

Check Out a Course Binder

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 on the **Courses** tab.

Home **Courses** Artifacts Portfolios Document Room Planning Reports Field Experience | Help | Logout

Home <<

Messages

Tasks

Preferences

Conceptual Framework

General Forums

Welcome, Ernesto Orellana

You are currently logged in as Faculty

Recent Messages

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

Pending Tasks

Name	Type	From	Received	Due Date
There are no pending tasks in your inbox.				

2. Under **Libraries**, click **Templates** in the side-menu.

Quiz and Exam Template Builder

Course Binder Template Builder

Reports

Course Reports

Libraries

View Standards

Assessment Tools

Templates

1

▼ **Final project (Assignment)**

100% Due Date: 03/31/2013 01:00 AM [View Report](#)

1

3. Several different types of templates are available to you: Assignments, Course Binders, Exams, Projects, and Quizzes. Click on **course binder**.

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Field Experience Help Logout

Courses <<

My Courses
All Courses

Coursework

Assignments
Projects
Quizzes
Exams
Course Binders
Observations

My Templates

Assignment and Project Template Builder
Quiz and Exam Template Builder

ASSIGNMENT TEMPLATES

You may select any of these templates for your personal use by checking the box next to each and clicking **Copy to My Templates**. This will create an editable copy in your template list.

View: Assignment

☐ You have already made this Template available to yourself from the Library.
☐ You created this Template.

Template Name

☒ [Assignment](#)
☐ [Course Binder](#)
☐ [Exam](#)
☐ [Project](#)
☐ [Quiz](#)
☐ [Video](#)
☐ [Chapter Summary](#)
☐ [Course Reflections Essay](#)
☐ [Key Assessment 5: Literary Review](#)
☐ [Lesson Plan](#)
☐ [Medication Distribution Skills Assessment](#)
☐ [Opinion Paper](#)
☐ [Opinion Paper](#)
☐ [Reflection Paper](#)

Copy to My Templates

4. All public course binder templates are displayed here. Click on the checkbox next to a **Template Name**. To make it available to you.

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Courses <<

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My Templates

COURSE BINDER TEMPLATES

You may select any of these templates for your personal use by checking the box next to each and clicking **Copy to My Templates**. This will create an editable copy in your template list.

View: Course Binder

☒ You have already made this Template available to yourself from the Library.
☐ You created this Template.

Template Name

☒ [Biotechnology Course Binder Template](#)

Copy to My Templates

Click the Copy to My Templates button.

5. The selected template now has been successfully imported. The icon next to the **Template Name** indicates that this template is available to you to send out. Click on the **Course Binder Template Builder** side-menu item.

The selected template(s) have been successfully imported.

COURSE BINDER TEMPLATES

You may select any of these templates for your personal use by checking the box next to each and clicking **Copy to My Templates**. This will create an editable copy in your template list.

View: Course Binder

You have already made this Template available to yourself from the Library.

You created this Template.

Template Name
Biotechnology Course Binder Template

Copy to My Templates

Click on the Course Binder Template Builder side-menu item.

6. The course binder template you checked is here and available to send out from the **Course Binders** side-menu item.

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Courses

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Course Binder Templates

Name	Status	Updated
<input type="checkbox"/> Spring 2009 Unit Plan Course Binder	Active	05/06/2009
<input type="checkbox"/> Biotechnology Course Binder Template	Active	10/04/2012

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”.