Assessment Portfolio

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

Viewing Student Artifacts

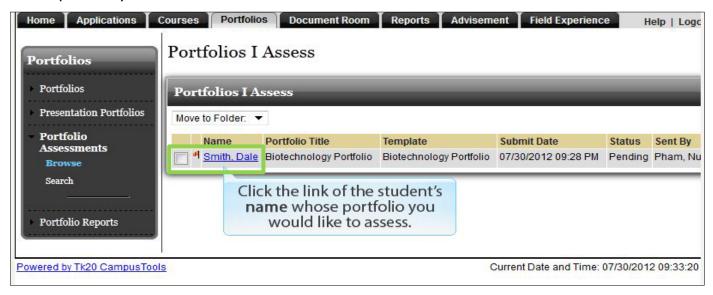
I. Click the **Portfolios** tab.



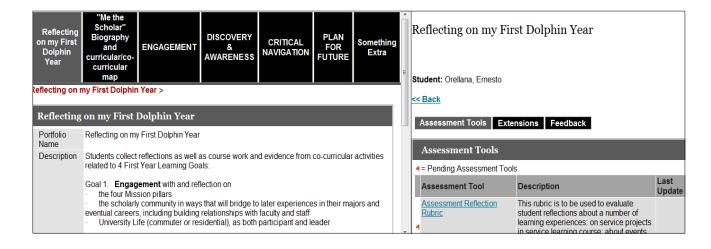
2. Click on **Browse** under the **Portfolio Assessment** in the side-menu.



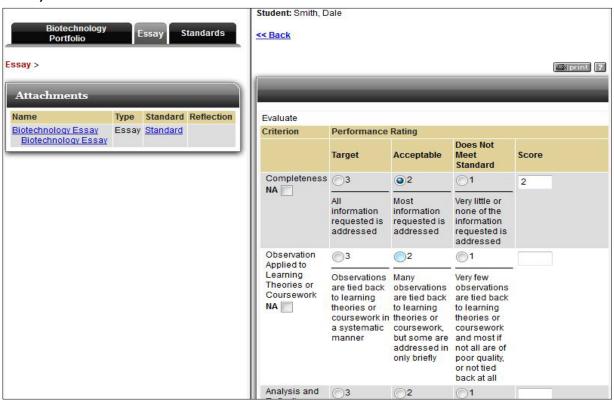
3. Listed below are the portfolios you are assigned to assess. Click the link of the student's **name** whose portfolio you would like to assess.



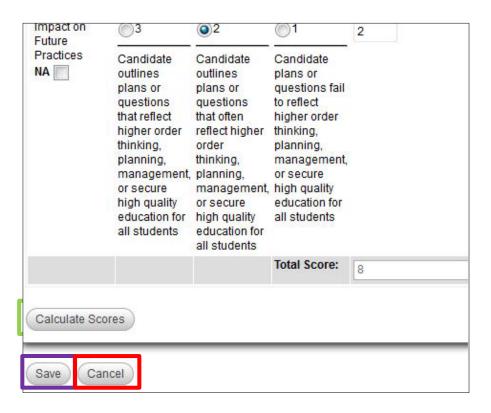
4. You are now viewing a split screen. On the left-hand side of the screen, you may view all tabs of the student's portfolio. On the right hand side are any tools you will use to assess this student's portfolio. From the Assessment Tools tab on the right side of the screen, click the link under the Assessment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



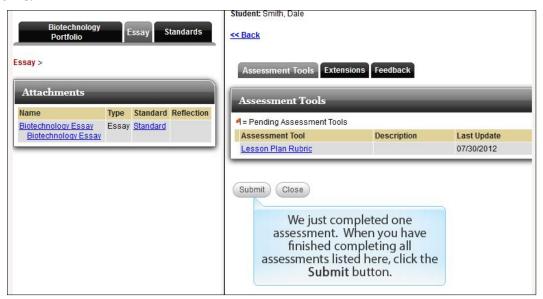
5. Fill in your evaluation below.



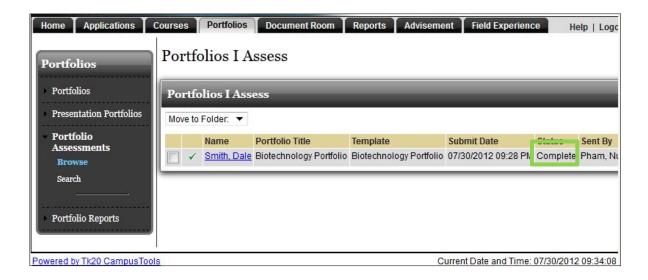
6. After inputing your evaluation on the previous step, Click the Calculate Scores button to get the Total Score. If you would like to exit without saving your work, click the Cancel button. To save the information you entered into this assessment, click the Save button.



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.



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



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: "folioCl Guide".