

Assessment Portfolio

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

Viewing Student Artifacts

1. Click the **Portfolios** tab.

The screenshot shows the folioCI interface with the 'Portfolios' tab highlighted in the top navigation bar. The left sidebar contains a 'Home' section with links to Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area displays a 'Welcome,' message, a login status dropdown set to 'Faculty', and a 'Recent Messages' table.

Name	From	Received
Survey 1st test survey Sent to Marc Test Account	Tk20, Tk20	02/01/2013
Course Added	Orellana, Ernesto	11/06/2012
Test	Flores, Cindy	10/12/2012
Course Added	Francois, Marie	10/09/2012

2. Click on **Browse** under the **Portfolio Assessment** in the side-menu.

The screenshot shows the folioCI interface with the 'Portfolios' tab selected in the top navigation bar. The left sidebar shows the 'Portfolio Assessments' section expanded, with the 'Browse' option highlighted. The main content area displays a 'Portfolios I Assess' section with a 'Move to Folder:' dropdown and a table of assessment entries.

Name	Portfolio Title	Template	Submit Date	Status	Sent By
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3. Listed below are the portfolios you are assigned to assess. Click the link of the student's **name** whose portfolio you would like to assess.

Portfolios I Assess

Move to Folder: ▼

Name	Portfolio Title	Template	Submit Date	Status	Sent By
Smith, Dale	Biotechnology Portfolio	Biotechnology Portfolio	07/30/2012 09:28 PM	Pending	Pham, Nu

Click the link of the student's name whose portfolio you would like to assess.

Powered by Tk20 CampusTools Current Date and Time: 07/30/2012 09:33:20

4. You are now viewing a split screen. On the left-hand side of the screen, you may view all tabs of the student's portfolio. On the right hand side are any tools you will use to assess this student's portfolio. From the **Assessment Tools** tab on the right side of the screen, click the link under the Assessment Tool to evaluate the contents of the portfolio.

Reflecting on my First Dolphin Year

Me the Scholar" Biography and curricular/co-curricular map

ENGAGEMENT DISCOVERY & AWARENESS CRITICAL NAVIGATION PLAN FOR FUTURE Something Extra

Reflecting on my First Dolphin Year >

Reflecting on my First Dolphin Year

Portfolio Name: Reflecting on my First Dolphin Year

Description: Students collect reflections as well as course work and evidence from co-curricular activities related to 4 First Year Learning Goals:

Goal 1. **Engagement** with and reflection on

- the four Mission pillars
- the scholarly community in ways that will bridge to later experiences in their majors and eventual careers, including building relationships with faculty and staff
- University Life (commuter or residential), as both participant and leader

Reflecting on my First Dolphin Year

Student: Orellana, Ernesto

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Assessment Tools Extensions Feedback

Assessment Tools

⚠ Pending Assessment Tools

Assessment Tool	Description	Last Update
Assessment Reflection Rubric	This rubric is to be used to evaluate student reflections about a number of learning experiences: on service projects in service learning course; about events	

5. Fill in your evaluation below.

Biotechnology Portfolio
Essay
Standards

Essay >

Attachments

Name	Type	Standard	Reflection
Biotechnology Essay	Essay	Standard	
Biotechnology Essay			

Student: Smith, Dale

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print

Evaluate

Criterion	Performance Rating			Score
	Target	Acceptable	Does Not Meet Standard	
Completeness NA <input type="checkbox"/>	<input type="radio"/> 3 All information requested is addressed	<input checked="" type="radio"/> 2 Most information requested is addressed	<input type="radio"/> 1 Very little or none of the information requested is addressed	<input type="text" value="2"/>
Observation Applied to Learning Theories or Coursework NA <input type="checkbox"/>	<input type="radio"/> 3 Observations are tied back to learning theories or coursework in a systematic manner	<input checked="" type="radio"/> 2 Many observations are tied back to learning theories or coursework, but some are addressed in only briefly	<input type="radio"/> 1 Very few observations are tied back to learning theories or coursework and most if not all are of poor quality, or not tied back at all	<input type="text"/>
Analysis and	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="text"/>

6. After inputting your evaluation on the previous step, Click the **Calculate Scores** button to get the Total Score. If you would like to exit without saving your work, click the **Cancel** button. To save the information you entered into this assessment, click the **Save** button.

Impact on Future Practices	3	2	1	
NA <input type="checkbox"/>	Candidate outlines plans or questions that reflect higher order thinking, planning, management, or secure high quality education for all students	Candidate outlines plans or questions that often reflect higher order thinking, planning, management, or secure high quality education for all students	Candidate plans or questions fail to reflect higher order thinking, planning, management, or secure high quality education for all students	2
				Total Score: 8
<input type="button" value="Calculate Scores"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

7. The **Last Update** will now display the date of the most recent updates you made to this assessment. Use the **Close** button if you would like to return and continue evaluating this student's work at a later time.

Biotechnology Portfolio
Essay
Standards

Essay >

Attachments

Name	Type	Standard	Reflection
Biotechnology Essay	Essay	Standard	
Biotechnology Essay			

Student: Smith, Dale

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Assessment Tools
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Assessment Tools

Pending Assessment Tools

Assessment Tool	Description	Last Update
Lesson Plan Rubric		07/30/2012

Submit
Close

We just completed one assessment. When you have finished completing all assessments listed here, click the Submit button.

8. The status of the portfolio changes to **Complete** once you submitted your assessments.

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Portfolios

- Portfolios
- Presentation Portfolios
- Portfolio Assessments**
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- Portfolio Reports

Portfolios I Assess

Move to Folder: ▼

	Name	Portfolio Title	Template	Submit Date	Status	Sent By
<input type="checkbox"/>	✓ Smith, Dale	Biotechnology Portfolio	Biotechnology Portfolio	07/30/2012 09:28 PM	Complete	Pham, N

Powered by Tk20 CampusTools Current Date and Time: 07/30/2012 09:34:08

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”.