



NEW INNOVATIONS INSTRUCTIONS:

Uploading PowerPoint:

Log into New Innovations Home Page

- Click on Main Menu
- Select Portfolio
- Under "My Scholarly Activity" select the appropriate option from the drop down menu (Development Intern)
 - Click "Log it"
 - Upload content and add any additional notes necessary.

Logging Procedures:

Log into New Innovations Home Page

- Click on **Favorites tab** in the upper right hand corner of screen
- Select **My Log books**
- Click on **Add new entry for Development Screening Tools**
- Screen will be auto populated with date and your info (you can change the date if needed)
- Select item from drop down menu
 - **Save and retain** will save your entry and leave the data populated
 - **Save and clear** will save your entry and clear the screen for a new entry
 - **Cancel and return** will take you back to the Log Books Page

Reviewing Case Studies/Learning Modules:

Log into New Innovations Home Page

- Click on Main Menu
 - Select Portfolio
- Click on My Portfolio
 - Select Journal
- Select DEV Rotation DVD/Website/Module Review
 - Instructions are found on the right hand side of the screen. Please identify the title of the module, intended audience and provide a summary of the content provided. Also include your personal recommendations for future use.