

## Instructions for Secure Upload of Dossiers via [ELearning Commons New](#) (eLC-New)

<https://uga.view.usg.edu/>

**CREATE FOLDER FOR EACH CANDIDATE:** On your own computer, create a folder for each candidate for promotion and tenure using the following naming structure using underscores in place of spaces:

lastname firstname category (per 2nd column below).  
(e.g., **Smith\_John\_asop\_tenure**)

RECOMMENDATION CATEGORY	FOR FOLDER NAME
Associate Professor with Tenure	asop_tenure
Associate Professor (promotion only)	asop
Professor with Tenure	prof_tenure
Professor (promotion only)	prof
Tenure only	tenure
Clinical Associate Professor	clinical_asop
Clinical Professor	clinical_prof
Senior Lecturer	sr_lecturer
Academic Professional	acad_prof
Senior Academic Professional	sr_acad_prof

### 1. INDIVIDUAL FILE NAMES SHOULD BE PDFS IN THIS FORMAT:

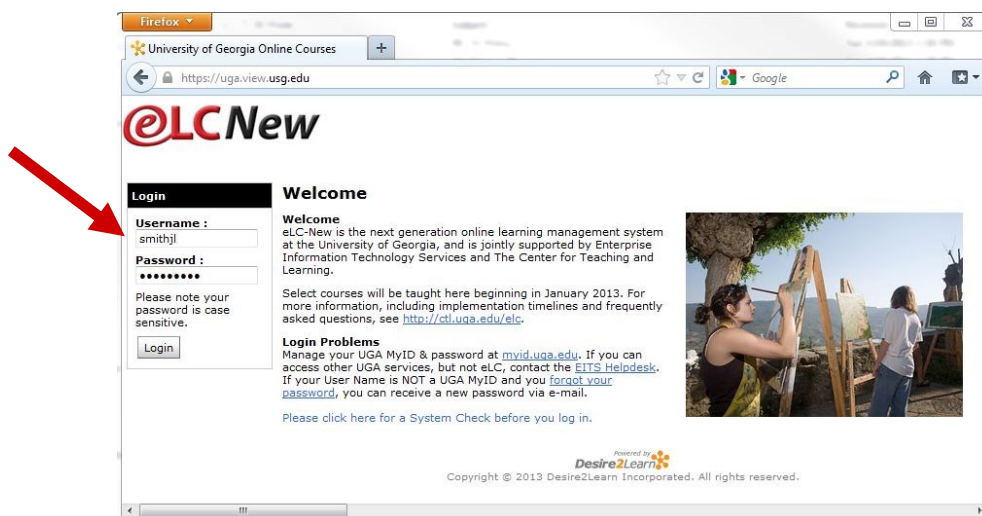
1\_Smith\_John\_Transmittal\_Ltr.pdf  
 2\_Smith\_John\_TOC.pdf  
 3\_Smith\_John\_I\_Rec\_Forms.pdf  
 4\_Smith\_John\_II\_Cover\_Ltrs.pdf  
 5\_Smith\_John\_III\_Unit\_Criteria.pdf  
 6\_Smith\_John\_IV\_Vita\_Accomplishments.pdf  
 7\_Smith\_John\_V\_Achievements.pdf  
 8\_Smith\_John\_VI\_Offer\_Ltr\_3<sup>rd</sup>\_Yr\_Review.pdf  
 9\_Smith\_John\_VII\_External\_Letters.pdf

### 2. ONCE YOU HAVE PLACED the NINE FILES INTO EACH DOSSIER FOLDER YOU WILL SELECT ALL OF YOUR DOSSIER FOLDERS AND SAVE THEM AS ONE ZIP FILE FOR UPLOAD TO [eLC-New](#).

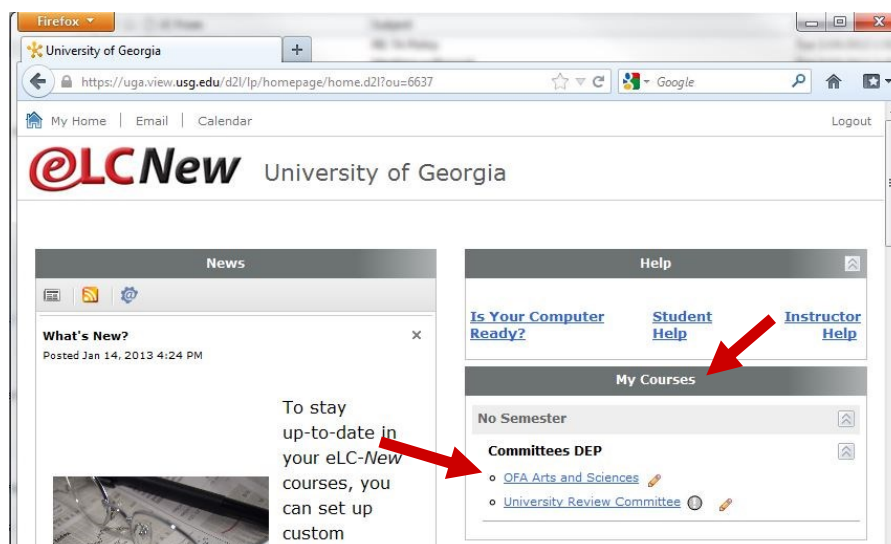
On a Windows computer 1) select your folder or folders; 2) **right click** the selections; 3) when the menu comes up select **"send to"**; 4) select **"compressed zipped folder."**

Please consult your Department IT support if you need assistance with creating the zip file.

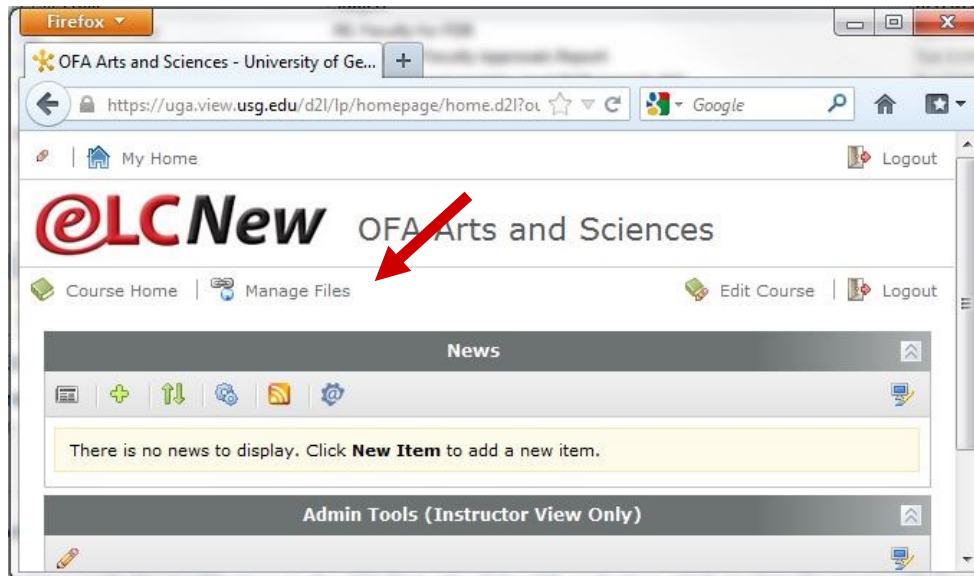
3. Go to **eLC-New** homepage at <https://uga.view.usg.edu/> and login using your UGA MyID and Password:



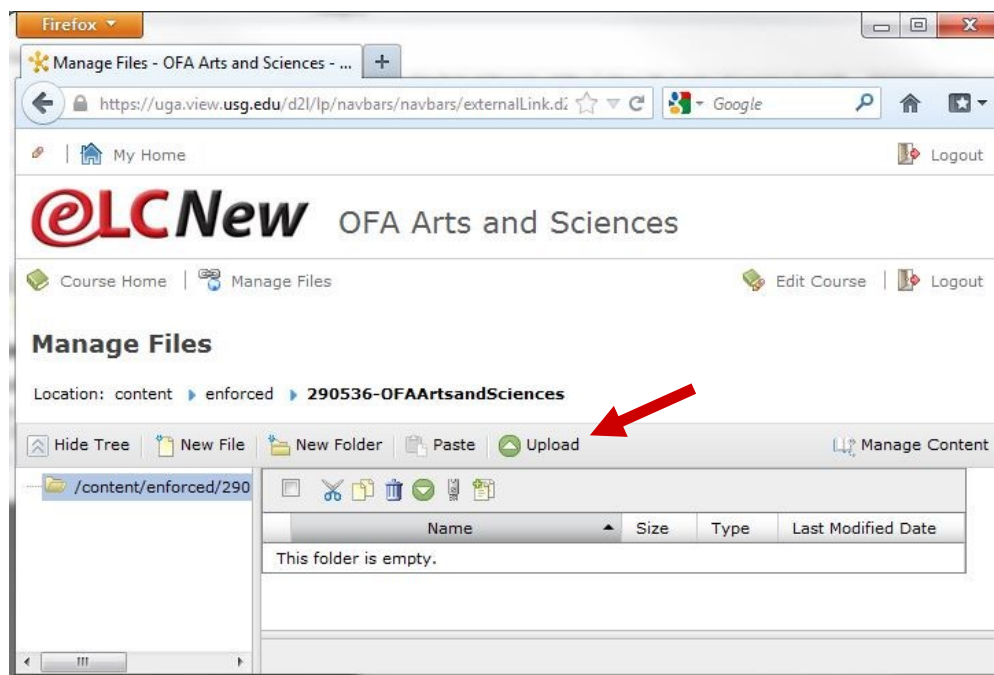
4. SELECT your P&T Course: The Dean's Office has created a "course" site for each school/department for secure file upload. Choose your Promotion and Tenure file from "My Courses": For demonstration, we will use Arts & Sciences' course site: "OFA Arts and Sciences"



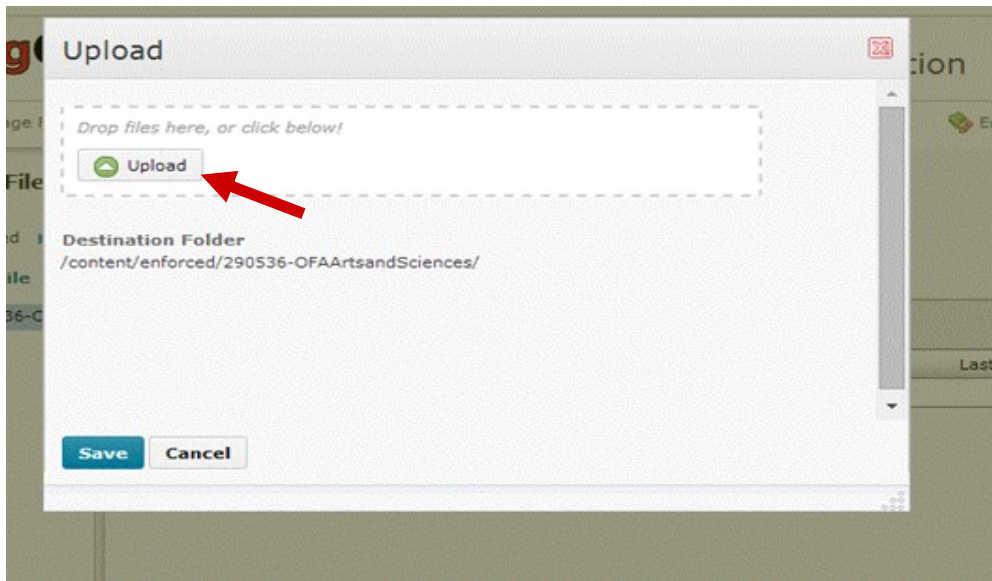
5. SELECT **MANAGE FILES**: From the Course Homepage, select “Manage Files” from the top left menu.



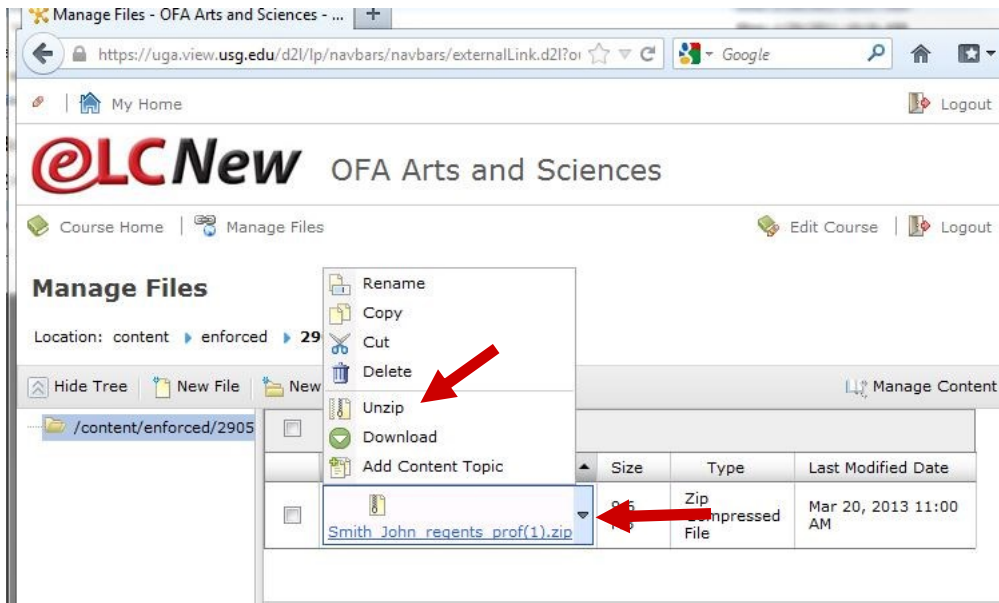
6. SELECT **UPLOAD**: To upload your .ZIP FOLDER



8. LOCATE YOUR “**ZIPPED FOLDER.**” IF THE UPLOAD BOX says “**Drop Files here**” then your browser allows you to drag the zipped folder into the box without using the upload browse option. If it doesn't support drag & drop, click upload, and select your zipped folder. Next Click “**SAVE.**”  
(Occasionally I have gotten an error message when uploading on some browsers but the folders still will appear. You can always click “manage files” to refresh the screen back to folder view.)



9. MOVE YOUR CURSOR ON THE ZIPPED FILE NAME; CLICK ON THE DOWN ARROW THAT APPEARS TO THE RIGHT; THEN SELECT **UNZIP**:



**10. FOLDERS AND FILES ARE NOW UPLOADED TO eLC-New:**

You can click on the folder name in left column and individual files in that folder are displayed in the right column.

