

## Creating Your Faculty Portfolio

The Teaching & Learning Centre can provide you with access to a faculty portfolio template website. It aligns with the Standards of Practice for faculty.

### Request a Portfolio Template

1. Email [faculty.portfolio@senecacollege.ca](mailto:faculty.portfolio@senecacollege.ca) to request a portfolio template.

The screenshot shows an email interface. The 'To' field contains a contact with the initial 'F' and the email address 'faculty.portfolio@senecacollege.ca'. The 'Cc' field is empty. The subject line is 'Portfolio template'. The body of the email contains the text: 'Please create a portfolio template for me. Thanks!'

Please note: in general, it can take up to three weekdays for the team to create your portfolio website.

2. All faculty portfolios are protected by the [Seneca VPN](#). Visit ITS's website for more information. You must **download**, **install**, and **connect** to the VPN *before* you can access your faculty portfolio.

## Employee VPN

The Seneca Virtual Private Network (VPN) are required to access the following services:

- [MyApps](#) - VPN is only required for software using the licensing server in MyApps
- [MyVault](#)

### Installing GlobalProtect VPN

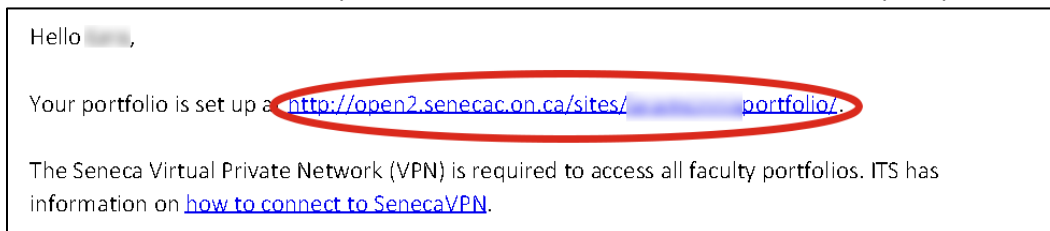
1. Go to: <https://senecavpn.senecacollege.ca>
2. Log on with your Seneca username and password.
  - a. Duo Keyfob (token) users must add a comma and token passcode after their password.
    - Username: firstname.lastname
    - Password: senecapassword,tokenpasscode

Questions? Email [faculty.portfolio@senecacollege.ca](mailto:faculty.portfolio@senecacollege.ca) with your portfolio questions; email [servicedesk@senecacollege.ca](mailto:servicedesk@senecacollege.ca) with your VPN questions.

## Your Faculty Portfolio Details

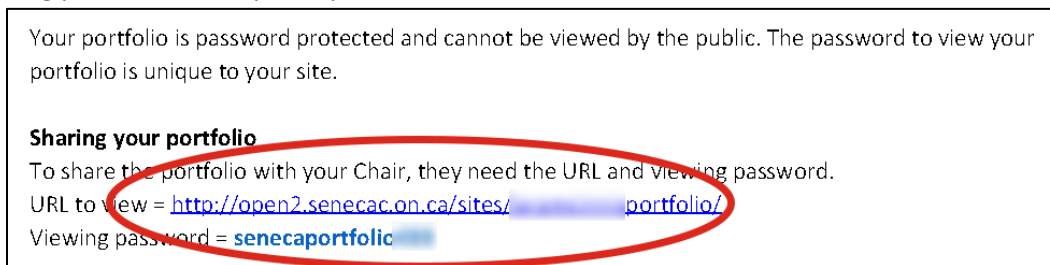
Once your portfolio template is set up, you will receive an email that contains all the details you will need to access, complete, and share your portfolio.

After you have connected the VPN, you can use the first URL in the email to view your portfolio website.



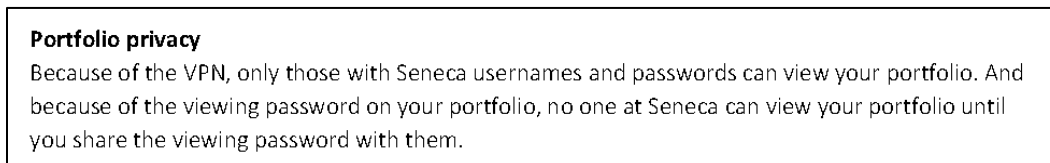
You'll need to enter the viewing password to see any portfolio content. This ensures that only those you share the viewing password with can see the content of your portfolio site.

The viewing password is unique to your site.



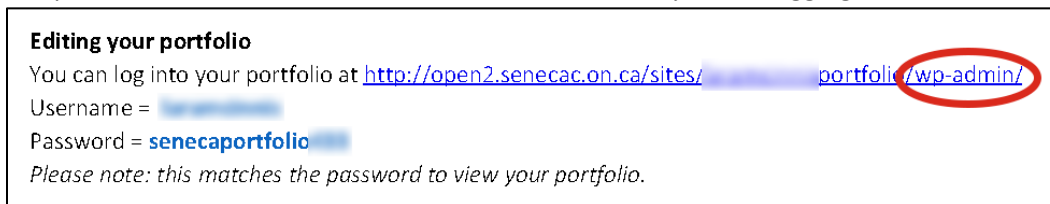
When you're ready for your Chair to see your portfolio, you'll need to share the URL and viewing password with them. This gives your Chair permission to see your portfolio's content, but they cannot make any changes.

Other important information about the privacy of your portfolio sites is included in the email.



In the *Editing your portfolio* section of the email you'll find the URL, username, and password you need to make changes to your portfolio site.

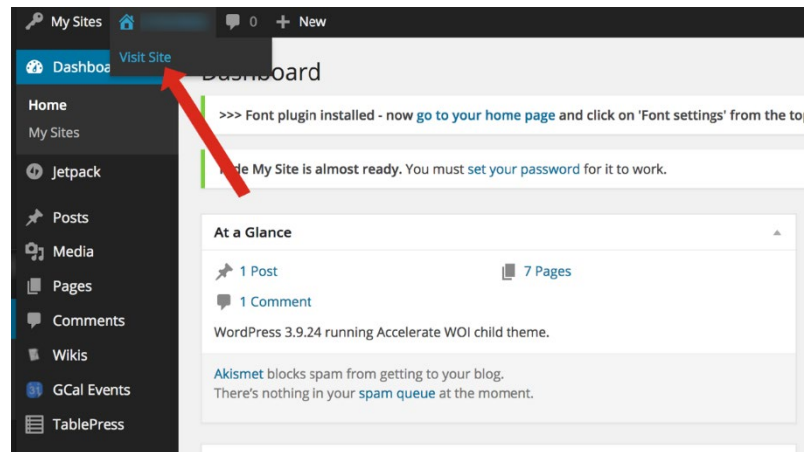
Note the */wp-admin/* on the end of this URL; this indicates that you are logging into the site.



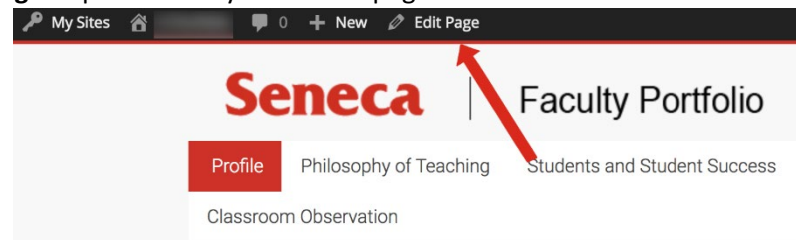
If you have any questions, please email [faculty.portfolio@senecacollege.ca](mailto:faculty.portfolio@senecacollege.ca).

## Personalizing Your Profile Page

1. Navigate to the left-hand side top corner of your dashboard, hover over your portfolio's title, and click on **Visit Site**.



2. The first page is the **Profile Page**. Navigate to the left-hand side top corner of your portfolio and click on **Edit Page** to personalize your **Profile** page.



### Profile



**Full Name:**

**Title:**

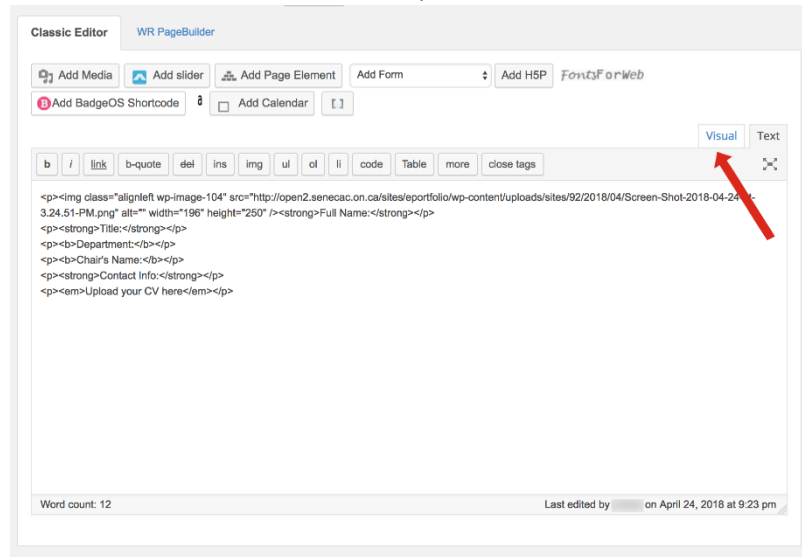
**Department:**

**Chair's Name:**

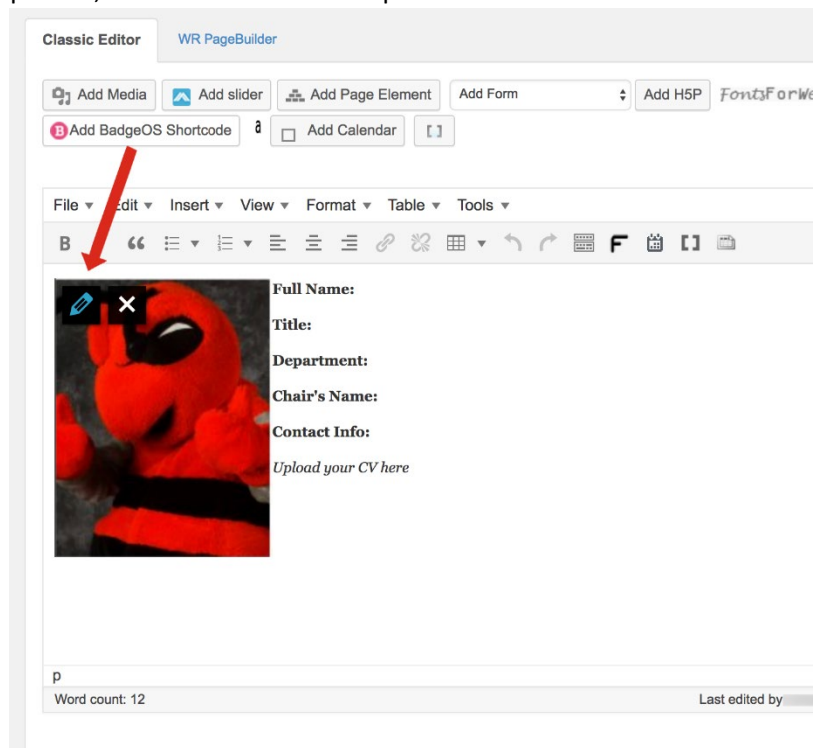
**Contact Info:**

*Upload your CV here*

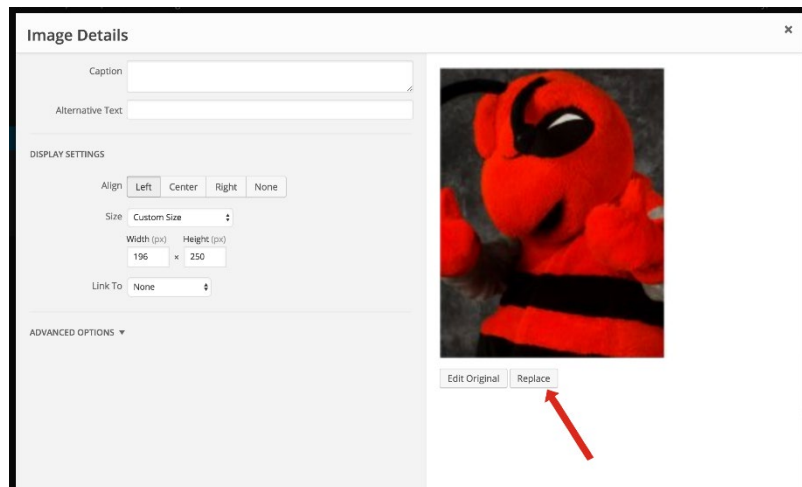
3. If you see HTML code, then click on **Visual** tab in your editor.



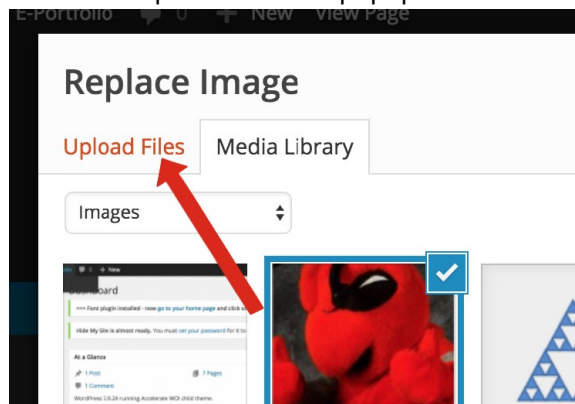
4. To change the picture, hover over the default picture and click on the **Pencil Icon**.



5. Click **Replace**.



6. Click **Upload Files** in the left-hand top corner of the popup window.



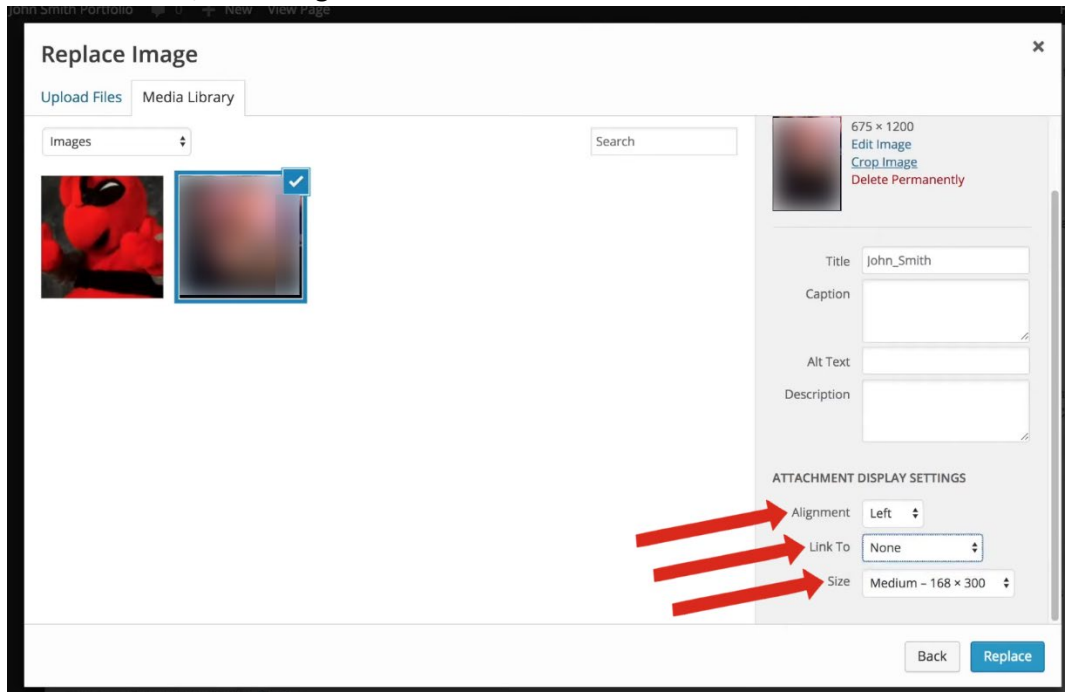
7. Click **Select Files**.

DROP FILES ANYWHERE TO UPLOAD

Select Files

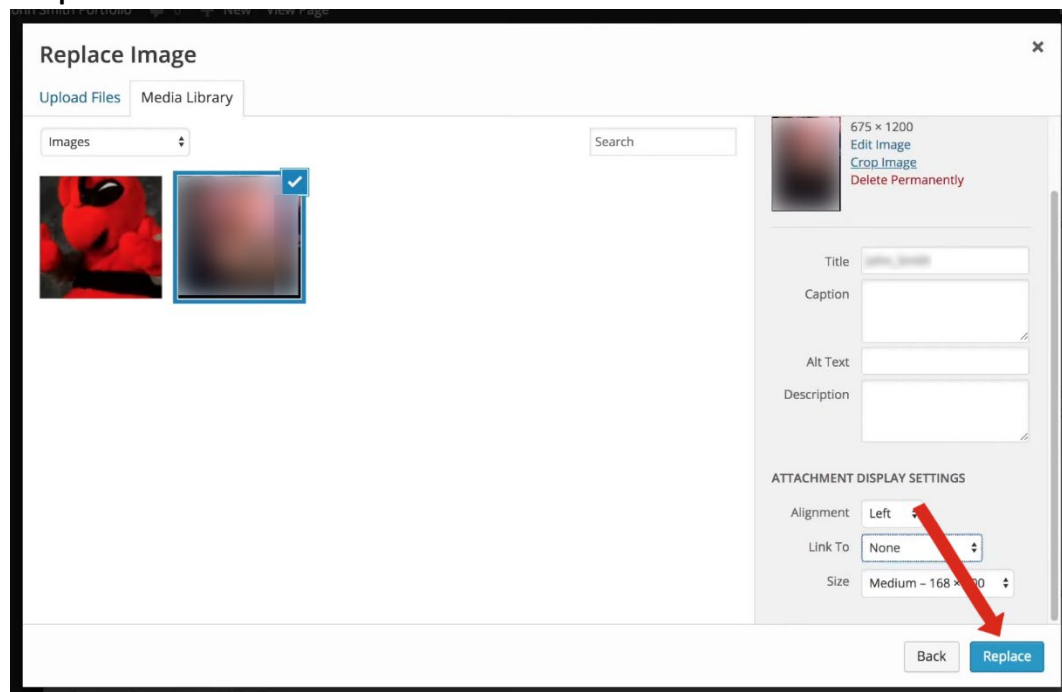
Maximum upload file size: 46MB.

- Find and select your picture on your computer. Once you choose your picture, on the right-hand side of the window, select **Alignment** to **Left** and **Link to** to **None**.



Select the **Size** of the picture so that the dimensions would be smaller than or equal to 250 pixels in width and 300 pixels in height.

- Click **Replace**.



10. Once the picture is replaced, type your information in the text editor.

The screenshot shows the Classic Editor interface for a page titled "WR PageBuilder". The editor has a top toolbar with buttons for "Add H5P", "Add Media", "Add slider", "Add Page Element", "FontForWeb", and "Add BadgeOS Shortcode". Below the toolbar is a menu bar with "File", "Edit", "Insert", "View", "Format", "Table", and "Tools". The main editing area contains a red mascot image on the left and a text block on the right with the following content:

**Full Name:** Sammy Sting  
**Title:** Professor  
**Department:** The Teaching & Learning Centre  
**Chair's Name:** Queen Bee  
**Contact Info:** sammy.sting@senecacollege.ca  
[Sammy Sting CV](#)

On the right side of the editor, there is a sidebar with the following sections:

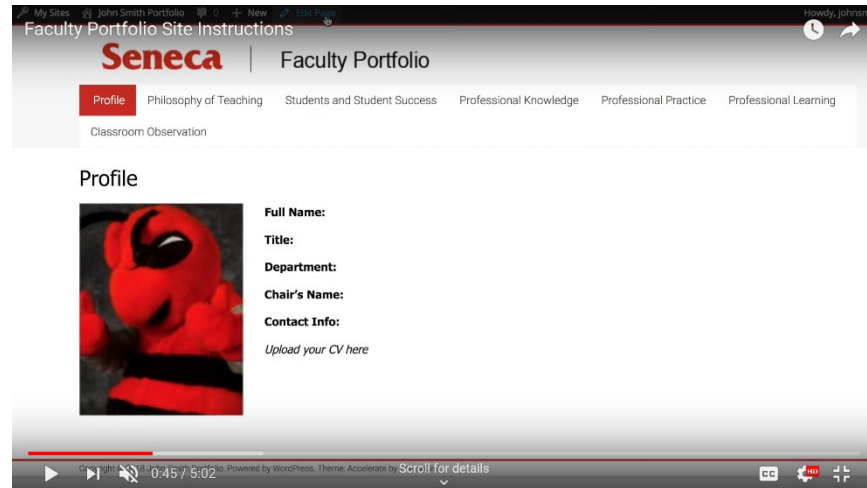
- Status:** Published [Edit](#)
- Visibility:** Public [Edit](#)
- Revisions:** 3 [Browse](#)
- Published on:** Apr 25, 2018 @ 15:50 [Edit](#)
- Move to Trash** [Up](#)
- Categories**
  - All Categories | Most Used
  - Uncategorized
  - [+ Add New Category](#)
- Page Attributes**
  - Parent: (no parent)
  - Template:

11. Click **Update** to save the changes to the page.

This screenshot is identical to the previous one, showing the Classic Editor interface with the bio for Sammy Sting. The key difference is that a red arrow points to the "Update" button in the sidebar, which is located next to the "Move to Trash" button. The sidebar content is the same as in the previous screenshot.

## Instructional Video

Your email from the faculty portfolio team will include a link to the instructional video we made to help you with your faculty portfolio. It walks you through how to add content to each page of the portfolio template.



Click on the thumbnail above to see the video or go to [https://youtu.be/V\\_uhXNbBxY](https://youtu.be/V_uhXNbBxY).

Here are the chapter timings in the video:

[0:26 to 2:25](#) – populating the Profile page

[2:26 to 3:10](#) – populating the Philosophy of Teaching page

[3:11 to 4:13](#) – populating the Students and Student Success page

This portion of the video can also be used to populate the Professional Knowledge, Professional Practice, and Professional Learning pages.

[4:14 to 4:52](#) – populating the Classroom Observation page

For examples of documents that you may want to upload as evidence, see the list on the [Components of the Faculty Portfolio page](#) in the Teaching & Learning Centre space in MySeneca.