FlashFolio

2016 FT-NTT Faculty

Upload/Link/Submit/View Submitted Documents

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Contact Information

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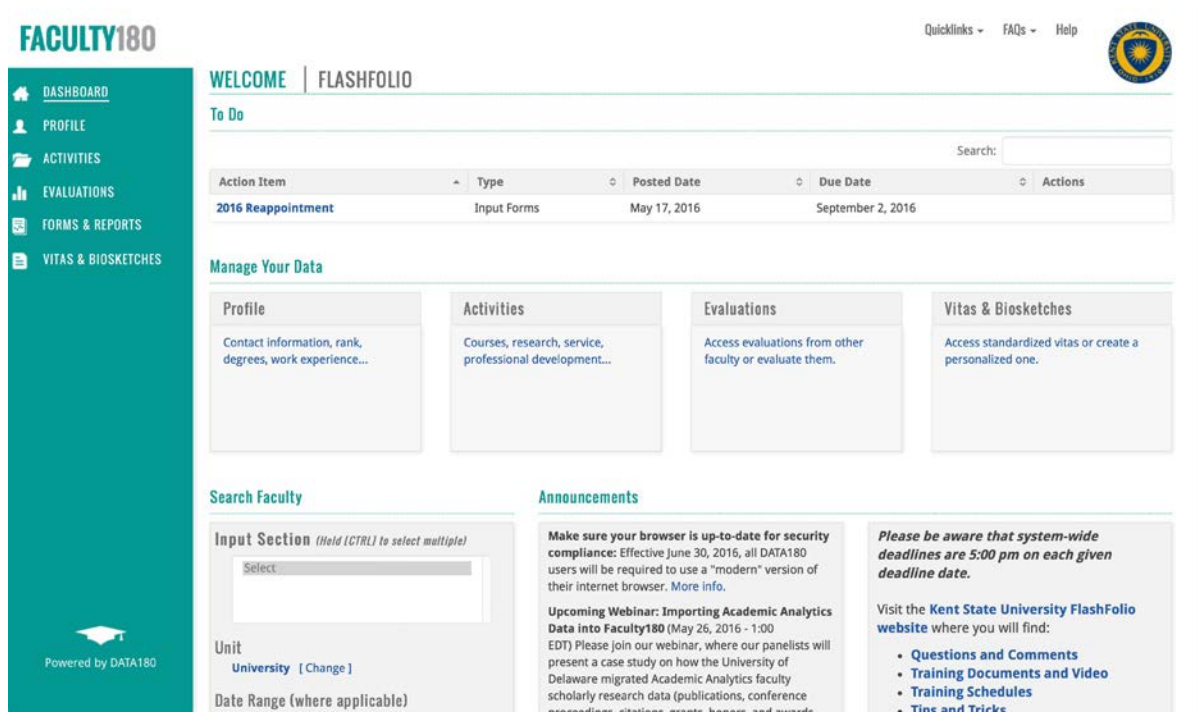
Accessing FlashFolio

At this time, we encourage all users to utilize the most current version of Google Chrome when operating inside of the FlashFolio system and viewing uploaded documents.

1. Log into your FlashLine account through the Kent State University homepage. When you click on the **FlashLine Login** link - the webpage below will load

2. Once you are logged in and on the updated FlashLine homepage, there is a direct link to FlashFolio from the Faculty and Advisors Resources tab. Click on that link.

3. You will then see the **FlashFolio** homepage

While the following steps show an example for Reappointment, the same process is used to upload documents for the **FTNTT Promotion and Review**, TT Reappointment, Tenure, Promotion and **FPIL** Processes.

Please note that for FTNTT processes, your FlashFolio Dashboard will contain a link beginning with "**2016 FTNTT**...".

Uploading Materials

This document outlines the process to upload documents.

1. Once in FlashFolio, click on the Dashboard link beginning with **2016 FTNTT**. (Again, this example shows 2016 Reappointment, but the process is the same for uploading materials for all actions.)

2. You will then see a screen for **2016 FTNTT** Activity Input.
    o The **process** for uploading materials is the same for each personnel action.
    o The **required materials** for each action may be different. Contact Faculty Affairs or your Chair/Director to know what required materials need to be uploaded if it is unclear from the system-set drop down list of documents to be uploaded. (Directions are below outlining how to access the system-set drop down list.)

3. Click **Add** to add materials to your file.

4. Choose the Fall for **Semester** and 2016 for the **Year.**

5. From the **Type of Document** drop down list, select the document type to be uploaded. (Again, the dropdown for your **FTNTT** action may contain different headings that the screenshot below.)

If you are going to create hyperlinks to supporting documents for your Candidate Statement / Narrative Document or on the CV / Resume, it will be necessary to upload all 'target' supporting documents first. (Directions for adding hyperlinks starts on page 8)

6. With the Type of Document selected, select either **File** or **URL** depending on the target file or possible website you plan on uploading
   - o The system will accept any file type; however, we suggest using PDF files as they are universal across all operating systems
   - o When uploading a URL, if the URL is a non-FlashFolio link, we cannot support that link if it were to become broken at a later date

FILE

URL

7. To upload the file or URL, click on the **Choose File** button *(if uploading a URL, choose **URL** for **Attachment Type** and paste the URL in the text box that appears)*

8. Navigate to the file in which you would like to upload, select the file and click **Open**

9. If you are adding more than one document for the selected **Type of Document**, continue adding documents before selecting any of the save functions by clicking on **Add Another**

Note: In terms of organization, uploading all documents for the selected document type should be completed using the **Add** Another function. For example, if you have selected **Other Supporting Documents** as the **Type of Document**, use the **Add Another** button to create a running list of documents.

This work flow is more efficient than uploading one document at a time. Also, if you would like to add documents at another time to a category where documents have already been uploaded (e.g., Other Supporting Documents), you will use the edit function (pencil icon) to the right of the blue document type link you will see upon returning to the system and after clicking on the blue 2016 FTNTT link at your dashboard. This is also explained below.

10. Once all of the documents have been uploaded for that **Type of Document**, click on the **Save and Go Back** button. *(Clicking on **Cancel** will cancel your upload; clicking on **Save and Add Another** will reload the page to add another Type of Document; clicking on **Save** will save your upload and allow you to add additional documents to that Type of Document)*

▼ 2016 Reappointment Materials			⑦ Help
Type of Document ⇕	Start Semester ⇕		Actions
Other Supporting Documents	Fall ####		✏ ⊗ 🗐
Add			

11. To add/delete a file to any of the **Type of Document** categories, select the activity with the document type that you would like to add files to *(Reappointment, Tenure, Promotion)*

12. Click on the pencil icon next to the document type in which you would like to add additional files

▼ 2016 Reappointment Materials			⑦ Help
Type of Document ⇕	Start Semester ⇕		Actions
Other Supporting Documents	Fall ####		✏ ⊗ 🗐
Add			

13. Upload more files following steps 7 – 9 above

B Attachments

Attached Files

Title	View	Delete
Supporting1.pdf	👁	⊗
Supporting2.pdf	👁	⊗
Supporting3.pdf	👁	⊗

Attachment Type	Attachment
File ▾	Choose File No file chosen

Add Another

* Indicates required field

Save	Save and Add Another	Save and Go Back	Cancel

14. If a file needs to be deleted from running list of files, follow steps 11 – 12 and choose the **X** icon next to file you would like to delete.

*Note: once deleted, this file **cannot** be recovered.*

Creating Hyperlinks

We will now show an example of how you would build a hyperlink to a supporting document in your vita using Microsoft Word on the Windows operating system. **Hyperlinks created in Microsoft Word on a MAC computer will be lost when saving as a PDF. Please use a Windows machine to save your document with hyperlinks as a PDF.**

1. Select the supporting document type that will be hyperlinked

2. Right click on the view icon for the document in which you want to create a hyperlink to under the column heading **View**

3. Select **Copy Link Location** or **Copy Link Address** (*the exact text of this menu item will vary slightly in different browsers*)
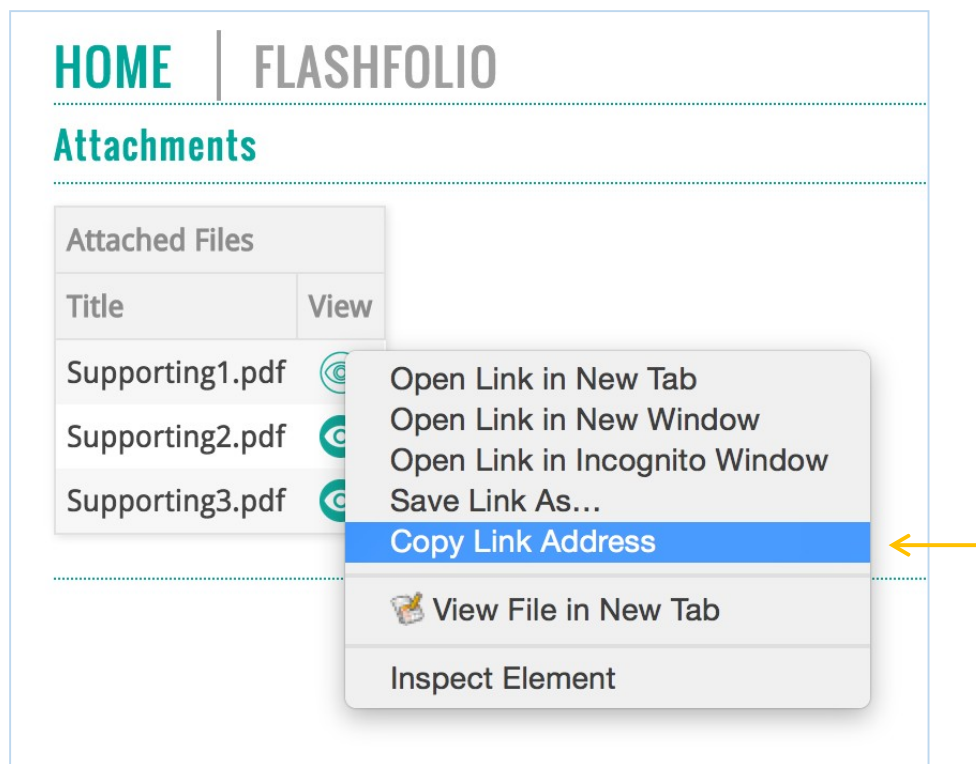
4. On the Curriculum Vitae / Narrative in Microsoft Word *(at this stage, the PDF version of the CV / Narrative have NOT BEEN UPLOADED to FlashFolio)*

5. Highlight the text to hyperlink *(you can provide a hyperlink to a single word, an entire paragraph, a single character, or a small set of words, etc.)*

6. Right click on the highlighted text

7. A dialogue box opens - select **Hyperlink**
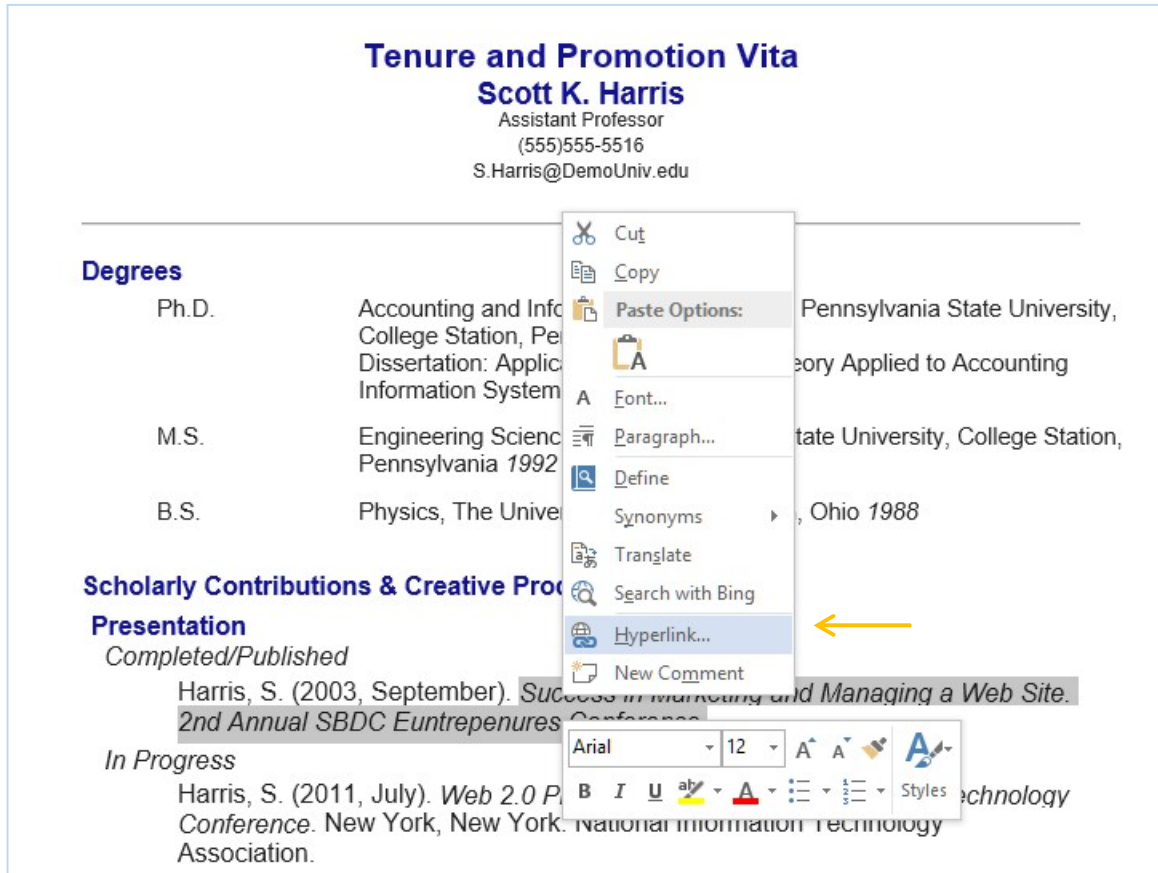
8. The **Insert Hyperlink** dialog box will open, paste the hyperlink to the document in the box labeled **Address** and click **OK**
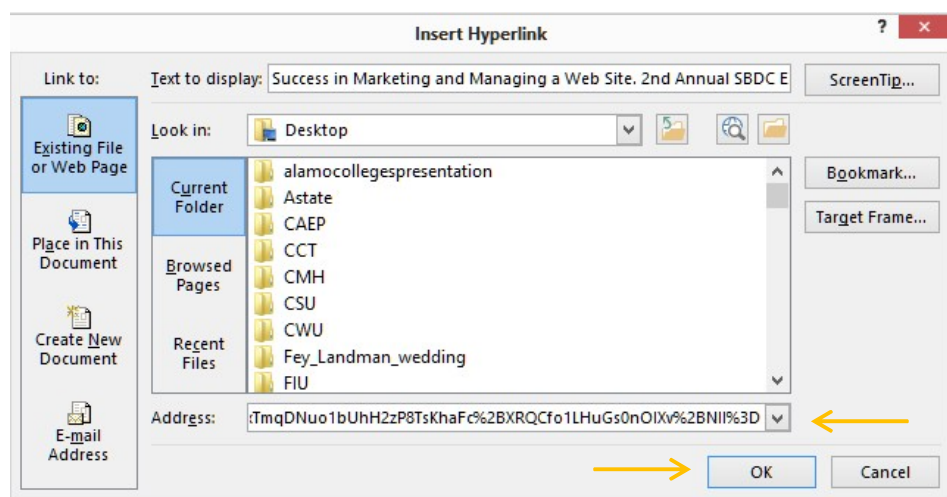
9. The hyperlink is created (will be blue in color)

10. After all hyperlinks are created on the Curriculum Vitae / Narrative Statement, save your document. Again, if converting and saving as a PDF (recommended), convert to a PDF on a Windows machine, as converting on a MAC will not save established links.

11. The saved PDF can be uploaded using the steps listed above for **Uploading Materials** section starting on page 4

Please note that if you choose, you may allow others access to view your documents in the system *before* you submit your documents. In order to do this, please refer to the training document titled "*Share Electronic Copy*".

Steps for Submitting Materials

Submitting Uploaded Materials

1. Once all materials have been uploaded, and materials are ready to be submitted, you will return to your FlashFolio Dashboard, and click on the blue link to your 2016 FTNTT action, located below "Action Item". (This screenshot shows the example for 2016 FTNTT Simplified Performance Review.)

To Do

Search: _____

Action Item	Type	Posted Date	Due Date	Actions
2016 FT-NTT Simplified Performance Review	Input Forms	October 7, 2016	January 2, 2017	

Manage Your Data

Profile	Activities	Evaluations	Vitas & Biosketches
Contact information, rank, degrees, work experience...	Courses, research, service, professional development...	Access evaluations from other faculty or evaluate them.	Access standardized vitas or create a personalized one.

Announcements

New FACULTY180 Release! Version 4.23 is now available. View the release notes.

Coming Soon in FACULTY180! See what we're planning on releasing in our next FACULTY180 release.

Have you seen our FACULTY180 BEST PRACTICES? See how other institutions are successfully training their staff to use FACULTY180, examples of client institution FACULTY180 web sites, & much more!

Please be aware that system-wide deadlines are 5:00 pm on each given deadline date.

Visit the Kent State University FlashFolio website where you will find:

- Questions and Comments
- Training Documents and Video
- Training Schedules

2. You will then see the option to submit your materials. You will click on the "Submit When File Complete" button. The link from your dashboard will no longer be viewed once you have submitted your materials.

2016 FT-NTT SIMPLIFIED PERFORMANCE REVIEW
Fall 2016

⚠ Press the Submit button ONLY when the FT-NTT Review file is complete and all files have been uploaded. (Faculty may share the file with their unit administrator to ensure the file is complete see instructions for file sharing by viewing training documents at the FlashFolio site http://www.kent.edu/flashfolio/training-documents).

NOTE: All Unit Administrators reviews will begin at 5:00 p.m. on January 2 when the file is due.

SUBMIT WHEN FILE COMPLETE   Save and Go Back   Preview CV

3. Your submitted 2016 documents will be accessible using the "Forms & Reports" option located on the teal left column on your dashboard. Once you click on "Forms & Reports", you will see the 2016 FT-NTT link to your materials located under the heading "Initiated Activity Input Forms", and then under "Initiated Process". The status to the right of your materials will be labeled "Submitted".

4. You will then click on the blue links to your 2016 FT-NTT documents to open and view your submitted documents.