

Adding Materials to a Review Packet from a Computer Hard Drive

Once you have opened your active review packet in from either your Interfolio Home page or "Your Packets" page it is time to start uploading your materials for evaluation.

For more in-depth information on how to Log in to Interfolio or how to find your Interfolio review packet please refer to their corresponding tutorials in previous chapters.

Tips for making uploading documents easier

- Have all your documents organized on your hard drive or in the Interfolio product Dossier **BEFORE** you start uploading
- Upload documents in small batches
 - This is particularly useful for SOQ data, so if files need to be rearranged they are in a manageable load
- Start uploading documents to your active Interfolio Review packets well in advance of the submission deadline.

Please **NOTE** the following:

- Any document type, Word Doc, Excel Table, etc. can be uploaded to Interfolio, the uploading process will take longer, depending on file size because Interfolio will automatically convert it to a PDF.
- The Interfolio platform has an automatic save function built-in
 - Documents do not need to be all uploaded at once and when they are uploaded they are automatically saved
- Documents are uploaded into the Interfolio platform by order of **File SIZE**, **not File NAME**.
 - The smallest documents will be uploaded first and the largest last
- **MP3** and **MP4** files are **not** supported by the Interfolio Platform
 - Video files can be submitted for evaluation, but they must be hosted on YouTube
 - More information on this uploading process below

Uploading Documents from a Computer Hard Drive:

Method #1 – Single Document Uploads

Process:

- 1) Step 1: Log in to Interfolio
- 2) Step 2: Click on your active review packets
 - a) When you open an active review packet in Interfolio you are automatically redirected to that packet in "**Overview**" mode
- 3) Step 3: Click either Packet or Edit to get into "edit mode" to upload documents
- 4) Step 4: Once in "edit" mode scroll to the section you wish to add documents to and click the "Add" button
- 5) Step 5: In the add document dialog box, select the "add new file" option and then click "browse to upload"

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- 6) Step 6: Go to where your documents are stored, select a **single document** and click "open" or double click on a **single document**
- 7) Step 7: Click the "+Add" button
 - a) **NOTE:** documents cannot be moved from one section to another once they have been uploaded successfully to a review packet section.
 - b) If you would like to add the same document to another review packet section, follow the procedure outlined above, in whatever section you choose.

California State University-Fullerton > Your Packets >

2020 - FAR - Sample Department - Timetable #2

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

Overview **Packet**

Below you will find an overview of the packet requirements toward your packet. [To learn more, read the Candidate Instructions](#)

This page will be updated as you make progress

1.0 Table of Contents
Not Yet Submitted Unlocked

Type	# Required	# Added
1.0 Table of Contents	1 required	0

Step 3: Click on either of these options

Edit

Expand All Collapse All

4.0 Portfolio Vita
Not Yet Submitted **Unlocked** Submit 0 of 1 Required Files

4.0 Portfolio Vita 1 required, 0 Added

Vita that covers entire academic and professional employment history and lists accomplishments in all three areas of review. Peer-reviewed activities shall be listed separately from non-peer-reviewed activities. Activities should be listed in reverse chronological order.

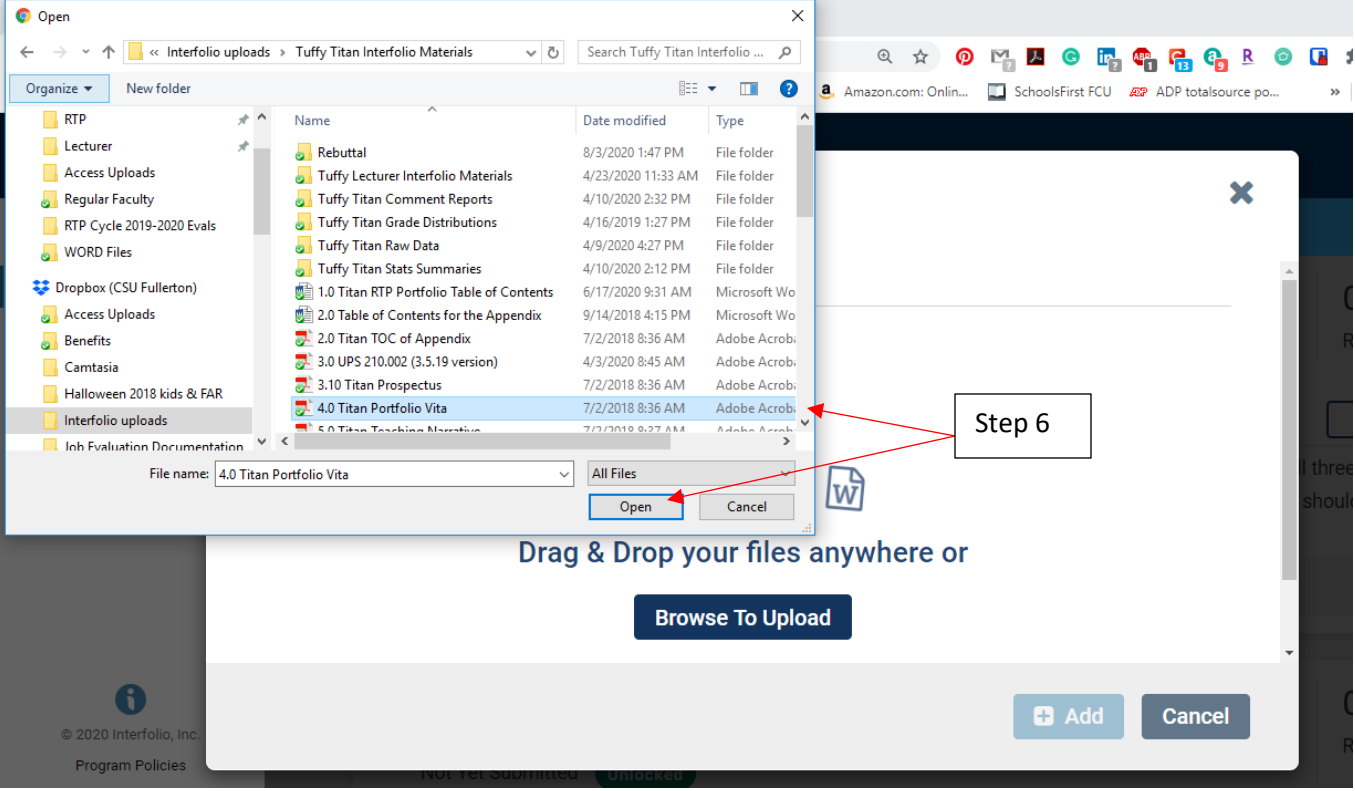
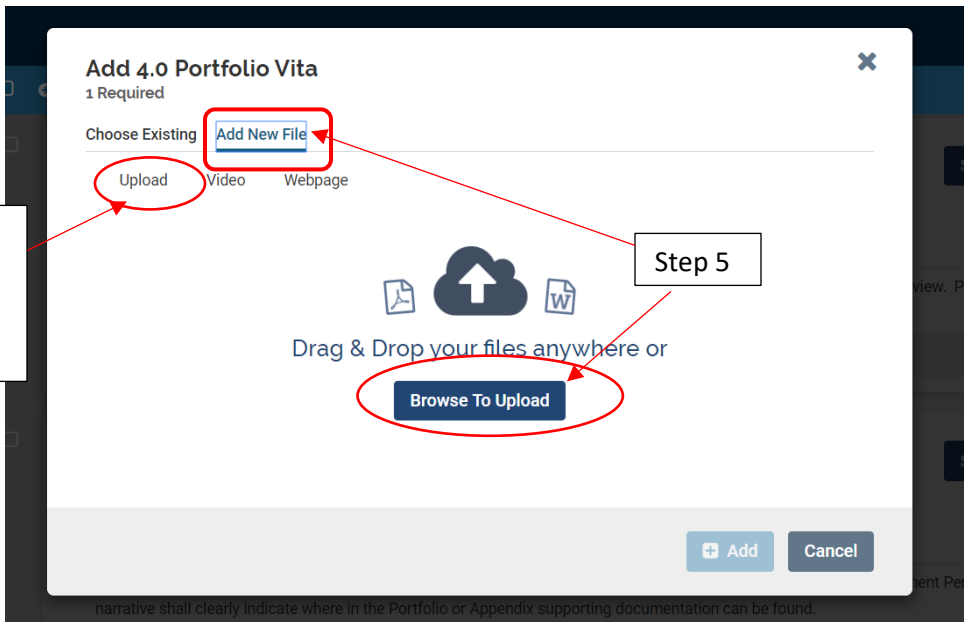
No files have been added yet.

Step 4

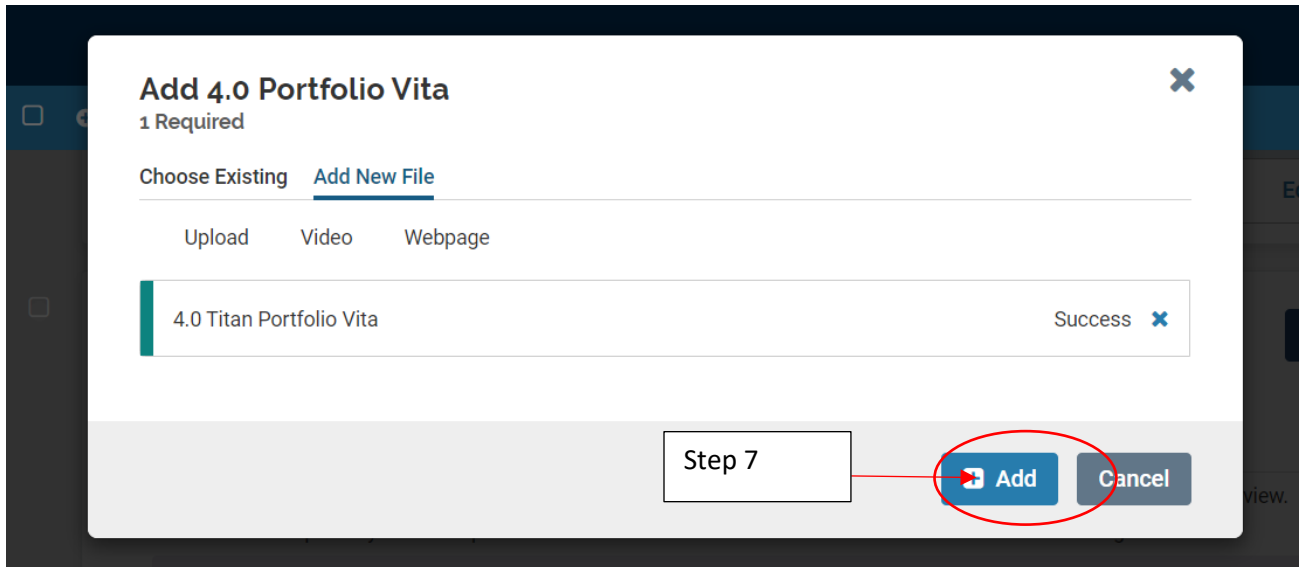
Add

*****CONTINUE TO NEXT PAGE FOR NEXT STEP*****

This is the default page in this dialog box



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Method #2 – Multiple Document Uploads

Process:

- 1) Step 1: Log in to Interfolio
- 2) Step 2: Click on your active review packets
 - a) When you open an active review packet in Interfolio you are automatically redirected to that packet in "**Overview**" mode
- 3) Step 3: Click either Packet or Edit to get into "edit mode" to upload documents
- 4) Step 4: Once in "edit" mode scroll to the section you wish to add documents to and click the "Add" button
- 5) Step 5: In the add document dialog box, select the "add new file" option and then click "browse to upload"
- 6) Step 6: Go to where your documents are stored, select a **several documents** and click "open"
 - a) To select several Documents on a PC
 - i) Hold the Ctrl button, then click the items
 - b) To select several Documents on a Mac
 - i) Press and hold the Command key, then click the items.
- 7) Step 7: Click the "+Add" button
 - a) **NOTE:** documents cannot be moved from one section to another once they have been uploaded successfully to a review packet section.
 - b) If you would like to add the same document to another review packet section, follow the procedure outlined above, in whatever section you choose.

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2020 - FAR - Sample Department - Timetable #2

Preview Packet

Unit
Sample Department

Type
Review

Candidate Instructions
View Instructions

Overview

Packet

Step 3: Click on
either of these
options

Below you will find an overview of the packet requirements toward your packet. To learn more, read the Candidate

This page will be updated as you make progress

1.0 Table of Contents

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
1.0 Table of Contents	1 required	0

Expand All Collapse All

4.0 Portfolio Vita

Not Yet Submitted Unlocked

Submit

0 of 1
Required Files

Step 4

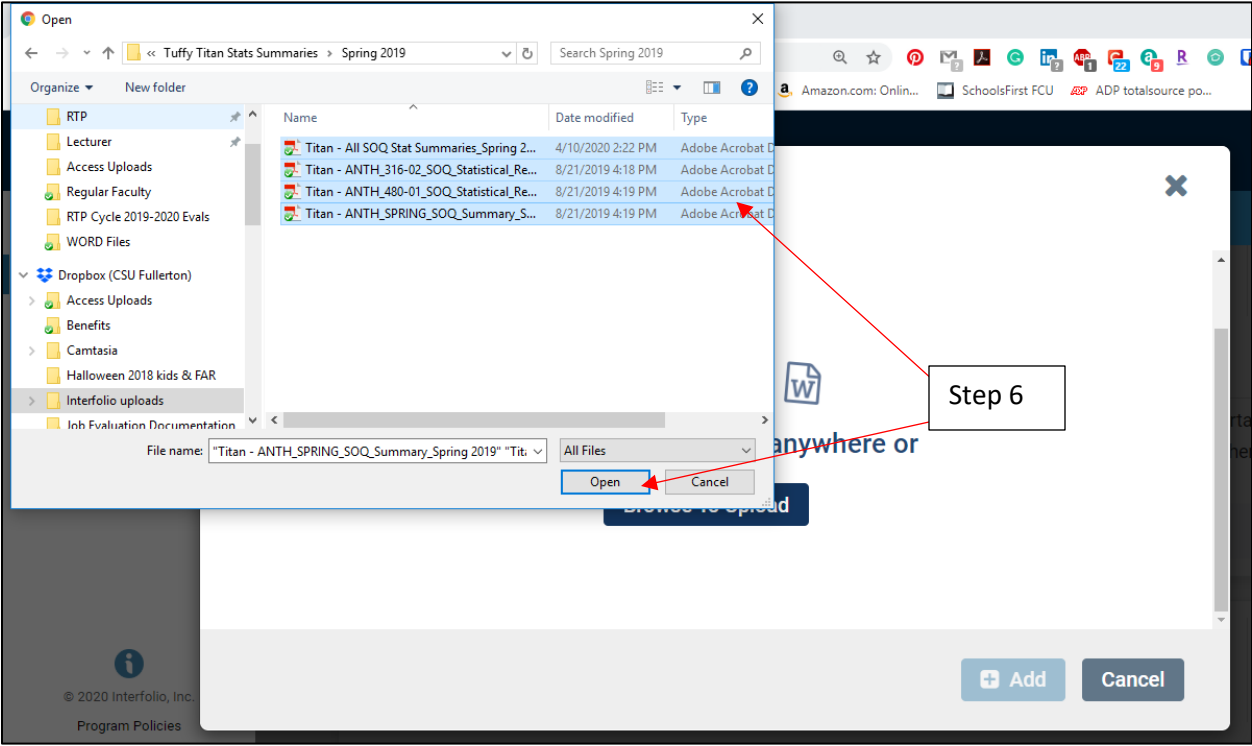
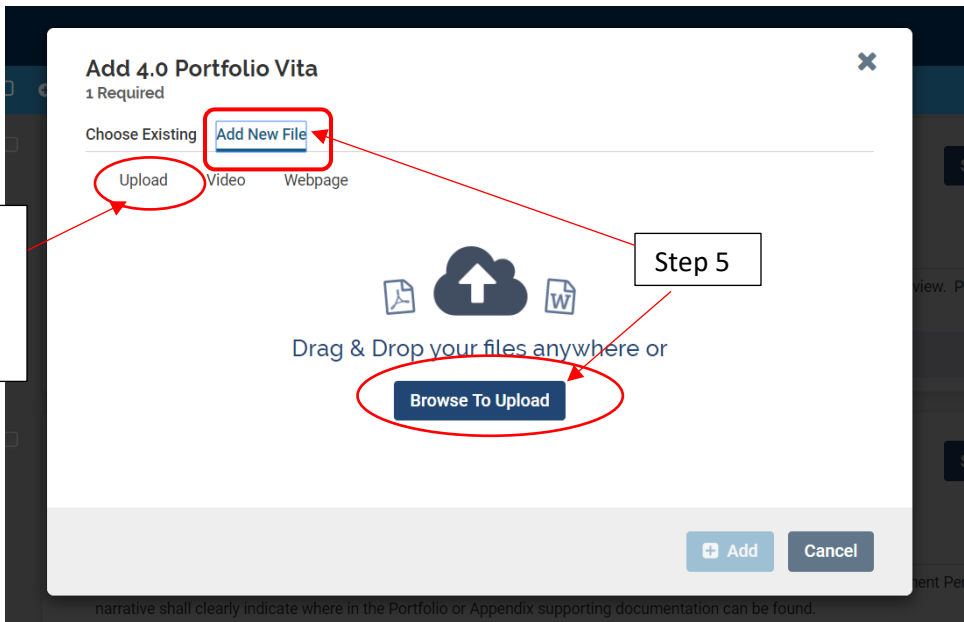
Add

4.0 Portfolio Vita 1 required, 0 Added

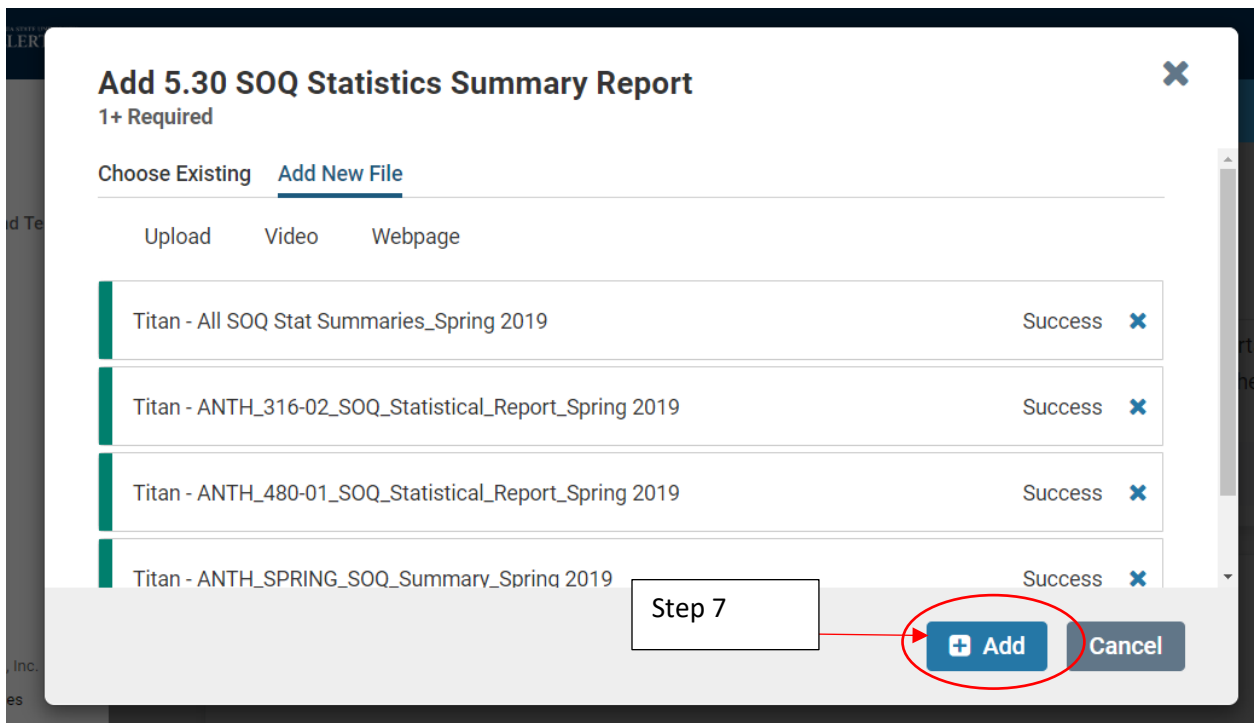
Vita that covers entire academic and professional employment history and lists accomplishments in all three areas of review. Peer-reviewed activities shall be listed separately from non-peer-reviewed activities. Activities should be listed in reverse chronological order.

No files have been added yet.

This is the default page in this dialog box



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Uploading Webpages from “Add New File” option

To upload a webpage to your Interfolio Review Packet follow the steps for adding a document under the “Add New File” option until step 5, but **DO NOT** click “browse to upload”

Process:

- 1) Step 1: click “webpages”
- 2) Step 2: Add in all necessary information marked with a red asterisk (*)
- 3) Step 3: Click the “+Add” button

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Add 4.0 Portfolio Vita



1 Required

Choose Existing Add New File

Upload Video **Webpage**

Step 1

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

e.g. MUS-112, Fall 2016

Step 2

URL *

https://www

Description ⓘ

Enter a description for your webpage...

+ Add

Cancel

*****CONTINUE TO NEXT PAGE FOR NEXT STEP*****

Add 4.0 Portfolio Vita ✕

1 Required

Choose Existing Add New File

Upload Video Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

webpage example ✓

URL *

http://www.fullerton.edu/far/evaluations/ ✓

Description ⓘ

to demonstrate how to add a webpage to an Interfolio review packet

Step 3 +Add Cancel

Uploading YouTube Videos from the “Add New File” option

Process:

If you have never posted a video on YouTube please contact the Academic Technology Center (ATC) for help on the specifics of that process.

To upload a YouTube video to your review packet follow the steps for adding a document under the “Add New File” option until step 5, but **DO NOT** click “browse to upload”

- 1) Step 1: click “Videos”
- 2) Step 2: Add in all necessary information marked with a red asterisk (*)
- 3) Step 3: click the “+Add” button

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Add 4.0 Portfolio Vita

✕

1 Required

Choose Existing Add New File

Upload Video Webpage Step 1

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *

 Step 2

URL *

 Step 2

Description ⓘ

+ Add Cancel

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