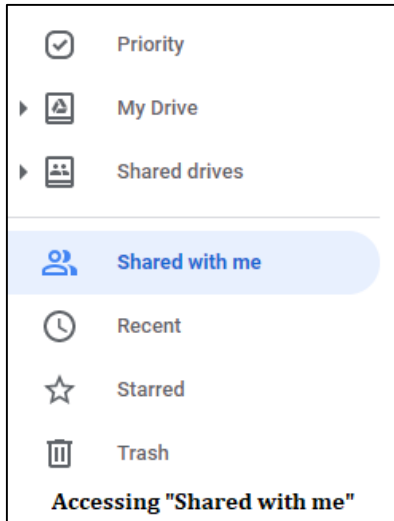


Electronic Sharing of Open File Submissions: A User's Guide

Evaluatees: Uploading Submission Files to Share

The DoC Office will create individual folders for each evaluatee to upload their submissions using Google My Drive. This platform offers more granular security features than those that Google Shared Drives provides.

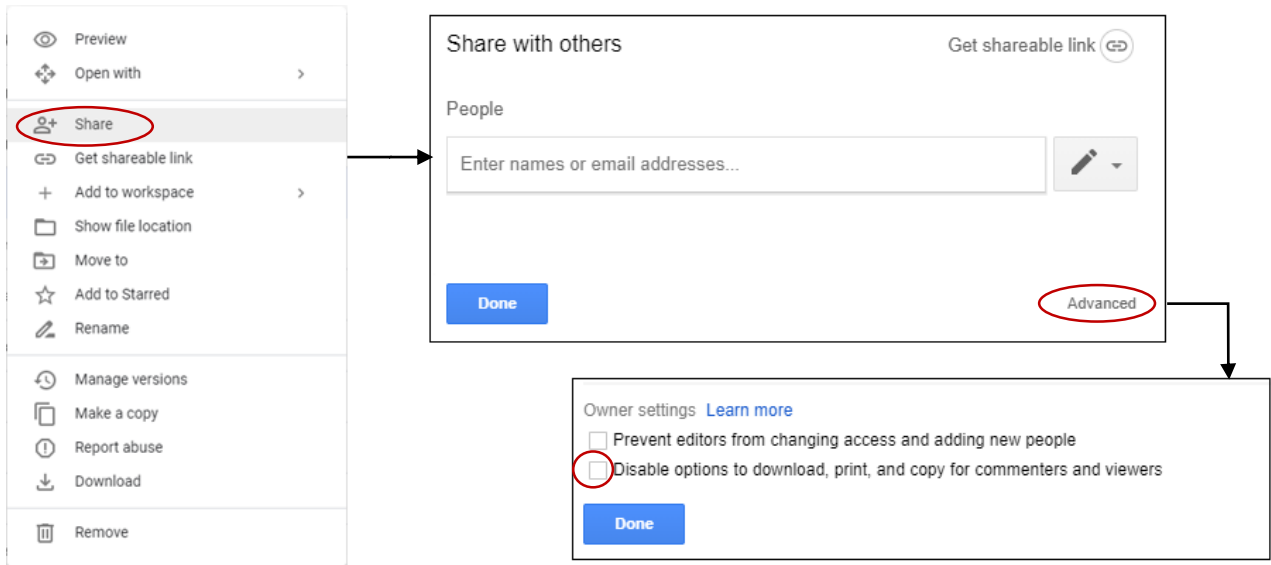


Once a folder is prepared, the DoC Office will send an "Invitation to Collaborate" notification to the evaluatee's email. The folder can be accessed by clicking the "Open" button in the email or by accessing "Shared with me" in their Google Drive.

Evaluatees can upload their materials by dragging and dropping their submission files directly into the folder or by using the "New" button and clicking "File upload".

Once evaluatees have completed uploading their files, they will notify the DoC Office and indicate which divisions they would like to share their materials with. The DoC Office maintains its own lists of the four divisional groups. Each group consists of all active faculty hired into that division. The DoC Office will share the folder to the divisional groups using "View Only" permission settings.

For additional security, evaluatees can prevent the printing and downloading of their files by using advanced security features. To do this, simply select the file(s) and right-click. Choose the "Share" option and select "Advanced". Check the box "Disable options to download, print, and copy for commenters and viewers," then click "Done."



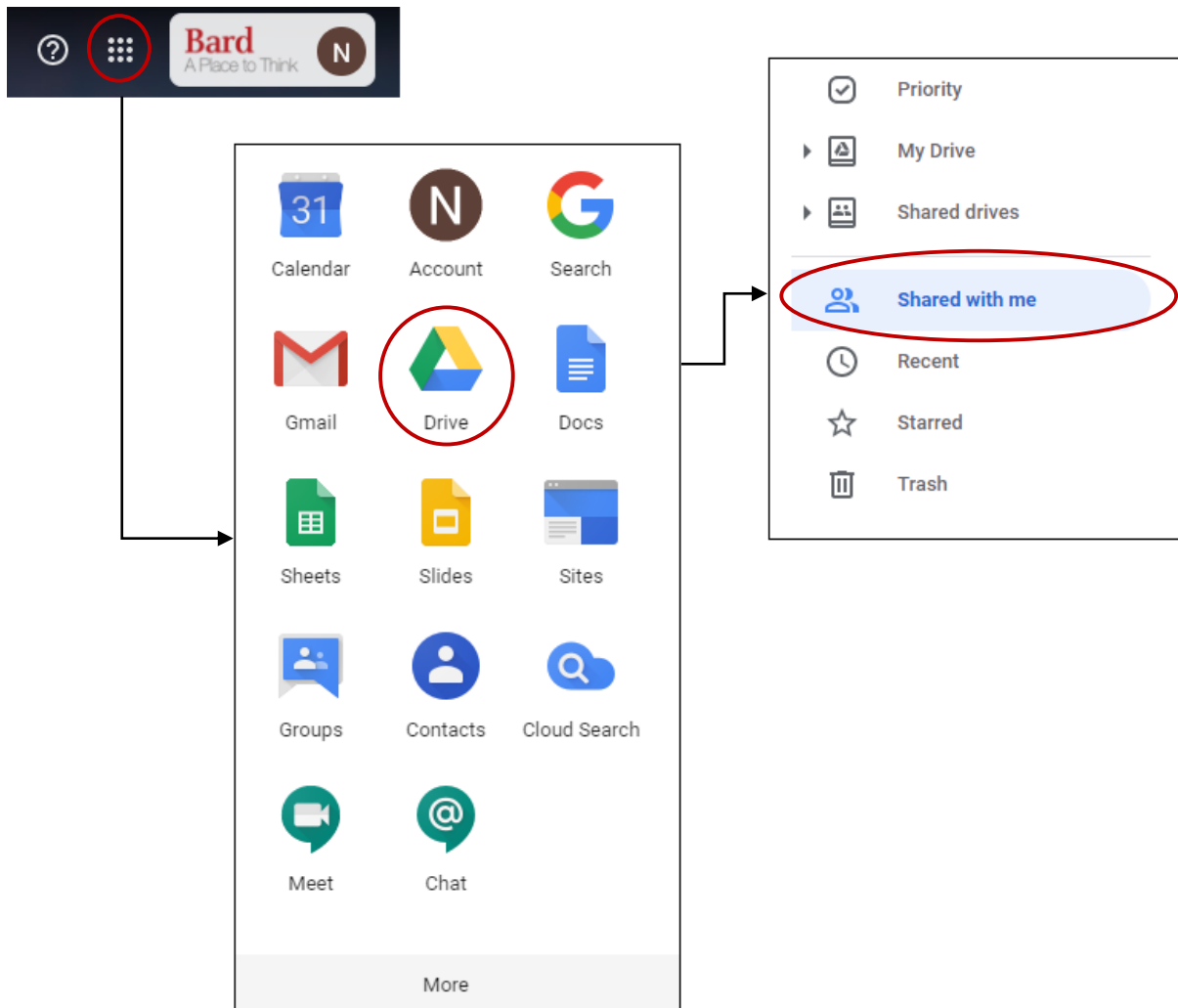
Setting Advanced Security Options

Electronic Sharing of Open File Submissions: A User's Guide

Reviewers: Viewing Shared Submission Files

Reviewers will be prompted to access evaluatees' shared materials by an "Invitation to view" email. View only access is granted to each divisional group that the evaluatee requests their materials to be shared. The DoC Office maintains its own lists of the four divisional groups. Each group consists of all active faculty hired into that division.

Alternately, reviewers can access evaluatee folders by selecting "Shared with me" in Google Drive. In order to access Google Drive, click the dot grid at the top-right of the screen of Gmail and choose the "Drive" icon. Select "Shared with me" on the left-hand menu and a list of shared materials will appear. Click on the folder with the evaluatee's name to access their materials.



Accessing "Shared with me"