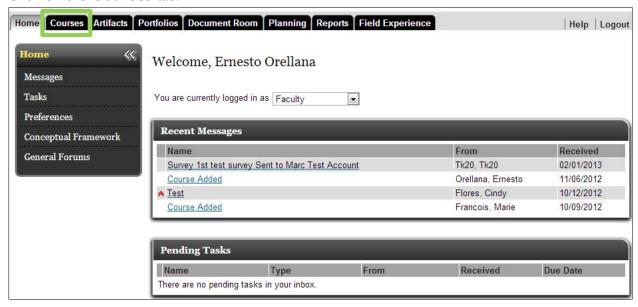
## **Check Out a Course Binder**

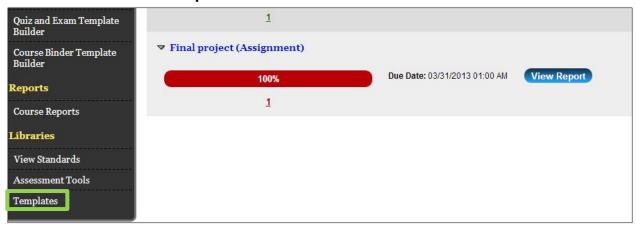
- I. Login into folioCI by going to the URL <a href="http://csuci.tk20.com">http://csuci.tk20.com</a>
- 2. Use your given username and password to login.

## **Viewing Student Artifacts**

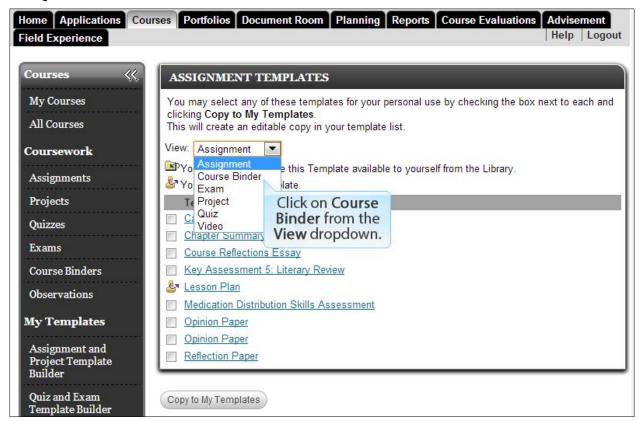
I. Click on the Courses tab.



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



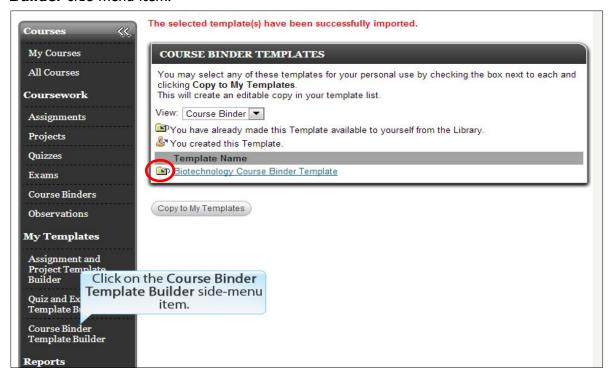
3. Several different types of templates are available to you: Assignments, Course Binders, Exams, Projects, and Quizzes. Click on **course binder**.



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



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.



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



## **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 <a href="mailto:islas.uea@csuci.edu">islas.uea@csuci.edu</a>, subject: "folioCl Guide".