

# Interfolio Tips for Evaluators who like to annotate

Friday, November 22, 2019

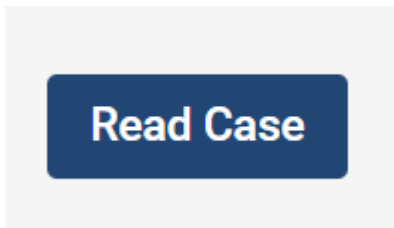
9:47 AM

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

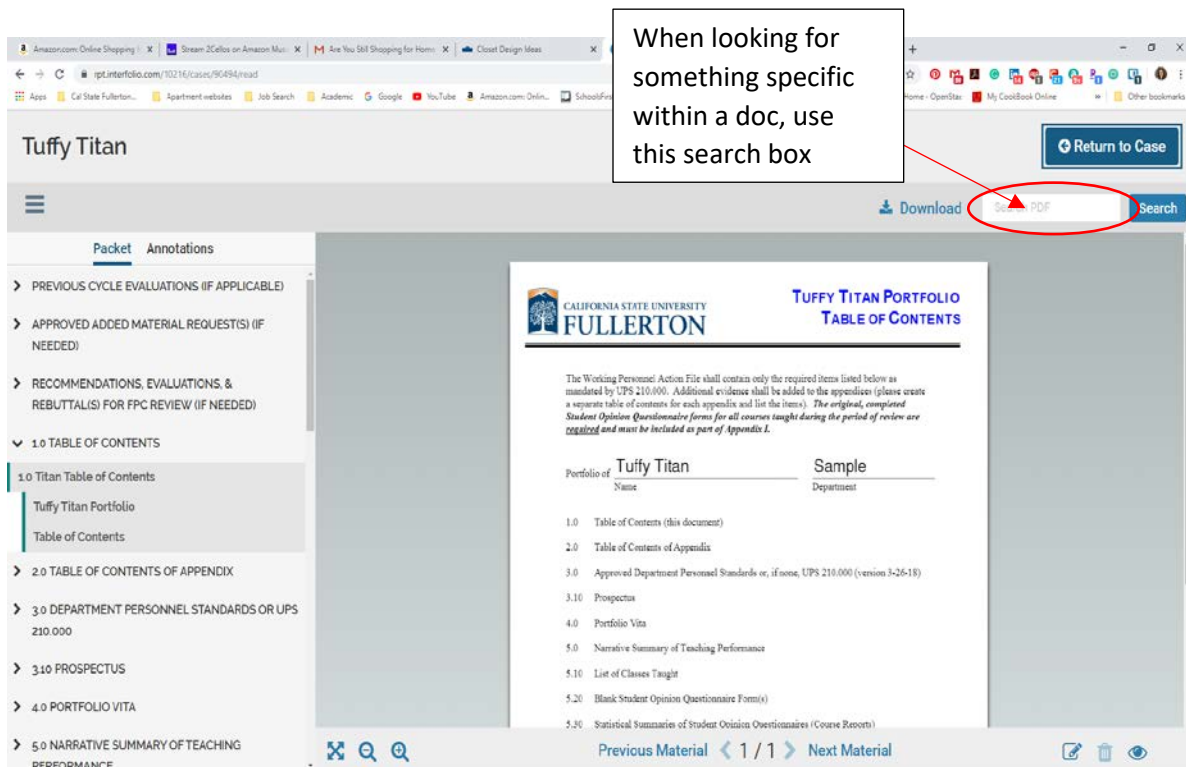
PLEASE NOTE: Set the Following defaults on your Computer

- o Internet browser: the most up-to-date version of Google Chrome, Firefox or Safari
- o 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



- o 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

Return to Case

Download PDF Search

Tuffy Titan

Packet Annotations

- > PREVIOUS CYCLE EVALUATIONS (IF APPLICABLE)
- > APPROVED ADDED MATERIAL REQUEST(S) (IF NEEDED)
- > RECOMMENDATIONS, EVALUATIONS, & REBUTTAL(S) FOR FPC REVIEW (IF NEEDED)
- ▼ 1.0 TABLE OF CONTENTS
  - 1.0 Titan Table of Contents
    - Tuffy Titan Portfolio
    - Table of Contents
- > 2.0 TABLE OF CONTENTS OF APPENDIX
- > 3.0 DEPARTMENT PERSONNEL STANDARDS OR UPS 210.000
- > 3.10 PROSPECTUS
- > 4.0 PORTFOLIO VITA
- > 5.0 NARRATIVE SUMMARY OF TEACHING PERFORMANCE

CALIFORNIA STATE UNIVERSITY FULLERTON

TUFFY TITAN PORTFOLIO TABLE OF CONTENTS

The Working Personnel Action File shall contain only the required items listed below as mandated by UPS 210.000. Additional evidence shall be added to the appendices (please create a separate table of contents for each appendix and list the items). The original, completed Student Opinion Questionnaire forms for all courses taught during the period of review are required and must be included as part of Appendix 1.

Portfolio of Tuffy Titan Name Department Sample

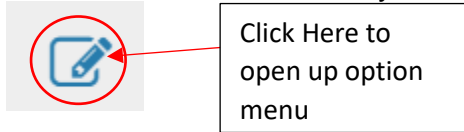
- 1.0 Table of Contents (this document)
- 2.0 Table of Contents of Appendix
- 3.0 Approved Department Personnel Standards or, if none, UPS 210.000 (version 3-26-18)
- 3.10 Prospectus
- 4.0 Portfolio Vita
- 5.0 Narrative Summary of Teaching Performance
- 5.10 List of Classes Taught
- 5.20 Blank Student Opinion Questionnaire Form(s)
- 5.30 Statistical Summaries of Student Opinion Questionnaires (Course Reports)

Previous Material < 1 / 1 > Next Material

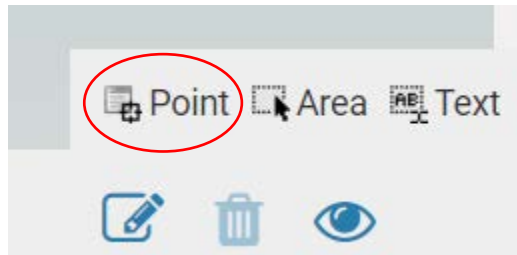
- Now within this screen there are several tools available to help you annotate within documents, search for specific terms within a document, and keep track of everything
  - For annotation there are three icons and corresponding tools to help you annotate within a document submitted with an RTP Portfolio or Lecturer WPAF in the bottom right-hand corner of the Read Case viewing mode



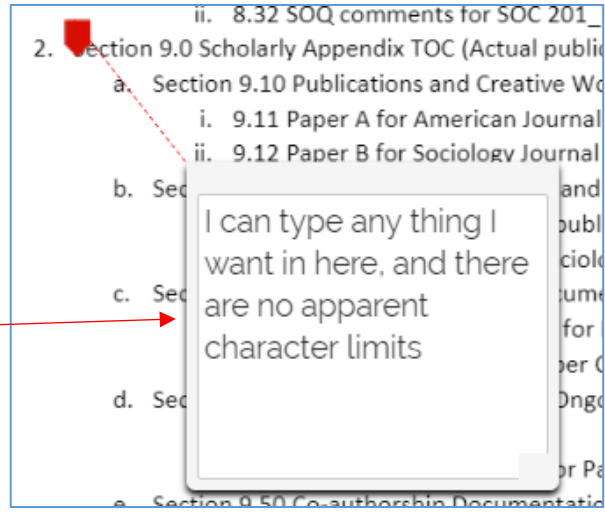
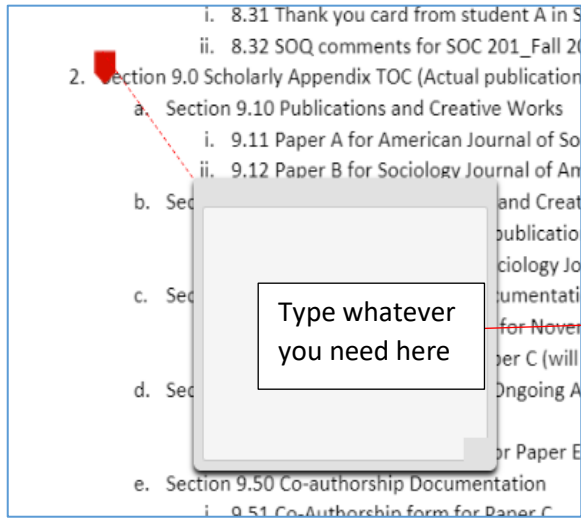
- The Note Pad icon allows you to make annotations in 3 different ways



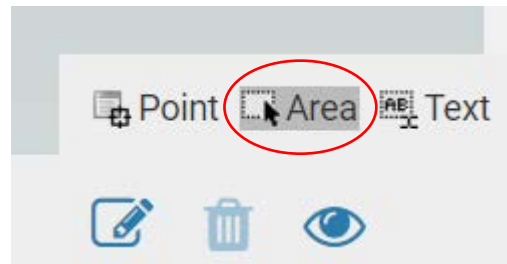
1. You can input a point with an attached comment which functions a lot like a book mark or note bubble in Adobe. To initiate the tool make sure to click the word "point".



- 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

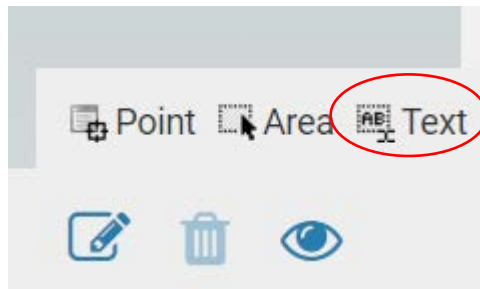
1. Section 8.0 Teaching Appendix TOC
  - a. Section 8.10 Completed SOQs (Raw Data) for courses taught
    - i. 8.11 Spring 2018\_SOC 101\_ Raw data
    - ii. 8.12 Spring 2018\_SOC 201\_ Raw data
  - b. Section 8.20 Course Materials
    - i. 8.21 Syllabus\_SOC 101\_ Spring 2018
    - ii. 8.22 Syllabus\_SOC 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

## 2.0 Table of Contents for Appendix

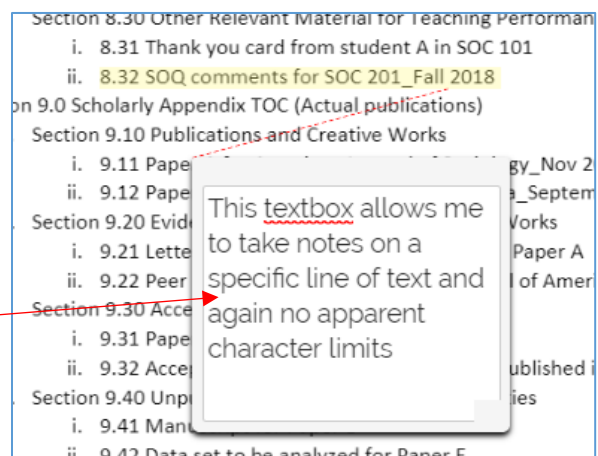
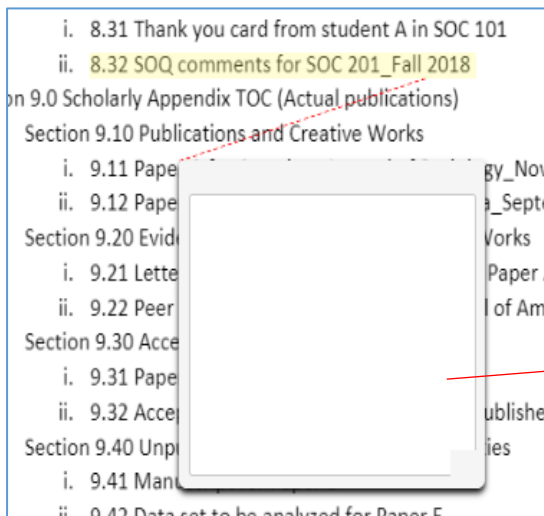
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  - c. Section 8.30 Other Relevant Material for Teaching Performance
    - i. 8.31 Thank you card from student A in SOC 101
    - ii. 8.32 SOQ comments for SOC 201\_Fall 2018
2. Section 9.0 Scholarly Appendix TOC (Actual publications)

Again I can take as many notes as I want and there appears to be no character limits

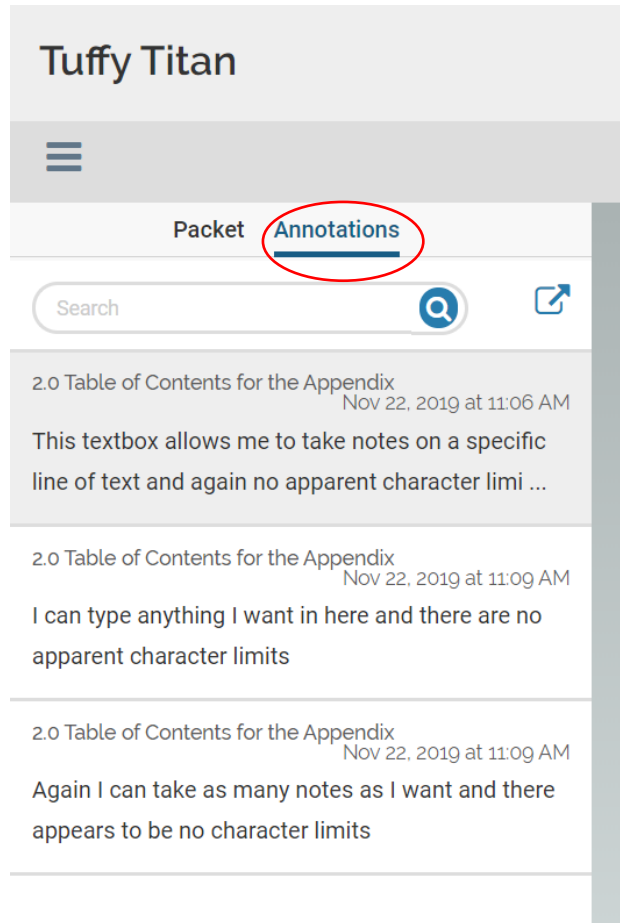
2. The third and final option available through the notepad icon is the text option, which allows you to highlight text and a corresponding text box will appear for you to make your note in.



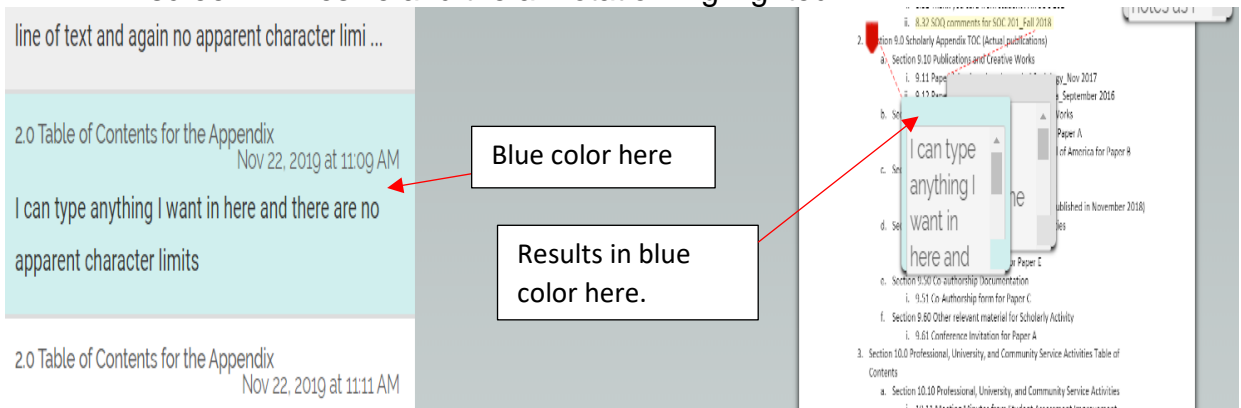
- Go to the text you want to highlight click and drag your mouse from L to R, then release your mouse. The text will be highlighted



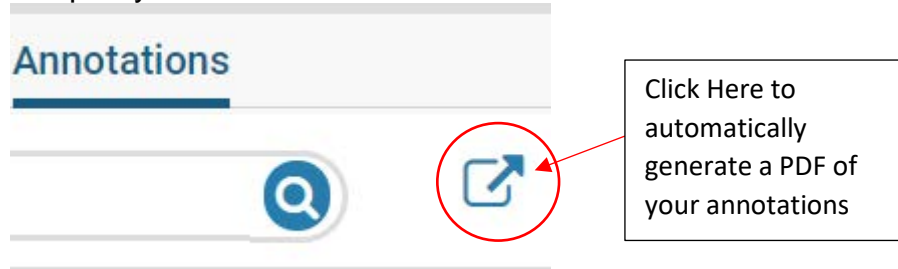
- Now all annotations made within the interfolio platform, while in read case mode are automatically saved in the "annotations" pane



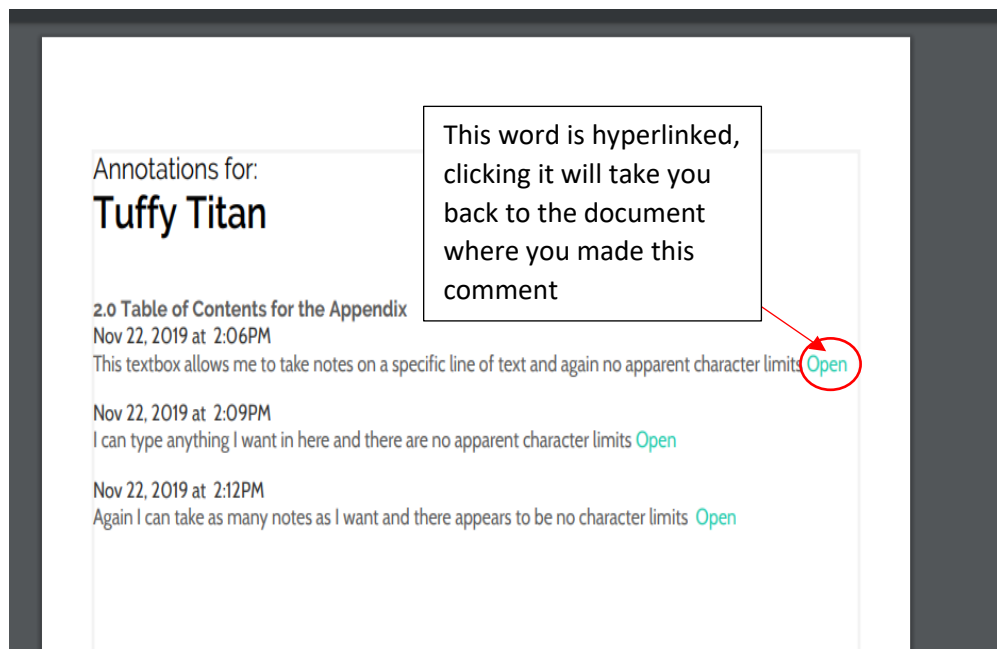
- All of your annotations from a specific document are arranged by document name, date and time you inputted them and the text of the annotation itself.
  - When you click on a specific annotation the document in the read case screen will resize and the annotation highlighted



- 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



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



- 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

The screenshot shows a document viewer interface. The main content is a table of contents with sections 8.31 through 10.22. A text box is overlaid on the document with the text: "I can type anything I want in here and there are no apparent character limits". A red arrow points from a callout box to the text box. The callout box contains the text: "Click in the interior of the text box 1<sup>st</sup>". Another red arrow points from a second callout box to the trash icon in the bottom right corner of the interface. This callout box contains the text: "Click the trash icon 2<sup>nd</sup>". The bottom of the interface has a navigation bar with "Previous Material", "1 / 1", and "Next Material" on the left, and three icons (edit, trash, eye) on the right.

- 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

## 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
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    - 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 on Technology, Nov 2017
    - ii. 9.12 Paper on Technology, September 2016
  - b. Section 9.20 Creative Works
    - i. 9.21 Paper A of America for Paper B
    - ii. 9.22 Paper B of America for Paper B
  - c. Section 9.30 Other Relevant Material for Scholarly Performance
    - i. 9.31 Thank you card from student A in SOC 101 (published in November 2018)
    - ii. 9.32 SOQ comments for SOC 201\_ Fall 2018
  - d. Section 9.40 Other Relevant Material for Scholarly Performance
    - i. 9.41 Thank you card from student A in SOC 101
    - ii. 9.42 Data set to be analyzed for Paper E

Again I can take as many notes as I want and there appears to be no character limits

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- After Clicking the eye icon



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  - 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\_September 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