

# How to Rearrange Documents within an Interfolio Review Packet

Thursday, September 26, 2019  
10:27 AM

To rearrange documents that have already been uploaded into an active Interfolio packet section:

1. Make sure that you are first in "Edit" mode
  - a. To get out of the default "overview mode" click either "packet" or "Edit":

California State University-Fullerton > Your Packets > **2019 - FAR - Sample Department - PTR** Preview Packet

Unit: Sample Department | Type: Review | Candidate Instructions: View Instructions

[Overview](#) **Packet** Click Here

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

### Curriculum Vitae

Due: 2019-10-01 | Not Yet Submitted

Type	# Required	# Added
✓ Curriculum Vitae	1 required	1

Or Click Here Edit

### Quantitative SOQ data and Comment Reports

Due: 2019-10-01 | Not Yet Submitted

Type	# Required	# Added
✓ SOQ Statistical Summary & Comment Reports	1 required	3

- b. Once in Edit mode scroll to the section where you will need to rearrange your documents:

# 2019 - FAR - Sample Department - PTR

[Preview Packet](#)

Unit  
Sample Department

Type  
Review

Candidate Instructions  
[View Instructions](#)

Overview **Packet**

[Expand All](#) [Collapse All](#)

**Curriculum Vitae** [Preview](#) [Submit](#) 1 of 1 Required Files

Due: Oct 1, 2019 | Not Yet Submitted Unlocked

An updated Curriculum Vita that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order. (Section II.J.1)

Curriculum Vitae 1 required, 1 Added [Add](#)

Title	Details	Actions
<a href="#">Titan Portfolio Vita</a>	Added Sep 23, 2019	<a href="#">Edit</a>   <a href="#">Remove</a>

Scroll down

**Quantitative SOQ data and Comment Reports** [Preview](#) [Submit](#) 3 of 1 Required Files

Due: Oct 1, 2019 | Not Yet Submitted Unlocked




Summaries of student opinion questionnaires (SOQs) including the quantitative data and comments for all courses taught during the periodic evaluation period (Section II.J.2). For EACH class, you will need to upload the report with **your username, for example, "titan" for Tuffy Titan**, and the word "statistics"

- c. Hover mouse over a hyperlinked document title until you see the mouse pointer become the "grabby hand" graphic
  - i. The "grabby hand" is the one you will need to use to move your documents into a different order
    1. This graphic normally appears when your mouse pointer is in the space between the end of the uploaded document title and the text "Added [EX: Sept 23, 2019]"
      - a. The date in the square brackets will be the date you personally added the document(s) to your active interfolio packet

Title	Details
<a href="#">Titan - ENGL_101-87_SOQ_Statistical_Report - Fall 2015</a>	Added Sep 23, 2019

☞ Click and hold

**NOTE:** Your mouse pointer will change between three graphics when moved over the titles of your uploaded documents

Normal Mouse Pointer	Used to select a document title	Used to grab documents for reordering
		

d. To move a document:

**NOTE:** so far it appears that only one document can be moved at a time

- i. Make sure your mouse pointer is the "grabby hand" graphic
- ii. Click your mouse and hold down
  1. This should result in a blue box OR blue border surrounding the document you want to move

▼ Quantitative SOQ data and Comment Reports

Due: Oct 1, 2019 | Not Yet Submitted Unlocked

Preview

Submit


**3 of 1**

Required Files


Summaries of student opinion questionnaires (SOQs) including the quantitative data and comments for all courses taught during the periodic evaluation period (Section II.J.2). For EACH class, you will need to upload the report with **your username**, for example, "*titan*" for *Tuffy Titan*, and the word "**statistics**" or "**comments**" in the document title, to this section.

SOQ Statistical Summary & Comment Reports 1+ required, 3 Added

Add

Title	Details	Actions
Titan - ENGL_101-87_SOQ_Statistical_Report - Fall 2015	Added Sep 23, 2019	<a href="#">Edit</a>   <a href="#">Remove</a>
Titan - ENGL_101-86_SOQ_Statistical_Report - Fall 2015	Added Sep 23, 2019	<a href="#">Edit</a>   <a href="#">Remove</a>
Titan-BIOL-152-01_SOQ_Statistical_Report - Fall 2015	 Added Sep 23, 2019	<a href="#">Edit</a>   <a href="#">Remove</a>

- iii. Move your mouse up or down as needed
  1. The new position of the document being moved will be visually indicated by a dashed line in the shape of a rectangle



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**\*\*\*CONTINUE TO NEXT PAGE FOR FURTHER INSTRUCTION\*\*\***

- iv. When the document is in the desired position release the mouse
  2. Repeat the above process with each document that needs to be reordered.
    - a. For any technical issues with this process please contact the Interfolio Help team
      - i. Email: [help@interfolio.com](mailto:help@interfolio.com)
      - ii. Phone: (877) 997-8807
      - iii. Be sure to identify yourself as a Cal State Fullerton University Faculty member undergoing review

**\*\*\*END OF TUTORIAL\*\*\***