

Assessing an Assignment in *folioCI* for faculty

1. Login into *folioCI* by going to the URL <http://csuci.tk20.com>
2. Use your given *username* and *password* to login.

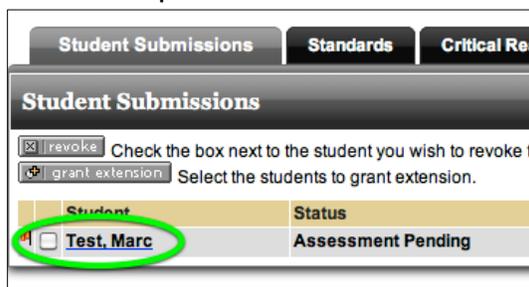
Assess the Assignment

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 *folioCI*. Follow these simple steps:

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

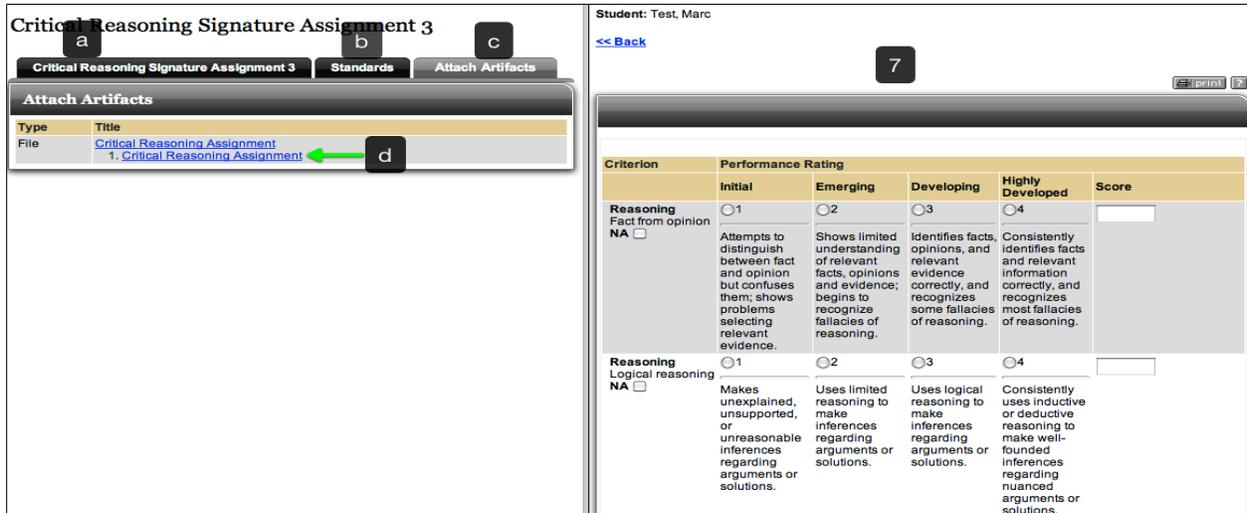


3. You will see a list of your assignments as well as the names of the students who have submitted the assignments.
4. To assess a particular student, select the student's name.

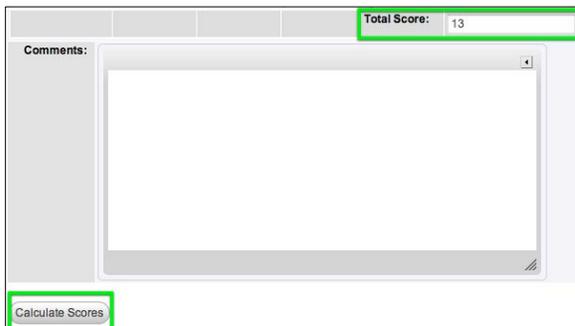


5. A split screen will appear; the assessment tool is displayed on the right side and the student's work on the left.

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.



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.



9. Select **Cancel** to leave this screen *without* 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 <http://csuci.tk20.com>. 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 islas.uea@csuci.edu, subject: “folioCI Guide”.