

Using the ePARSE System



NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

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OVERVIEW

At the request of College Council and with support from the College Council Technology Committee, 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 on-going basis. A PARSE must be submitted via the system before the communicated due date. The submitted PARSE is a snapshot of the PARSE information up until the point of submission. 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 up until the due date.

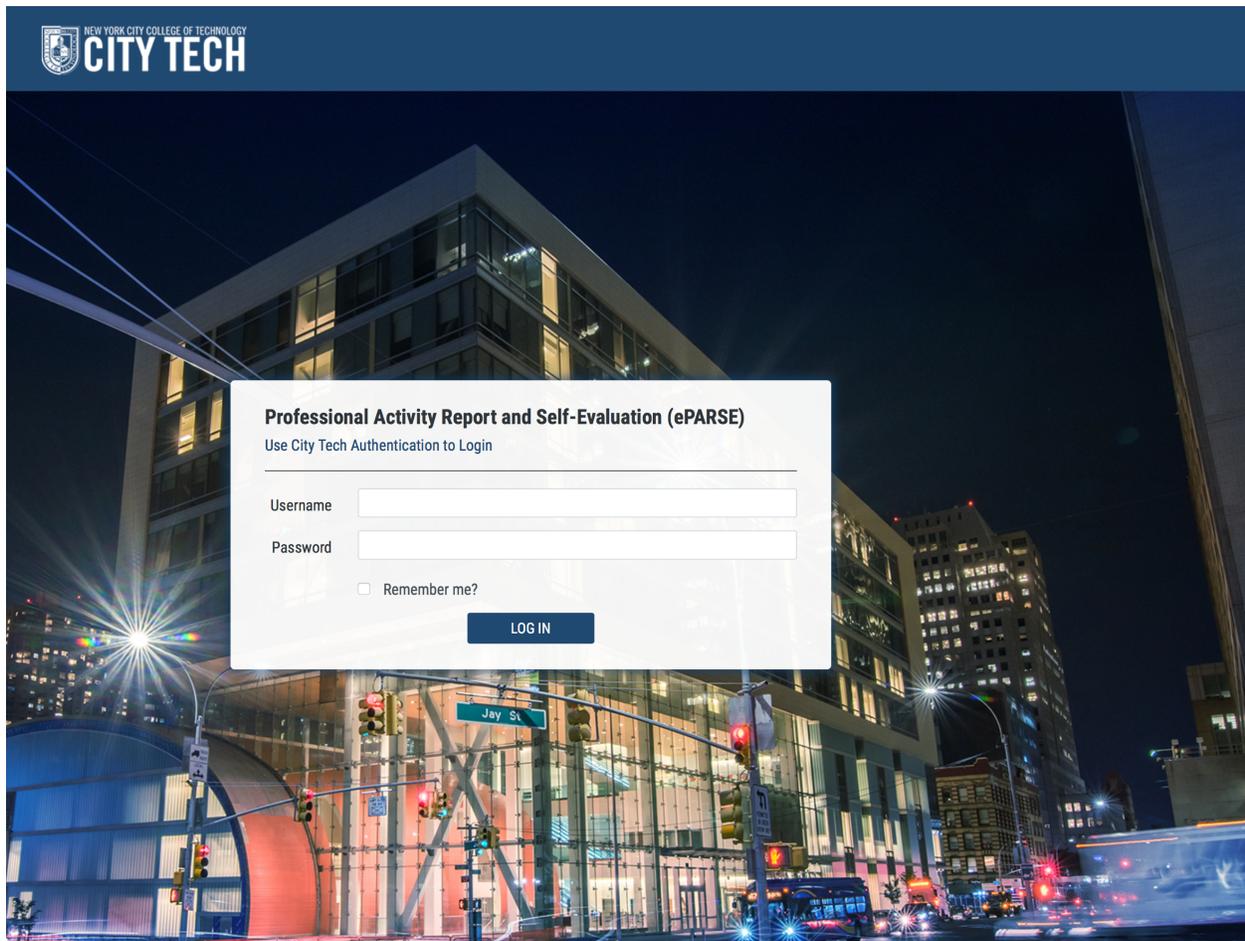
SECURITY AND CONFIDENTIALITY

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 CityTech Active Directory (E-mail) credentials.



CREATE, SUBMIT AND MODIFY A PARSE

DASHBOARD AND MAIN NAVIGATION

The ePARSE system home page displays a left navigation menu and a Dashboard. The Dashboard contains a To Do list which displays any action needed.

The dashboard interface includes a left navigation menu with the following items: Dashboard, My PARSE Data (dropdown), Background, Teaching, Scholarly & Professional Growth, Service, Self Evaluation, Preview PARSE, My Documents Library, and My Archived Submissions.

The main dashboard area is titled "Dashboard" and features a "To Do" section with the following table:

Action	Type	Post Date	Due Date
Testing Reappointment 2019	Reappointment	1/22/2019 12:00:00 AM	2/28/2019 12:00:00 AM

Below the To Do list is a "Manage Your PARSE Data" section with two options:

- Option 1:** Background, Teaching, Service, Self Evaluation
- Option 2:** Scholarly & Professional Growth, Preview PARSE

At the bottom, there are two sections: "Announcements" (Faculty Annual Reports) and "Resources" (Electronic Professional Activity Report and Self Evaluation (ePARSE) User Guide).

Dashboard

Left Navigation

To Do

This section displays your pending personnel actions (i.e. annual evaluation, promotion, etc.). To save your work or changes, select Submit. Once you submit an action, it will move from the To Do List to My Archived Submissions. However, you can still make changes up until the closing date for that particular action.

Manage Your PARSE Data

This section displays the different categories for your 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. 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. It is also the most efficient method for reviewers to review your information.

Announcements

Check Announcements to see if anything relevant to you has been posted.

Resources

Help documents and other resources relating to the Faculty Personnel Process will be displayed in this section.

My Documents Library

The My Documents Library displays documents that you have uploaded as evidence to support items in your PARSE. You can link to these documents from your answers to the different items within your ePARSE.

My Archived Submissions

This section displays every ePARSE that you have submitted through the ePARSE system. An archived PARSE cannot be edited; however, you can edit your ePARSE, even if you have submitted it, up until the closing date for that particular ePARSE.

CREATE A PARSE

The system allows two different options in which to create and submit your PARSE:

1) [Use the system to enter all relevant information](#)

This 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 a document repository called 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 this method, 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.

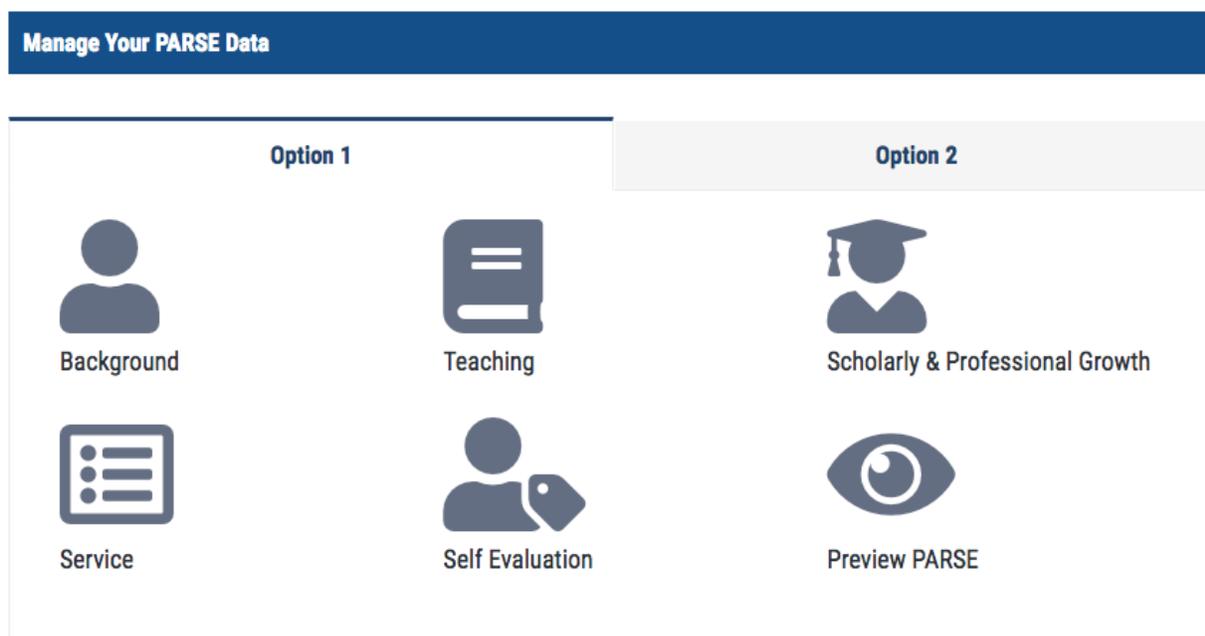
2) [Upload a single document with all relevant information](#)

This is NOT the preferred method of creation of your PARSE. With this method, you can upload a single PDF of your entire PARSE. Supporting files must be uploaded into the ePARSE system My Documents Library file repository. You will need to ensure your [PDF links to any supporting documents](#) within the My Documents Library.

The system allows you to create and submit a PARSE using either of the two options. However, whichever option is chosen to be submitted is the ONLY option that will be visible to the reviewer. For example, if information is entered into text boxes using Option 1 AND a PDF is uploaded using Option 2, you will be allowed to submit only one of those PARSE. If you choose to submit the PDF, then any information entered into the text boxes will not be visible to the reviewer.

Option 1: Manage Your PARSE Using The ePARSE System

This option allows you to enter in all information directly into the system through text boxes. The PARSE includes 5 categories: Background, Teaching, Scholarly and Professional Growth, Service and Self Evaluation. Refer to the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter and how to enter the content.



Select the category for which you want to enter information. Keep in mind some categories of the PARSE may have multiple sections. Available text boxes have nearly unlimited character restrictions.

Links to [supporting files](#) can be added within the text boxes. Supporting files can be images, documents and most file extensions. The file that you create a link for must be uploaded into the ePARSE My Documents Library which is a repository of all your supporting files.

The text boxes can also include links to external sites as well as embedded images and videos.

Background

Consult the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter.

To enter Background content, select the BACKGROUND icon from the Dashboard.



Some directory information will already be prepopulated. Fill in all other relevant information for this section. As in every category, you have the option of [embedding images or links to existing documents](#) that you have already uploaded into My Documents Library.

Scroll to the end of the page to save all your changes.

- Dashboard
- My PARSE Data**
 - Background
 - Teaching
 - Scholarly Growth
 - Service
 - Self Evaluation
- My Documents Library
- My Archived Submissions

Background

The Background section is concerned with employment and educational history. Enter in all relevant information and upload all supporting documentation.

Last Name	First Name	Department
Doe	John	School Of Professional Studies

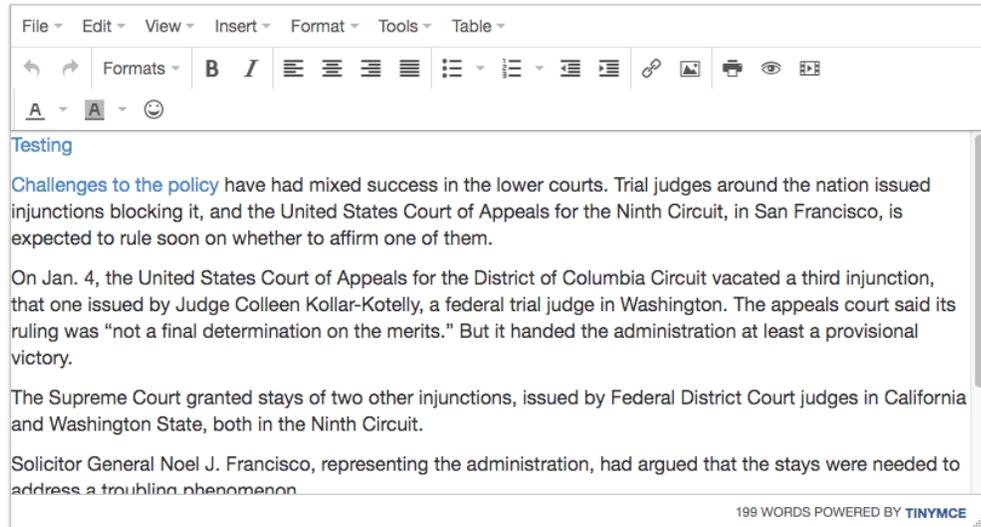
Date of first NYCCT appointment on tenure bearing line

Present Rank	Effective Date of Present Rank
Assistant Professor	05/03/2018

Bachelor's Degree

Master's Degree

Summary of Previous Employment (list in reverse chronological order):



The screenshot shows a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, print, and help. The text area contains the following content:

Testing

Challenges to the policy have had mixed success in the lower courts. Trial judges around the nation issued injunctions blocking it, and the United States Court of Appeals for the Ninth Circuit, in San Francisco, is expected to rule soon on whether to affirm one of them.

On Jan. 4, the United States Court of Appeals for the District of Columbia Circuit vacated a third injunction, that one issued by Judge Colleen Kollar-Kotelly, a federal trial judge in Washington. The appeals court said its ruling was “not a final determination on the merits.” But it handed the administration at least a provisional victory.

The Supreme Court granted stays of two other injunctions, issued by Federal District Court judges in California and Washington State, both in the Ninth Circuit.

Solicitor General Noel J. Francisco, representing the administration, had argued that the stays were needed to address a troubling phenomenon.

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SAVE

Click Save Changes to save all information and uploaded supporting document.

Enter all relevant information here in the text box.

Teaching

Consult the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter.

To enter Teaching content, select the TEACHING icon from the Dashboard.



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.

Teaching

In this section, list only items since appointment to the tenure track line or last promotion, whichever is later. Student and peer evaluations of teaching do not belong here but rather in the [Teaching Portfolio](#).

16. List all courses taught at NYC College of Technology (course code and title):

File Edit View Insert Format Tools Table



Academic Year 2014-2015

ENG 1101 – English Composition I ([syllabus](#), [major assignments](#))

ENG 2700 (4cr) – Introduction to Professional and Technical Writing ([OpenLab](#), [syllabus](#), [major assignments](#))

ENG 3771 (hybrid delivery) – Advanced Career Writing ([syllabus](#), [major assignments](#), [student reflections](#))

Academic Year 2013-2014

ENG 1101 – English Composition I ([syllabus](#), [major assignments](#))

ENG 3771 – Advanced Career Writing ([syllabus](#), [major assignments](#))

H2

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17. List other teaching/instructional responsibilities.

File Edit View Insert Format Tools Table



[Hybrid course training, Fall 2013 \(documentation\)](#)

Create links to files in the ePARSE from My Documents Library or external sites.

Link images or files

The Teaching Portfolio

In Year 1, you and your department Chair will agree on specific outcomes for the first two years and will outline longer-range outcomes for the period leading to tenure.

Each year thereafter, having reviewed the PARSE, you, with the Chair's guidance, will update as needed and describe achievements as part of the self-evaluation.

Please refer to the Professional Development plan located here:

<http://www.citytech.cuny.edu/ofsr/forms.aspx>

Resources for Teaching Portfolio

<https://facultycommons.citytech.cuny.edu/parse/parse-teaching-portfolio/>

Scholarly & Professional Growth

Consult the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter.

To enter Scholarly Growth content, select the SCHOLARLY GROWTH icon from the Dashboard.



Scholarly & Professional Growth

Scholarly and Professional Growth includes multiple subsections. Please provide answers in the appropriate text boxes and upload any relevant supporting documents for each subsection.

Scholarly and Professional Growth

18. Publication and Production:

A(i). Refereed Publications / Creative Works, Performed or Exhibited (Peer-reviewed works) published since the last promotion.

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Fullscreen Icon]

A ▾ **A** ▾ 😊

Scholarly Works: Anthologized (Republished)

Journet, D., Adkins, T., Alexander, C., Corbett, P., & Trauman, R. (2014). Digital mirrors: Multimodal reflections in the composition classroom. In C. Lutkewitte (Ed.), *Multimodal composition: A criticalsourcebook*(pp-pp). New York, NY: Bedford/St. Martins.

In December, 2013, Bedford/St. Martins anthologized my co-authored digital text that was originally published in 2008. The Bedford/St. Martin’s series in English Rhetoric and Composition is a top-tier series in my discipline. These books are widely used in graduate student and instructor training. Only the most influential, peer-reviewed scholarship on the anthologized subject matter is considered for inclusion.

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A(ii). Refereed Publications / Creative Works, Performed or Exhibited (Peer-reviewed works) published prior to the last promotion but after appointment to the tenure track at NYCCT.

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Fullscreen Icon]

A ▾ **A** ▾ 😊

Articles: Referred Scholarly Journals

Corbett, Patrick. (2010). What about the “Google Effect”? Improving the library research habits of first- year composition students. *Teaching English in the Two-Year College*, 37(3), 265-277. (Citations: 17)

This article from 2010 continues to be cited, with six additional citations in 2014. It is used most heavily in two separate disciplines: writing pedagogy and librarianship. It is also used in the fields of marketing, information technology, and teacher education. Scholars in five different countries (Finland, Namibia, Singapore, United Kingdom, and the United States) have used this research in publications.

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Service

Consult the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter.

To enter Service content, select the Service icon from the Dashboard.



Service

Service includes multiple subsections. Please provide answers in the appropriate text boxes and upload any relevant supporting documents for each subsection. Remember to save changes.

Service

22. Administrative Assignments (Include dates)

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Image icon] [Print icon] [Eye icon] [Fullscreen icon]

A ▾ A ▾ 😊

N/A

2 WORDS POWERED BY TINYMCE

23. Other Department/College/University Service, including Continuing Education

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Image icon] [Print icon] [Eye icon] [Fullscreen icon]

A ▾ A ▾ 😊

Service to English Department

2014-2015

Committee work:

Professional and Technical Writing Committee (PTW), Reneta Lansiquot (chair) [\[link here\]](#)

My work for the PTW committee this year involved writing a strategic technology plan for the PTW major, including a successful \$250,000 tech fee request to provide modernized classroom spaces. I assisted with curriculum revisions, and also represented the PTW major to potential students.

1. Architect of the needs assessment and proposal for PTW classroom technology expansion (see SCALE-UP link below).
 1. Integrated all input and advice from PTW colleagues, the program director, and administrators
 2. Wrote strategic technology plan that will allow PTW instructors to incorporate state- of-the-art

Self Evaluation

Consult the [Guidelines for Faculty Personnel Process](#) for clarification on what content to enter.

To enter Service content, select the Self Evaluation icon from the Dashboard.



Self Evaluation

In this section, a faculty member calls attention to only their most significant work in each category since their appointment to tenure track line or their last promotion. Candidates should not simply repeat or summarize information listed on their PARSE but rather discuss their professional progress, point out aspects of their professional career that may need elaboration and clarification, or emphasize strengths that might be heretofore unnoticed or unappreciated.

26. Self Evaluation

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Fullscreen Icon]

A ▾ A ▾ 😊

2014-2015

Last year, I wrote that my professional goals for this academic year were to cultivate opportunities that tied my scholarship, teaching interests, and services projects together in a way that directly supports the quality of education that I am able to offer my students. I am resolute in my desire to bring innovative opportunities to my students that cross the traditional boundaries education and thinking. This academic year, I've worked to transform my teaching methods, integrate my professional service with tangible needs of my students and colleagues, and rethink how to define my professional development contributions to the College in a way that maintains my intellectual curiosity. The following narrative highlights what I believe to be my most important contributions in teaching, service, and [professional development](#).

Breaking Down Personal Boundaries as a Teacher

My goals this academic year as a teacher have been to break out of modes of thinking and action that I believe

3332 WORDS POWERED BY **TINYMCE**

SAVE

Supporting Documents and Files

You can upload supporting documents or files from each response or upload directly into My Documents Library and then link to that file. When uploading files, it is recommended that you name a file in a way that is descriptive and helps the reviewer identify the contents of the document.

Create a link to a file in My Documents Library or an external website

1. Highlight the text that you want to link to a file
2. Select the  icon
3. Select the  icon to browse your ePARSE My Documents Library.
Note: If the file is not in your My Documents Library, you can drag and drop the file from your local computer and into the ePARSE My Documents Library from this window.

Scholarly and Professional Growth

18. Publication and Production:

A(i). Refereed Publications / Creative Works, Performed or Exhibited (Peer-reviewed works) published since the last promotion.

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

← → Formats ▾ **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Fullscreen Icon]

A ▾ [Color Picker] ▾ [Smiley Icon]

Scholarly Presentations

- Transformative Learning Environment Spring 2008
- Emotional Wellness: The Foundation of Health SPring 2009
- **Keynote speaker of RN Conference at DDSO* The Evolution of Nursing***, Spring 2012

Highlight the text you want to link to a document and then select the link icon

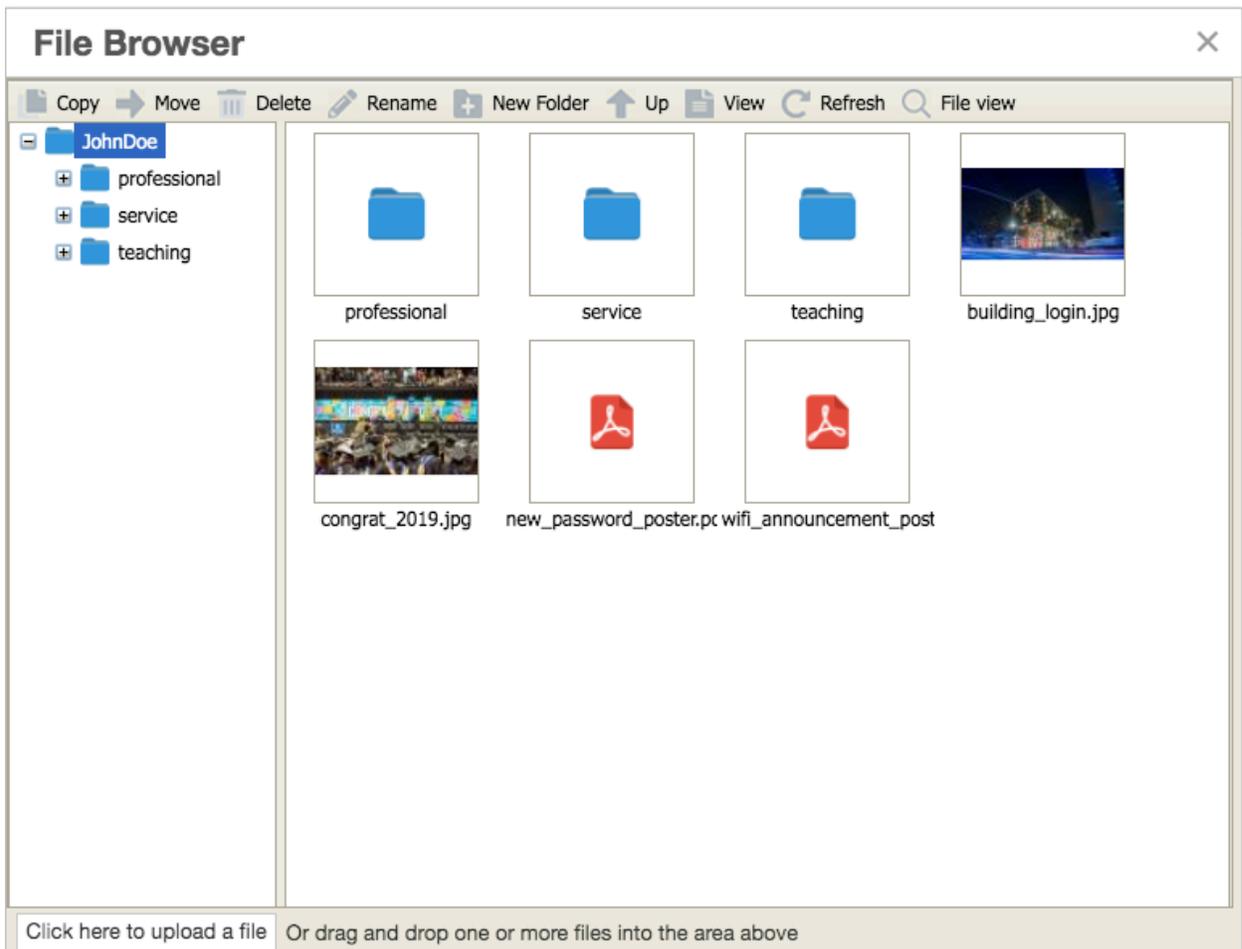
Insert link

Url

Text to display

Target

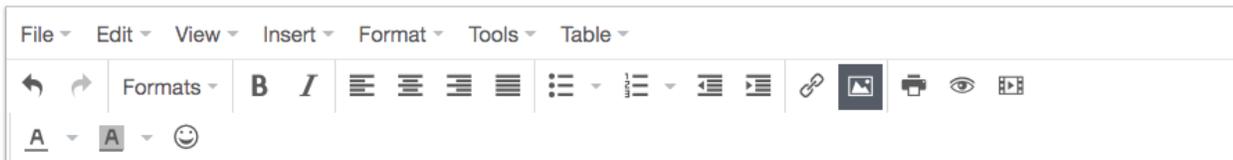
Select the folder icon if you want to browse your My Documents Library for a file you have previously uploaded. You can also enter a URL if you wish to link



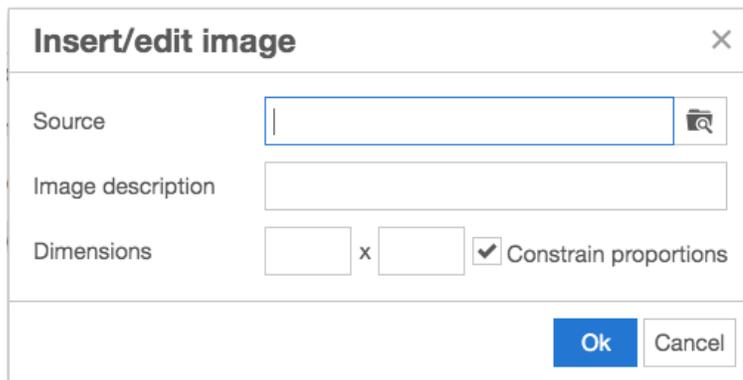
Embed an image or video into the text box

You can embed different types of files, such as images or videos directly into the answer text box. Embedding a file will display the contents of that file directly in the text box.

1. Select the  icon.
2. Select the  icon to browse the My Documents Library.
3. Double-click the file that you want to embed

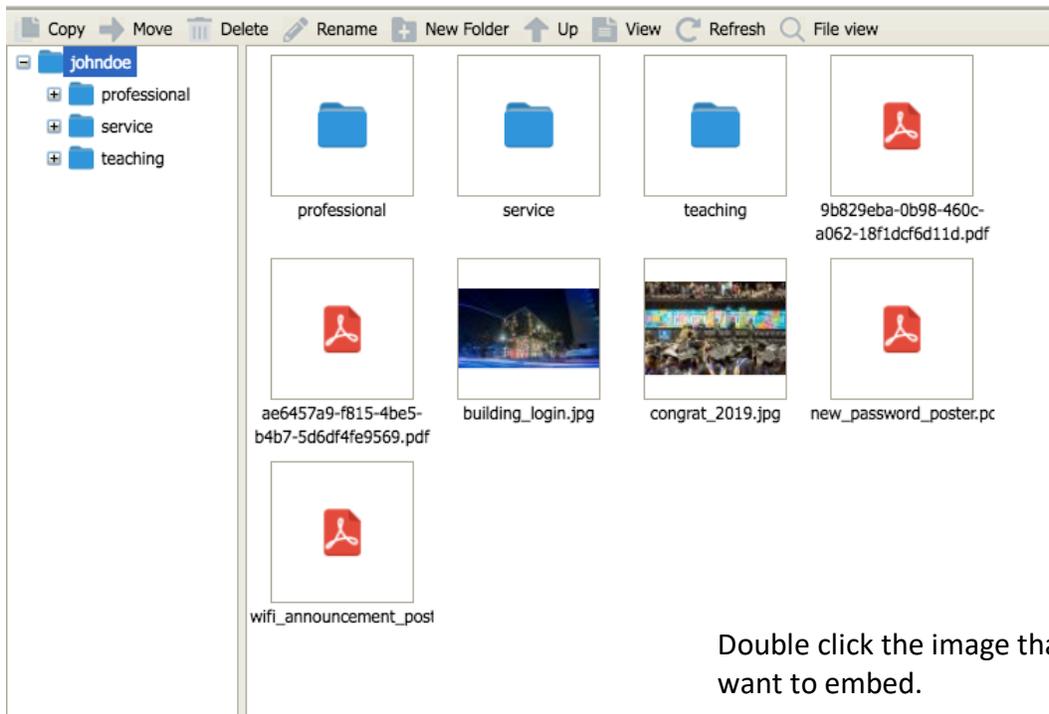


Select the embed image icon.

A screenshot of the 'Insert/edit image' dialog box. It has a title bar with a close button. The dialog contains three main sections: 'Source' with a text input field and a browse icon; 'Image description' with a text input field; and 'Dimensions' with two input fields for width and height, a checkbox for 'Constrain proportions' which is checked, and 'Ok' and 'Cancel' buttons at the bottom right.

Browse the My Documents Library for the image

File Browser



Double click the image that you want to embed.

18. Publication and Production:

A(i). Refereed Publications / Creative Works, Performed or Exhibited (Peer-reviewed works) published since the last promotion.

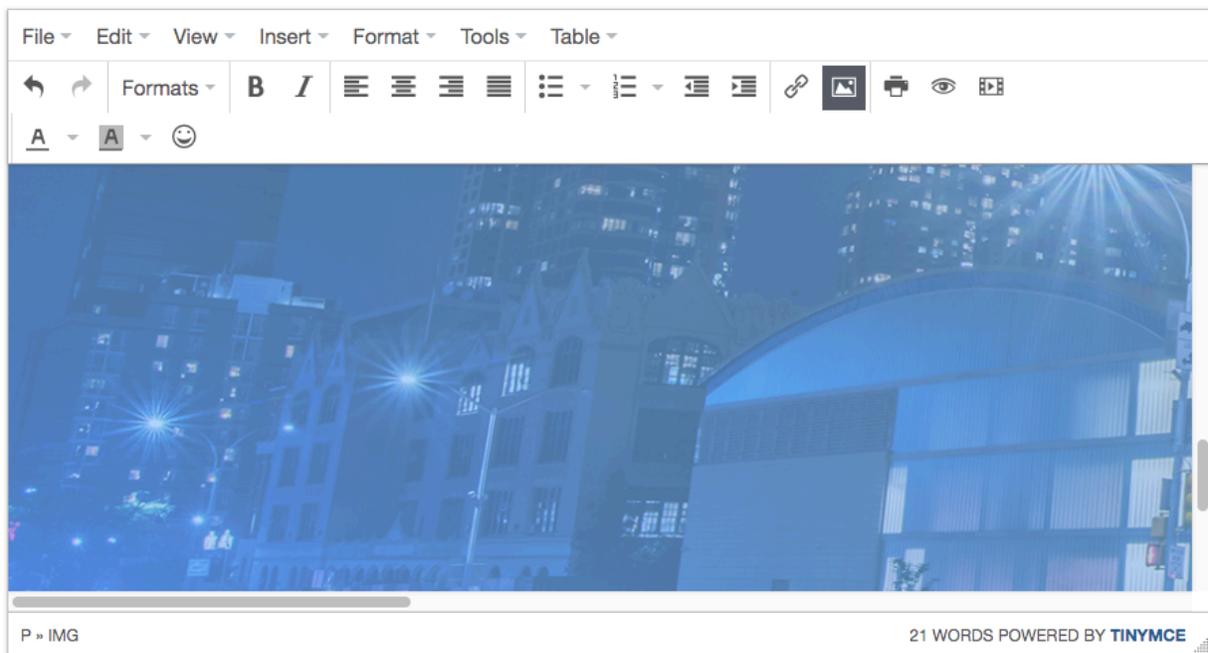
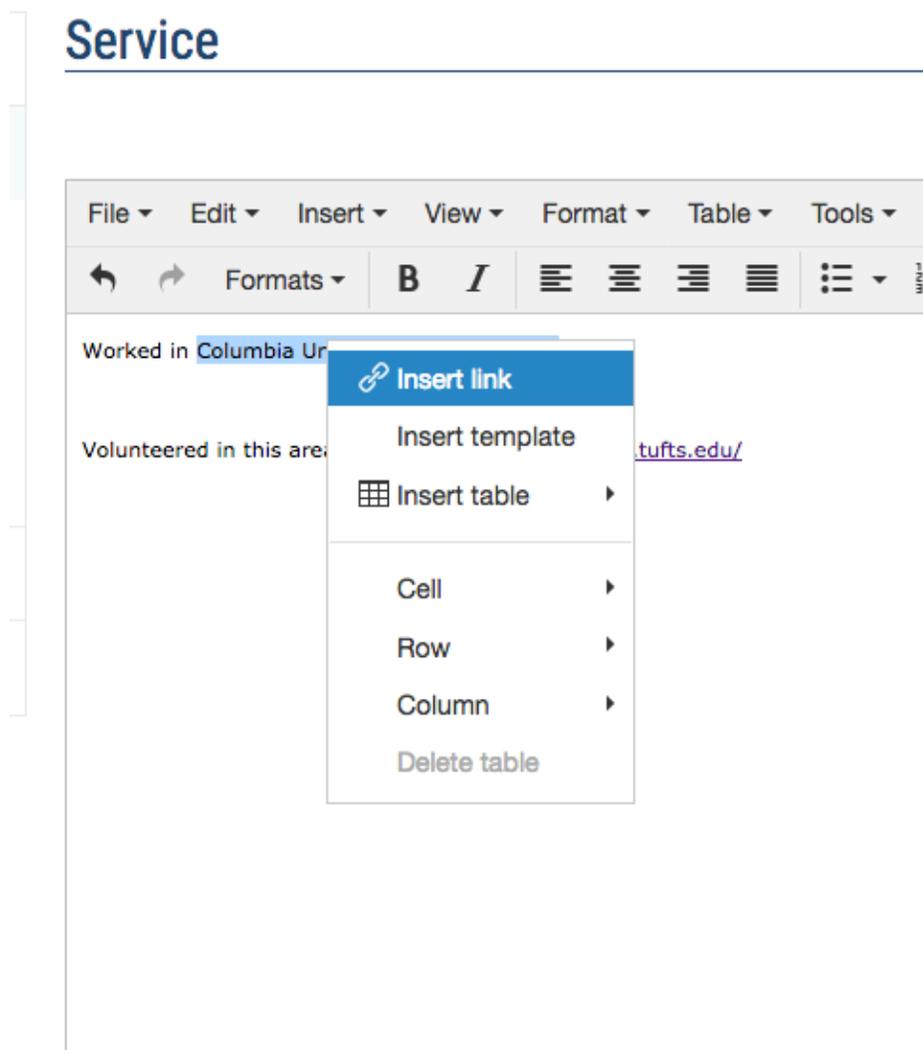


Image will appear directly in the text box.

Links to External Websites

You can include links to external websites to provide evidence of your work, for example a website you created or a publication on a site. External links must not be used to provide specific content intended as part of the PARSE itself. Keep in mind it would be a violation of the PARSE policy to make changes during the review process when the file is closed.



1. Highlight the text that you want to have link to the URL.
2. Right click and Insert Link
3. Type in URL of website

Teaching

In this section, list only items since appointment to the tenure track line or last promotion. Evaluations of teaching do not belong here but rather in the Teaching Portfolio.

List all courses taught at NYC College of Technology (course code and title):

The screenshot shows a web editor interface with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar. Below the toolbar, there is a list of course years: [Spring 2017 Courses](#), [Fall 2017](#), and [Spring 2018](#). An "Insert link" dialog box is open, with the following fields:

- Url:
- Text to display:
- Target:

At the bottom of the dialog are "Ok" and "Cancel" buttons.

Type in the full URL.

This is the text that will display to the viewer for the specific link.

17. List other teaching/instructional responsibilities.

File Edit View Insert Format Tools Table

Undo Redo Formats Bold Italic Text Color Background Color Bulleted List Numbered List Indent Decrease Indent Increase Link Image Print Hide Show

Font Color Font Size Emojis

[City Tech Professor Ilyia Azaroff](#), an award-winning architect, participated in City & State's "On Sustainability" conference on September 28 at the Museum of Jewish Heritage in Manhattan where leaders in sustainability, energy, government, advocacy and business gathered to discuss green initiatives in New York, reducing the carbon footprint, water resiliency and protection, zero food waste and more.

[Rick Chandler](#), Commissioner, [New York City Department of Buildings](#); [Kathryn Garcia](#) Commissioner, New York City Department of Sanitation; and [Vincent Sapienza](#), Acting Commissioner, NYC Department of Environmental Protection were [keynote speakers](#).

Examples of websites and portfolios that I manage can be found:

<https://citytech.cuny.edu>

|

P

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SAVE

OR type in URL directly into the text box.

Preview and Download Your PARSE



In order to preview and download your ePARSE, select the icon from the Dashboard.

Preview PARSE

Preview PARSE

PRINT PDF

BACKGROUND

Last Name	First Name	Department
Doe	John	School Of Professional Studies

Date of first NYCCT appointment on tenure bearing line

1/17/2019 12:00:00 AM

Present Rank

Professor

Effective Date of Present Rank

1/17/2019 12:00:00 AM

Bachelor's Degree

B.S Computer Science

Master's Degree

M.S Computer Science M.S Accounting

Thesis Title

Option 2: Upload a Single PARSE Document

Choose Option 2 if you want to upload a single PDF document that includes all of your PARSE information. Please keep in mind that this is not the preferred method of managing your PARSE.

If the PDF contains links to additional files, you will need to upload those files into the My Documents Library of the ePARSE system. You will then need to create links to those files in your PDF.

Once you have a comprehensive PDF, you can upload it into the ePARSE system using Option 2.

The reviewers of your ePARSE will be able to view the PDF and any linked documents.

Manage Your PARSE Data

Option 1	Option 2
<p>Use this option if you have your PARSE in PDF format.</p>  <p>Upload PARSE</p>	

Linking files in My Documents Library to a PDF PARSE

In order to link files from My Documents Library to your PARSE PDF document, you must first [upload them into the My Documents Library](#). Once the documents exist in My Documents Library, you can link them within your PDF. Learn how to [create links of files in your My Documents Library](#).

SUBMIT A PARSE

To submit an PARSE, select the action item in the To Do list.

Click on the Action item

Dashboard

To Do			
Action	Type	Post Date	Due Date
Testing Reappointment 2019	Reappointment	1/22/2019 12:00:00 AM	2/28/2019 12:00:00 AM

Manage Your PARSE Data

Option 1


Background


Teaching


Service


Self Evaluation

Option 2


Scholarly & Professional Growth


Preview PARSE

By selecting the Action item, you will be able to preview and review the complete ePARSE before submitting. The Dashboard will display all categories which you can select and view.

Once you submit, you can still make changes by modifying your ePARSE.

Dashboard

To Do			
Action	Type	Post Date	Due Date
Final Action Test 4	Evaluation	5/31/2018 12:00:00 AM	6/9/2018 12:00:00 AM

Please review before you Submit. You can modify your ePARSE until the close date

Action: Final Action Test 4

BACKGROUND

TEACHING

SCHOLARLY AND PROFESSIONAL GROWTH

SERVICE

SELF EVALUATION

SUBMIT FOR REVIEW

PREVIEW

Select each category to display the contents. Click the section again to close the content display.

Select here to preview the entire ePARSE before

Dashboard

To Do			
Action	Type	Post Date	Due Date
Final Action Test 4	Evaluation	5/31/2018 12:00:00 AM	6/9/2018 12:00:00 AM

Please review before you Submit. You can modify your ePARSE until the close date

Action: Final Action Test 4

BACKGROUND

TEACHING

1. List all courses taught at NYC College of Technology (course code and title):

Spring 2017 Courses
Fall 2017 Courses
Spring 2018 Courses
Fall 2018 Courses

 [Download Attachment \(Courses.docx\)](#)

2. List other teaching/instructional responsibilities.

City Tech Professor Ilya Azaroff, an award-winning architect, participated in City & State's "On Sustainability" conference on September 28 at the Museum of Jewish Heritage in Manhattan where leaders in sustainability, energy, government, advocacy and business gathered to discuss green initiatives in New York, reducing the carbon footprint, water resiliency and protection, zero food waste and more.

Rick Chandler, Commissioner, New York City Department of Buildings; Kathryn Garcia Commissioner, New York City

Contents of the Teaching section of ePARSE. Select the category again to close the contents.

You will receive a confirmation message that your ePARSE has been submitted successfully.

You will still be able to modify the submitted ePARSE before the close date. To modify the submitted ePARSE, go to the My Archived Submissions in the left navigation menu.

* Once you have submitted an ePARSE, making changes to the My PARSE Data will NOT change the content of the submitted ePARSE. The only way to make changes to a submitted ePARSE is to delete the ePARSE that you have submitted. Once you have deleted that ePARSE, you can then make changes in through the My PARSE Data and then resubmit.

Dashboard

Your eParse has been submitted successfully!

To Do			
Action	Type	Post Date	Due Date

MODIFY A PARSE AFTER SUBMISSION

You can modify your ePARSE after submission up until the close date for that particular action. Select My Archived Submissions. In order to resubmit, you must first delete the current submission. Once you have deleted the current submission, the Action item will reappear in your To Do List. At that point, you are able make modifications and then resubmit.

The screenshot displays the ePARSE dashboard. On the left is a navigation sidebar with the following items: Dashboard, My PARSE Data (with a dropdown arrow), Background, Teaching, Scholarly & Professional Growth, Service, Self Evaluation, Preview PARSE, My Documents Library, and My Archived Submissions. The main content area is titled 'Dashboard' and features a 'To Do' section with a table containing one entry: 'Testing Reappointment 2019' with a 'Reappointment' type, a 'Post Date' of '1/22/2019 12:00:00 AM', and a 'Due Date' of '2/28/2019 12:00:00 AM'. Below this is a 'Manage Your PARSE Data' section with two tabs, 'Option 1' and 'Option 2'. Under 'Option 1' are icons for Background, Teaching, Service, and Self Evaluation. Under 'Option 2' are icons for Scholarly & Professional Growth and Preview PARSE. At the bottom, there are two boxes: 'Announcements' with the link 'Faculty Annual Reports' and 'Resources' with the link 'Electronic Professional Activity Report and Self Evaluation (ePARSE) User Guide'.

1. Go to My Archived Submissions to view all your ePARSE submissions.
2. Delete the submission that you wish to modify
3. Confirm the deletion by selecting the Delete Button
4. You will be redirected back to the dashboard
5. The action will reappear in your To Do List

Archive Submission

Action	Post Date	Due Date	Submit Date	Actions
PARSE Spring 2018 - Testing Phase 1	12/12/2017 12:00:00 AM	2/28/2018 12:00:00 AM	1/17/2018 10:44:55 AM	
Fall 2018-Evaluation (Test)	5/8/2018 12:00:00 AM	5/9/2018 12:00:00 AM	5/8/2018 3:15:38 PM	
Fall 2018 Evaluation (Test 3)	5/10/2018 12:00:00 AM	5/11/2018 12:00:00 AM	5/10/2018 5:03:24 PM	
Fall 2018-Evaluation (Test4)	5/11/2018 12:00:00 AM	5/12/2018 12:00:00 AM	5/11/2018 2:09:34 PM	
Test Reappointment Pilot Group-2018	5/23/2018 12:00:00 AM	5/24/2018 12:00:00 AM	5/23/2018 11:54:02 AM	
Final Action Test 4	5/31/2018 12:00:00 AM	6/9/2018 12:00:00 AM	6/5/2018 1:05:58 PM	 

Actions that have been submitted prior to the close date can be deleted and re-submitted. Only those actions where the close dates have not passed will have the option to delete.



Select the  icon to delete the action.

Delete Submission

You've submitted your PARSE for **Final Action Test 4** on 6/5/2018 1:05:58 PM. In order to re-submit your PARSE, you need to delete the following submission.

Action Name	Submit Date
Final Action Test 4	6/5/2018 1:05:58 PM

DELETE

[Back to My Dashboard](#)

Confirm to delete. You will be redirected to the Dashboard.

Dashboard

To Do

Action	Type	Post Date	Due Date
Final Action Test 4	Evaluation	5/31/2018 12:00:00 AM	6/9/2018 12:00:00 AM

Manage Your PARSE Data

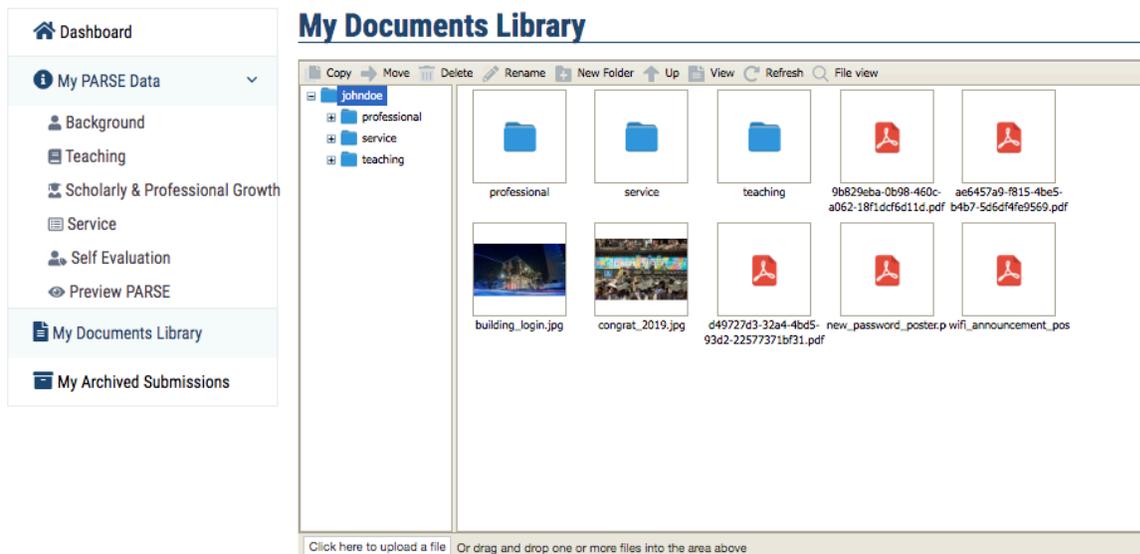
Option 1		Option 2
 Background	 Teaching	 Scholarly & Professional Growth
 Service	 Self Evaluation	 Preview PARSE

The Action item will be available in the Dashboard.

MY DOCUMENTS LIBRARY

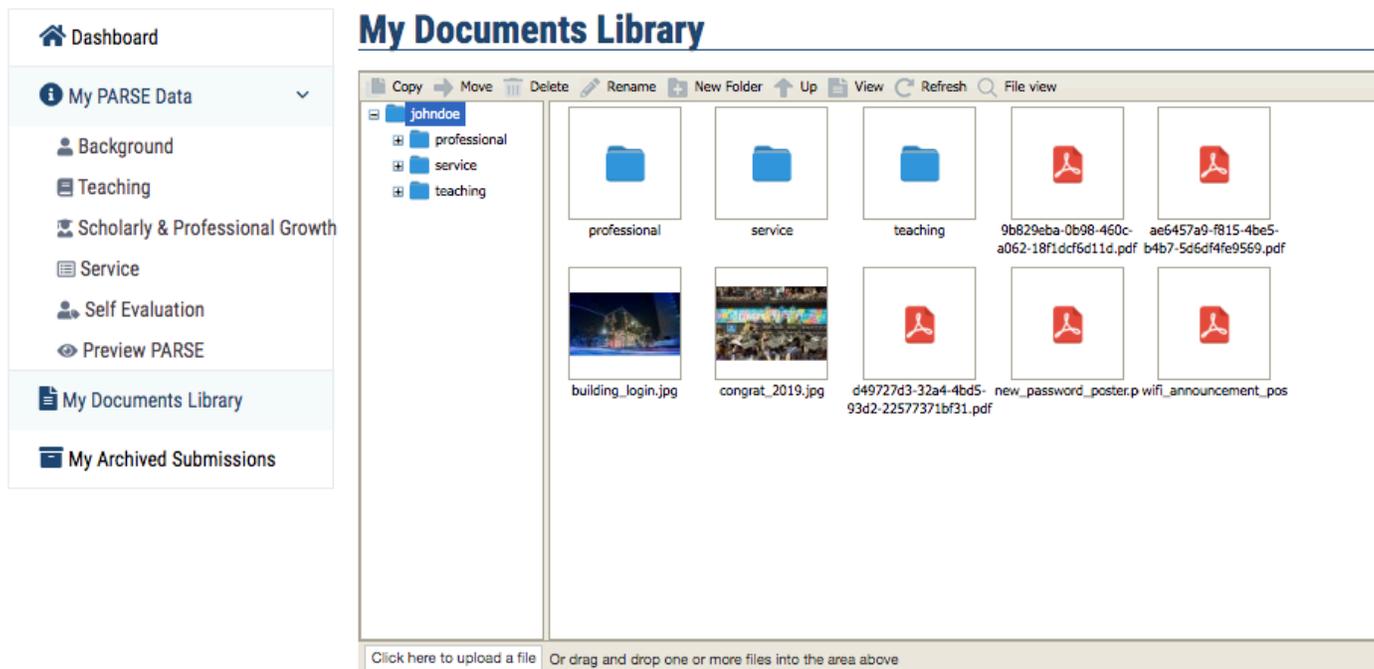
The ePARSE My Documents Library is a repository of files that you have uploaded. All files that you want to submit as part of your PARSE (whether you choose Option 1 or Option 2 as the PARSE creation method), must be uploaded into the My Documents Library. You can create folders to organize your files and then link them from your PARSE.

If you chose to create your PARSE using the system (Option 1), then you can easily build links to these files from the text boxes. If you chose to create your PARSE as a single PDF, you will still need to upload all supporting files into the My Documents Library. You will then need to update your PDF to include the correct file path for each link that references a file in the My Documents Library.



UPLOAD A FILE

To upload a file to your ePARSE My Documents Library repository, select the Upload button. You can drag and drop files into the space provided or click in the space to browse through files. Click the Upload button to upload the selected items.



The screenshot displays the 'My Documents Library' interface. On the left is a sidebar with navigation options: Dashboard, My PARSE Data (with a dropdown arrow), Background, Teaching, Scholarly & Professional Growth, Service, Self Evaluation, Preview PARSE, My Documents Library (highlighted), and My Archived Submissions. The main area is titled 'My Documents Library' and features a toolbar with icons for Copy, Move, Delete, Rename, New Folder, Up, View, Refresh, and File view. Below the toolbar, a file tree on the left shows a folder named 'johndoe' containing subfolders 'professional', 'service', and 'teaching'. The main content area displays a grid of files and folders: three folders ('professional', 'service', 'teaching'), two PDF files ('9b829eba-0b98-460c-a062-18f1dcf6d11d.pdf' and 'ae6457a9-f815-4be5-b4b7-5d6df4fe9569.pdf'), and three image files ('building_login.jpg', 'congrat_2019.jpg', and 'd49727d3-32a4-4bd5-93d2-22577371bf31.pdf'). At the bottom of the main area, there is a prompt: 'Click here to upload a file' and 'Or drag and drop one or more files into the area above'.

Create folders to organize your files

Drag and drop files into the space provided

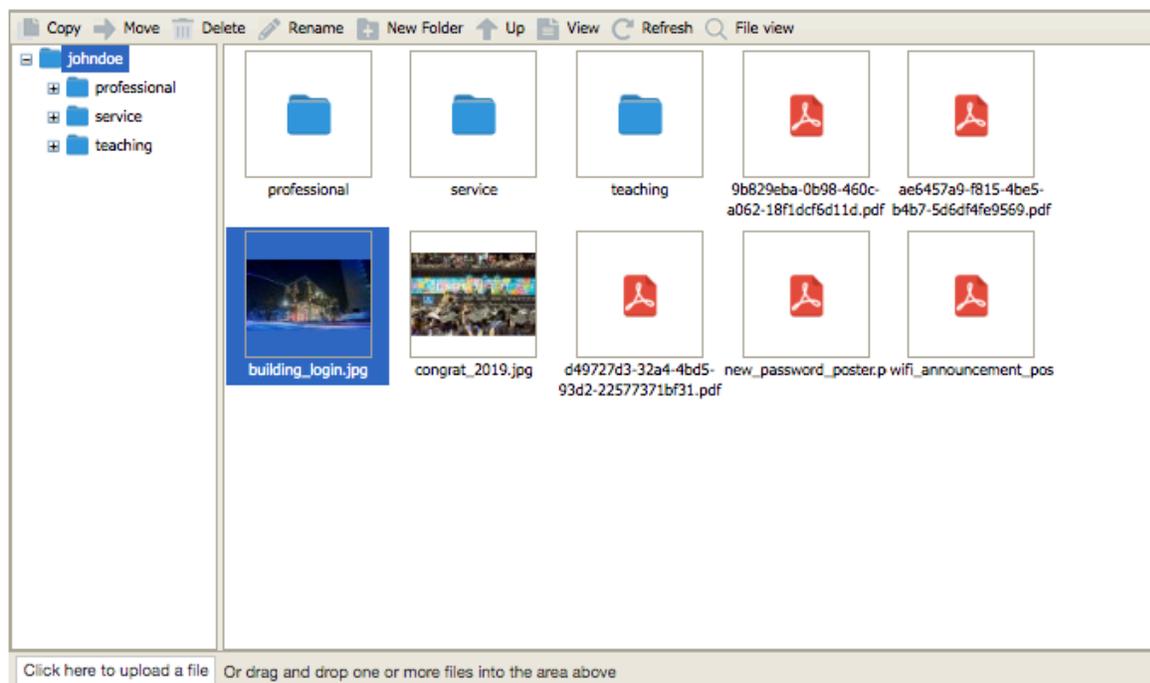
Delete, view and download a file

DELETE, VIEW AND DOWNLOAD A FILE

1. To Delete a file, simply highlight it and then select the Delete option
2. To Rename a file, highlight it and then select the Rename option
3. To move the file into a folder, just drag it to the folder on the left
4. To Download a file, select the file and download

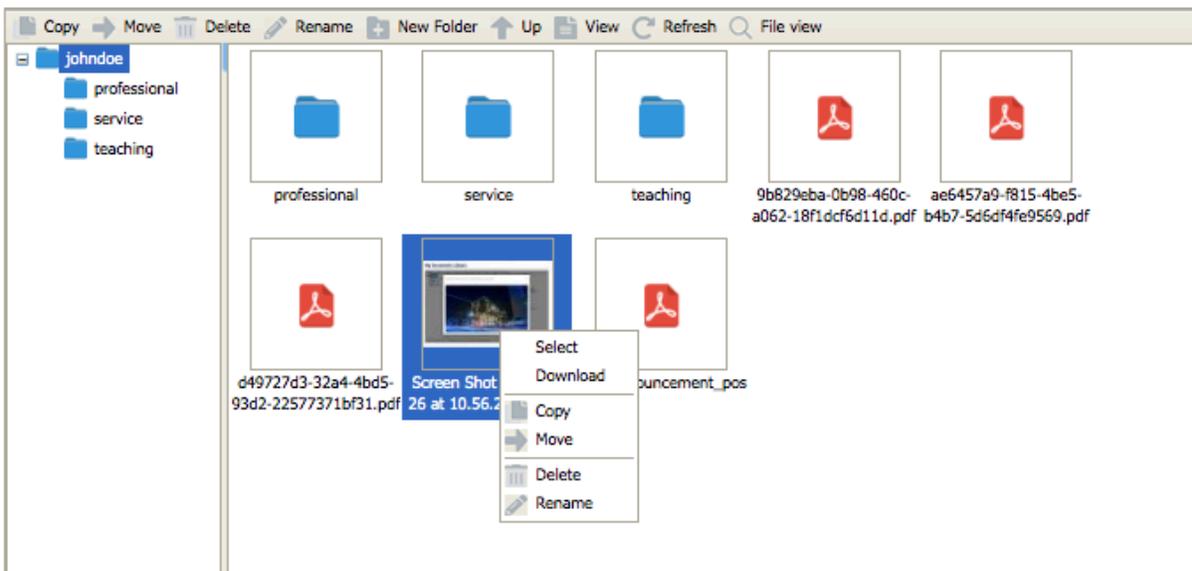
Use the options to organize your My Documents Library to suit your needs.

My Documents Library



Create the folder structure and then drag and drop the files from the right window

My Documents Library



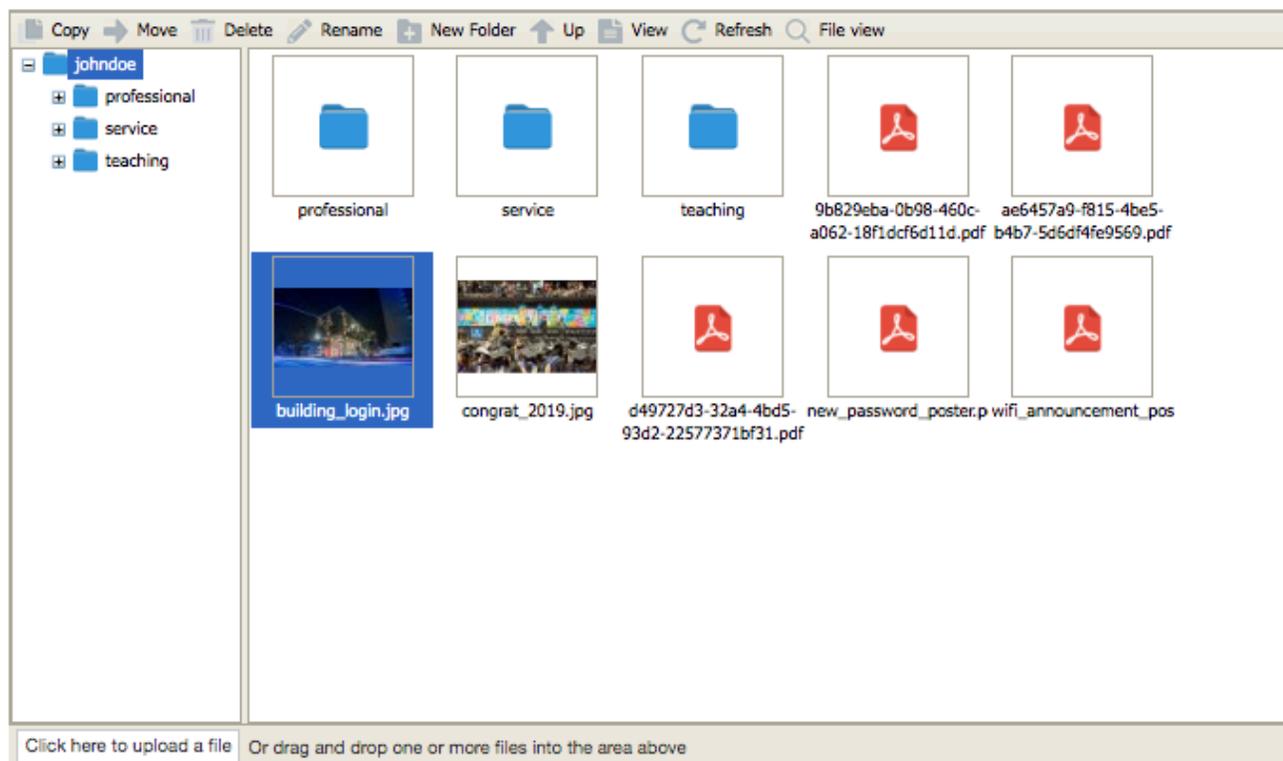
Select the file and right click to download it.

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

My Documents Library

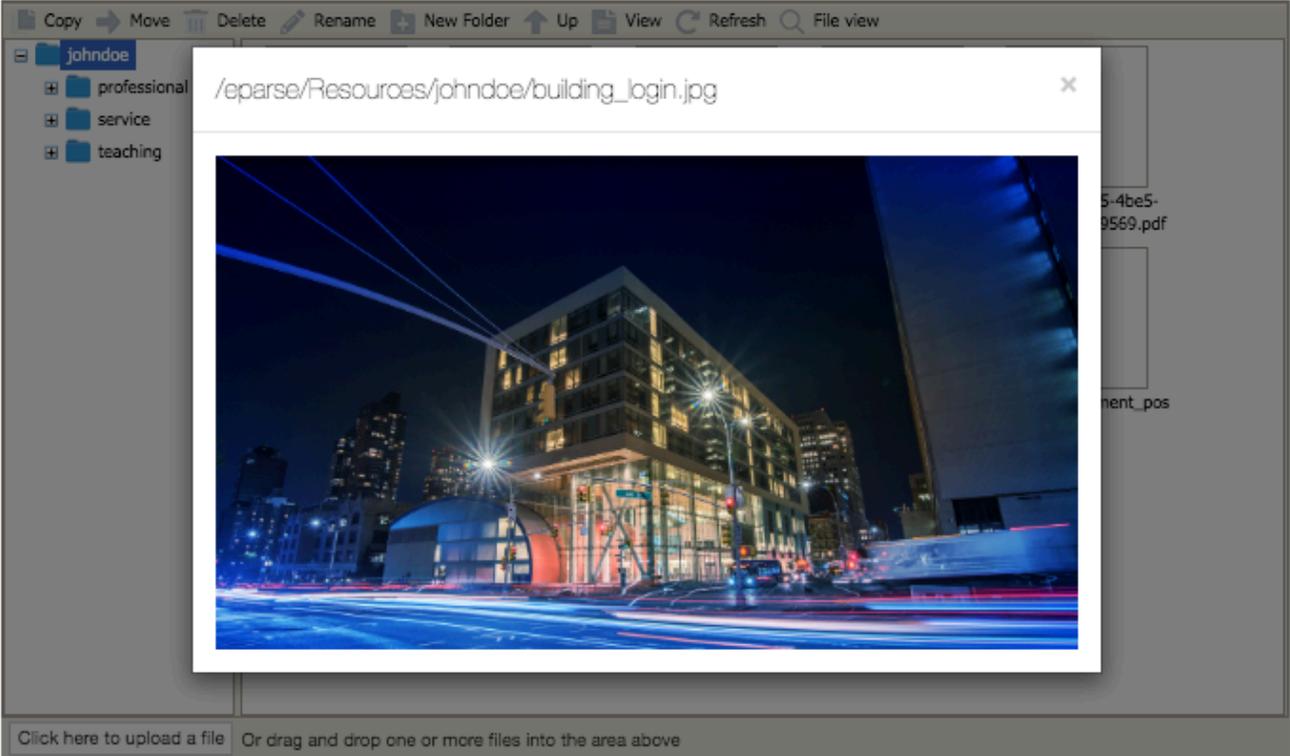


Select the file

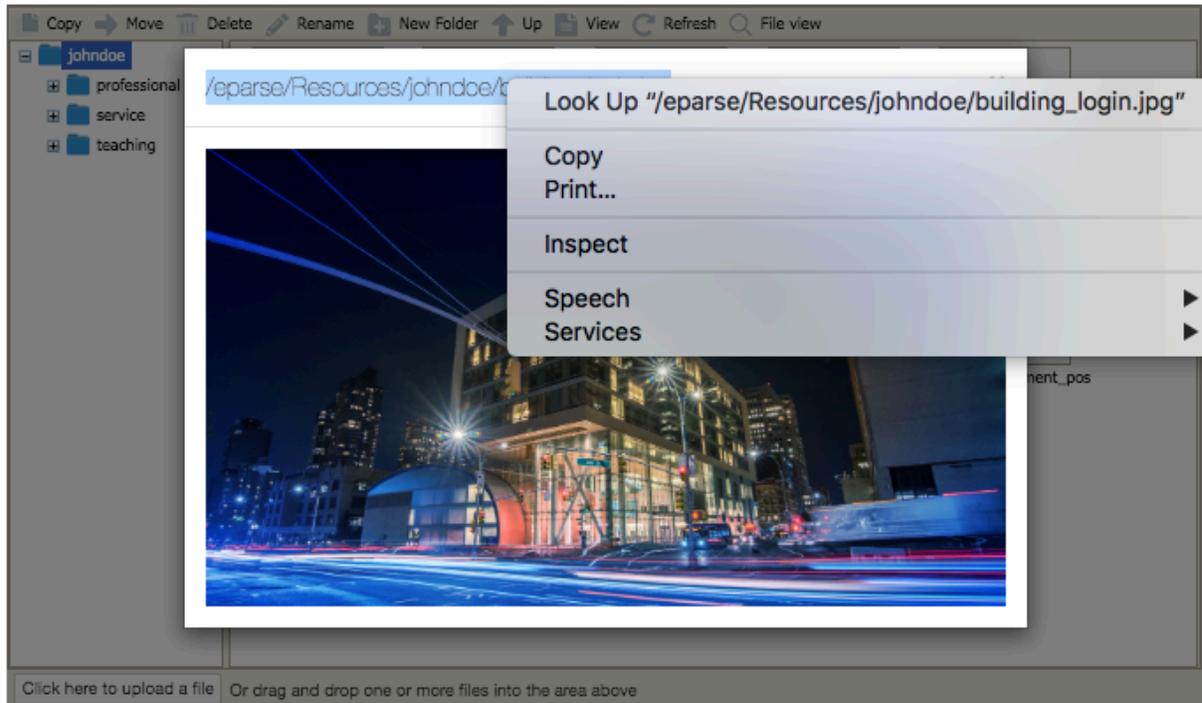
Select File View to see the directory path of the selected file. It is a partial path so the link will only work when the PDF is opened within the ePARSE

File directory path (link needed in the PDF)

My Documents Library



My Documents Library



Highlight the path and right click to copy the path.

MY ARCHIVED SUBMISSIONS

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

Archive Submission

Action	Post Date	Due Date	Submit Date	Actions
Final Test Action	11/25/2018 12:00:00 AM	11/13/2018 12:00:00 AM	9/18/2018 12:32:40 PM	
Testing 2019	1/4/2019 12:00:00 AM	1/24/2019 12:00:00 AM	1/14/2019 9:44:10 AM	
Testing Reappointment 2019	1/22/2019 12:00:00 AM	2/28/2019 12:00:00 AM	2/4/2019 11:20:06 AM	 

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



Edit

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.

- [Dashboard](#)
- [My PARSE Data ▼](#)
 - [Background](#)
 - [Teaching](#)
 - [Scholarly & Professional Growth](#)
 - [Service](#)
 - [Self Evaluation](#)
- [My Documents Library](#)
- [My Archived Submissions](#)

Archive Submission

Action	Post Date	Due Date	Submit Date	Actions
PARSE Spring 2018 - Testing Phase 1	12/12/2017 12:00:00 AM	2/28/2018 12:00:00 AM	1/17/2018 10:44:55 AM	👁

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.

Dashboard

My PARSE Data

- Background
- Teaching
- Scholarly & Professional Growth
- Service
- Self Evaluation
- Preview PARSE

My Documents Library

My Archived Submissions

REVIEW AN EPARSE

Dashboard

To Do

Action	Type	Post Date	Due Date
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Manage Your PARSE Data

Option 1

- Background
- Teaching
- Service

Option 2

- Scholarly & Professional Growth
- Self Evaluation
- Preview PARSE

Announcements

- Faculty Annual Reports

Resources

- Electronic Professional Activity Report and Self Evaluation (ePARSE) User Guide

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

Reviewer Dashboard

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

Page 1 of 1

1

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

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.

GETTING HELP

Forms and Samples

Office of Faculty and Staff Relations

300 Jay Street - Namm 301

(718) 260-5353

<https://www.citytech.cuny.edu/ofs/>

Faculty Commons Website

<https://facultycommons.citytech.cuny.edu/parse/>

User Documents and Tutorials

<http://www.citytech.cuny.edu/academics/>

Use and Troubleshooting System Errors

Helpdesk

300 Jay Street - Namm 901

(718) 260-5626