### Sakai for Tenure & Promotion Dossiers

#### Requirement

Adobe Acrobat Pro XI or DC (not Adobe Reader)

#### Office Computer

Contact the Help Desk (x 4357) to request the software be installed

Home Computer

Contact the Help Desk for an installer disc for home use

#### Step One: Download the Dossier Template

Log in to Sakai

# Locate the site named 2017-2018 Tenure and Promotion

Click on Instructions/Information

Right-click (PC) or Control-click (Mac) on the document named **Template** 

Select "save link as" or "download linked file" or "save target as" (similar language, browser independent

Home 🏡	Training: Dossiers: Resources					
Announcements 🗐	Site Resources	Upload-Download Multiple Resources	Permissions	Options	Check Quota	
Instructions/Information						
Dossier submission 🛁	Location: 🛄 Tra	aining: Dossiers Resources				
Site Editor 🛒	Remove	ove Copy				
Help 😡	♦ 🗆 Title ≛					
	Training: Dossiers Resources				Add 💌	Actions -
	E 🗖 Te	Template requires Adobe Acrobat X or XI Pro (not simply Reader				
	or Preview)		Open Link in New <u>T</u> ab Open Link in New <u>W</u> indow Open Link in New <u>P</u> rivate Window Bookmark This <u>Link</u> Save Lin <u>k</u> As Copy Link Loc <u>a</u> tion			
	Show other sites					
					1.1	
			Search Google for "Template req"			
			Inspect Element (Q			

## Step Two: Open the Template in Adobe Acrobat Pro

Locate file Right-click (PC) or Control-click (Mac) Select "open with" and choose Adobe Acrobat (not Reader) Template opens in **Preview** mode

Open with Adobe Reader XI Open Print	
Combine supported files in Acroba	ət
Open with	Adobe Acrobat
Scan for threats	Adobe Reader
Restore previous versions	Choose default program

Double click a folder; it opens a blank screen

🔁 template_sample.pdf - Adobe Acrobat Pro D	)C	- • ×
File Edit View Window Help		 ×
Home Document E Cf.		Sign In
B• E ₽ Ū		
Schair's Evaluation		(0)
Chair's Evaluation		0
Cover Letter,		(0)
Scholarship Section		107
No. of Concession, Name		

Select the icon in the top-left section of the screen Click **Add files** in the menu



Browse for a file

You can add multiple files by holding down the Control key and selecting the files

Click Open

Files appear in the folder.

Delete a file: Right-click (PC) or Control-click (Mac) and select Delete

Close the folder: click X in upper right

Save the dossier: File > Save

<u>Re-order a file:</u> Right click (PC) or Control-click (Mac) on the screen and select "Sort By" and the method with which you wish to sort the folder.

Step Four: Uploading the Dossier

Log in to Sakai

Locate the site named 2017-2018 Tenure and Promotion

Click on **Dossier submission** 

Click on Add > Upload Files

Browse for the file, change the name if you prefer

Click Upload Files Now

Home 🏡	Training: Dossiers: Drop Box	
Announcements of Instructions/Information of Dossier submission	Location: Training: Dossiers Drop Box / Ross, Siob Files in your Drop Box can only be seen by you and the sit	han 🖻 e maintainers. Other participants cannot acc
Site Editor 屢 Help 🥹	<ul> <li>Title ≟</li> <li>Poss Sichban @</li> </ul>	Add T Actions
		Upload Files Create Folders Add Web Links (URLs) Create HTML Page Create Text Document Add Citation List