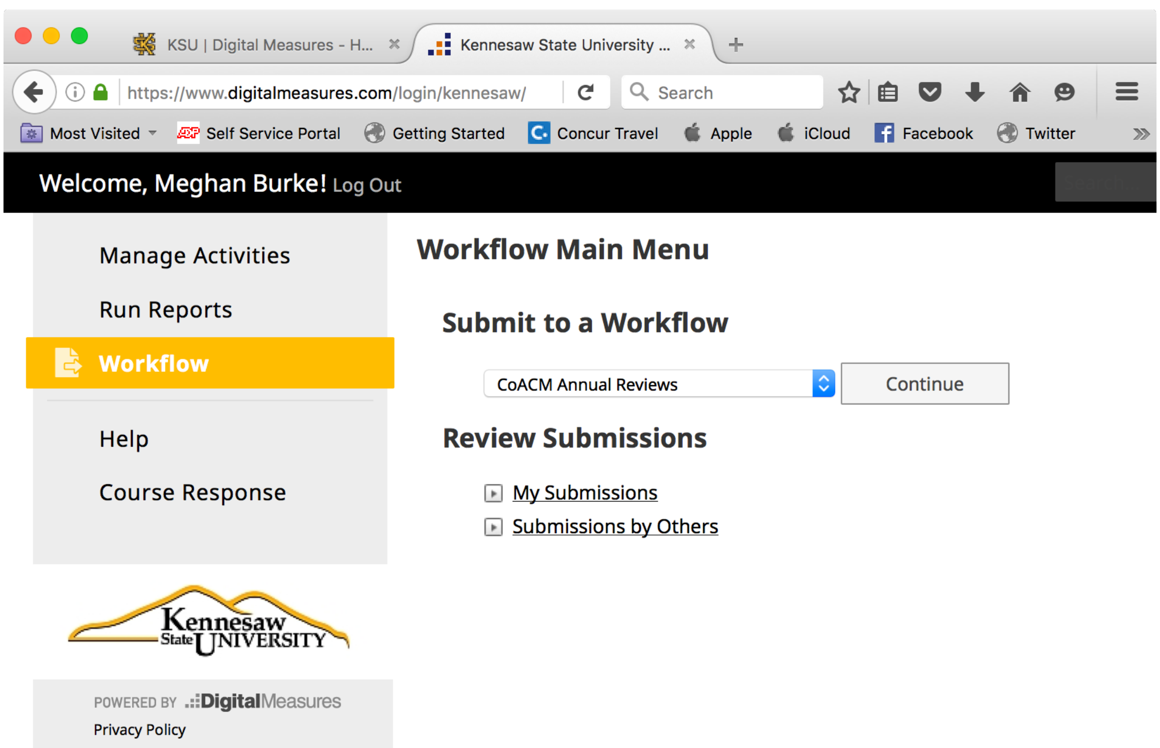
Reviewers' Instructions for Managing a Digital Measures Portfolio

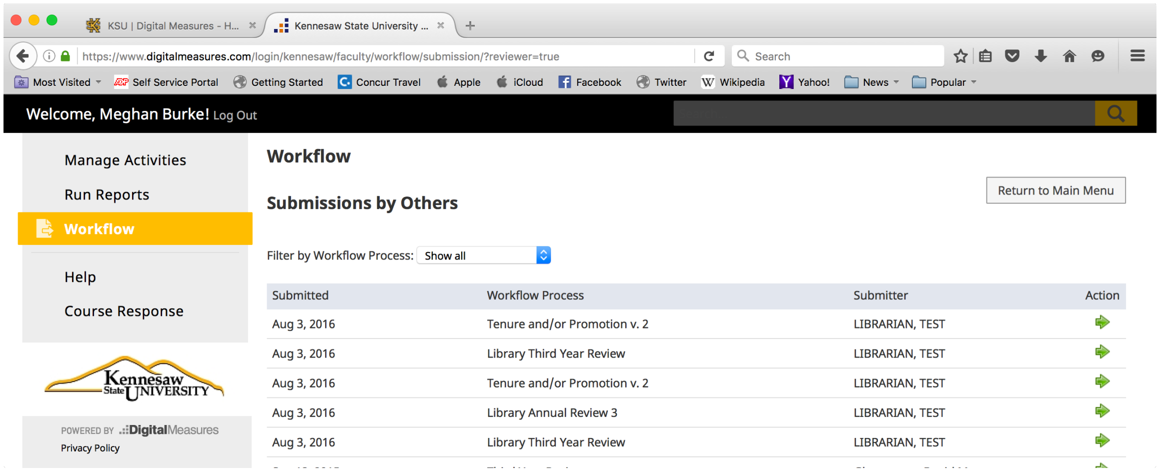
Review of a portfolio using Digital Measures has three steps: accessing the portfolio, reviewing the content of the portfolio, and advancing the portfolio to the next step. (*NOTE: If you receive a response letter BEFORE your review, see note at the end of this document.)

Accessing the Portfolio:

If you are a single-person level of review (chair, dean, provost), you will have access and responsibility to process the portfolio through the workflow process on your own Digital Measures account. If you are on a committee, one person on the committee will have this responsibility. When something has been submitted or processed by the previous level for you to review, you will receive an email indicating that. You will then log into your Digital Measures account, and you will see on the far left an option called "Workflow." Click on it, and you will see something like:

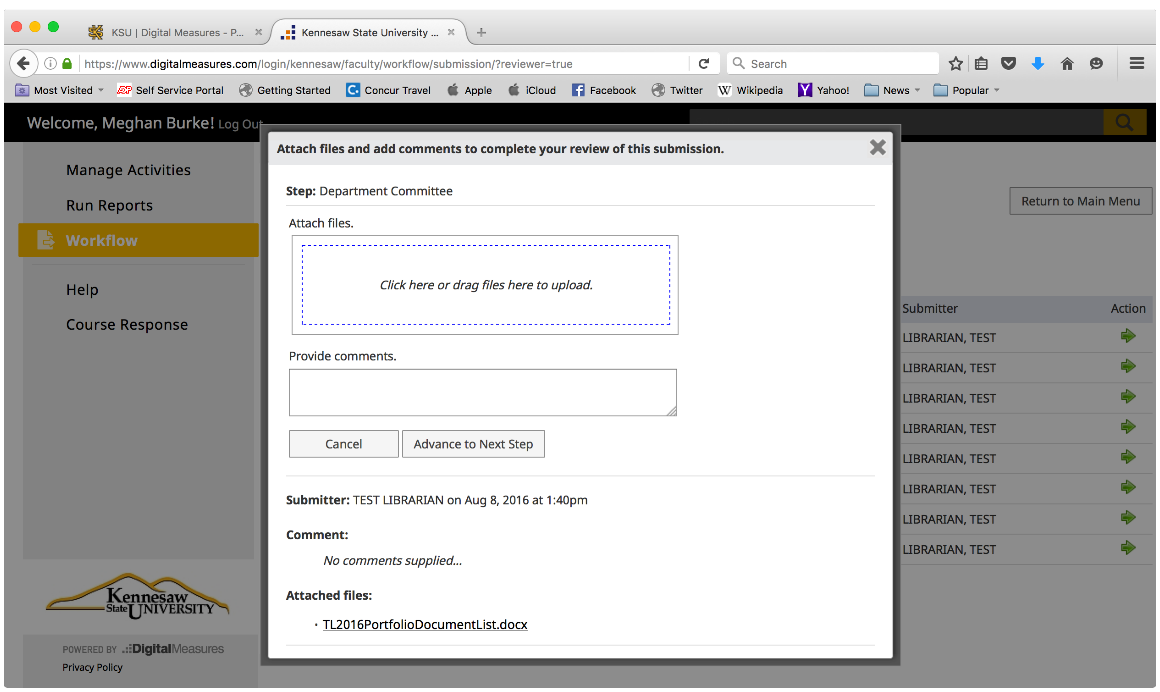


Click on "Submissions by Others" and you will see a list of the submissions in your inbox. It will look something like this:



If you have more than one submission by the same candidate, you will want to use the one with the latest date (before the deadline), because candidates cannot edit or remove their submissions from the workflow, even for a correction, so they may have to submit a second, corrected portfolio.

Click on the green arrow under "Action" and you will get a pop-up window that looks like this:



You will look at the lower part of the window first. There you will see the name of the submitter and a timestamp of the submission, any comments the candidate submitted with the materials, and a list of the files submitted. There should normally be only one file here – the Portfolio Document Submission List, which is a list of the links to the materials that are normally found in Binder 1 of the portfolio.

If you are on a committee, you will need to download this file and make it available (in digital form, not printed) to the other members of the committee. Email is appropriate for this, because there is no confidential information in the file; only links to password-protected files. If this file has a .rtf suffix, open it with Microsoft Word and save it as a Word (.doc or .docx) document, to make the links more reliable.

Again, only one person per review level will have access to the submission in the workflow.

IMPORTANT: After you download the submitted file, click “Cancel” or “X” to close the popup window. DO NOT click “Advance to the next step.” You will use that button when your review is finished.

Reviewing the Portfolio

Once you have the file from the DM submission, you can open it and see the links to the Binder 1 materials. This documentation is visible to everyone in the reviewing process, so even those members of committees who could not see the documentation in the workflow will be able to click on the links and see the documents. (This permission was given individually, so if anyone has a problem accessing this, or if the committee has changed, please let me know at digitalmeasures@kennesaw.edu.)

One of the documents that you will be able to access is the Narrative. In the Narrative and possibly in the cv, there will be live links to supplemental documentation that has been uploaded into the Digital Measures system. This is the electronic equivalent of the old Binder 2. These links were created when the candidate created the portfolio, and cannot be changed by the candidate after submission. So although the candidate could theoretically remove files from DM and the links would break, the candidate cannot replace the documents with new versions after submission without also breaking the links.

Again, the documents linked from the file downloaded from the DM workflow are analogous to Binder 1, and the documents accessed through the links in those documents are analogous to Binder 2 (supplemental evidence).

Advancing the Portfolio

When the review of the portfolio is completed and the letter of review is written, the reviewer or committee member with access to the DM workflow will advance it to the next step. To do this, you again log into your Digital Measures account and follow the instructions above to open the submission. You then look at the top half of the submission screen. Where it says “Attach files,” you can drag the file containing the letter, or click to browse to the letter file on your own computer. You can then add any comments (or leave this blank) and click "Advance to next step."

You should also send the letter to the candidate, as is the usual practice, and place a signed copy of the letter into the binder that you should also have received. Be sure to sign the cover sheet, also in the binder, and indicate your or your committee's recommendation there.

That completes your review of a DM portfolio.

PLEASE NOTE: To maintain the confidentiality of the materials, as required by the handbook, all reviewers MUST DELETE ALL DOWNLOADED MATERIALS from their hard drive, etc., after the review is finished.

* NOTE: If you receive a response letter during your review (i.e., the response letter is addressed to the immediate previous level of review, but you have received it to consider), YOU are responsible for uploading it into the Workflow. Do this at the same time that you upload your letter, just before you advance the portfolio. Do, however, make it available to the other reviewers (if you are on a committee) as soon as you receive it.