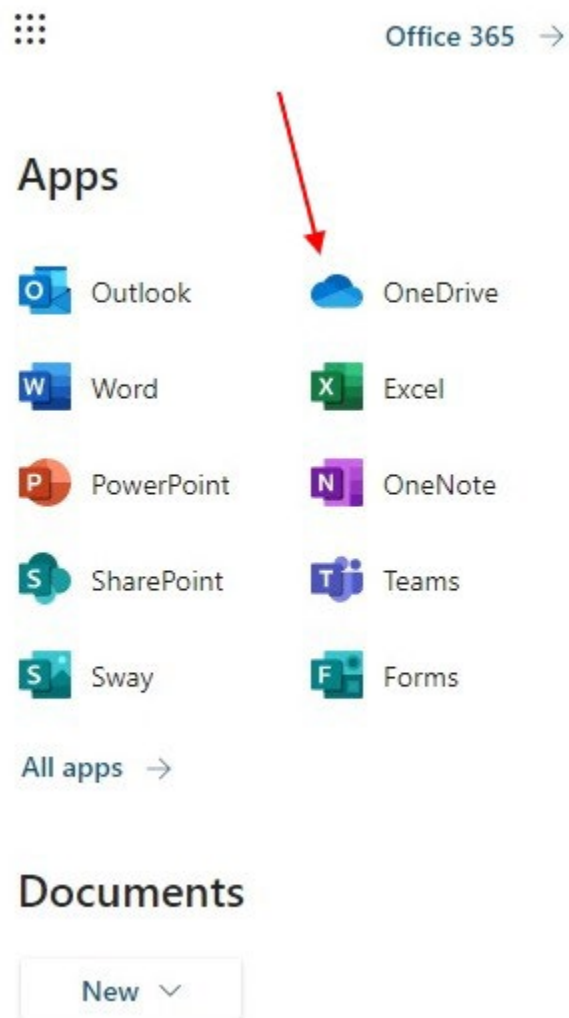













Creating rank and promotion portfolios in OneDrive is quick and easy. We recommend that you use OneDrive online, but you can also do this from your desktop if you have OneDrive set up locally:

1. Starting in Outlook online, click the “waffle iron” (App Launcher) in the top left and select **OneDrive**.



2. Create a new folder and label it “ePortfolio.”

My files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Shared with Everyone	August 28, 2014	Christopher Stotelmyer	0 items	🔒 Shared
 Email attachments	May 21, 2015	Christopher Stotelmyer	0 items	Private
 Notebooks	May 31, 2015	Christopher Stotelmyer	1 item	Private
 Attachments	January 5, 2017	Christopher Stotelmyer	7 items	Private
 Documents	May 31, 2018	Christopher Stotelmyer	10 items	Private
 Microsoft Teams Data	March 17, 2020	Christopher Stotelmyer	1 item	Private
 Microsoft Teams Chat Files	April 8, 2020	Christopher Stotelmyer	53 items	Private
 ePortfolio ←	July 15	Christopher Stotelmyer	9 items	🔒 Shared
 OneNote	May 11	Christopher Stotelmyer	3 items	Private
 Recordings	May 11	Christopher Stotelmyer	2 items	Private

3. Open the “Portfolio” folder and create five new folders for each of the criteria from the Rank and Promotion Document. There are four documents that do not need a new folder.

The screenshot shows a OneDrive interface for Christopher Stotemyer. The left sidebar lists 'My files' and 'Shared libraries'. The main area shows the 'Portfolio' folder containing five folders and four documents. The folders are: Annual Evaluations, Awards_Honors_Scholarships, Professional Development and Scholarship, Service Activities, and Job Effectiveness. The documents are: Letter of Recommendation.docx, Resume_CV.docx, Promotion cover letter.docx, and Summary of Professional Activities 2021.docx. All items were modified on May 11 and are set to Private sharing.














Name	Modified	Modified By	File size	Sharing
Annual Evaluations	May 11	Christopher Stotemyer	0 items	Private
Awards_Honors_Scholarships	May 11	Christopher Stotemyer	0 items	Private
Professional Development and Scholarship	May 11	Christopher Stotemyer	0 items	Private
Service Activities	May 11	Christopher Stotemyer	0 items	Private
Job Effectiveness	May 11	Christopher Stotemyer	0 items	Private
Letter of Recommendation.docx	May 11	Christopher Stotemyer	11.7 KB	Private
Resume_CV.docx	May 11	Christopher Stotemyer	11.7 KB	Private
Promotion cover letter.docx	May 11	Christopher Stotemyer	11.7 KB	Private
Summary of Professional Activities 2021.docx	May 11	Christopher Stotemyer	11.7 KB	Private

4. Place your promotion evidence in the proper folders.

5. Select the "Sharing" link for your ePortfolio to allow promotion committee members access to folders and items. Access privileges will be inherited by all the subfolders and documents in your ePortfolio

Step 1

My files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Shared with Everyone	August 28, 2014	Christopher Stotelmyer	0 items	 Shared
 Email attachments	May 21, 2015	Christopher Stotelmyer	0 items	Private
 Notebooks	May 31, 2015	Christopher Stotelmyer	1 item	Private
 Attachments	January 5, 2017	Christopher Stotelmyer	7 items	Private
 Documents	May 31, 2018	Christopher Stotelmyer	10 items	Private
 Microsoft Teams Data	March 17, 2020	Christopher Stotelmyer	1 item	Private
 Microsoft Teams Chat Files	April 8, 2020	Christopher Stotelmyer	53 items	Private
 ePortfolio	July 15	Christopher Stotelmyer	9 items	 Shared
 OneNote	May 11	Christopher Stotelmyer	3 items	Private
 Recordings	May 11	Christopher Stotelmyer	2 items	Private

Step 2 (Note that you can give edit or viewing privileges – this is up to you)

ePortfolio ×

Manage Access

Links giving access ⓘ Share

Copy ⋮

People in Clayton State University with the link can edit

Direct access ⓘ +

- Christopher Stotelmyer**
Head of Electronic Resources & Services Owner
- Sonya Gaither**
Dean of Libraries
- Jim Rickerson**
CSU Employee

Can edit
Make any changes

Can view
Cannot make changes

Stop sharing

6. After you set access privileges you can also provide the committee with a link to the “ePortfolio” folder for convenience. Click the “Sharing” link again and copy the link provided:

ePortfolio ×


Manage Access

🔗 Links giving access ⓘ ➦ Share

📁 Copy ⋮

People in Clayton State University with the link can edit

👤 Direct access ⓘ +

 Christopher Stotelmyer Owner
Head of Electronic Resources & Services