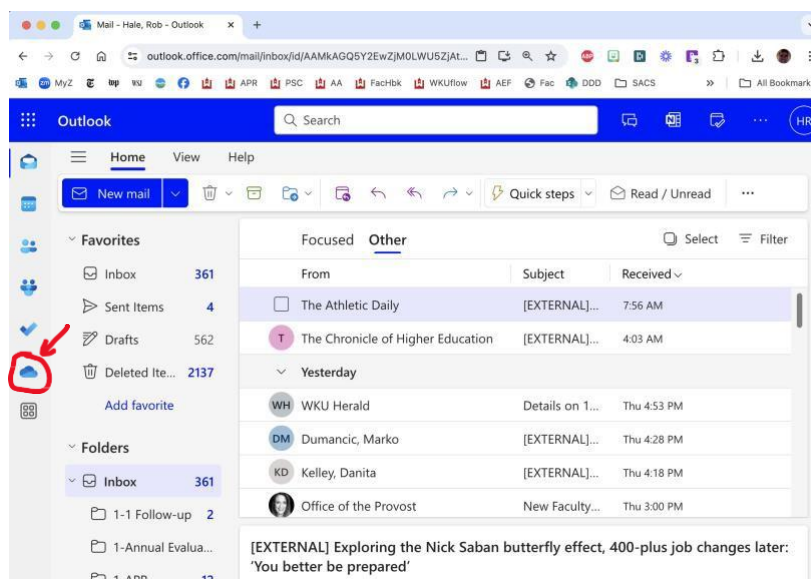


Creating & Sharing Continuance and/or Tenure and Promotion Packets (8-2-24)

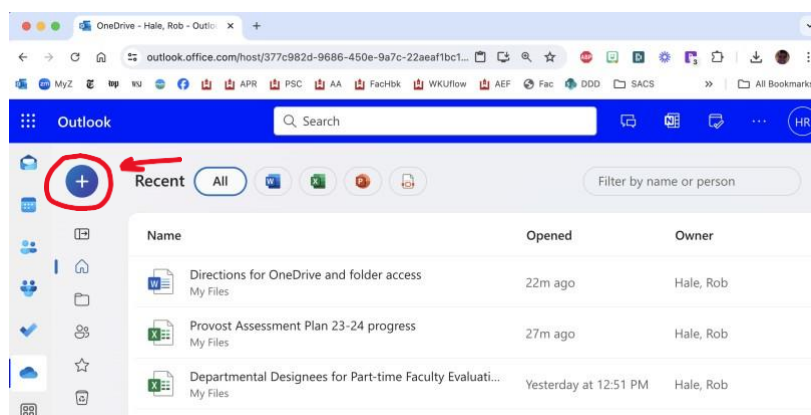
If your department already has a secure shared folder for tenured faculty for tasks like this, use that system. There are many ways to accomplish these tasks; if you have a better way, use it.

Creating a Folder to share packets with the Committee

1. Go to OneDrive, typically via the web version of Outlook. The Outlook email page looks like this:

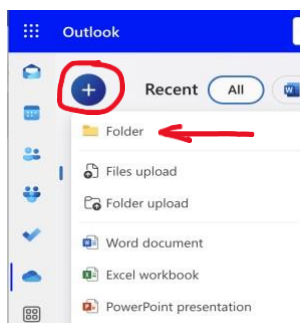


2. Click the OneCloud icon on the left side of the page. You'll get to a page that looks like this:

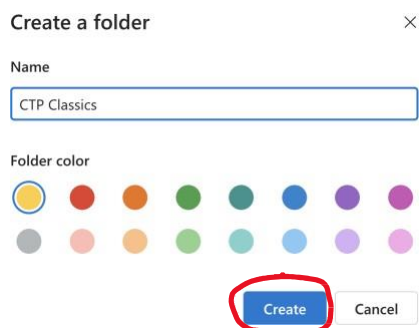


In rare cases, you may receive a message that security settings are preventing you from viewing the content--you will need to enable third-party cookies by going to Settings in your browser and then Privacy & Security and Allowing Third-Party Cookies.

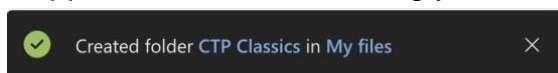
3. In the upper left corner, click the blue plus sign, and click Folder.



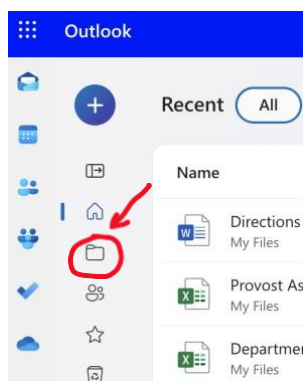
4. Name the folder (i.e., CTP Your Department, Continuance Tenure Promotion Your Department). Click Create.



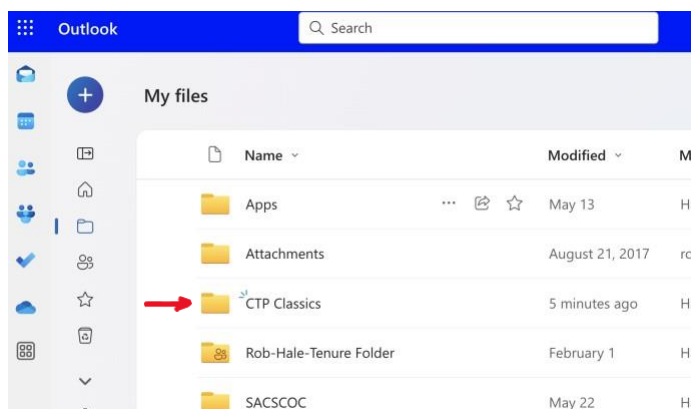
5. Typically, the folder will go directly into “My Files” unless you’ve changed the settings. After you click Create, a message will appear on the screen telling you where the folder landed.



6. To get to My Files, click the folder icon in the left navigation



7. You’ll arrive at My Files and should see the folder you created.



8. This is where you will add the packets from the Boomi Workflow. Once you’ve set up this folder, you won’t have to do this dance again. Again, there are other (maybe better) ways you can create a shared folder. Again, if your department already has a shared folder for tasks like this, you don’t need to do any of this.

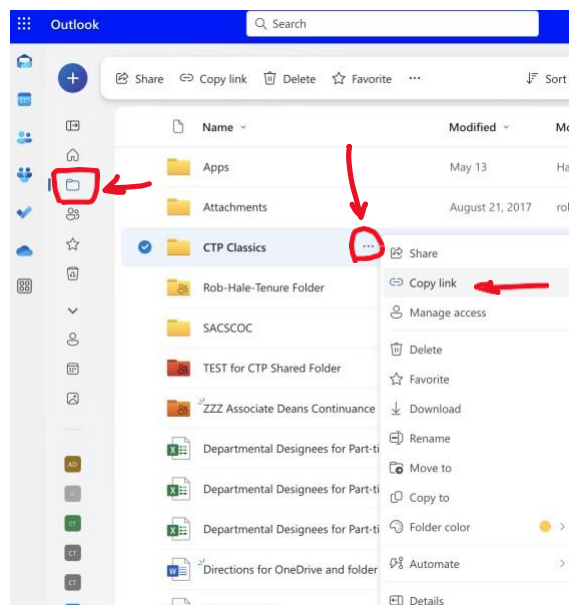
Adding Continuance Packets to the Committee Folder

There are many ways to get a downloaded file into your CTP committee folder. The following method is one of many ways.

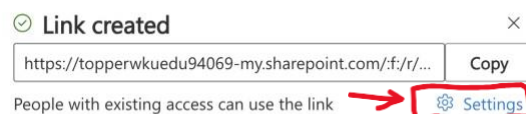
1. When you're in the Boomi Workflow, looking at a particular colleague's packet, click the Download button. The packet will be downloaded into your (wait for it...) Downloads folder.
2. Drag and drop or use your preferred method to move files from your Downloads folder to the Continuance folder you created in OneDrive.

Sharing the folder with the Committee

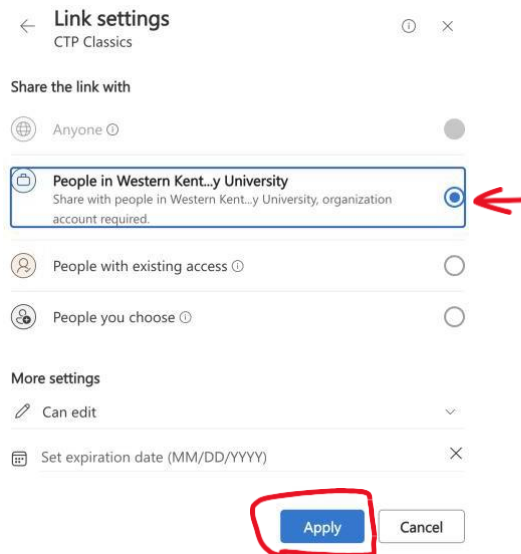
1. When you have added all of the packets to the folder and are ready to share them with the committee, go to the My Files page in OneDrive. Hover over the folder, click the three dots, and select Copy Link.



2. You will see a window that looks like this:



3. **Do not click Copy.** Click Settings. Then, select the *People in Western Kentucky University* option and click Apply.



4. You'll see this window:



5. The link is now saved on your Clipboard. Go to your email, open a new email, enter the addresses of the members of the committee (or a group email address you may have created), paste the link into the message, and send it to your faculty with any instructions. They should be able to click the link and go directly to the folder to review the packets.

Note: Again, there are other ways to create a secure shared folder or to create a folder to share access securely with faculty—feel free to explore those options, many which may be easier in the long run. The main task is to make sure you have a way to share the files once you download them from Boomi. Once the committee has completed its work, we recommend deleting the packets from your folder (but saving the folder for future use). Packets will be preserved in Boomi and in the Banner Document Management System if we need them later.