

Assessment Portfolio

I. Login into myCI, then click on **folioCI** link under my links.

My Links

- Webmail
- Dolphin Email
- CI Learn
- CI Records
- CI Docs
- Dolphin Files
- Dolphin Files
- DOCK Online
- Dolphin CareerLink
- Atomic Learning
- folioCI**
- CI Sync

Creating Attaching Electronic Artifacts

I. Click the **Portfolios** tab.

Home Applications Courses Artifacts **Portfolios** Field Experience Help | Logout

Welcome, Dale S

Click the **Portfolios** tab.

Recent Messages

Name	From	Received
Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
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Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
Quiz Revoked: Social Science Quiz	Pham, Nu	07/19/2012
Course Added	kumari, rachna	07/18/2012
Quiz Revoked: TestQuiz3	Pham, Nu	07/18/2012
Quiz Revoked: Test Quiz 1	Pham, Nu	07/18/2012
Quiz Revoked: Test Quiz	Pham, Nu	07/18/2012

Pending Tasks

Name	Type	From	Received	Due Date
Please send the Assignment Article Review	Assignment	Pham, Nu	07/18/2012	06/30/2009
Please send the Assignment Strategies for Parent Communication in a Differentiated Classroom	Assignment	Pham, Nu	07/18/2012	05/28/2009
Please send the Assignment Capstone Research Paper	Assignment	Allen,	07/18/2012	05/31/2012

2. Any portfolios that you must complete are listed here. Click the portfolio **Name** that you would like to work on.

Browse Portfolios

Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

	Name	Status	Type	Sent By	Updated	Due Date
	GE portfolio sample	Open For Editing	Assessment	Francois, Marie	03/22/2012	05/31/2012 05:00 AM
	Reflecting on the First Year	Open For Editing	Assessment	Francois, Marie	08/26/2012	08/23/2013 05:00 AM
	Reflecting on my First Dolphin Year	Open For Editing	Assessment	Francois, Marie	08/28/2012	05/17/2013 05:00 AM
<input type="checkbox"/>	Sociology Capstone Fall 2012	Review in Progress	Assessment	Francois, Marie	11/28/2012	11/29/2012 01:00 AM
	soc capstone test	Open For Editing	Assessment	Francois, Marie	11/28/2012	11/29/2012 01:00 AM
	test 3	Open For Editing	Assessment	Francois, Marie	11/28/2012	11/29/2012 01:00 AM
<input type="checkbox"/>	Sociology capstone final	Review in Progress	Assessment	Francois, Marie	11/28/2012	11/29/2012 01:00 AM

3. You are now viewing the portfolio contents, portfolio tabs are displayed across the top. The tabs organize and contain different parts of the portfolio. The first tab is basic information containing the name and description of the portfolio. Click the **Artifact Wizard** icon to attach work into your portfolio.

Edit test 3

test 3 | Final paper | Assessment | Standards | Extensions | Feedback

test 3 >

test 3

Please Note:

To complete this portfolio, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Portfolio Name: test 3

Description: Dear Capstoners,

I am going to ask that you submit a copy of your final Capstone paper electronically to me through folioCI by December 12 along with the hard copy that will include all of your prior drafts. Our program is going through our first program review, and we are using the Capstone course as a way to see what we need to do better. Your presentation and final paper grades will be assigned by me, but the faculty will also be using several rubrics, or scoring grids, that I'd like you to be able to see. We'll be looking at how well you communicate in the course of your Capstone presentation, and how well your final papers illustrate effective writing and the use of the social scientific method.

I'm posting the two goals that these address: Goal 4 [Outcomes 1 & 2]; and Goal 7 [Outcome 3]. Again, this is for your information only. To see the rubrics for the outcomes, click on the "Assessments" tab above, and then click on the links.

To load your Capstone paper, click on the artifact wizard above and choose the first option to "Create a new artifact" get to a browser to find the file on your computer. You can also load your paper through the "Final Paper" tab by clicking on the "Click here to attach" link and then choose the "Create a new Artifact".

Dr. Hartung

4. Listed here are all assignments which you are required to attach. Select the link **Click here to Attach** under title to append or create an assignment.

test 3

Your task type is a portfolio. Portfolios allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact location

Final paper

Attachment	Status	Title	Reflection	Standards
File	Attached	CC community collaboration report ✕		Click here to Attach
New Item ?		Click here to Attach		

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this portfolio, click **Submit**.

To Exit without saving, click **Cancel**

- a. To create a new artifact select the **Create a new artifact** option and the **continue** button, or select an artifact from the list of all previous created artifacts that is displayed bellow. Select the **Circle Button** to the left of the assignment **Title** you wish to attach.

Attach Artifact

Select Artifact

Create a new artifact

OR

Please select your artifact from the list below.

My Items

View Type: All Search by Title

	Title	Type	Last Update
<input type="radio"/>	Sociology capstone test	Assignment	08/13/2012
<input type="radio"/>	Weekly Learning Reflection Log 1	Assignment	07/10/2012
<input type="radio"/>	Weekly Learning Reflection Log	Assignment	09/28/2012
<input type="radio"/>	Weekly Learning Reflection Log	Assignment	07/05/2012

- b. Click the **Cancel** button to exit. Click the **Continue** button to proceed.



- c. If you continue with attaching a new artifact, click on the **Choose File** button, to select the file you wish to upload. The file name will automatically default as the **Title** of your artifact. You may change it if you wish.

Upload Document

If you are required to attach a document to your artifact, click on the **Browse** button and select your file from the file manager. If you are not required to attach a document to your artifact, you can scroll down to complete your artifact without uploading a file. [Click to attach another file](#)

Choose File No file chosen

Artifact Details

Please upload your file using the 'Documents' tab.

Title* NOTE

Description

Save Cancel

- d. If you wish to attach an additional file to this artifact, click on the link that reads, **Click to attach another file**, locate to the right of the browse button. When you are finished with this artifact, click **Save** to attach it to the course binder.

Upload Document

If you are required to attach a document to your artifact, click on the **Browse** button and select your file from the file manager. If you are not required to attach a document to your artifact, you can scroll down to complete your artifact without uploading a file. [Click to attach another file](#)

Choose File NOTE.doc

Artifact Details

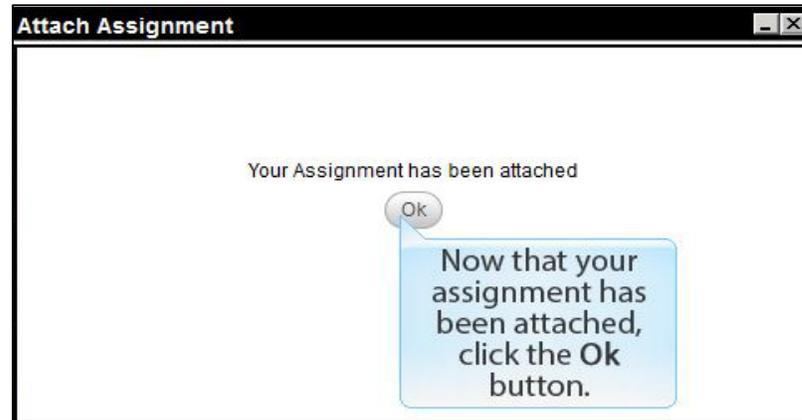
Please upload your file using the 'Documents' tab.

Title* NOTE

Description

Save Cancel

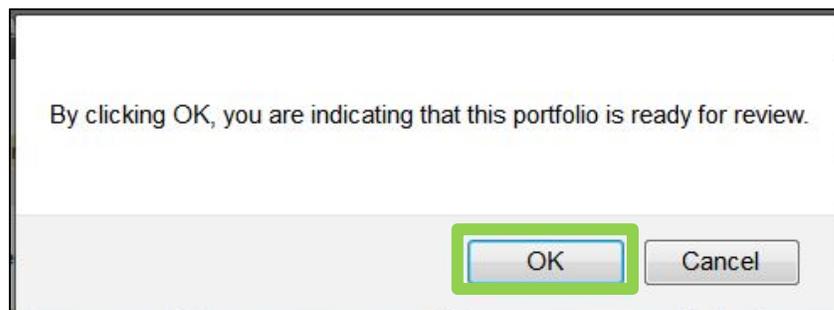
5. If you selected an artifact on step 4a, then this window will be displayed after pressing continue. Click the **OK** button.



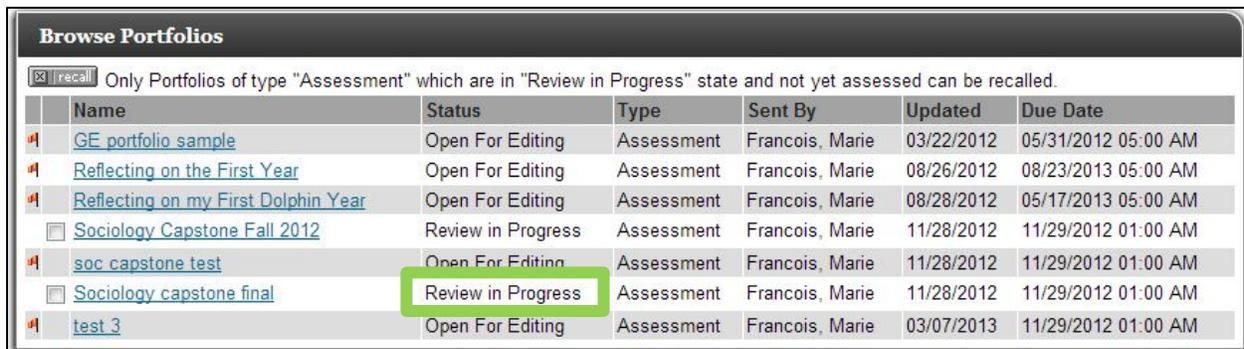
6. Notice below that there is a newly attached assignment. Click the **Save** button to keep your work and return to the portfolio at a later time. Click the **Submit** button if you are finished with your portfolio. To quit without saving or submitting, click the **Cancel** button.



7. If you selected submit on the previous step, this window will be displayed. When you are ready for your portfolio to be assessed click the **OK** button.



8. The **Status** of your portfolio changes from Open for editing to Review in Progress.



Browse Portfolios

recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

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<input type="checkbox"/>	test 3	Open For Editing	Assessment	Francois, Marie	03/07/2013	11/29/2012 01:00 AM

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".