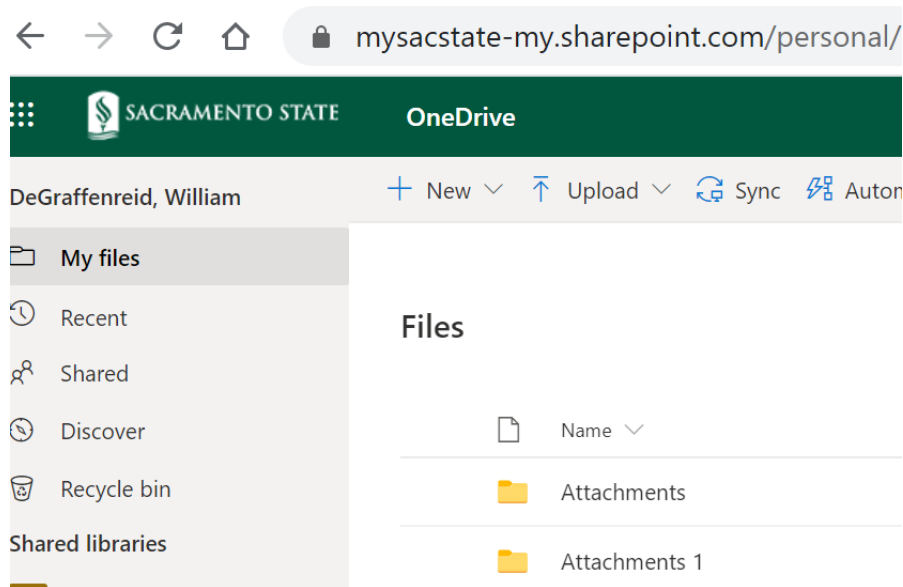


Accessing OneDrive Folder

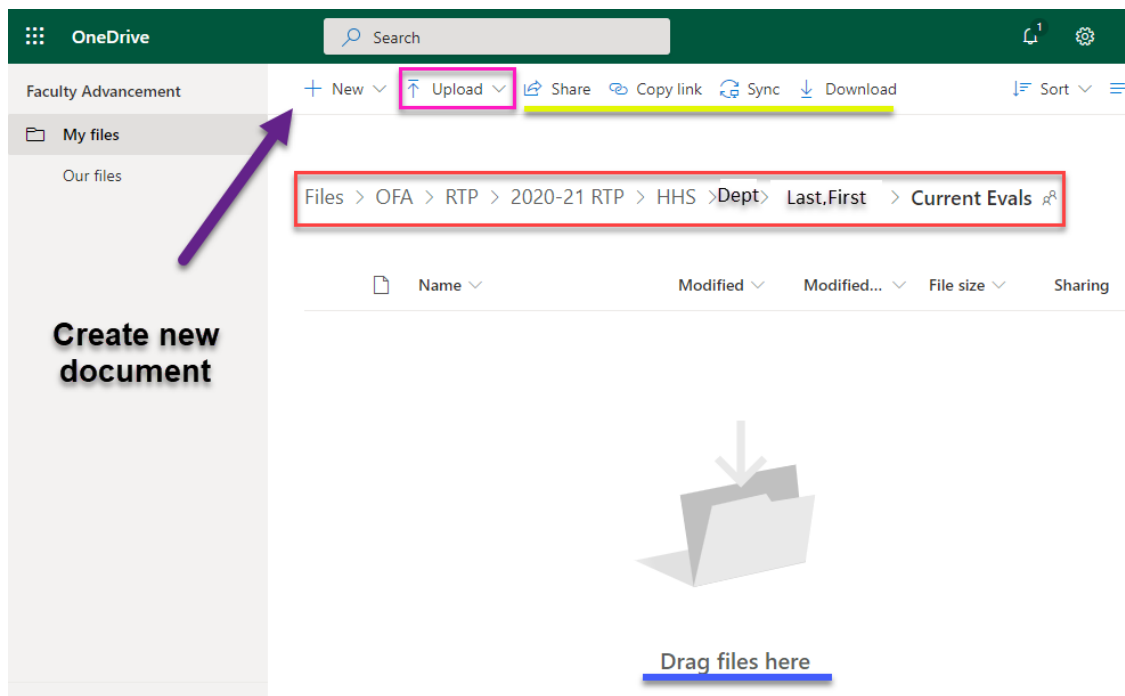
- When you are assigned access to a folder, you will be sent an email with a link to that folder. Please keep this email as it will be the quickest way to access your RTP file.
- If you lose that email, you may also gain access to One Drive via a web browser. Navigate your browser to: <https://mysacstate-my.sharepoint.com/>. If not already logged on use SacLink credentials to log in.
- The navigation on the left will look something like the image below:



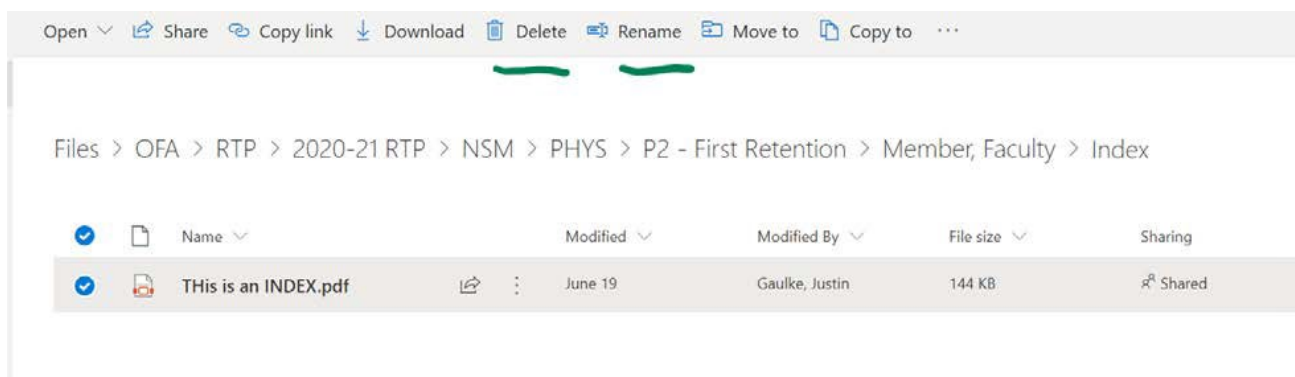
- Click on the “Shared” folder and you will see a list of items that have been shared with you. It should include your faculty-level folder.
- Clicking on that folder should take you to the folder and assigned sub-folders for you to upload materials.
- Access to these folders will only be for the period during which you would normally have access to the paper binders: once the “letter” is distributed to the college office, the college HR analyst will remove your access.

Moving Materials In and Out of One Drive

- One Drive is a cloud-based file storage system. It works very much like the file folder system on your desktop computer. A screen capture of the web-based system is shown in the figure below.
- It is annotated to show the essential elements.



- The “path” of the file structure is shown in red. For this case, this folder is where current evaluations would go for “Faculty Member” in Criminal Justice, who is doing a P3 review. To go to the Faculty Member’s top-level folder, you click on the “Fox, N – P3” link in the path to back up a level.
- You can add existing files to a folder in two ways (noted with blue), by dragging and dropping the file directly into the window or by clicking on the “Upload” link.
 - To create and add a brand-new file (Word, Excel, Powerpoint) directly into the folder, you would click on the “+New” link (green), but since most documents will be existing, this is likely to not be used much.
- The items underlined in yellow may or may not exist depending on the level of access that you are granted. As this was generated from “owner” level access, it has options that restricted and read-level access would not have.
- Once materials are in the folder, a user with edit (or higher) level access can rename or delete a file. To delete or rename a file, click on the “radio button” to the left of the file name and the options appear at the top as shown in the figure below.



- **Please do not delete the following folders: Attestation, Current Evals, CV, Index, Other, Previous Evals, Student Evals of Teaching, Supporting Docs**
- It is recommended that most files be in a PDF format, as these are not easily editable; however other common file types (jpg, png, mp4, etc) may be used as needed. The documents can be organized by year, if appropriate,

but the file size should not be too large, as not everyone has high speed internet or computing power to handle very large file sizes. It is recommended that the scan be no larger than 25-30 pages in length.

Miscellaneous RPT OneDrive Information

- The file name should reflect the index item range contained within the file (e.g. *2019-20Teaching1-15.pdf* could mean index items 1-15 in the teaching effectiveness section for the 2019-20 academic year, *2019-20Teaching16.pdf* could continue this with index items 16-23. Similarly, *2019-20Teaching24.pdf* may only contain one item).
- File names should contain no more than 30 characters.
- When the faculty member has completed uploading their materials, they should review for completion the materials added by the college and department. When satisfied that the material is correct and ready for review, they will certify that the file is complete and ready for review by adding a memo to the attestation folder. Colleges may provide templates for the attestation memo for consistency. The analyst will verify the presence of this memo before releasing to the primary committee.
- Files will be stored in a OneDrive which has password protected access to the files to ensure the integrity of the files. Only those with evaluative (or operational) needs will be granted access. Even then, access will only be granted during times when it is needed.
- The letters will be sent to the Dean of the College to distribute to the faculty member as normal. The reviews will also send the “access log” process developed by the college. The letter will be distributed to the faculty member; faculty may respond to the evaluations per normal policy. The college analyst will upload copies of the letters, and any rebuttals, to the “Current Year’s Evaluation” folder and the access log to the attestation folder after the response time frame has ended.

Resources for Digitization

- Adobe Acrobat
 - Faculty have the ability to install Adobe Acrobat as part of the Adobe Creative Cloud Suite on their work and personal computers. For information on installing Acrobat, please see the Knowledge Base Article developed by IRT. IRT has also developed training and tutorials on Acrobat that can be found [here](#)
- Microsoft Office Lens
 - Microsoft Office Lens is a tool that is part of the Office 365 Suite. It allows mobile phone (iOS and Android) to use the camera to create PDF documents. You can download from the respective store and use your SacLink credentials to register for the tool.
- High Speed Scanners
 - While most of the documents that are will be added to the files are already in a digital format, there may be some that need to be scanned. All colleges, and many departments, have scanners available to faculty to use. Please reach out to the college and department staff to determine how and when access is available. Some scanners may be able to email the documents to the faculty member, all should be able to use a USB thumb drive to save the scan.