Assessing an Assignment in folioCI for faculty

- I. Login into folioCI by going to the URL http://csuci.tk20.com
- 2. Use your given username and password to login.

Assess the Assignment

Students will receive a pending task in their Home tab to notify them of your assignment. When students begin submitting their assignments, you will be able to assess them in *folio*Cl. Follow these simple steps:

- I. Login to folioCl.
- 2. Select the **Courses** tab on top and then **Coursework > Assignments** on the left hand navigation. Now select the assignment.



- 3. You will see a list of your assignments as well as the names of the students who have submitted the assignments.
- 4. To assess a particular student, select the student's name.



5. A split screen will appear; the assessment tool is displayed on the right side and the student's work on the left.

- 6. Three tabs will appear on the left.
 - a. The name of the assignment, in this case "Critical Reasoning Assignment 3". This tab provides all the details for the assignment.
 - b. Standards- all standards associated with the assignment appear in this tab.
 - c. Attach Artifacts- this is where you will view all work completed by the student.
 - d. Clicking the name of the attachment opens the document in a separate window or downloads it to your computer.

Critical Bossoning Signature Assignment o	Student: Test, Marc						
Critical Reasoning Signature Assignment 3 Standards Attach Artifacts	≪Back 7						
Attach Artifacts							e print ?
Type Title File Critical Reasoning Assignment							
1. Critical Reasoning Assignment d	Criterion Performance Rating						
		Initial	Emerging	Developing	Highly Developed	Score	
	Reasoning Fact from opinion NA	01	O 2	○ 3	_ 4		
		Attempts to distinguish between fact and opinion but confuses them; shows problems selecting relevant evidence.	Shows limited understanding of relevant facts, opinions and evidence; begins to recognize fallacies of reasoning.	Identifies facts, opinions, and relevant evidence correctly, and recognizes some fallacies of reasoning.	Consistently identifies facts and relevant information correctly, and recognizes most fallacies of reasoning.		
	Reasoning Logical reasoning NA _	01	02	_3	0 4		
		Makes unexplained, unsupported, or unreasonable inferences regarding arguments or solutions.	Uses limited reasoning to make inferences regarding arguments or solutions.	Uses logical reasoning to make inferences regarding arguments or solutions.	Consistently uses inductive or deductive reasoning to make well- founded inferences regarding nuanced arguments or solutions.		

- 7. For this assignment the assessment tool is a rubric, but there are many formats assessment tools can take in the system.
- 8. To calculate the rubric's total score, select **Calculate Score** at the bottom of the rubric. The system will automatically calculate the scores based on the radio buttons you have chosen.



Select Cancel to leave this screen <u>without</u> saving your entries.
 Select Save to leave this screen and save all entries.
 Select Submit to complete the assessment cycle and send the completed assessment tool to the student.

Help Resources

a. Online tutorials are available at <u>http://csuci.tk20.com</u>. Select the **Tutorials** tab in the center of the page, and use the table of contents to locate the tutorial you wish to view.

If you have any problems using this how-to guide, we appreciate any feedback at <u>islas.uea@csuci.edu</u>, subject: "folioCl Guide".