Welcome to eWolf, UAA's ePortfolio Program. This instruction set walks you through logging in, accessing the Promotion and Tenure Assessment area, and navigating the assessment tool so you can review submitted files.

Page 1: Logging in
Page 2: Accessing the Promotion and Tenure Group
Page 2: Locating the faculty member's electronic submissions and understanding the grid
Page 4: Accessing and reviewing the file
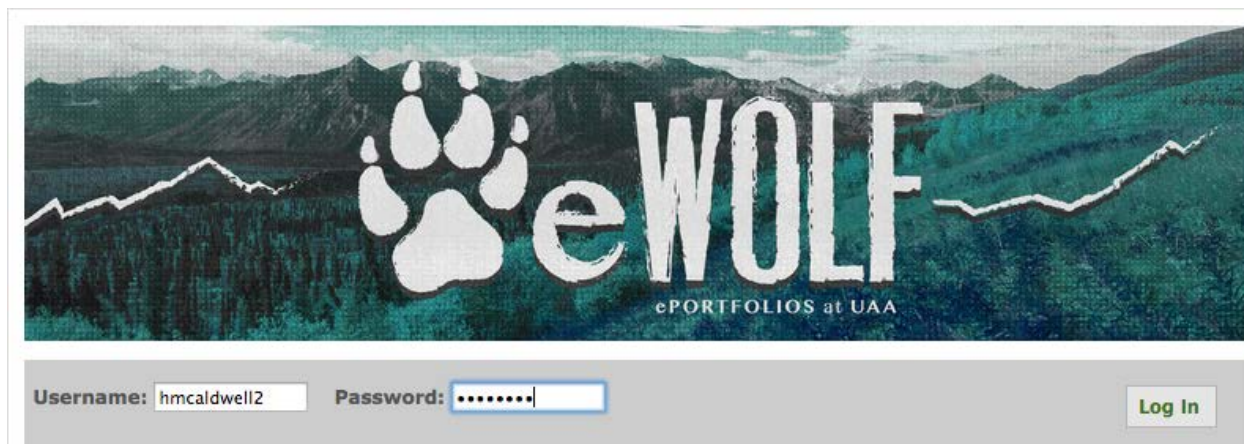Page 5: Submitting the review and completing the rubric
Page 7: Tips on reviewing an electronic portfolio

Logging in

To login, go to UAA's main page (www.uaa.alaska.edu) and click on **Quick Links** in the upper right corner. Select **eWolf ePortfolio**. This will take you to the main eWolf login page. Once

there, click **Login.**

Enter your UAA username and password, then click **Log In**.

** If this is your first time logging in, you will have to accept Terms and Conditions before proceeding.

Assessment Groups

2016 CAS AAR Review
09/12/16 - 12/31/17

💬 0 Posts   📑 0 e-Portfolios

2016/17 CAS Biology P&T
09/01/16 - 12/31/17

💬 0 Posts   📑 0 e-Portfolios

2016/17 CAS English P&T
09/01/16 - 12/31/17

💬 0 Posts   📑 0 e-Portfolios

2016/17 CAS Fine Arts P&T
09/01/16 - 12/31/17

💬 0 Posts   📑 0 e-Portfolios

Accessing Review Files

The eWolf homepage has four main sections: My ePortfolios, My Courses, Communities, and Assessment Groups.

Scroll down to **Assessment Groups** and locate your College's review group. You will only see the Assessment group for your college, split by union. Review groups are titled Year, College (Subject), P&T (Union). For example, if you're reviewing the Department of English's faculty files, you'll see 2017/18 CAS English P&T UNAC, and 2017/18 CAS English P&T UAFT, or if you're reviewing the College of Engineering's faculty files you'll see 2017/18 CoENG P&T UNAC.

Once selected, you will be directed to the Assessment Group's main page. There are several tabs here. The one you'll be working in is the **Assignments** tab.

Locating Application Submissions and Understanding the Grid

Click the **Assignments** tab to access the electronic submission(s), previous reviews, and to

enter your review and recommendation.

Faculty members will appear on the grid's left side (y-axis). Each review level will appear at the top of the grid (x-axis).

Click the Union workflow title "UNAC Review" (or "UAFT Review") and then click on the faculty member's name. This shows you the entire workflow and their process through it.

A blue boxes with an S indicates the step needs something submitted. A yellow box with a C means the step is complete. In the example below, Heather Caldwell's Step 1 is complete because the file was submitted. An orange box with a F indicates the faculty member is waiting for the review to be submitted. At each the steps with rubrics, the reviewer will indicate whether they recommend "YES" or "NO" for the file. If the reviewer recommends YES, you'll see the green P box. If they recommend NO, you'll see a gray N box. See examples below.

UNAC Review	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Assignment Workflow

UNLOCK THIS BLOCK

🔒 **Completed.** ✔
Locked since Sep 12, 2016 5:00pm.

C Complete

STEP 1: File Submission
Evidence :

Review can be seen here.

e-Portfolio Evidence

Link to portfolio is here.

rg

Submit Evidence
Comment:

UNLOCK THIS BLOCK

🔒 **Completed.** ✔
Locked since Oct 13, 2016 5:00pm.

P Passed

STEP 2: Peer Review Committee Review

Rubric Assessment
Score: 1pts / 1pts (1pts needed to pass) Submit Assessment
View full rubric

Accessing and Reviewing Files*

Locate the faculty member you are reviewing. In the example below, Heather Caldwell has submitted her file and is awaiting its review.

Click the box in Step 1, it should have the yellow C, to access the faculty member's file. The image below will open.
Step 1 provides a link to the submitted file.

Heather Caldwell's Progress Toward:

Fran Ulmer Transformative Research Award : **Step 1: Fran Ulmer Transformative Research Award**

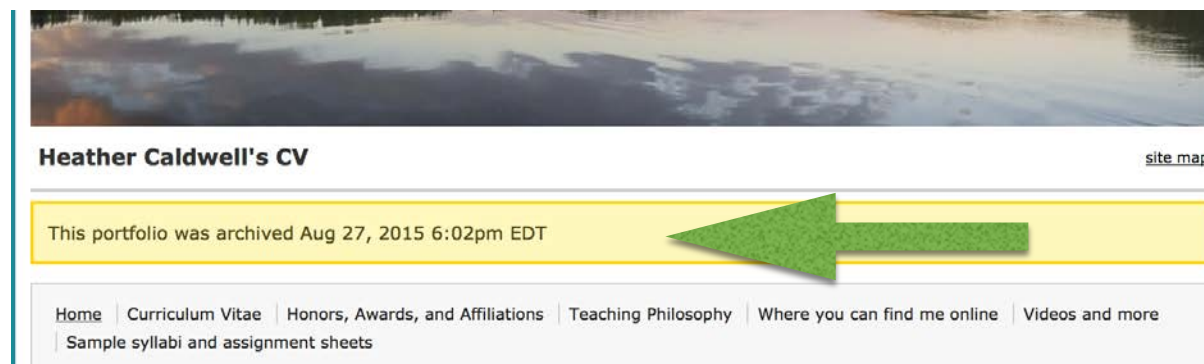✔ Step 1: Fran Ulmer Transformative Research Award
  e-Portfolio Evidence
    Heather Caldwell View e-Portfolio
    e-Portfolio "Heather Caldwell" submitted on Nov 4, 2016 at 12:31 pm by Heather Caldwell

You can see the submitted application portfolio link in this window. In the example below the portfolio is titled "Heather Caldwell" and the portfolio link to the green hyperlink titled "View e-Portfolio".

Click the **View e-Portfolio** link and the submitted file will open in a new browser tab. The timestamp in the upper yellow box indicates when the file was submitted."

Heather Caldwell's CV   site map

This portfolio was archived Aug 27, 2015 6:02pm EDT

Home | Curriculum Vitae | Honors, Awards, and Affiliations | Teaching Philosophy | Where you can find me online | Videos and more
| Sample syllabi and assignment sheets

When the reviewer is ready to submit the review, they will click on the appropriate step to upload the review.

A window will open with the following items:
- instructions on what to do
- a list of all items under review, including submitter's portfolio
- previous reviews
- submitter's acknowledgement of receipt(s)
- submitter's optional response(s)
- submitter's placeholder items

You can review each previous submission.

* If the material is not rendering on this screen, you can go back to the main workflow screen (the one with the colored boxes) and click on each box for more information.

There is a two-step submission process for submitting reviews.

Step 1: Scroll down to the review step. For example: "Step 2: Peer Review Committee Review (Reflection)". In the Comment area, write or paste your review **AND** upload a PDF copy of the review. Click Save and Submit once you're done.
As each level of review is completed, the current reviewer(s) will be removed from the Assessment Group and the new reviewer(s) will be added. These steps are set according to the CBA dates. Access to the file ends at 5pm on the assigned date as indicated in the CBA.

Step 2: Scroll down to the review step. For example: "Step 3: Peer Review Committee Review (Rubric)". You'll see the provided grid to mark your recommendation. **Yes** indicates you recommend them for Promotion, Tenure, or Promotion and Tenure. **No** indicates you do not recommend them. **Yes/No** means you recommend them for Tenure but not Promotion or vice versa.

Click on the box that correlates with your recommendation. Click Save and Submit once you're done.

STEP 8: Peer Review Committee Review
:
Please use the provided Recommendation rubric. You may then t᠎ section.
The student being assessed can see the results of this step.
This step will become locked upon completion.

Work Being Assessed:

File Submission
e-Portfolio Evidence

Heather Caldwell View e-Portfolio
e-Portfolio "Heather Caldwell" submitted on Sep 1, 2016 at 8:30 pm by Heath᠎

Dean, Director or Designee Additions
Text Evidence

Nothing to add here.

Optional* Response to Dean/Director/Designee Additions Evidence
No evidence submitted yet.
Faculty Receipt of Review
Text Evidence

I have reviewed that no additional materials were added.

Director's Review
Rubric Assessment
Score: n/a

Promotion and Tenure Recommendation:		
	Yes/No	No
	Opts	Opts
Recommendation	Yes/No	No

Faculty Receipt of Review
Text Evidence

I have reviewed the Director's review.

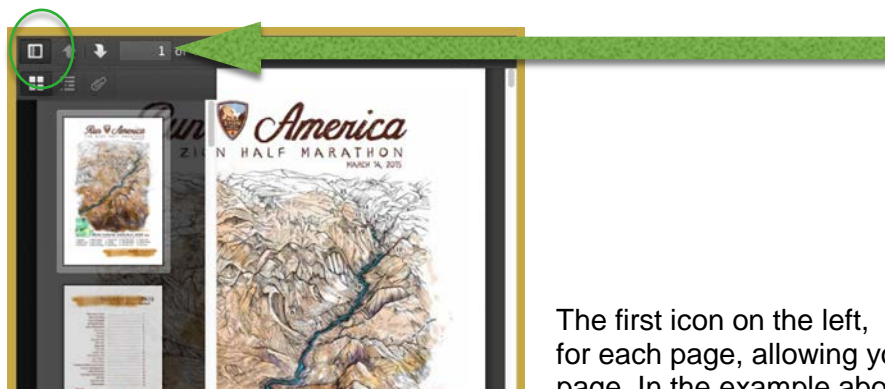**Optional* Response to Director Review Evidence**
No evidence submitted yet.


Save and submit   **Save, do not submit**   or Cancel

Reviewing Tips and Resources

PDFs should display in the portfolio as an interactive image. The example to the right is a 40 page PDF. You can scroll through the PDF in the window or use the top toolbar to navigate through the PDF.

The first icon on the left, , brings up thumbnails for each page, allowing you to jump to a specific page. In the example above, you can see the list of pages appears on the left.
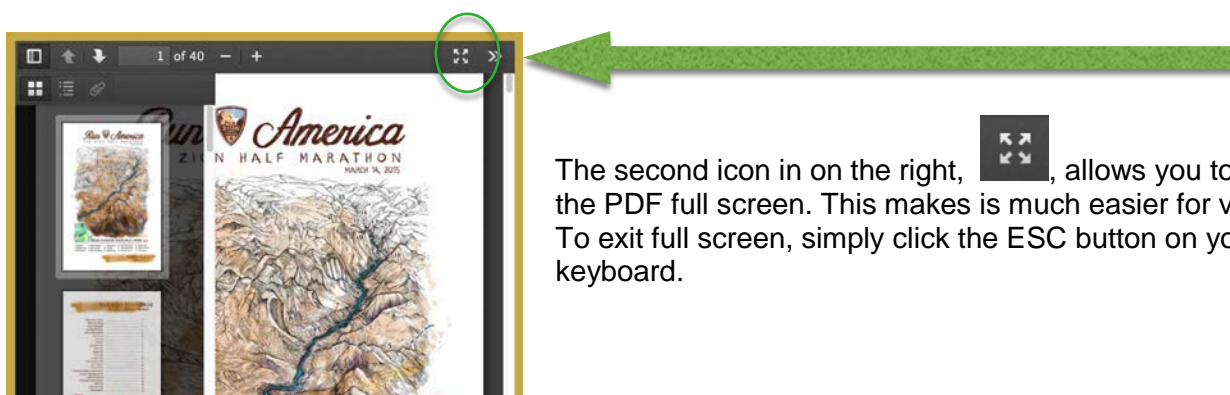
The second icon in on the right, , allows you to make the PDF full screen. This makes is much easier for viewing. To exit full screen, simply click the ESC button on your keyboard.

Resources

There are many resources available to you.

For faculty technology questions: Our eWolf coaches are here to assist you with portfolio needs. Email them for an appointment at: ewolfcoach@alaska.edu. Paul Wasko, the eWolf Initiative Coordinator can be emailed at pwasko@alaska.edu.

You can also contact Marian Bruce at Faculty Services. You can reach her at x1063 or mkbruce@alaska.edu.

For online resources: Folio 411: Everything Portfolio is an excellent online resource. You can access it here: https://alaska.digication.com/everything_portolio.