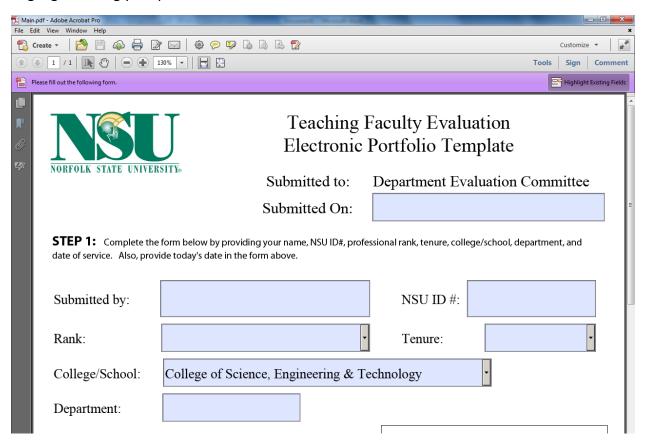# e-Portfolio Training

Next year, all Faculty/Instructors will be required to submit electronic portfolios for the yearly review. In this session, you will practice developing a mock e-Portfolio using Adobe Acrobat Pro. Directions are provided below for:

1. **Starting with Main.pdf** – beginning the mock portfolio
2. **Incorporating your documents** – importing your supporting documentation into the portfolio
3. **Navigating to specific categories** – accessing Teaching, Scholarly Activity, Professional Development, University Service, and Community Service portions of the portfolio.

A. Starting with Main.pdf

1. Once the **E-Portfolio Training** folder is open on your Desktop, double-click on the file **Main.pdf** to begin generating your portfolio. You will see a screen like the one below.
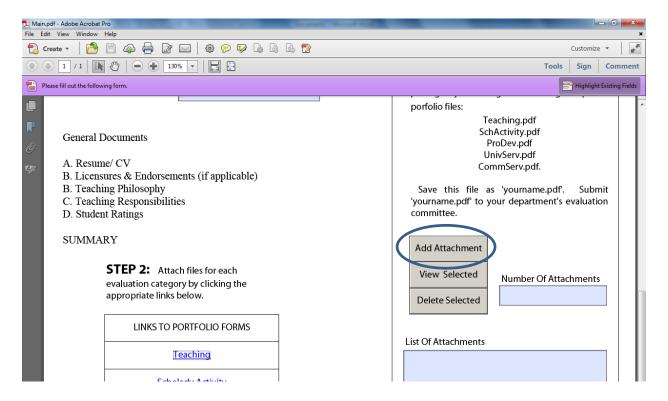

2. Fill-out the top portion of the form with your information.

B. Incorporating your documents

1. Once you've filled-in your information at the top of **Main.pdf**, let's start the process of importing documents. A folder of sample documents, called **SampleDocs**, has been provided for your convenience. Let's import the following sample documents into the form:

    - Resume
    - Teaching Philosophy
    - Teaching Responsibilities
    - Student Ratings

a. To add the resume, begin by clicking on **Add Attachment** (shown circled below). Double-click on the **SampleDocs** folder at the top of the window that opens. Finally, double-click on **Resume.pdf**
b. Continue to do the process outlined in step a. for each of the documents you need to add.
c. Once all of the files have been added, save **Main.pdf** as **yourname.pdf**

C. Navigating to specific Categories

On **Main.pdf**, look for a table entitled **LINKS TO PORTFOLIO FORMS**. Use these links to navigate to the Teaching, Scholarly Activity, Professional Development, University Service, and Community Service portions of the portfolio.

When you click on the link, your web browser will open. You can add documents for specific categories much like you did in part C of this exercise. The **SampleDocs** folder has mock documents for each category.

When you have finished adding your documents, save the specific category as indicated. For the Teaching category, as an example, you will save your file as **Teaching.pdf**

As a final note, don't forget to indicate the appropriate weights at the top of the page.