES OF DOCUMENTATION

TEACHING REVIEWS:

- Peer Reviews
- Student Reviews
- CFA evaluations

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

COVER LETTER – TEMPLATE:

- Mahara [URL](#) to download the template

KEY ACCOMPLISHMENTS – TEMPLATE:

- Mahara [URL](#) to download the template

CV-TEMPLATE:

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