



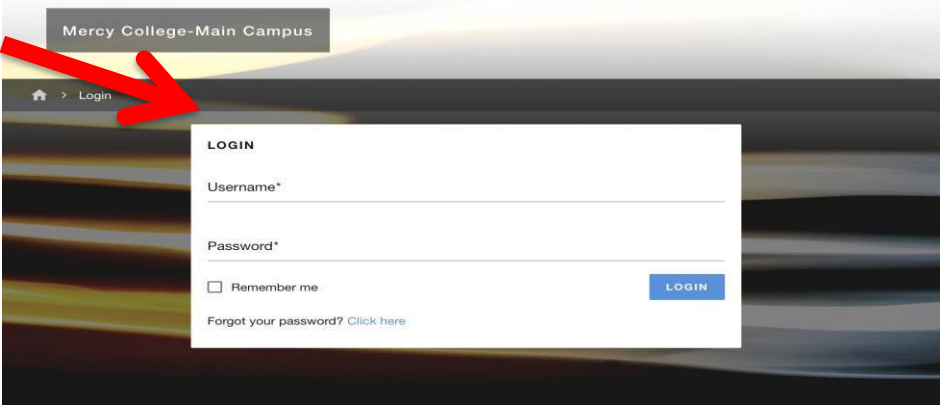
A MESSAGE FROM

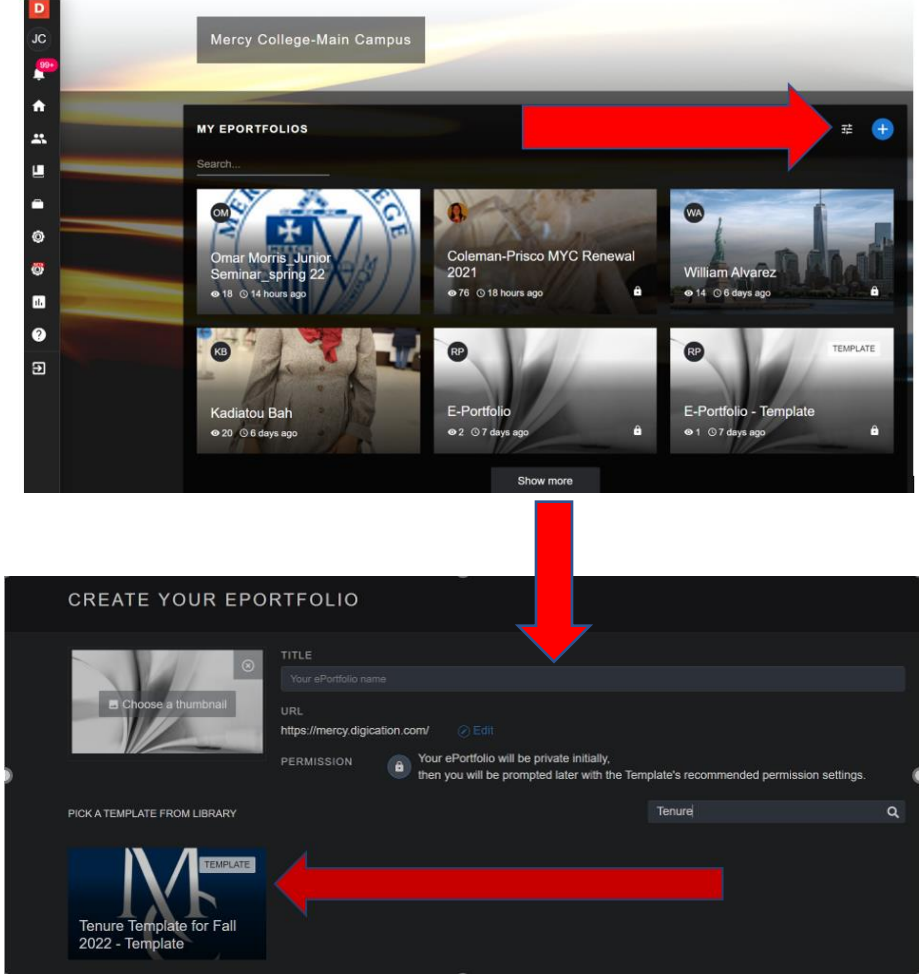
THE CENTER FOR TEACHING AND LEARNING

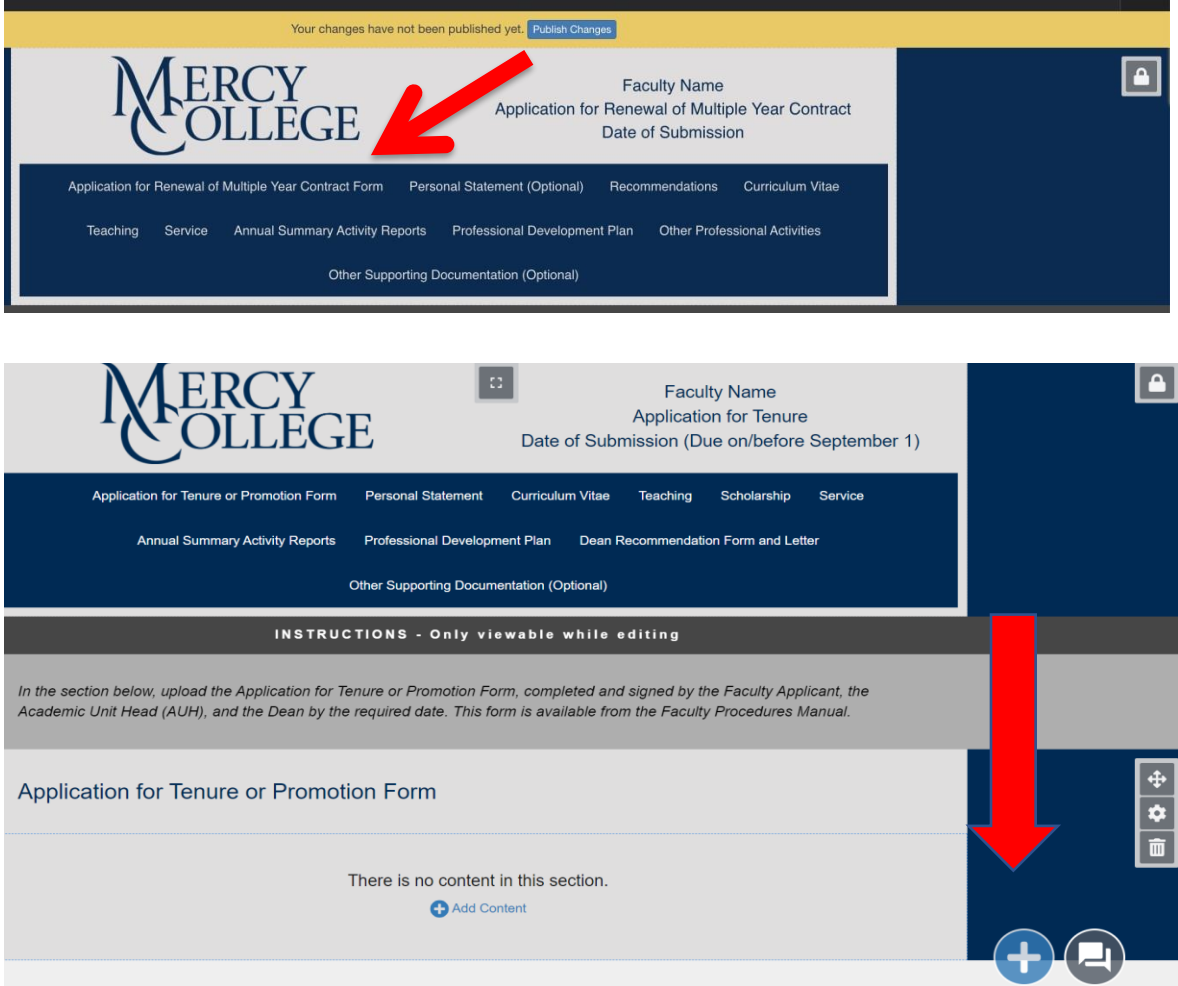
Creating and Submitting a Contract Actions Dossier on Digication

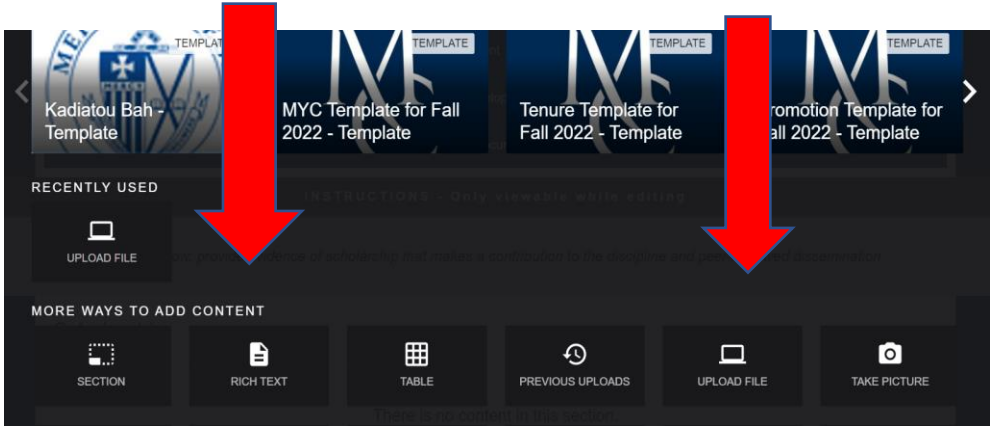
Instructions for Creating and Submitting Digication Folios (ePortfolios/Dossiers)

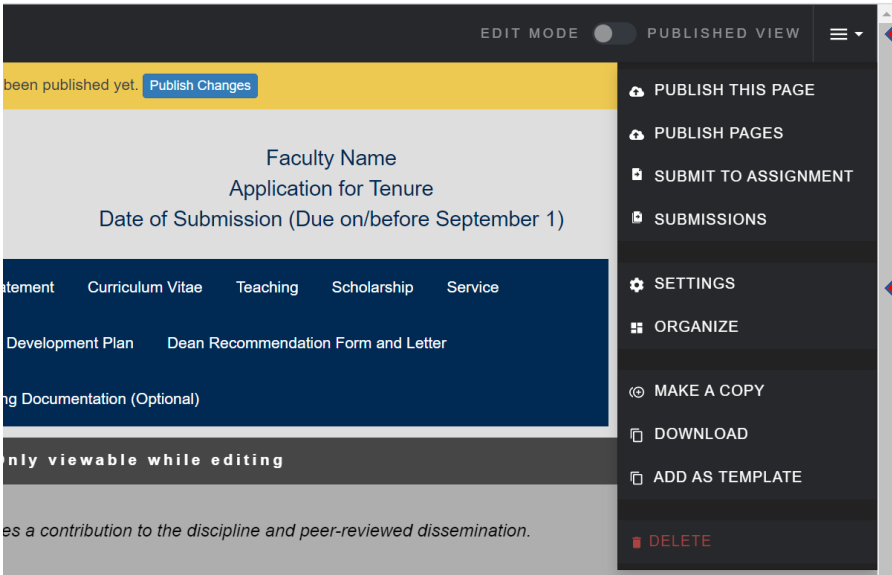
Faculty applying for Contract Actions need to submit their electronic portfolios via the Digication platform. Please see below for detailed steps. For questions, please reach out to the Center for Teaching and Learning: CTL@mercy.edu.

Step 1	Screenshots
<p>Log into Digication: https://mercy.digication.com using your Mercy Single Sign On (SSO) credentials.</p> <p>If the log-in attempt fails, click on “Forgot password” which sends a re-set prompt to your Mercy Outlook account.</p>	 <p>The screenshot shows the login interface for Mercy College. At the top, a banner reads 'Mercy College-Main Campus'. Below it, a navigation bar contains a home icon and a 'Login' link, which is highlighted by a red arrow. The main content area features a white 'LOGIN' form with the following elements: a 'Username*' input field, a 'Password*' input field, a checkbox labeled 'Remember me', and a blue 'LOGIN' button. At the bottom of the form, there is a link that says 'Forgot your password? Click here'.</p>

Step 2	Screenshots
<p>From your home page/dashboard, look for the template that corresponds to your application.</p> <p>If the template does not appear in your dashboard, click on the blue plus icon to access the template library.</p> <p>Click on the template that corresponds to your application and type in your name in the title bar at the top.</p>	 <p>The top screenshot shows a dashboard titled 'Mercy College-Main Campus' with a section 'MY EPORTFOLIOS'. A red arrow points to a blue plus icon in the top right corner of the dashboard. The bottom screenshot shows the 'CREATE YOUR EPORTFOLIO' form. A red arrow points to the 'PICK A TEMPLATE FROM LIBRARY' section, specifically to a template titled 'Tenure Template for Fall 2022 - Template'.</p>

Step 3	Screenshots
<p>The template has pre-prepared pages where candidates input content.</p> <p>To input content, click on each page and then click on the white cross in the blue circle to access the “add content” page.</p>	 <p>The top screenshot displays the 'Application for Renewal of Multiple Year Contract' page. It features the Mercy College logo, a navigation bar with links like 'Application for Renewal of Multiple Year Contract Form', 'Personal Statement (Optional)', 'Recommendations', and 'Curriculum Vitae'. A red arrow points to the 'Add Content' button (a white cross in a blue circle) in the bottom right corner.</p> <p>The bottom screenshot displays the 'Application for Tenure or Promotion Form' page. It includes the Mercy College logo, a navigation bar with links like 'Application for Tenure or Promotion Form', 'Personal Statement', 'Curriculum Vitae', 'Teaching', 'Scholarship', and 'Service'. A red arrow points to the 'Add Content' button (a white cross in a blue circle) in the bottom right corner.</p>

Step 4	Screenshots
<p>Add content by clicking on “Upload File” and/or “Rich Text.”</p>	 <p>The screenshot displays a user interface for adding content. At the top, there is a horizontal carousel of templates: 'Kadiatou Bah - Template', 'MYC Template for Fall 2022 - Template', 'Tenure Template for Fall 2022 - Template', and 'Promotion Template for Fall 2022 - Template'. Below this is a 'RECENTLY USED' section with an 'UPLOAD FILE' button. A large red arrow points from this button to the 'MORE WAYS TO ADD CONTENT' section. This section contains six buttons: 'SECTION', 'RICH TEXT', 'TABLE', 'PREVIOUS UPLOADS', 'UPLOAD FILE', and 'TAKE PICTURE'. Another large red arrow points from the 'UPLOAD FILE' button in the 'MORE WAYS TO ADD CONTENT' section to the 'RECENTLY USED' 'UPLOAD FILE' button.</p>

Step 5	Screenshots
<p>Submit your dossier via the following three steps:</p> <p>Under the menu on the top-right corner, access the Settings page and under the Permissions tab, click “Private within Mercy College Main Campus.”</p> <p>Under the menu on the top-right corner, click on “Publish Pages.”</p> <p>Under the menu on the top-right corner, click on “Submit to Assignment”</p>	 <p>The screenshot shows a web application interface for submitting a dossier. At the top, there is a toggle for 'EDIT MODE' and 'PUBLISHED VIEW'. Below this, a yellow banner indicates 'has not been published yet.' with a 'Publish Changes' button. The main content area is titled 'Faculty Name' and 'Application for Tenure', with a 'Date of Submission (Due on/before September 1)' field. A navigation bar includes links for 'Statement', 'Curriculum Vitae', 'Teaching', 'Scholarship', and 'Service'. Below this, there are sections for 'Development Plan', 'Dean Recommendation Form and Letter', and 'Supporting Documentation (Optional)'. A dark sidebar on the right contains a menu with options: 'PUBLISH THIS PAGE', 'PUBLISH PAGES', 'SUBMIT TO ASSIGNMENT', 'SUBMISSIONS', 'SETTINGS', 'ORGANIZE', 'MAKE A COPY', 'DOWNLOAD', 'ADD AS TEMPLATE', and 'DELETE'. Two red arrows point to the top-right corner of the interface, highlighting the menu area.</p>

Choose a thumbnail

Private to me

Only accessible by you

Also share with

Accessible by

Juli Char

Public

Viewable by anyone and searchable by google or other search engines

Require password for access

Workshop Practice

URL

http://mercy.digication.com/workshop-practice1

Faculty Name

Application for Tenure

Date of Submission (Due on/before September 1)

Teaching

Scholarship

Service

Curriculum

Reports

Professional Development Plan

Dean Recommendation Form and Letter

Other Supporting Documentation (Optional)

able while editing

tion to the discipline and peer-reviewed dissemination

Admin

EPORFOLIO SETTINGS

GENERAL

PERMISSIONS & SHARE

Workshop Practice

URL

http://mercy.digication.com/workshop-practice1

Faculty Name

Application for Tenure

Date of Submission (Due on/before September 1)

Teaching

Scholarship

Service

Curriculum

Reports

Professional Development Plan

Dean Recommendation Form and Letter

Other Supporting Documentation (Optional)

able while editing

tion to the discipline and peer-reviewed dissemination

Admin

EDIT MODE ☐ PUBLISHED VIEW

been published yet. [Publish Changes](#)

Faculty Name

Application for Tenure

Date of Submission (Due on/before September 1)

StatementCurriculum VitaeTeachingScholarshipService

Development PlanDean Recommendation Form and Letter

ing Documentation (Optional)

only viewable while editing

es a contribution to the discipline and peer-reviewed dissemination.

PUBLISH THIS PAGE

PUBLISH PAGES

SUBMIT TO ASSIGNMENT

SUBMISSIONS

SETTINGS


ORGANIZE

MAKE A COPY

DOWNLOAD

ADD AS TEMPLATE

DELETE

EDIT MODE ☐ PUBLISHED VIEW 

been published yet. [Publish Changes](#)

Faculty Name

Application for Tenure

Date of Submission (Due on/before September 1)


Statement Curriculum Vitae Teaching Scholarship Service


Development Plan Dean Recommendation Form and Letter


ing Documentation (Optional)


only viewable while editing


es a contribution to the discipline and peer-reviewed dissemination.


 PUBLISH THIS PAGE


 PUBLISH PAGES


 SUBMIT TO ASSIGNMENT


 SUBMISSIONS


 SETTINGS

 ORGANIZE

 MAKE A COPY

 DOWNLOAD

 ADD AS TEMPLATE

 DELETE

