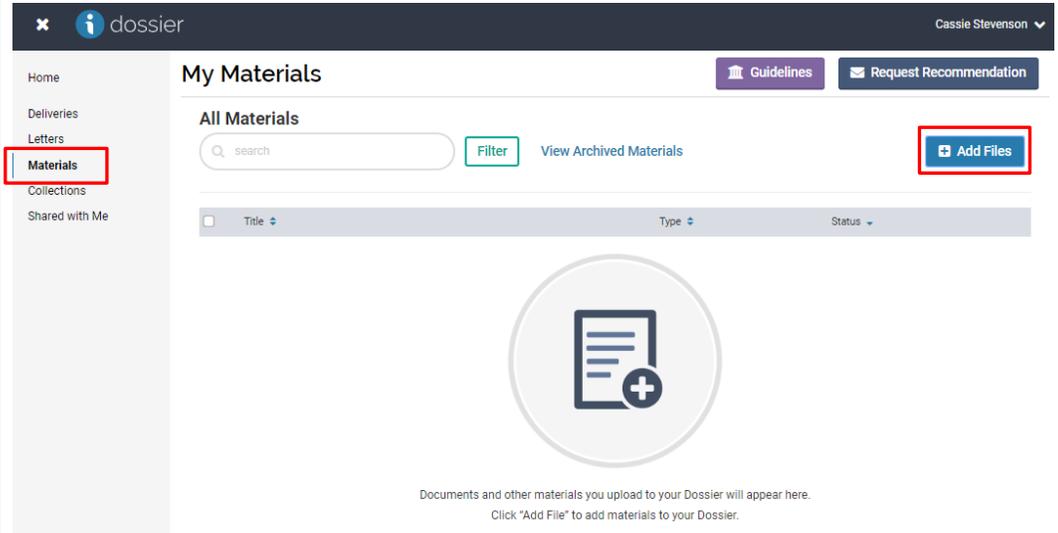


**Instruction**

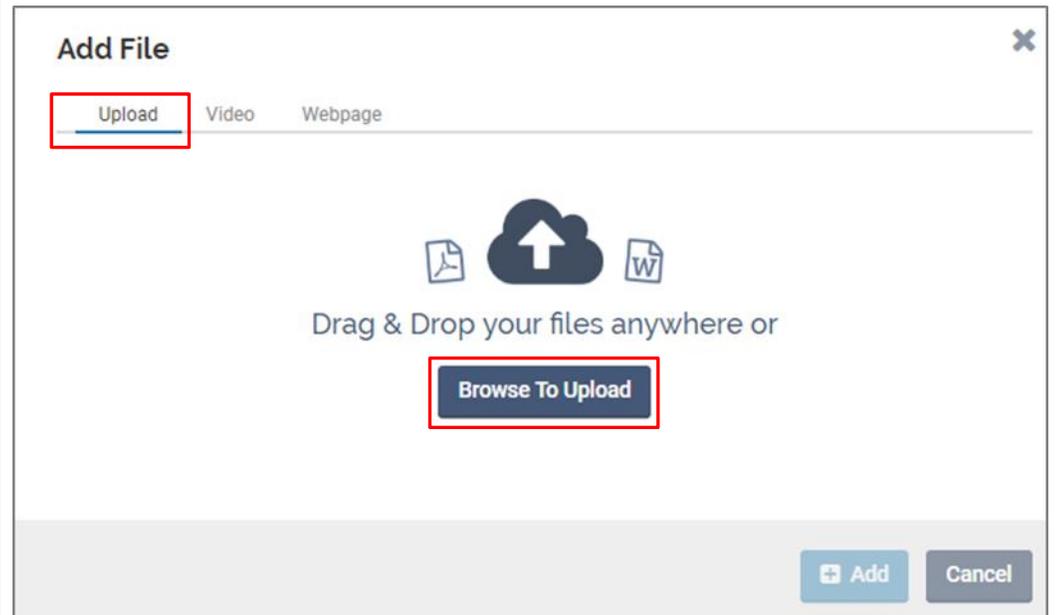
**Screenshot/Details**

**Adding Materials to Dossier**

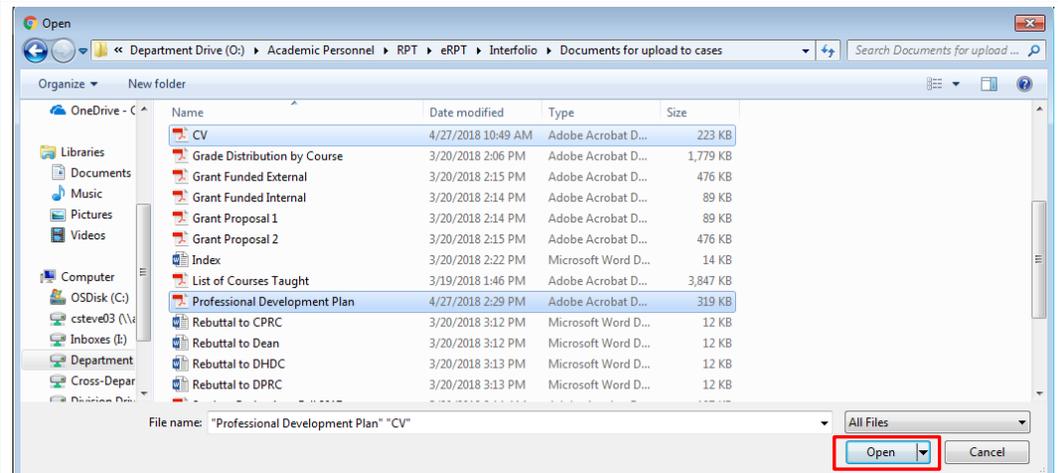
1) If you want to add individual files, go to "Materials" and select "Add Files".



2) The **Add File** window will pop-up, from there Drag & Drop your files or select "Browse To Upload".



3) You may upload multiple files at once. At the time of upload, all document types are converted to PDF. Once you make your selections, click "Open".



4) You will now see the documents you chose in the **Add File** window.

**Important Note:** At this point, you may change the name that these documents are saved as within the dossier. Please see our **Guidelines for Naming Documents** instructions.

- a) To change the document name, simply type new text where the existing name appears.
- b) You are required to choose a document type from the options Interfolio provides. Choose a type using the drop-down menu next to each document.

5) After you select document type and (if desired, change the name of your document), you may select "+ Add".

**Note:** Once documents have been added they will show under "All Materials". You may sort materials by title, type, and status. When the document is being converted to PDF, the status will be "converting". Once the document has been successfully converted, the status will be marked "received" with a timestamp.

## Add File

Upload Video Webpage

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

CV	C.V. <span>▼</span> <span>✕</span>
Professional Development Plan	Other Document <span>▼</span> <span>✕</span>

+ Add

Cancel

Below are the available document type options.

AADSAS Letter of Evaluation Form	Personal Statement
Award	Presentation
Bibliography	Professional Development
C.V.	Proposal
Contact Reference	Research
Course Development	Research statement
Course Work/Assessments	Resume
Cover Letter	Scholarship
Creative Work	Service
Dissertation Abstract	Student Evaluations
Essay	Summative Assessment
Image	Syllabus
International Financial Statements	Teaching
Job Market Paper	Teaching Certification
List of Courses Taught	Teaching Portfolio
Multimedia	Teaching Statement
Nomination Letter	Test Score
Other Certification	Transcript
Other Document	Website
Peer Evaluations	Writing Sample

dossier Cassie Stevenson

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Title	Type	Status
Grade Distribution by Course <small>None +</small>	Teaching	Converting
Professional Development Plan <small>None +</small>	Other Document	Received May 7, 2018 at 6:40 PM
CV <small>None +</small>	C.V.	Received May 7, 2018 at 6:40 PM