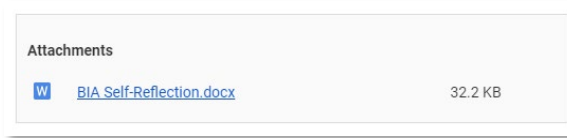


# Reviewing and Updating a Best Instructor Available Portfolio

**Note:** Visit the Best Instructor Available Portfolio web page to learn more about how to evaluate the materials submitted to you.

## Review the Materials Submitted to You

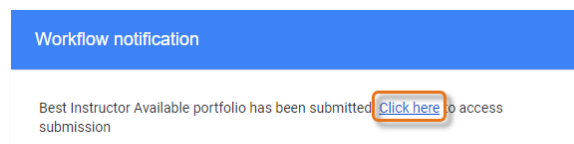
Once an Instructor submits their portfolio, you will receive an automated email from AODocs letting you know. This email will contain the instructor's name, the academic year for the submission and the subject the instructor teaches. The submitted materials will be listed in the body of the email under the **Attachments** header.



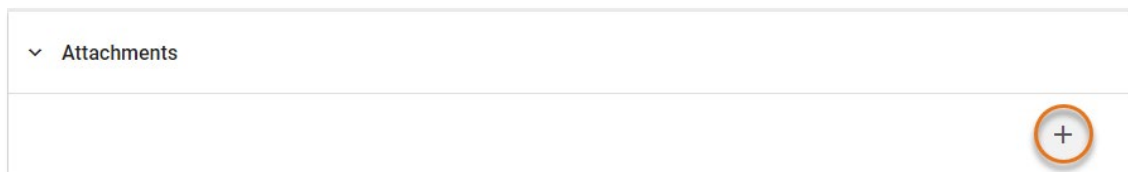
Click on the file name(s) to open the materials. Use the Best Instructor Available Portfolio Feedback form to evaluate the materials.

## Attach Your Feedback to the Document

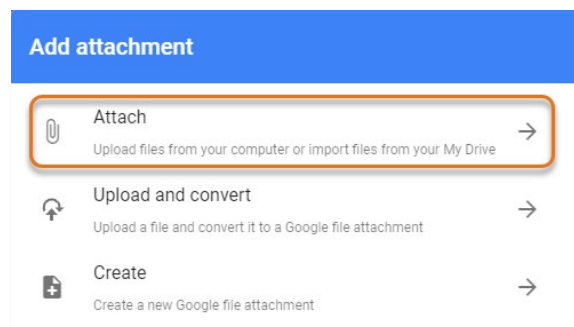
Once you have evaluated the submitted materials, attach your completed Feedback form to the document. The email notification you received will have a link to the submission in the body of the email. Follow the link to access the submission.



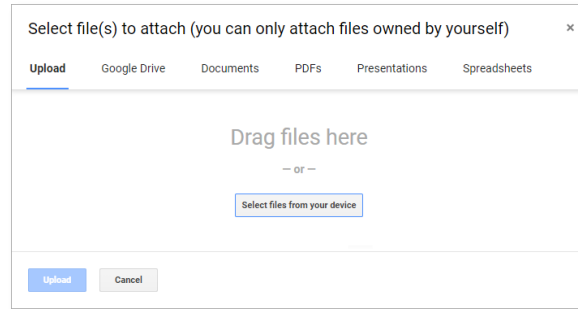
Under the **Attachments** header, click the + button to launch the **Add attachment** dialog box.



Select the **Attach** option from the menu.



From here you can attach files from your device by dragging and dropping them into the dialog box.

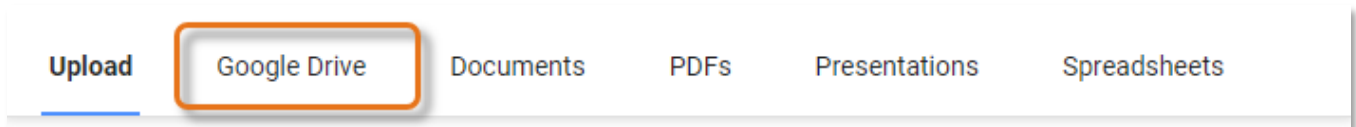


You can also attach a file directly from your Google Drive.

**Note:** When attaching a file to an AODocs document directly from Google Drive, it moves the file out of your drive and into the AODocs library.

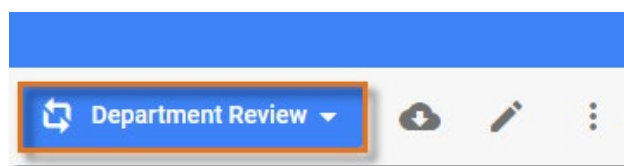
If you are attaching a file directly from your Google Drive, we recommend you make a copy of the file and attach the copy to your document.

Click on **Google Drive** at the top of the dialog box and use the provided tools to navigate to and select your file.

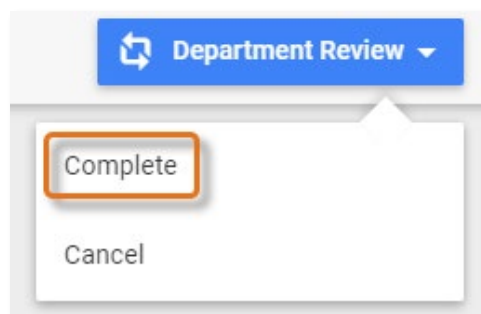


## Update Submission Workflow State

Once you have attached your completed Feedback form to the document, you need to change the document's workflow state from "Department Review" to "Completed." Click the workflow state button in the top righthand corner of the page which should currently read **Department Review**.



From the resulting dropdown menu, select **Complete** from the list.



This will launch the **Perform workflow action** dialog box. You may leave a comment here if you would like. When you are done, click **Submit** in the bottom righthand corner of the dialog box.

### Perform workflow action

You have chosen the following workflow action. Add a comment if required and submit.

Pending workflow action	For document
<b>Complete</b>	BIA - 6 Business Administration 2021-2022 Cole... <a href="#">↗</a>


[Leave a comment](#)


Insert a comment here

0 / 400

[CANCEL](#) [SUBMIT](#)

This will reload the submission page and the workflow state will now be listed as “Completed.”

 Workflow state **Completed**

 Last transition 11 minutes ago by Matt Coleman 