New York City College of Technology

ePARSE System

iTEC Department
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Overview

The ePARSE system was implemented to facilitate the creation and review of a faculty PARSE report. The system is intended to help organize faculty PARSE submissions and streamline the review process. For information about the contents of the PARSE, refer to the Guidelines for Faculty Personnel Process.

The Office of Faculty and Staff Relations (OFSR) sets due dates within the system in accordance to the Instructional Staff Calendar. The ePARSE system allows Faculty to make changes to their PARSE on an ongoing basis. A PARSE must be submitted via the ePARSE system before the communicated due date. This submission will be locked for the review process on the due date. Additions or changes to the submitted PARSE are not permitted after the due date, except as outlined in the Guidelines for Faculty Personnel Process. Note, that the submitted PARSE can be edited and resubmitted via the ePARSE system up until the due date.

Security and Confidentiality

The ePARSE system is a web-based application intended to provide a convenient and comprehensive way for faculty members to prepare a record of their work and accomplishments in light of their overall goals. Information contained within the system is safeguarded using information security best practices. Access to the system and information therein is secured through individual credentials and role-based security. All users of the system, faculty, reviewers and members of the OFSR are subject to University information security policies.

Log into the System
Access the ePARSE system through any web browser via the URL:
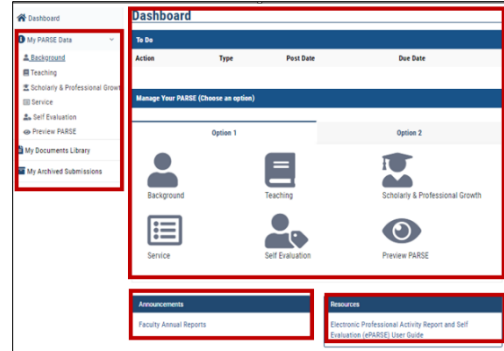**https://www.citytech.cuny.edu/eparse/**
Log in using your City Tech Active Directory (email) credentials. (*Note: Do **not** use @citytech.cuny.edu after your login name. Just use your email login name and your email password.*)

Once logged into the ePARSE system, you will be taken to the ePARSE home page, which contains a Dashboard, left navigation area, Announcements and Resources.

Dashboard section, which contains:
- o **To Do** – shows list of pending personnel actions -- i.e., annual evaluation, promotion, etc.
- o **Manage Your PARSE Data** – shows the different categories of your PARSE.
- o **Announcements** section displays information related to your records.
- o **Resources** section contains the ePARSE User Guide. Refer to the User Guide for more detailed information than contained in this handout. The User Guide also contains step-by-step instructions on all of the 5 categories.

Left navigation section contains My PARSE Data, My Documents Library and My Archived Submissions.

For information on guidelines and content, please refer to http://www.citytech.cuny.edu/ofsr/docs/guide_faculty_personnel_process.pdf.

How do I upload Supporting Documents and Files?

Select **My Documents Library** icon on the left-hand navigation. You can drag and drop a file into the My Documents Library or **Click upload file** browser option. In the **My Documents Library**, it is recommended that you create folders for each of the individual categories (Teaching, Scholarly & Professional Growth, Service, etc.) You should then upload files into their respective folders.
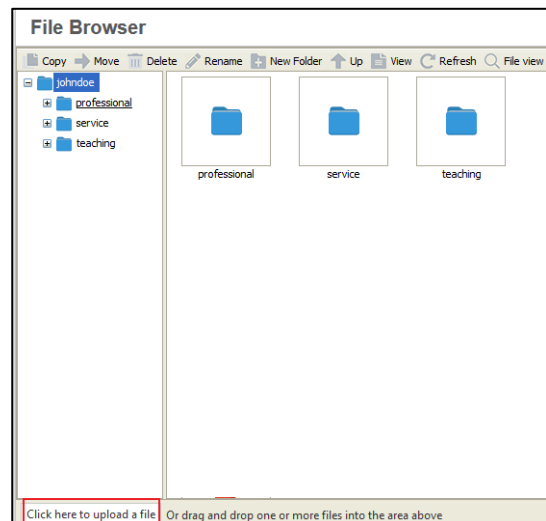
There is a file size limit of 200 MB per file. The file names should contain alphanumeric characters only, not special characters such as (!, &, {, [ ). MS Office documents and PDFs are supported, but scripting and application file types are not. Examples of supported file types are: jpg, jpeg, doc, docx, zip, gif, png, pdf, mp3, zip, xls, xlsx, ppt, pps, and pptx. *Note: The following file types are **NOT** supported: exe, dmg, js, .mov, and html.*

Note: If you rename or delete a file in My Documents Library that was previously linked to in one of the text edit fields, you must manually update links to files that you have chosen to rename or delete. If you drag and drop a folder, the file structure will not be uploaded intact; all the files will be uploaded, but will be flattened into a single collection of files. You will need to manually build the directory structures in the File Browser.

Note: If you need to upload a video, take a screenshot of a video clip and upload it to the My Documents Library.

How do I build my PARSE?

You have two options in which to manage your PARSE: Option 1 allows you to enter information into the system in an organized manner, which can be accessed easily for future modifications and submissions;

Option 2 allows you to upload a PDF and submit the PARSE as a PDF, but this process requires you to upload all supporting documents and create all of the links to your PDF document. Option 1 is the preferred method of managing and submitting your PARSE, as it offers the most flexible means to enter your PARSE data and manage it for future submissions. Option 1 is also the most efficient method for reviewers to review your information, so it showcases your work in the best possible manner.

Note: If you enter information using Option 1 and also upload a PDF using Option2, Option 2 will take precedence and the reviewer will only see the PDF. The contents of the fields which you may have entered using Option 1 will NOT be visible to the reviewer.

Under Option 1 in Manage your PARSE, you will see a few different fields, such as Background, Teaching, Scholarly & Professional Growth, Service, Self Evaluation and Preview PARSE. These are the fields where you will enter your information. The Background section requires you to enter information about yourself. This tutorial will walk you through Teaching and Scholarly & Professional Growth. After you complete these sections, proceed with the other sections in the same manner. The User Guide contained in the Resources section of the ePARSE system gives detailed information on each section. Refer to the Guidelines for Faculty Personnel Process for information about the contents. http://citytech.cuny.edu/ofsr/docs/guide_faculty_personnel_process.pdf

Teaching:
In this section, you can list all the courses you taught at City Tech, as well as your teaching and instructional responsibilities. If you have a Teaching Portfolio, you should upload it within number 17 in its own file. Be sure to indicate "**see Teaching Portfolio**" as text within number 17. All candidates for promotion are required to submit a Teaching Portfolio.

The Teaching category includes subsection 16 and 17. Please include information pertaining to your Teaching Portfolio in section 17. You can upload your Teaching Portfolio and any supporting document for each section. The teaching portfolio should be a Word document or a PDF with links to supported files that have been uploaded. See page 8 for creating links to files. Please refer to the User Guide in Resources for more information.
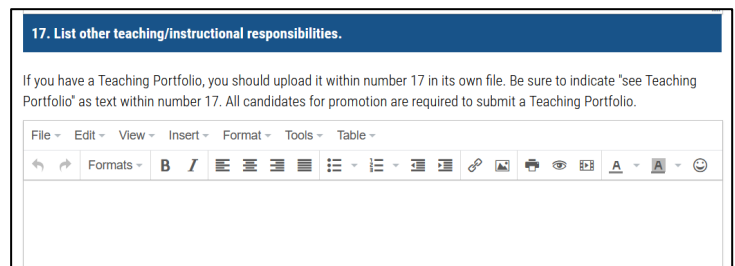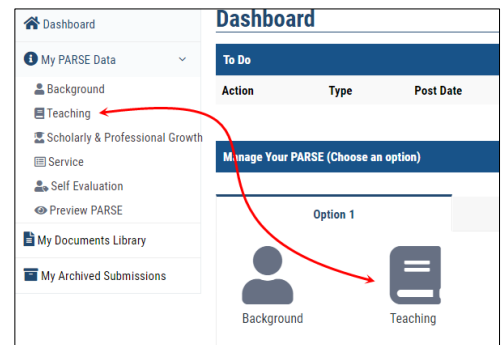
To enter your Teaching information, click the Teaching icon from Dashboard or left navigation area.

Enter your course list and teaching responsibilities. You can use the content editor to format the text.
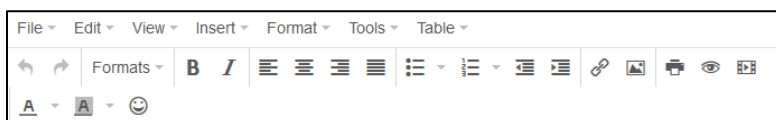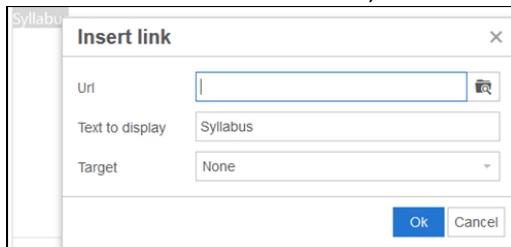
To add a web link to text you have written, select the text and right-click on the text and select **Link**. You can also click on **Insert** -> **Link** in the content editor menu after selecting the text.

After the **Insert link** window is open, type in the **URL** and **Text to display** and click **OK.**
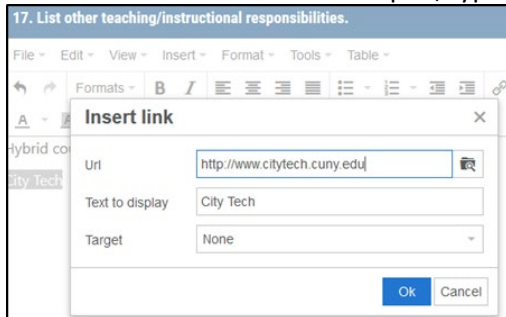

To create a link to a document, select the text and right-click on the text and select **Link.**

After the Insert link window is open, click on the ![icon] icon to open up the File Browser. If the file has not been uploaded in My Documents Library, there are two ways to upload a file to the My Documents Library:

1. In the File Browser window, you can drag and drop your document.
2. Select the **Click here to upload a file** button on the bottom left-hand corner to locate the file on your computer to upload.
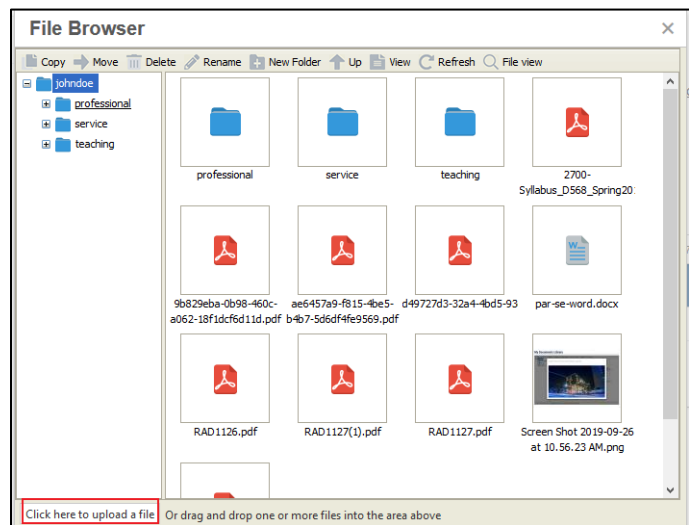
After the document has been uploaded, double-click on the file to select it in the File Browser.
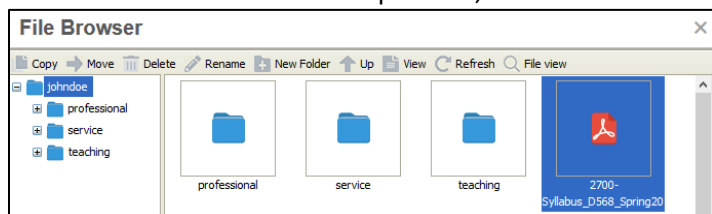
Click **OK** to close the Insert link box.

To embed an image directly into the text box, the files must be uploaded to the My Documents Library first. After the file has been uploaded into My Documents Library, click the icon in the content editor.
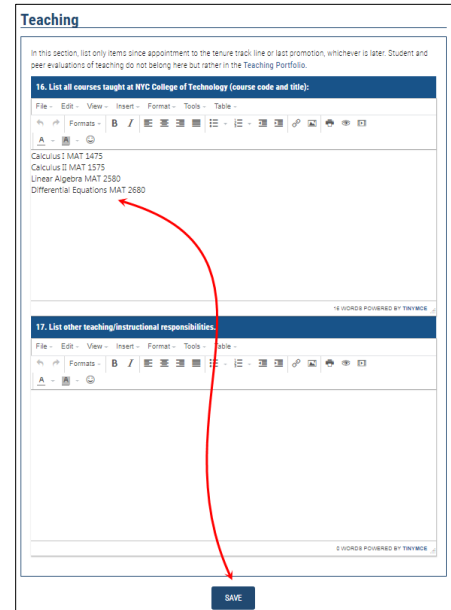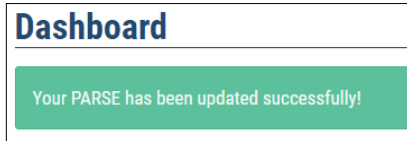

Click on the icon to select your image.

Select the Image file you want to embed from My Documents Library and enter its dimensions. It is recommended to constrain proportions.


Select **OK.**

After you are done entering your Teaching information, click the **SAVE** button.

"Your PARSE has been updated successfully!" notice will appear."

Scholarly & Professional Growth:

This section has multiple subsections. Click on the **Scholarly & Professional Growth** icon to enter
information in it. To add links to files and websites, see the **Teaching** section for instructions.
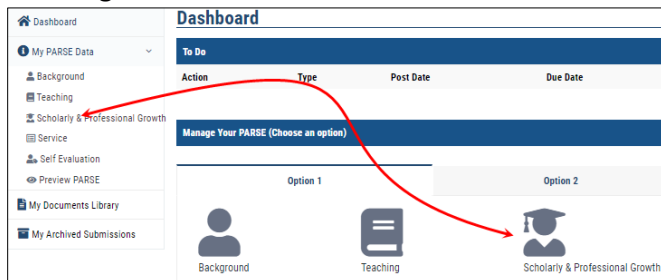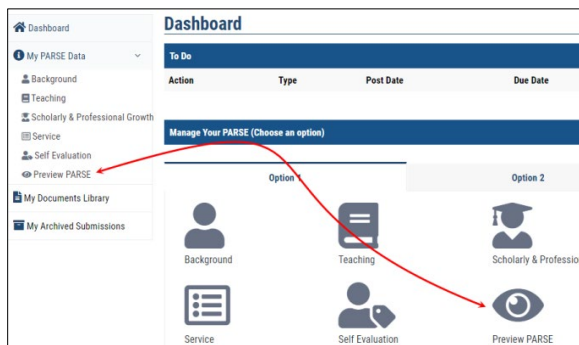

Make sure to click the **Save** button at bottom of the page once done entering the information.

Repeat the above steps until you have completed entering and linking all files for all sections, i.e., Service, Self Evaluation.

How can I view my PARSE?
Click the **Preview PARSE** icon from the Dashboard or link from the left navigation.

You will be able to print or save the PARSE from the Preview PARSE page. Click the **PRINT PDF** button at the top or bottom of the page.

How do I submit my PARSE for review?

After you have entered in all relevant information and are ready to submit your PARSE for review, go to the Dashboard and click on an action under **To Do**.

A few departments have set up a "Draft" and a "Final" version to submit. The "draft" version is the version that has the due date set by the chairperson. The chairperson wants to view the faculty's PARSE before the annual evaluation meeting and has informed the faculty members the due date of their first drafts. The chairperson may give feedback to the faculty and the faculty can submit the "Final" version, which the deadline is set by OFSR. Confirm with your Chair beforehand.
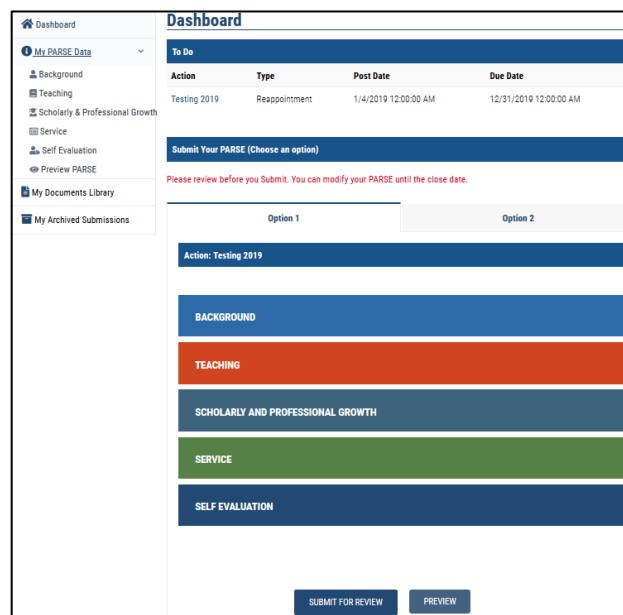
You can review your PARSE by clicking on each section or the **Preview** button to view the entire PARSE.

Click **SUBMIT FOR REVIEW** on the bottom of the page to submit it.
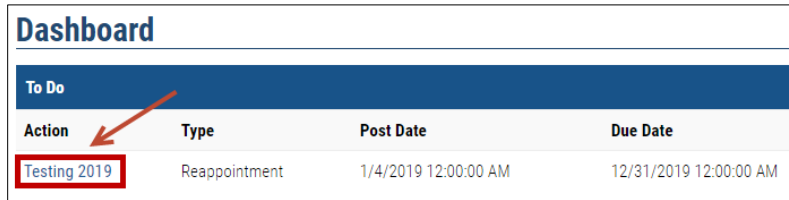
The two options

As previously noted, Option 1 is the preferred and most flexible method for submitting your PARSE. This method allows you to build your PARSE electronically through entering relevant information into text boxes and linking any supporting files. You have the ability to upload and organize all supporting files into the My Documents Library. You can then link any of those uploaded files from the text boxes so that the reviewer can get a sense of what aspect of your PARSE the file(s) is supporting.

Once you have built your PARSE using Option 1, subsequent changes can be ongoing and can be easily accomplished simply by logging back into the system, modifying the content and modifying or uploading new supporting files.

However, you can use Option 2 if you already have a single document of your entire PARSE. Name your document appropriately. It is not the preferred method as you still need to upload all relevant files into
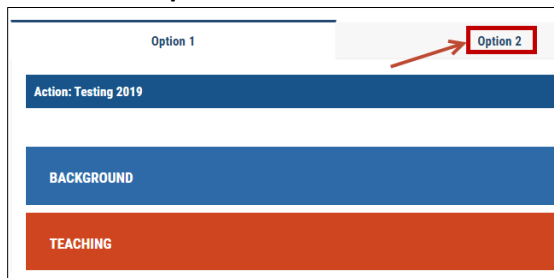
My Documents Library and link each one of them within the appropriate section of the single document (PDF).

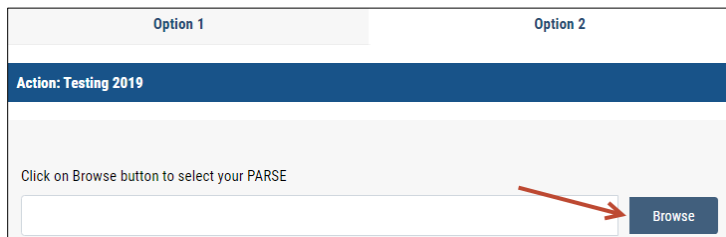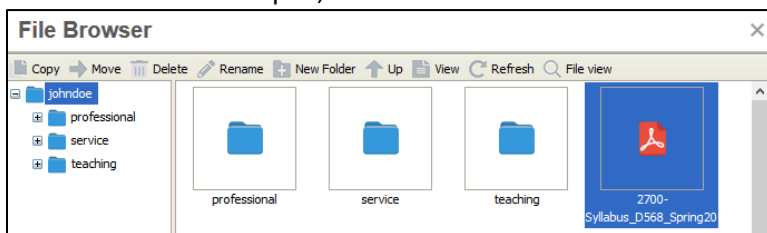Click an action under **Action** column from the Dashboard.

Click on the **Option 2** tab.

Click the **Browse** button.

The File Browser will open, find the file and double-click on the file to select it.

If the PDF contains links to additional files, be sure to upload those files into My Documents Library (refer to "How do I upload supporting documents and files?" section.) You will then need to link to each one of those files separately in the appropriate section of your PDF. Any work you did under Option 1 will no longer be visible to the reviewers.

Create Links of Files

You can create links to files within a text box in the ePARSE system. Files that exist in the ePARSE My Documents Library can also be linked to a PDF that also exists in My Documents Library. The PDF itself

must be modified to include the appropriate link. The created links will only work if you are logged into the ePARSE system. If the PDF with those links is opened outside of the system, those links will not work.

1. Select the My Documents Library to browse all files
2. Select the file you want to build a link for
3. Select File View to see the directory path for that specific file. (Note: that this is a partial directory path. This link will not work if it is being accessed outside of the ePARSE system)
4. Highlight the entire directory path, right click and copy.
5. Open your PDF and paste the link in the appropriate location

When finished linking all files to the PDF document, click the **SUBMIT FOR REVIEW** button to submit it.
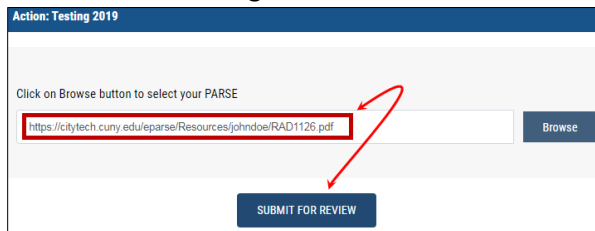
You will notice a successful submission message.
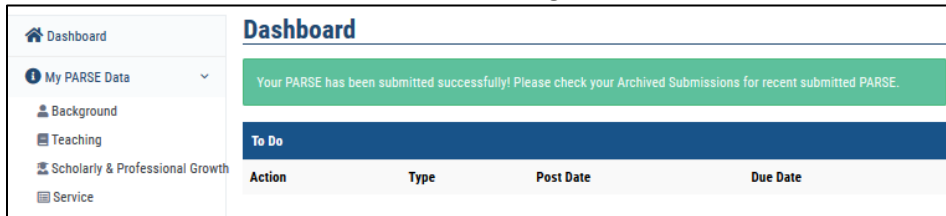
If I need to make changes after submission, how do I retract?
If the deadline has not passed for your submission, you can retract it by going to **My Archived Submissions** on the left navigation area.
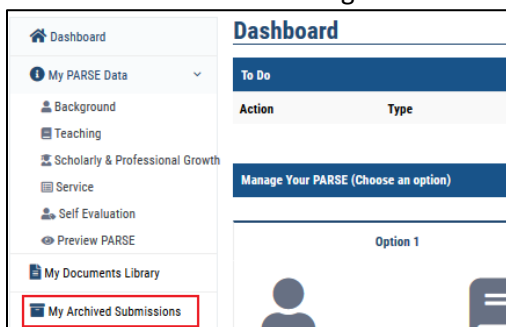
Click on [icon] next to your submission to retract it.

Click the **Continue** button to retract.

Refer to the User Guide under Resources on the ePARSE system for more detailed information and each of the other categories.

My Archived Submissions

My Archived Submissions displays all ePARSE submissions. You are able to edit a submitted ePARSE.

👁 View   ✏ Edit

The Edit Option will only be available if the close date has not passed. Select the delete option if you wish to modify this ePARSE and resubmit it.

VIEW LOGS OF EPARSE REVIEWERS

View logs of ePARSE reviewers from My Archived Submissions.
Select the desired Action item to preview the submission and view the reviewer logs.

Archive Submission

PARSE Spring 2018 - Testing Phase 1
BACKGROUND
TEACHING
SCHOLARLY AND PROFESSIONAL GROWTH
SERVICE
SELF EVALUATION

Activity Log

Reviewer	Email	Date
John Smith	JohnSmith@citytech.cuny.edu	1/22/2018 2:11:29 PM
John Smith	JohnSmith@citytech.cuny.edu	1/22/2018 2:22:51 PM
John Smith	JohnSmith@citytech.cuny.edu	1/22/2018 2:23:51 PM
John Smith	JohnSmith@citytech.cuny.edu	1/22/2018 2:24:57 PM
John Smith	JohnSmith@citytech.cuny.edu	1/22/2018 3:05:06 PM

For the Reviewer

The Reviewer Role within the ePARSE system will have the same interface as a faculty member with an additional button that will allow them access to review an ePARSE that has been assigned to them.

This button will be visible if you have been assigned as a reviewer of a particular ePARSE or group of ePARSE.

Reviewer Dashboard

Evaluations

Action	Type	Faculty	Reviewers
Testing Reappointment 2019	Reappointment	Final Test List	Spring 2018 - Faculty Reappoinments Evaluator Test

Reviewers may have the ability to view a faculty member's evaluation.

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The Reviewer Dashboard will display all ePARSE that have been submitted and are assigned to be reviewed by you.

All views of an ePARSE are logged. The faculty member has the ability to view all those that have accessed their ePARSE.