

Assessing Coursework in folioCI

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

Locating Student Coursework Submissions

Students will receive a Pending Task in their Home tab to notify them of your assignment. When students start submitting their Assignments, you will be able to assess them by following these simple steps:

1. In the **Home** tab, under the **Pending Tasks** section you will find the name of the assignment.

The screenshot shows the folioCI Home page. At the top, there are navigation tabs: Home, Courses, Artifacts, Portfolios, Document Room, Planning, Reports, and Field Experience. On the right, there are links for Help and Logout. A sidebar menu on the left contains: Home, Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area starts with a 'Welcome,' message and a dropdown menu showing 'You are currently logged in as Faculty'. Below this are two sections: 'Recent Messages' and 'Pending Tasks'.

Recent Messages

Name	From	Received
Assignment Revoked: UNIV In-class Observations Fall 2012	Francois, Marie	07/22/2013
Assignment Revoked: UNIV In-class Observations Fall 2011	Francois, Marie	07/22/2013
Assignment Revoked: DIGS Observations Fall 2011	Francois, Marie	07/22/2013
Assignment Revoked: DIGS Observations Fall 2012	Francois, Marie	07/19/2013
Survey What do you want to do with folioCI? Sent to Working Group 1 CSUCI 02 section 01	Tk20, Tk20	11/01/2012
Survey What do you want to do with folioCI? Sent to Working Group 1 CSUCI 02 section 01	Tk20, Tk20	10/24/2012

Pending Tasks

Name	Type	From	Received	Due Date
International rubric vetting 1B	Juried Assessment	Francois, Marie	05/20/2013	
first run 1.1.b	Juried Assessment	Francois, Marie	05/16/2013	
second try 1.1.b	Juried Assessment	Francois, Marie	05/16/2013	
Pool 2	Juried Assessment	Cullin, Barbara	12/11/2012	
CT Pool 1	Juried Assessment	Cullin, Barbara	12/03/2012	
Reflection on GE Assignment	Feedback	Clinkenbeard, Jennifer	11/07/2012	
Evaluate Reflecting on the First Year	Portfolio Review	Test, Marc	08/26/2012	08/23/2013

2. You will see a list of your assignments as well as the names of all students who have submitted each of them. To assess a particular student, click on his/her name.

Assessing Student Coursework Submissions

1. Once you click on a student's name under a particular assignment, you will see a split screen with the student's work on the left and the assessment tool(s) on the right.
2. To see the student's work, click on the respective link on the left side of the screen. This will bring up a new window (documents will open in the program from which they were created).
3. Refer back to the split screen and look at the Assessment Tool. Complete the assessment by marking the radio button for each criterion, as well as any additional question types.
4. Click on the **Calculate Score** button to calculate a total score from all rubrics completed.
5. Optionally, you may also enter a **Grade** for the student based on the total score.
6. Click **Save**.

The screenshot displays a web application interface for assessing student submissions. The main window is titled "Midterm Assessment Assignment" and has three tabs: "Midterm Assessment Assignment", "Standards", and "Attach Artifacts". The "Attach Artifacts" tab is active, showing a table with columns "Type" and "Title". A row is highlighted with a green box around the "Title" column, containing the text "document test" and "1. Test". A callout bubble points to this row with the text "Click on the Document".

Below the table, a "Save As" dialog box is open, showing the file name "Test.docx" and the save type "Microsoft Word Document". A callout bubble points to the dialog with the text "Then save the Document to open it".

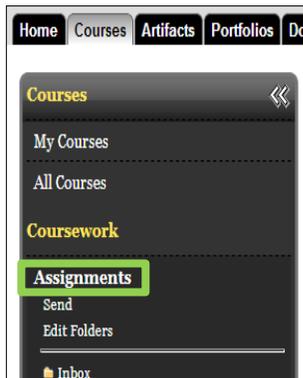
On the right side of the interface, there is a "Feedback Request" section. It contains a "Please enter the response text" label and a text area with the text "Great work!". A callout bubble points to this section with the text "After the Document is reviewed feedback and grading is the next step".

Below the feedback request, there is a "Grade" section. It contains a "Grade" label and a text input field with the value "100". A callout bubble points to the "Grade" label. Below the input field, there are three buttons: "Save", "Submit", and "Cancel". The "Save" button is highlighted with a green box.

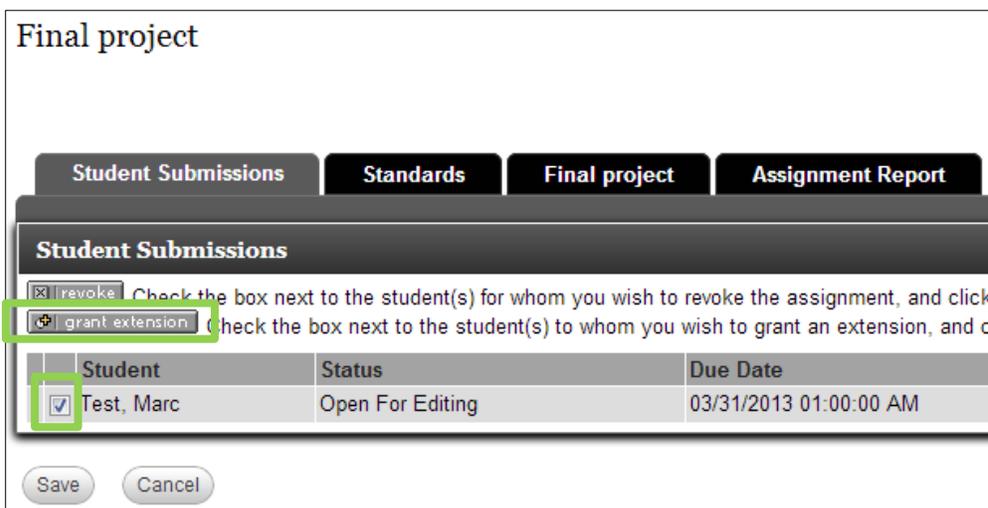
Granting Extensions for Student Coursework Submissions

An extension can be given to prolong the due date or to reopen an assignment for student editing.

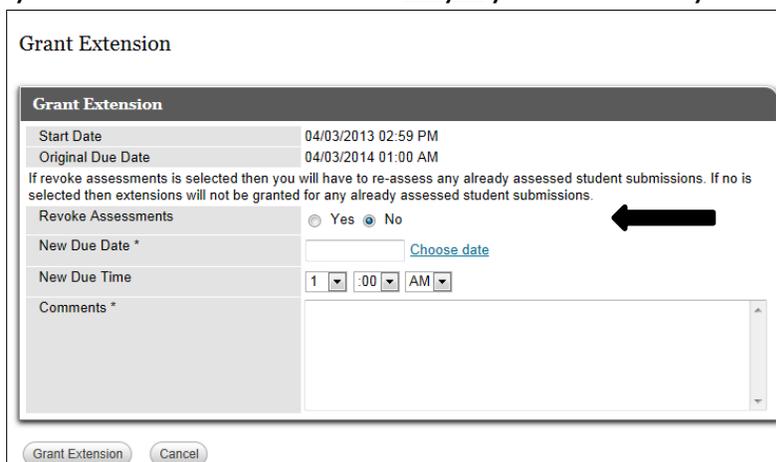
1. From the **Courses** tab, click on **Assignments** in the side menu.



2. Click the assignment name for which you would like to grant an extension. All students receiving the assignment will be listed. Mark the checkbox beside the student you wish to grant an extension to and then click the **Grant Extension** button located at the top of the list.



3. Enter a new due date/time, as well as a comment for the student. For the 'Revoke Assessments' field, you will need to choose 'Yes' only if you have already submitted your assessment of the assignment.

A screenshot of the 'Grant Extension' form. It shows fields for 'Start Date', 'Original Due Date', 'Revoke Assessments' (radio buttons for Yes and No), 'New Due Date *' (with a 'Choose date' link), 'New Due Time' (with dropdowns for hour, minute, and AM/PM), and 'Comments *'. A black arrow points to the 'Revoke Assessments' field. At the bottom are 'Grant Extension' and 'Cancel' buttons.

4. Click the **Grant Extension** button at the bottom of the screen.

Help Resources

Online Tutorials:

Tk20 has step-by-step tutorials located by clicking **Help** in the upper right corner of the screen (except the login page). This will take you to a page where you may select the role that best describes you. Once you click on a role, you may view all resources available to that role by functionality.

If you have any problems using this how-to guide, we appreciate any feedback at islas.uea@csuci.edu, subject: “folioCI Guide”.