

Navigating and Searching the BIA Portfolio Document Library

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

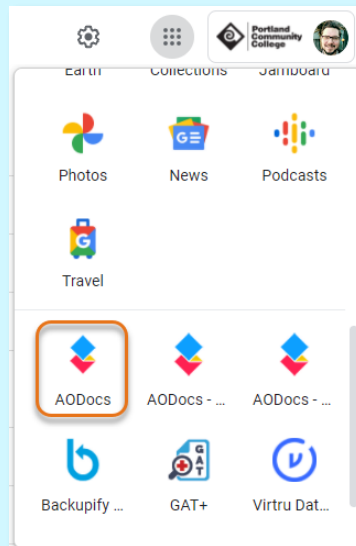
Navigate to the Best Instructor Available Portfolio Library in AODocs

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.




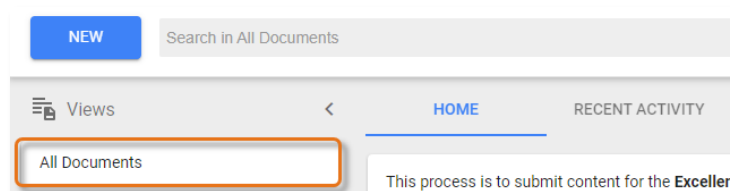
Scroll down and click the AODocs icon.



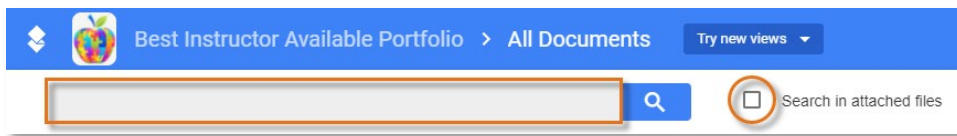
From the resulting **My Libraries** page, click on the **Best Instructor Available Portfolio** library to review the submissions for your program.

Browse Submitted Portfolios

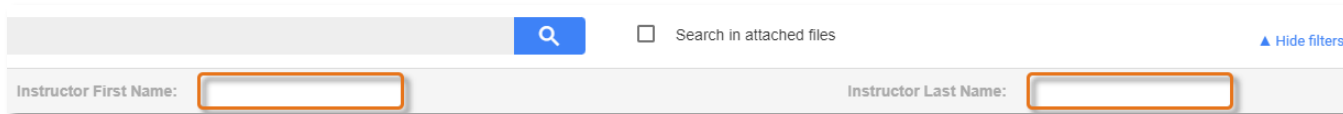
From the Best Instructor Available Portfolio Library, click the Views icon () in the top left-hand corner of the page to expand the **Views** menu. Then, click **All Documents** from the menu.



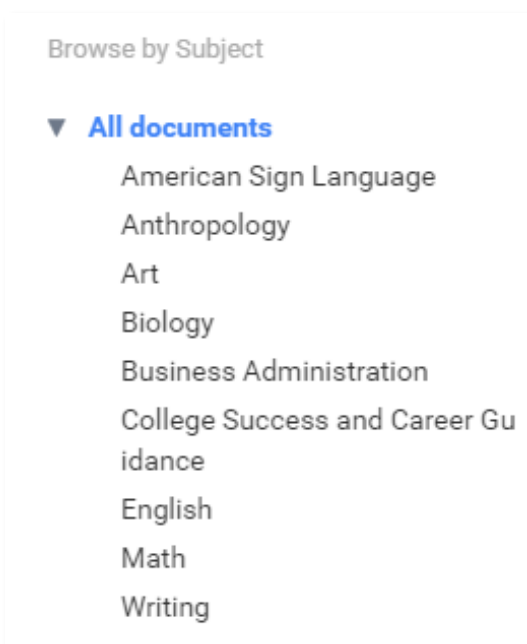
On the **All Documents** page, you can search submissions using the search field at the top of the page. Click the checkbox next to “Search in attached files” to include the portfolio materials in your search.



Click **Show Filters** ([▼ Show filters](#)) in the top righthand corner to search for a specific instructor.



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



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

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