

ADDING EVIDENCE TO AN ADVANCEMENT PORTFOLIO DOCUMENT

STEP ONE: CREATE YOUR FOLDER STRUCTURE IN ONEDRIVE

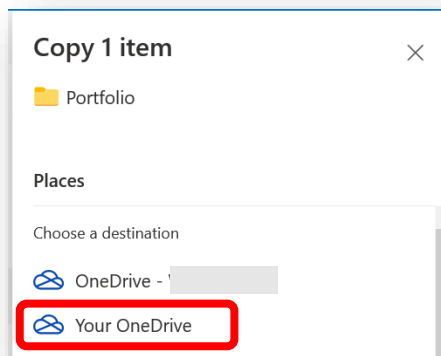
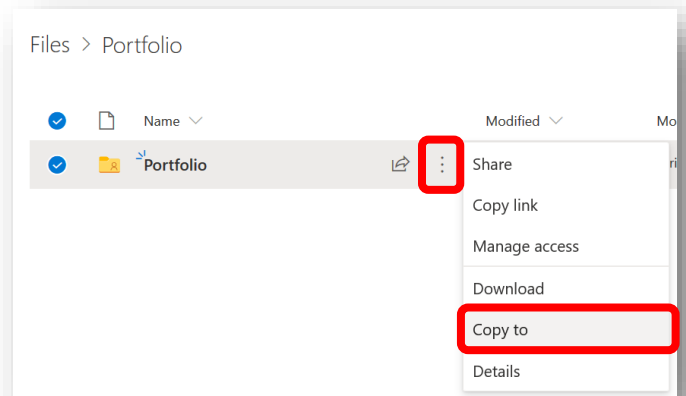
You can manually create the subfolders you will need, based on the rubric standards, or copy the portfolio folder structure to your own OneDrive account by following the steps below. If you create your own, skip to [Step Two](#).

1. [Click here to go to the portfolio folders template](#). Log in if prompted.

2. Place your mouse pointer over the Portfolio folder and click the three dots to reveal the action menu.

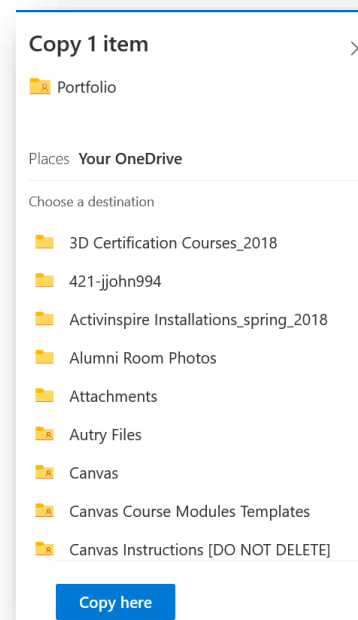
3. Click **Copy to**.

4. In the flyout panel that opens to the right, click **Your OneDrive**.



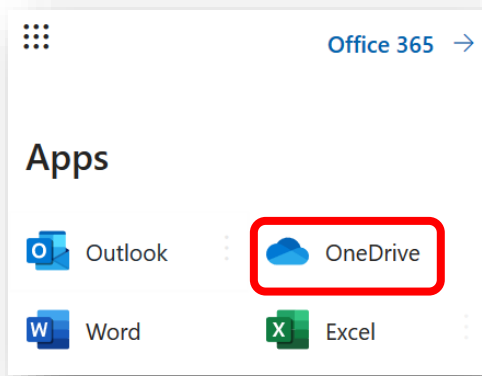
5. In the panel that opens, click **Copy Here**.

NOTE: It may take a minute or two for the folders to copy.



6. Once the copy is confirmed, click the App launcher button at the top left corner, and in the panel that opens, choose OneDrive.





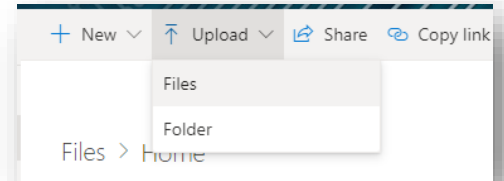
7. Verify the contents of the copied folders.

NOTE: Placeholder .txt files were placed in the subfolders to ensure that OneDrive would copy them. You should delete these files.

TIP: To return to your OneDrive at any time, log in to portal.office.com and click the OneDrive icon.

STEP TWO: UPLOAD SUPPORTING DOCUMENTS TO ONEDRIVE FOLDERS

1. In your Portfolio folder, open the subfolder where you wish to place evidence files for a specific standard.
2. Click **Upload** at the top of the page and choose **Files**.
3. Locate and upload your supporting files **or** simply drag and drop the files on the page. Most file types are accepted and can be viewed or played in the web browser (docx, pptx, xlsx, pdf, jpg, mp4, png, mp3, etc.). Upload all your evidence files this way. Keep OneDrive open in a web browser tab and go to step three.

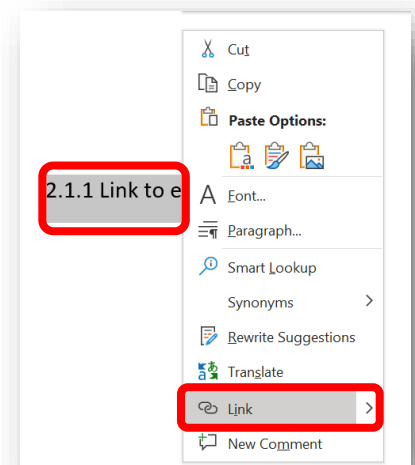


STEP THREE: LINK TO A ONEDRIVE EVIDENCE FOLDER FROM YOUR PORTFOLIO DOCUMENT

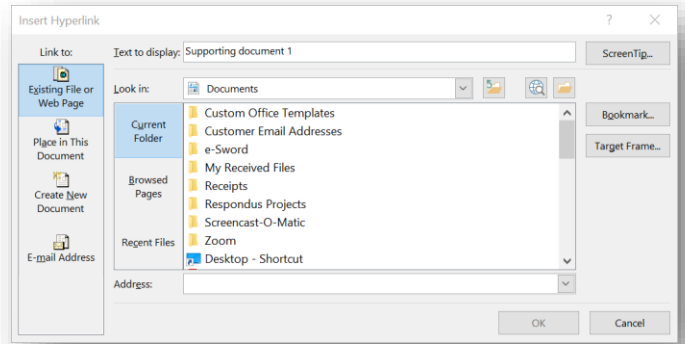
1. Open Microsoft Word and create your Advancement Portfolio document following the instructions provided in the [Faculty Advancement Portfolio](#) course in Canvas. Save it to a secure place like OneDrive or your network folder.
2. When you reach a place where you need to link to evidence, select the text to display as a link (see image at right).

TIP: Remember that whenever you "link to evidence," you are embedding **one** link for all evidence related to a specific criterion. That means you should link to subfolders rather than individual files.

3. Right click the selected text and click **Link** to open the **Insert Hyperlink** dialogue box.



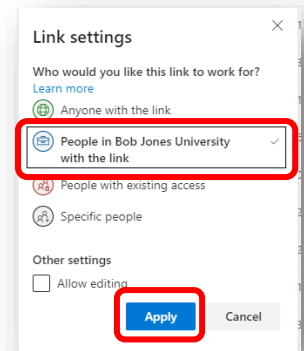
- Leaving the dialogue box open in Word, return to your advancement portfolio folder in OneDrive.



- Place your mouse pointer over the correct evidence folder to reveal the share icon.

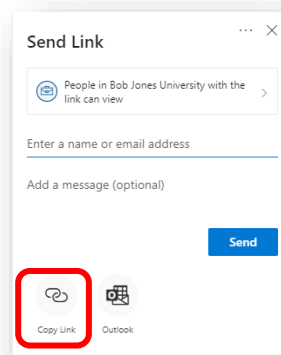


- In "Link settings," click the share icon and in the box that opens, select "People in Bob Jones University with the link."



- Under "Send Link," click **Apply** and then click **Copy Link**.

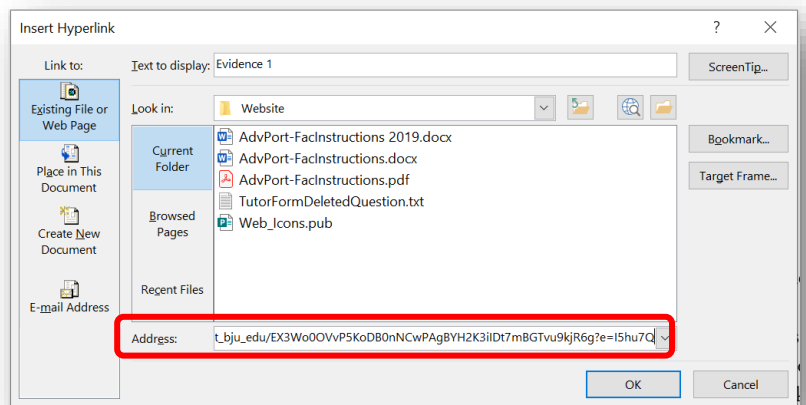
You will receive a confirmation that the link has been copied.



- Return to the open **Insert Hyperlink** dialogue box in your Word document.

- In the right panel under "Link to," select **Existing File or Web Page**, paste the OneDrive share link in the "Address" field and click **OK**.

NOTE: Do not link to documents within your network folders or to folders and documents on the hard drive of your computer. These links will work for you but not for anyone else.



STEP FOUR: SAVE YOUR DOCUMENT FOR SUBMISSION

When the document is complete and all links to evidence have been added, make sure the final changes are saved to your OneDrive or your network folder. Then, **save a copy** of the document as a PDF. Do **not** print to PDF.

1. In the left menu of the **File** tab in Word, click **Save a Copy** (if you are already saving in OneDrive) or **Save As**.
2. Word should attempt to save to the folder location you are currently using, but you can change that if desired.
3. Specify **PDF** as the file type and click **Save**. This method of converting to PDF should preserve all active links in your document, but you should have someone else test them.
4. After review by your dean or mentor, submit the PDF copy of your document as instructed.

NOTE: This document is based on using a Windows 10 PC. If you are using Word on a Mac, links may not be preserved when saving to PDF. Test your links, and if links do not work, save the document to PDF using a Windows 10 PC.

