

How to Find your Review Packet after Logging in

Tuesday, February 12, 2019
1:53 PM

After Logging into Interfolio following one of the two options outlined in the Log-in tutorial, CSUF faculty undergoing review, will be redirected to the "Home" page of their Interfolio User Profile

Interfolio Home Screen:

The screenshot shows the Interfolio Home Screen for a user named Tuffy Titan. The page is titled "Your Action Items" and lists three review packets. The first packet is "Tuffy Titan" with a due date of "Oct 1, 2020". The second packet is "Tuffy Titan" with a due date of "Oct 1, 2020". The third packet is "Tuffy Titan" with a due date of "Oct 1, 2020". The "Home" link in the left sidebar is circled in red. Callouts point to the "Due: Oct 1, 2020" text, the "Tuffy Titan" name, and the right arrow icon.

- 1) On the "Home" screen will be a list of your action items, otherwise known as review packets, which have been created for you to submit documents for your various types of reviews.
 - a) Your review committees **CANNOT** see any of your portfolio or evaluation materials until they are uploaded and submitted through one of these review packets.
 - b) So even if you have uploaded your documents into Interfolio's corresponding product "**Dossier,**" your reviewers will **NOT** have access to those materials until they are submitted through one of these packets
- 2) To open a packet to add material from this screen click either your **hyperlinked name** on the left or the **hyperlinked arrow** on the right
 - a) *A tutorial on how to add materials to a review packet will be included in a later chapter

Interfolio "Your Packets" Screen:

- 1) Review packets can also be located under "Your Packets" in addition to the "Home" Screen after logging in, but there are some differences
 - a) To open any packets from either of these two screen portions click either the **hyperlinked name of your department** or the **hyperlinked word "view"**
 - b) The "Your Packets" screen is divided into two parts:
 - i) Active = these packets are NOT submitted

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ii) Completed = these are packets that have been previously submitted and provide you with a historical record of your evaluation submissions

c) The active portion of the “Your Packets” screen:

Your Packets

Active

Packet	Type	Status	Due Date	
California State University-Fullerton	Other	Submitted Jan 23, 2019	-	View
Sample Department 2020 - FAR - Sample Department - PT Lecturer (Fall)	Review	Submitted May 28, 2020	-	View
Sample Department 2020 - FAR - Sample Department - Timetable #1	Review	In Progress (Not Yet Submitted) Jun 9, 2020	-	View
California State University-Fullerton Digital Master RTP Template - Timetable #1 (Ed)	Review	In Progress (Not Yet Submitted) Jun 9, 2020	-	View
Sample Department	Review	Submitted	-	View

d) The completed portion of the “Your Packets” screen:

Your Packets

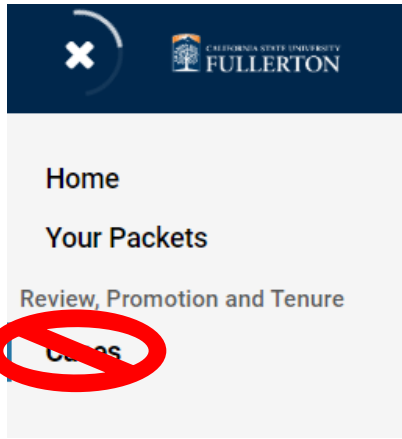
Completed

Packet	Type	Responded	Completed	
Sample Department 2020 - FAR - Sample Department	Review	-	Mar 30, 2020	View
Sample Department 2020 - FAR - Sample Department - Part-time Lecturers (FALL)	Review	-	Apr 22, 2020	View
Sample Department 2020-FAR-Sample Department	Review	-	Apr 13, 2020	View
Sample Department 2020-FAR-Sample Department - Abbreviated Review	Review	-	Apr 13, 2020	View

2) The only portion of the left-hand menu that you can ignore is the “Cases” option

a) This option only becomes important when you step into the role of the “reviewer” rather than the faculty member being reviewed

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Active Review Packet Break Down:

- 1) Whether you open a review packet from the options on the “Home” screen or from the options on the “Your Packets” screen you will be directed to the screen below where you will be able to:
 - a) See the packet “overview”
 - b) Be able to open the packet in “edit” mode

California State University-Fullerton > Your Packets >

2020 - FAR - Sample Department - Timetable #2

[Preview Packet](#)

Unit	Type	Candidate Instructions
Sample Department	Review	View Instructions

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your instructor. This information will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

1.0 Table of Contents

Submitted Locked

Type	# Required	# Added
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Click here or here to move into “Edit mode” where you can add materials to packets

[View](#)

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