

# Submitting a Best Instructor Available Portfolio

**Note:** Visit the Best Instructor Available Portfolio web page to learn more about what to include in your portfolio and how your materials will be evaluated.

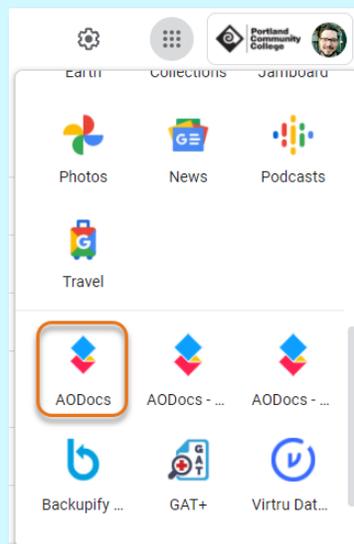
## Navigate to the Best Instructor Available Portfolio Library in AODocs

You can access the Best Instructor Available Portfolio library here: [Best Instructor Available Library](#)

**Note:** You can also access AODocs from the Google Apps tray. Click on the Google Apps icon.



Scroll down and click the AODocs icon.



From the resulting **My Libraries** page, click on the **Best Instructor Available Portfolio** library to submit your self-reflection and syllabus.

## Submit Your Portfolio

From the Best Instructor Available Portfolio library page, click the **New** button (  ) in the top left-hand corner of the page to open a new document.

### Description

At the top of the new document, you should review the **Description**. It outlines what to include in your self-reflection (you will attach your self-reflection and a current syllabus to the document later in the process).

Scroll down to complete the form.

## Properties

Under the **Properties** header, input your first and last name, the academic year and the subject you teach.

▼ Properties

▼ Instructor Information ?

Instructor First Name *	Instructor Last Name *
<input type="text" value="Please enter text here"/>	<input type="text" value="Please enter text here"/>
0/400	0/400
Academic Year *	Subject *
<input type="text" value="- Select value -"/>	<input type="text" value="- Select value -"/>

Next, enter your Faculty Department Chair's email address.

▼ Faculty Department Chair (FDC)

Faculty Department Chair Email \*

Then, enter your Program Dean's email address. The email address fields are validated. If your FDC or Program Dean's name is not populating as you type into the field, you will need to reach out to [Employee Relations](#).

▼ Program Dean

Program Dean Email \* ?

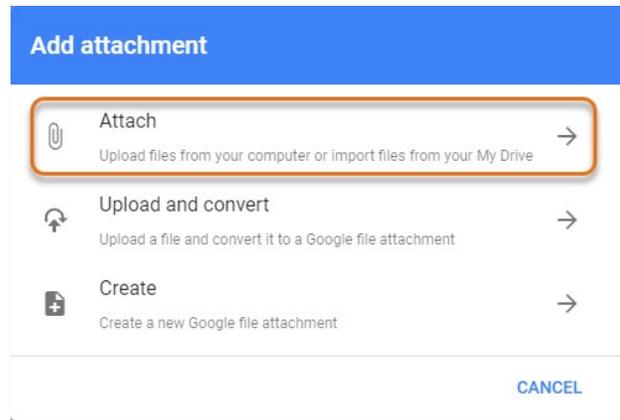
## Attachments

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

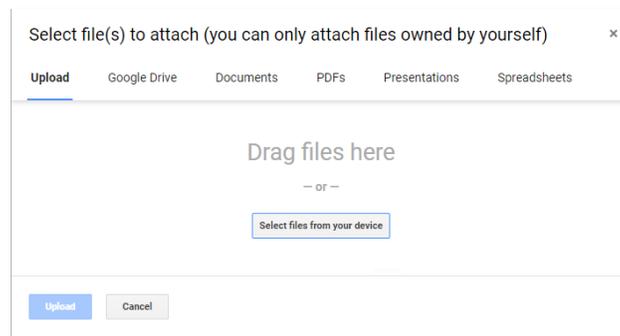
▼ Attachments



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.

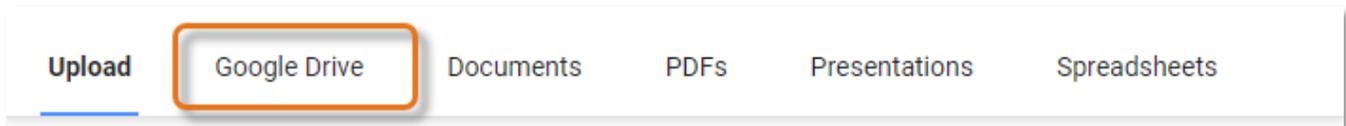


You can also attach a file directly from your Google Drive.

**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 files.



## Save Your Document

Once you have filled out the necessary information and attached your files to the document, click the Save button (  ) at the top of the page. This will save your document to the library and route it to your FDC for review. You will receive an email letting you know that your portfolio was successfully submitted.