Interfolio Tips for Evaluators who like to annotate
Friday, November 22, 2019
9:47 AM
For those of you who like to annotate or make notes on materials you can do so in Interfolio, while in the "read case" mode

PLEASE NOTE: Set the Following defaults on your Computer

- Internet browser: the most up-to-date version of Google Chrome, Firefox or Safari
- PDF reader: Adobe Acrobat DC or Mac equivalent

After logging into Interfolio and clicking on a the name of a faculty member who has been assigned to you for review, click the "Read Case" button

- This button should look very familiar as should the screen you will be redirected to as a result of clicking it:

When looking for something specific within a doc, use this search box.
• Now within this screen there are several tools available to help you annotate within documents, search for specific terms within a document, and keep track of everything

  ○ For annotation there are three icons and corresponding tools to help you annotate within a document submitted with an RTP Portfolio or Lecturer WPAF in the bottom right-hand corner of the Read Case viewing mode

  ○ The Note Pad icon allows you to make annotations in 3 different ways

    1. You can input a point with an attached comment which functions a lot like a book mark or note bubble in Adobe. To initiate the tool make sure to click the word “point”.

      ▪ Then go to the location in the document that you would like to make the point and click. The point will be marked and a text box will appear for you to type your notes in
1. The Second option is to select an area within the document you are working in. To initiate go back down to the notepad icon and click the word area

- Then go to the area in the document that you would like to circle, click and drag to define the area, then release your mouse. The area will be marked and a text box will appear for you to type your notes in

2.0 Table of Contents for Appendix

1. Section 8.0 Teaching Appendix TOC
   a. Section 8.10 Completed SOQs (Raw Data) for courses taught
      i. 8.11 Spring 2018_SOC 101_ Raw data
      ii. 8.12 Spring 2018_SOC 201_ Raw data
   b. Section 8.20 Course Materials
      i. 8.21 Syllabus_SOC 101_ Spring 2018
      ii. 8.22 Syllabus_SOC 201_ Spring 2018
   c. Section 8.30 Other Relevant Material for Teaching Performance
      i. 8.31 Thank you card from student A in SOC 101
      ii. 8.32 SOQ comments for SOC 201 Fall 2018
2. The third and final option available through the notepad icon is the text option, which allows you to highlight text and a corresponding text box will appear for you to make your note in.

- Go to the text you want to highlight click and drag your mouse from L to R, then release your mouse. The text will be highlighted.
• Now all annotations made within the interfolio platform, while in read case mode are automatically saved in the "annotations" pane.

• All of your annotations from a specific document are arranged by document name, date and time you inputted them and the text of the annotation itself.
  • When you click on a specific annotation the document in the read case screen will resize and the annotation highlighted.
All of your annotations can also be exported to a PDF that you can use and reference later.

- To export your annotations, click this button.

![Annotations](image)

- From all the examples provided above, this is the PDF that was generated.

![PDF Example](image)

- To delete your annotations:
  - Click inside the textbox of the annotation you want to delete, then click the trashcan icon down in the bottom, right-hand corner of the "read case" screen.

This word is hyperlinked; clicking it will take you back to the document where you made this comment.

Click Here to automatically generate a PDF of your annotations.
• To make your annotations visible or invisible on the document you are working in, click the eye icon in the bottom right-hand corner of the screen.

○ Before clicking the eye
## Table of Contents for Appendix

1. Section 8.0 Teaching Appendix TOC
   a. Section 8.10 Completed SOQs (Raw Data) for courses taught
      i. 8.11 Spring 2018_SOC 101_ Raw data
      ii. 8.12 Spring 2018_SOC 201_ Raw data
   b. Section 8.20 Course Materials
      i. 8.21 Syllabus_SOC 101_ Spring 2018
      ii. 8.22 Syllabus_SOC 201_ Spring 2018
   c. Section 8.30 Other Relevant Material for Teaching Performance
      i. 8.31 Thank you card from student A in SOC 101
      ii. 8.32 SOQ comments for SOC 201_Fall 2018

2. Section 9.0 Scholarly Appendix TOC (Actual publications)
   a. Section 9.10 Publications and Creative Works
      i. 9.11 Paper A: Published in November 2018
      ii. 9.12 Paper B: Published in September 2016
   b. Section 9.20 Other Creative Works
      i. Paper A
      ii. Paper B
   c. Section 9.30 Other Relevant Material for Creative Works
      i. Published in America for Paper B
      ii. Published in October 2018
   d. Section 9.40 Data set to be analyzed for Paper A

- After Clicking the eye icon
2.0 Table of Contents for Appendix

1. Section 8.0 Teaching Appendix TOC
   a. Section 8.10 Completed SQs (Raw Data) for courses taught
      i. 8.11 Spring 2018_SOC 101_ Raw data
      ii. 8.12 Spring 2018_SOC 201_ Raw data
   b. Section 8.20 Course Materials
      i. 8.21 Syllabus_SOC 101_ Spring 2018
      ii. 8.22 Syllabus_SOC 201_ Spring 2018
   c. Section 8.30 Other Relevant Material for Teaching Performance
      i. 8.31 Thank you card from student A in SOC 101
      ii. 8.32 SQ comments for SOC 201_Fall 2018

2. Section 9.0 Scholarly Appendix TOC (Actual publications)
   a. Section 9.10 Publications and Creative Works
      i. 9.11 Paper A for American Journal of Sociology_Nov 2017
      ii. 9.12 Paper B for Sociology Journal of America_Sep 2016
   b. Section 9.20 Evidence of Publications and Creative Works
      i. 9.21 Letter of Acceptance for publication for Paper A
      ii. 9.22 Peer review data from Sociology Journal of America for Paper B
   c. Section 9.30 Accepted Works and Documentation
      i. 9.31 Paper C accepted by SOA for November
      ii. 9.32 Acceptance Letter for Paper C (will be published in November 2018)
   d. Section 9.40 Unpublished works and Ongoing Activities