Navigating and Searching the BIA Portfolio Document Library

Note: Visit the Best Instructor Available Portfolio web page to learn more about this process.

Navigate to the Best Instructor Available Portfolio Library in AODocs

You can access the Best Instructor Available Portfolio library here: Best Instructor Available Library

Note: You can also access AODocs from the Google Apps tray. Click on the Google Apps icon.



Scroll down and click the AODocs icon.



From the resulting **My Libraries** page, click on the **Best Instructor Available Portfolio** library to review the submissions for your program.

Browse Submitted Portfolios

From the Best Instructor Available Portfolio Library, click the Views icon () in the top left-hand corner of the page to expand the **Views** menu. Then, click **All Documents** from the menu.

NEW	Search in All Documents		
E Views	<	HOME	RECENT ACTIVITY
All Documents		This process is to subm	it content for the Exceller



On the **All Documents** page, you can search submissions using the search field at the top of the page. Click the checkbox next to "Search in attached files" to include the portfolio materials in your search.

	😂 🔯 Best Instructor Available Portfolio > All Documents Try new views 🗸
_	Q D Search in attached files
Click Show Filters (Show filters) in the top righthand corner to search for a specific instru
	C Search is attached files



You can also browse submissions by subject. On the left-hand side of the page, click the subject you would like to browse.

Browse by Subject						
▼ All documents						
American Sign Language						
Anthropology						
Art						
Biology						
Business Administration						
College Success and Career Gu						
idance						
English						
Math						
Writing						

Click on the title of a submission you would like to review.

Title	Instructor Last Name	Instructor First Name	Academic Year	Subject	State	▼ Last update	Last update author
🕕 BIA - 9 American Sign Language 2021-2022 sandquist	sandquist	jackie	2021-2022	ASL	Completed	10/28/21 12:08:39 PM	Jackie Sandquist

