# 2019-20 P&T eWolf Submission Documentation

(Version 1.2 – September 18, 2019)

The purpose of this document is to support those faculty that intend to submit that Promotion and Tenure (P&T) files using eWolf as the submission vehicle. The document addresses submission of either a "Classic Digication" or "New Digication" portfolio.

Classic Digication versus New Digication – "Which version do I have?"

Classic Digication: If you started your portfolio work during the 2017-18 academic year, you more than likely having been using the P&T template in Classic Digication. Faculty should feel free to make their submission using Classic Digication. To confirm you are working in the "Classic" version your editing screen when working on your portfolio should look like:
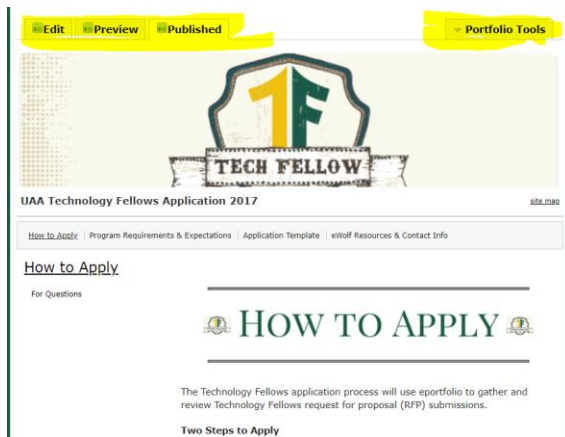
New Digication: A final version of the P&T template using New Digication was launched in July (a beta version was launched in June). To confirm you are working in New Digication your editing screen should look like:
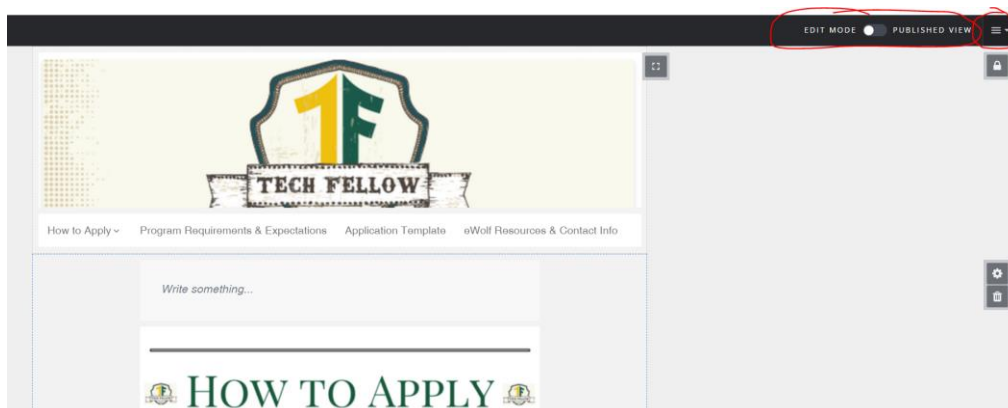
Converting Classic to New: A conversion tool to migrate portfolios from Classic to New was deployed in July. If you decide to migrate your site from Classic to New prior to submission, work with the eWolf program on how to migrate, and then follow the steps for submission for New Digication below.

Submission process

Once you have finished compiling your P&T file, you will need to submit it to your assessment group. Depending on which version of the eWolf ePortfolio software you have chosen to use, you may have to complete slightly different processes.

Assessment Group: It is important in the submission process that you are submitting to the appropriate Assessment Group. The naming convention for Assessment Groups are as follows:

- Non-CAS faculty: **2019-20 <college> P&T** (e.g. 2019-20 CBPP P&T)
- CAS faculty (incl. Education): **2019-20 CAS <discipline> P&T** (e.g., CAS English P&T)

You can review your Assessment Group on your eWolf dashboard screen:
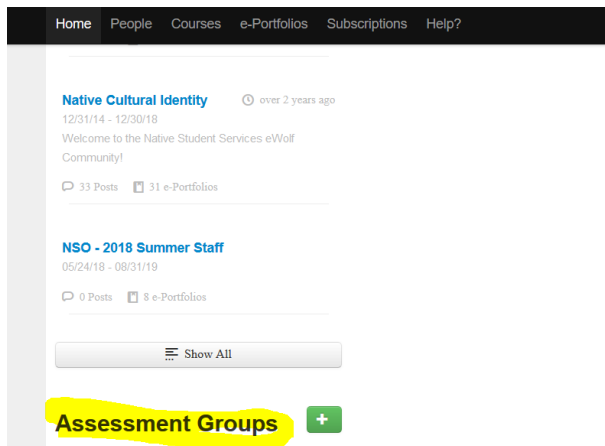
How to Submit:

Classic

1) To begin submitting your ePortfolio, login to eWolf ePortfolio and open the ePortfolio you would like to represent as your P&T file.
2) Before continuing, click through every page in your P&T file. Ensure that **all modules and information is *saved* and *published***. This is a vital step, as any content left unsaved or unpublished **will not** be visible on your submitted ePortfolio.
3) Once you have confirmed that all of your pages and sections are saved and published, select the Portfolio Tools button in the upper-right hand corner.
4) After selecting Portfolio Tools, a drop-down menu will appear. Near the top of the list there will be an option to Submit, select this.
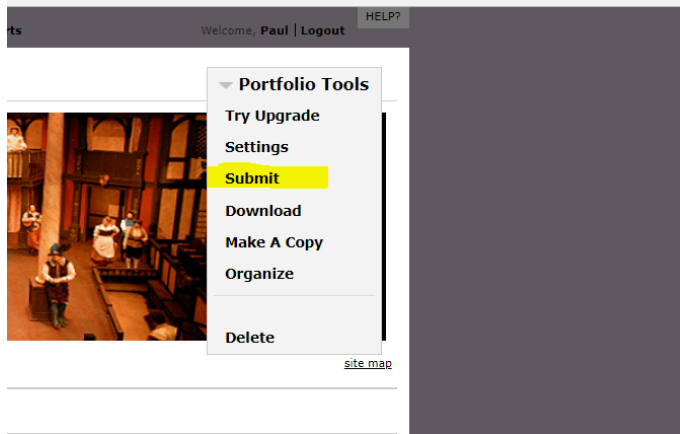
5) You will be taken to a page which will display a list of any assignments you currently have access to. Select the assignment titled **2019-20 File Submission and Review** and press the blue Submit button near the bottom of the window. Sample -
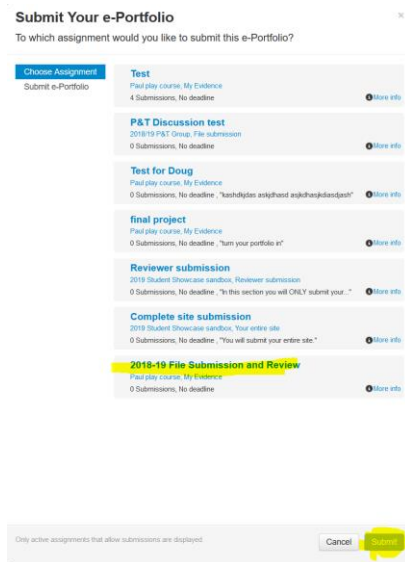
6) After selecting an assignment, you will be given the opportunity to decide which parts of your ePortfolio to submit. For the purposes of the P&T process, **select all pages** for submission. Sample -
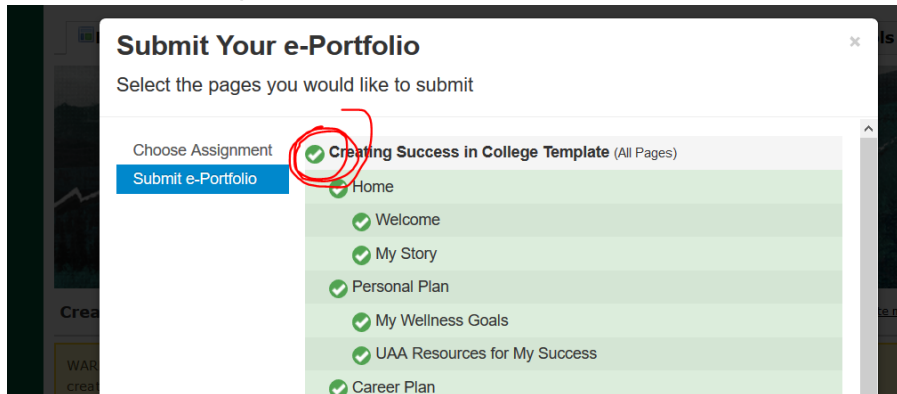

7) Once you have ensured that you are submitting **your complete P&T file**, press the blue Submit button near the bottom of the window.
8) Once you have submitted, you will be shown a window which displays both the pages you have submitted, as well as the timestamp applied to the submission. Browse through this list to ensure that all of your pages were submitted correctly.
9) At the bottom of the window you will see an option to "View Submitted e-Portfolio", this option will allow you to see your P&T application exactly how you viewers will.
10) You may also notice an option titled, "Oops! Undo submission" in red font at the very bottom of the window. Selecting this option will **undo your submission**. If you have noticed any inconsistencies or errors during your earlier checks, selecting this option will allow you to remove your submission and make changes. It is important to note that this option is **only available** in this window.

Congratulations, you have successfully completed your P&T file submission.

How to Submit:

New

1) To begin submitting your ePortfolio, login to eWolf ePortfolio and open the ePortfolio you would like to represent as your P&T file.
2) Before continuing, click through the pages of your P&T file to ensure that all of the information you have presented is correct, and that you haven't forgotten to attach any files or additional information.
3) Once you are comfortable with your content, click on the three grey bars in the upper-right hand corner of the screen.
4) From the emergent list, select Submit to Course.
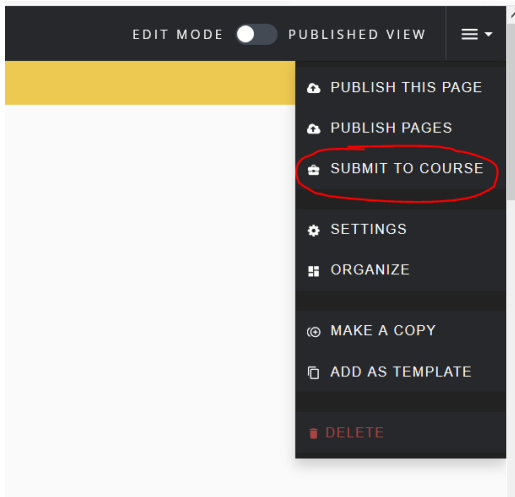
5) You will be taken to a page which will display a list of any assignments you currently have access to. Select the assignment titled **2019-20 File Submission and Review** and press the blue Submit button near the bottom of the window. Sample -
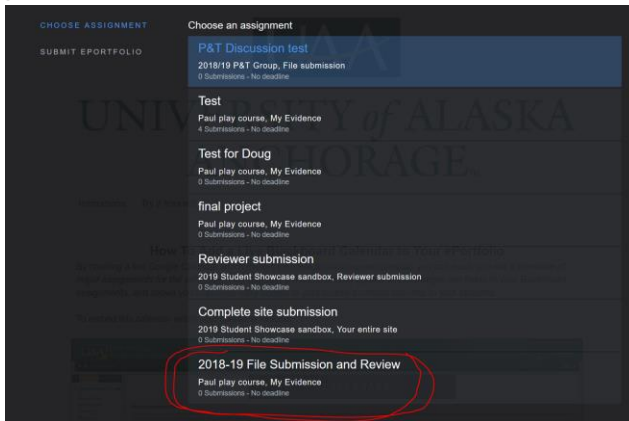

6) After selecting an assignment, you will be given the opportunity to decide which parts of your ePortfolio to submit. For the purposes of the P&T process, **select all pages** for

submission. Sample -
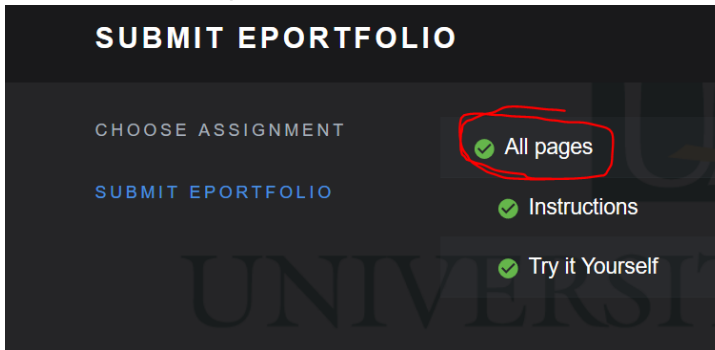
7) If you have left any unpublished pages in your ePortfolio, you will see the word **draft** in red next to the pages in question. This may imply that you have left content unfinished on these pages, so it is recommended that you ensure the accuracy of these pages before continuing. If you believe that you have merely forgotten to publish certain pages, but know that their content is up to date, you have the ability to select the blue "Publish All and Submit" button at the bottom of the page.

8) You will now be shown a page which displays the various pages you have just submitted, as well as the timestamp applied to the submission. It is recommended that you review the list of submitted pages, and make sure that everything is correct.

9) At the bottom of this page you will also see options to "View Submitted ePortfolio" and to "Undo Submission". "View Submitted ePortfolio" will allow you to see the final draft of your P&T application as it was turned in to reviewers. If you notice something wrong on this page, or on the list of submitted pages, selecting the "Undo Submission" button will allow you to delete your submission from the records. This option is **only** available on this screen, and once you exit it you will **no longer be able to undo submissions**. Before finalizing the cancellation, you will be asked to type "undo" into a text-field and confirm.
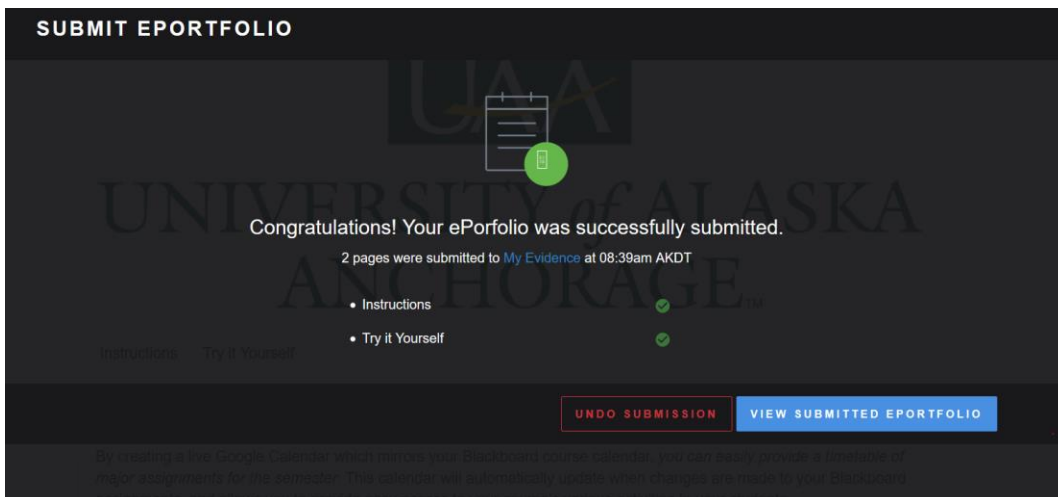
Congratulations! You have completed submitting your P&T file.