

Completing a Multi-Artifact Assignment in *folioCI*

1. Login into your [myCI](#) account.
2. Click on **folioCI** link, found under **My Links**.

My Links

Webmail

for employees

Dolphin Email

for students/alumni

CI Learn

CI Records

Dolphin Files

for students

Dolphin Files

for employees

DOCK Online

Dolphin CareerLink

Atomic Learning

folioCI

CI Parking Permits

Library Resources & Services

3. From the **Pending Tasks** section in the **Home** tab, click on the assignment that you would like to complete.

Home

- Messages
- Tasks
- Preferences
- Conceptual Framework
- General Forums

Welcome, Marc Test

Recent Messages

Name	From	Received
Course Added	., CSUCI	09/22/2011

Pending Tasks

Name	Type	From	Received	Due Date
Please send the Assignment Critical Reasoning Signature Assignment	Assignment	., CSUCI	09/22/2011	10/31/2011

4. On the next screen click on the **Artifact Wizard** icon.

Edit Critical Reasoning Signature Assignment

Critical Reasoning Signature Assignment

Standards

Attach Artifacts


Assessments

Extensions

Feedback

Critical Reasoning Signature Assignment >


Critical Reasoning Signature Assignment

Please Note:
To complete Critical Reasoning Signature Assignment, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Assignment Critical Reasoning Signature Assignment

Title

Course(s) Test Course

Click to attach your work 

5. Select “**I would like to create a new artifact**” to create and attach your work for this assignment. Click **Continue**.

Assignment Details

Welcome to the Artifact Wizard. This will guide you on the creation/attachment/submission of your artifacts in this system.

For a detailed description of how artifacts work, [Artifact Wizard](#).

Please select an action from the list below:

☒ I would like to create a new artifact. (This will also allow you to attach/submit it to this task) [?](#)

☐ I would like to attach/submit a previously created and saved artifact in the system to this task [?](#)

☐ I am not sure.

[Continue >>](#) [Cancel](#)

6. Select “File” from the **Artifact Type** dropdown menu.

Assignment Details

Select Artifact Type

Please Select the Artifact Type

6. [File](#)

7. Attach a file using the **Browse** button.

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. [?](#)

[Browse...](#) [Click to attach another file](#)

8. Enter a **Title** for your artifact if one is not automatically created for you; a **Description** is optional.

Artifact Details

Please upload your file using the 'Documents' tab.

Title*

8.

Description

9. Click **Save**. This saves your current progress and **does not** submit the assignment to the instructor.
*NOTE: If you accidentally click **Submit**, see instructions below for **Recalling an Assignment**.

To Save and Exit, click **Save**. ?

To Submit your Assignment, click **Submit**. ?

To Save and attach another artifact, click **Next**.

To Exit without saving, click **Cancel**.

Save **Submit** **Next >>** **Cancel**

10. When you need to add another artifact at a later date to the assignment, it will no longer show in your Pending Tasks notifications.

To go back to the assignment within folioCI:

- click on the **Course** tab,
- click in **Assignments** on the side menu,
- then the assignment name.

a.

b.

c.

The screenshot shows the Channel Islands folioCI interface. At the top, there is a navigation bar with tabs: Home, Courses, Artifacts, Portfolios, Document Room, and Plans. The 'Courses' tab is highlighted with a green circle and an arrow labeled 'a.'. Below the navigation bar, there is a sidebar with a 'Courses' section containing 'My Courses' and 'All Courses', and a 'Coursework' section containing 'Assignments', 'Send', and 'Edit Folders'. The 'Assignments' link in the 'Coursework' section is highlighted with a green circle and an arrow labeled 'b.'. The main content area is titled 'Assignments' and contains a table with columns for 'Name' and 'Title'. The first row in the table is highlighted with a green circle and an arrow labeled 'c.', showing the assignment 'Weekly Hour Log for March 19-23, 2012'.

11. Click on **Attach Artifacts** and then **Click here to Attach**.

CARR Review Assignment Standards **Attach Artifacts** Assessments Extensions F

Attach Artifacts

Type Title

New Item ? [Click here to Attach](#)

12. A window will pop up. Select **Create a new artifact** and select **Continue**.

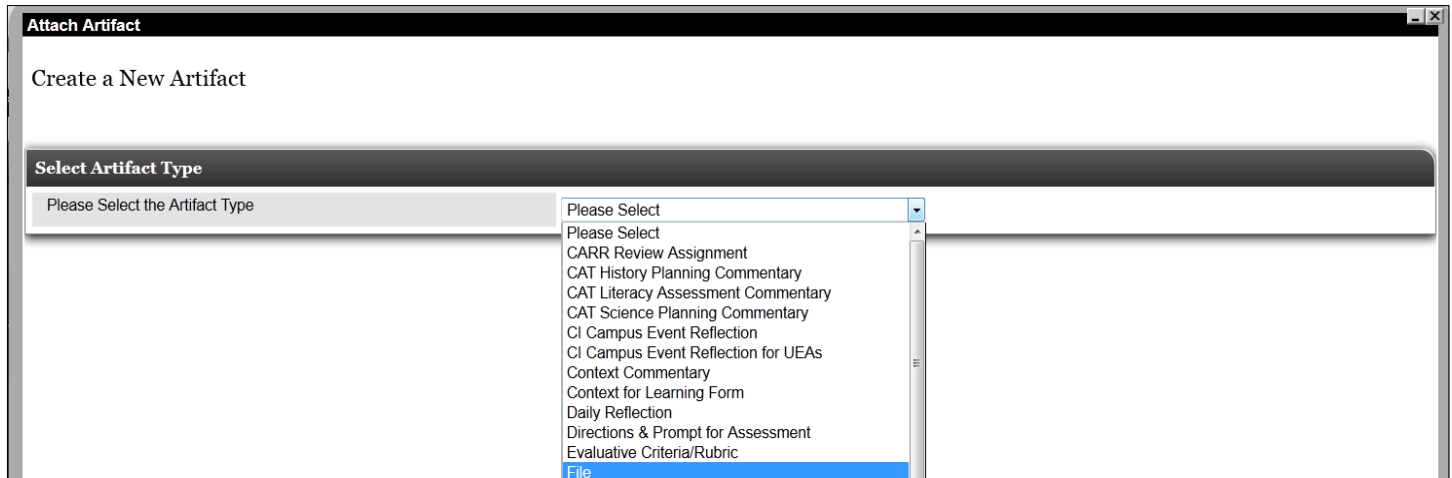
Attach Artifact

Select Artifact
☒ Create a new artifact
OR
Please select your artifact from the list below.

My Items
View Type: Search by Title

1 - 25 of 31 Page: First | < Previous | Next > | Last

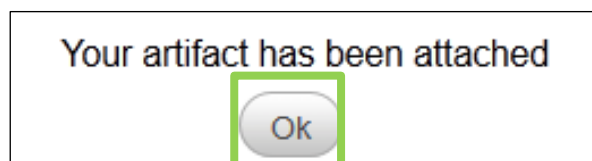
13. A new window pops up. Click on the **Please Select** drop down menu, **Select File** to upload your file from your computer to folioCl.



14. Select **Browse**, to find the file you wish to upload on your computer. The system will automatically give a title for your artifact (you can change it if you wish. Description is optional.). Click **Save**.

A screenshot of the "Attach Artifact" window. The "Select Artifact Type" dropdown menu now shows "File" as the selected option. Below this is the "Upload Document" section. It contains a text box with instructions: "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." To the right of the text box is a "Browse..." button, which is highlighted with a green box. Next to it is a link that says "Click to attach another file". Below the "Upload Document" section is the "Artifact Details" section. It has a label "Please upload your file using the 'Documents' tab." and two input fields: "Title*" and "Description". At the bottom of the window, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a green box.

15. Click **ok**.



16. Click **Save**.

Weekly Learning Reflection Log Standards Attach Artifacts Assessments Extensions Feedback

Attach Artifacts

Type	Title
File	HEALTH ✕ 1. HEALTH

New Item ? [Click here to Attach](#)

Submit **Save** Cancel

17. When your final artifact for the assignment has been added you may click on **Submit** to complete sending your assignment to the instructor.

CARR Review Assignment Standards Attach Artifacts Assessments

Attach Artifacts

Type	Title
File	Qualtrics survey ✕ 1. AssessingCoursework

New Item ? [Click here to Attach](#)

Submit Save Cancel

Saved the wrong artifact?

If you realize that you have saved an artifact in error, then you have the option to delete it, if you have not yet submitted the assignment or project.

1. Click on the **Courses** tab.

Channel Islands · folioCI Tk20

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

Courses

My Courses

▼ My Courses

Current Courses Previous Courses Future Courses Pending tasks

2. Click **Assignments** from the left hand navigation.

Channel Islands · folioCI

Home Courses Artifacts Portfolios Document Room Field Experience

Courses

- My Courses

Coursework

- Assignments**
- Inbox
- Sent
- Projects
- Quizzes
- Exams
- Course Binders
- Observations

Assignments

recall

Name			
<input type="checkbox"/> Pre Self-Assessment	Assignment	Test Cou	
<input type="checkbox"/> Fall 2012 Critical Reasoning	Assignment	Test Cou	
<input type="checkbox"/> Sociology capstone test	Assignment	Test Cou	
<input type="checkbox"/> Weekly Learning Reflection Log 2	Assignment	Test Cou	
<input type="checkbox"/> Weekly Learning Reflection Log 1	Assignment	Test Cou	
<input type="checkbox"/> Weekly Hour Log for May 21-25, 2012	Assignment	Freshma Seminar UEs	
<input type="checkbox"/> Social Problem Research Paper	Assignment	SECON YEAR	

3. Select the **Assignment** you are working on.

<input type="checkbox"/> Pre Self-Assessment	Assignment	Test Cou
<input type="checkbox"/> Fall 2012 Critical Reasoning	Assignment	Test Cou
<input type="checkbox"/> Sociology capstone test	Assignment	Test Cou
<input type="checkbox"/> Weekly Learning Reflection Log 2	Assignment	Test Cou
<input type="checkbox"/> Weekly Learning Reflection Log 1	Assignment	Test Cou
<input type="checkbox"/> Weekly Hour Log for May 21-25, 2012	Assignment	Freshma Seminar UEs
<input type="checkbox"/> Social Problem Research Paper	Assignment	SECON YEAR

4. Click on **Attach Artifacts**.

The screenshot shows the 'Edit University Experience Events Project' page. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', 'Document Room', and 'Field Experience'. The 'Artifacts' tab is selected. Below the navigation bar, there are tabs for 'University Experience Events Project', 'Standards', 'Attach Artifacts' (highlighted with a green circle), 'Assessments', 'Extensions', and 'Feedback'. The main content area shows a 'Please Note' message and a table with the assignment title 'University Experience Events Project'. An 'Artifact Wizard' icon is visible in the bottom right corner.

5. A list of the attached artifacts will come up. To delete the incorrect attached artifact **click on the gray box with a black X** then click **save**.

The screenshot shows the 'Attach Artifacts' page. The 'Attach Artifacts' tab is selected. Below the navigation bar, there are tabs for 'University Experience Events Project', 'Standards', 'Attach Artifacts' (selected), and 'Assessments'. The main content area shows a table of attached artifacts. The table has two columns: 'Type' and 'Title'. The artifacts listed are '1st Reflection Journal', '2nd Reflection Journal', '3rd Reflection Journal', and 'Resume'. Each artifact has a gray box with a black X next to it, indicating it can be deleted. A black arrow points to the 'Resume' artifact's delete button. At the bottom of the page, there are three buttons: 'Submit', 'Save' (highlighted with a green box), and 'Cancel'.

Type	Title
File	1st Reflection Journal 1. 1st Reflection Journal X
File	2nd Reflection Journal 1. 2nd Reflection Journal X
File	3rd Reflection Journal 1. 3rd Reflection Journal X
File	Resume 1. Resume X
New Item ?	Click here to Attach

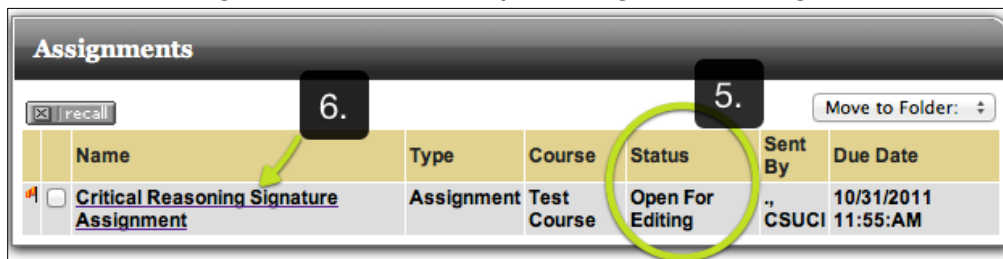
Recalling an Assignment

If you realize that you have **submitted** an assignment or project in error, then you have the option to recall it, only if the assessment of the assignment or project has not been started.

1. Click on the **Courses** tab.
2. Click **Assignments** from the left hand navigation.
3. Select the **Assignment** you want to recall.
4. Click on the **recall** button.



5. This will change the status of the assignment from **Assessment Pending** to **Open for Editing**.
6. Click on the assignment and resubmit your assignment through the **Artifact Wizard**.



If you have any problems using this how-to guide, we appreciate any feedback at islas.uea@csuci.edu, subject: "folioCI Guide".