Log into Canvas with your UNCG username and password - canvas.uncg.edu

Click the Courses button on the left.

If you have more than 12 courses you will need to click on “All Courses” in order to obtain the entire list of courses that you have access to.

Click on the organization listed like the example below:
Your Last Name, Your First Name - Promotion and Tenure
The Promotion and Tenure Module will appear. Each page within the module contains information relevant to the corresponding part of the online P&T dossier.

Click on the page to open it.
Promotion and Tenure in Canvas

- Blue bold text are links to documents relevant to the part of the dossier that is opened. In the example above, the blue bold link will open the Summary of Work document. The Red bold text are links to a specific folder where dossier materials can be uploaded. In the example above, clicking on the first red bold link will open the folder where the completed Summary of Work document can be uploaded. Clicking on the second red bold link will open the folder where the CV can be uploaded.

- The folder will appear like the example below.

- To upload a file to the folder, click the UPLOAD button and select the document to upload from your computer.
The document will now appear in the folder.

To create a subfolder within the established folder.
1. Click the +Folder button
2. Name the folder
3. Press Enter or Return on your keyboard
4. The subfolder will appear in the files view.
To delete a subfolder within the established folder.

1. Locate the folder that you would like to delete.
2. Hover over the folder’s name and click the **Settings** icon (the gear looking icon on the right hand side of the line 🛠️) and click on **Delete**.

3. A pop-up box will appear asking you to confirm the deletion of the folder.
4. Click **OK**