
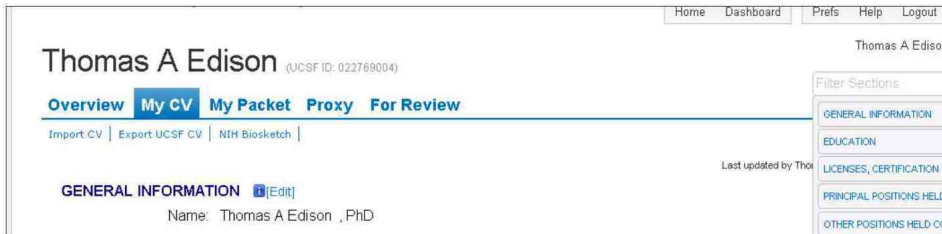


Customer Support

- To help determine whether to create an Educator Portfolio or not, consult the Help Text in the Advance CV, or contact EducatorPortfolio@ucsf.edu
- To understand what goes into each section of each form, refer to <http://academicaffairs.ucsf.edu/advance/EducatorPortfolio.php> for FAQs, Instructions, and examples of each form
- Within each form, roll your mouse over the  for more information
- For help with Advance, contact AdvanceProject@ucsf.edu

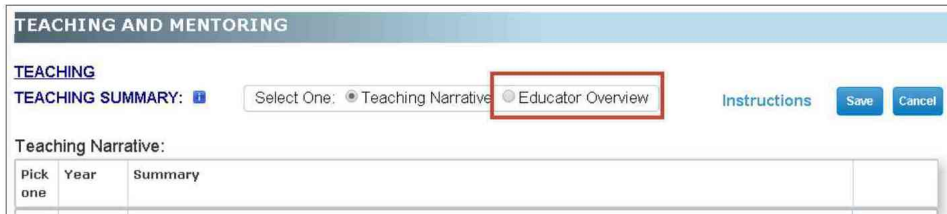
Getting Started

- Advance works best when using the **Firefox** or **Chrome** browsers.
- Login to MyAccess (<https://myaccess.ucsf.edu/>)
- Select Advance from the applications within MyAccess
- Click the My CV tab



Step 1 Activate the Educator Portfolio

- Scroll to the Teaching Summary section of the CV
- Click Edit
- Select Educator Overview – this activates the Educator Portfolio



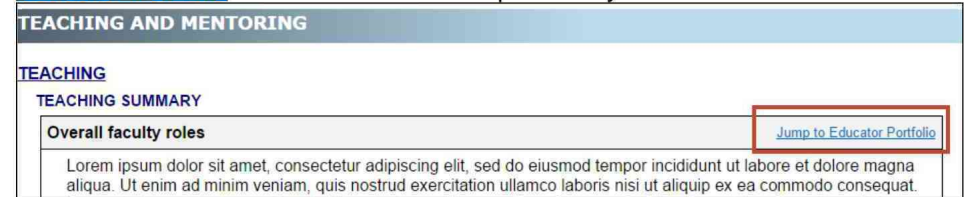
Step 2: Decide whether to create an Educator Portfolio

When you select Educator Overview you will be presented with a Help Text box that explains who should create an Educator Portfolio.

- Before completing the Educator Overview, consider whether you should, or want to, complete the Educator Portfolio, a format designed for educators whose **primary creative endeavor** is teaching.
- For most faculty, completing the Teaching Narrative is sufficient for your academic review.

Step 3: Complete the Educator Overview

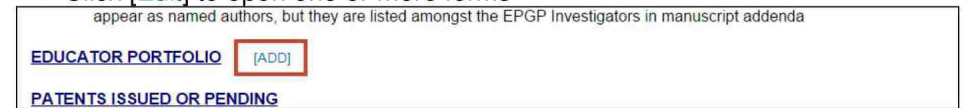
The Educator Overview is a “form” that helps organize educator activities into the five educator roles. Complete the form, click Save, and then click [Jump to Educator Portfolio](#) to add Detailed Descriptions of your educator roles.



Step 4: Complete up to three Detailed Descriptions

The Educator Portfolio section of the CV includes embedded “forms” to help you capture the Detailed Descriptions of recent, significant contributions listed in the Educator Overview.

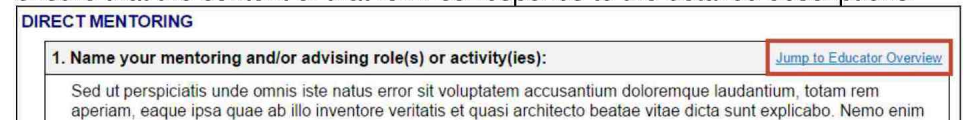
- Click **[ADD]** to reveal the detailed description options (roll your cursor over the Educator Portfolio header to see the **[Add]** link)
- Click **[Edit]** to open one or more forms



It is suggested that you include 1-3 detailed descriptions in a maximum of two pages each:

- Direct Teaching
- Direct Mentoring (includes advising)
- Curriculum Development, Instructional Design, and Technology
- Educational Leadership
- Learner Assessment

Click Save to save your change and click on [Jump to Educator Overview](#) to ensure that the content of that form corresponds to the detailed descriptions.



Things to consider

- Do NOT use VPN when working with the Advance CV – the encryption process interferes with the rich text fields within the CV
 - Open a new browser and go to myaccess.ucsf.edu to access Advance
- Scholarship or scholarly work in education is the primary focus of this format
- Within each form, entries should be brief, limited to about four sentences
- Although Advance allows you to complete up to 5 forms, the fewest forms to highlight your best educator work is recommended