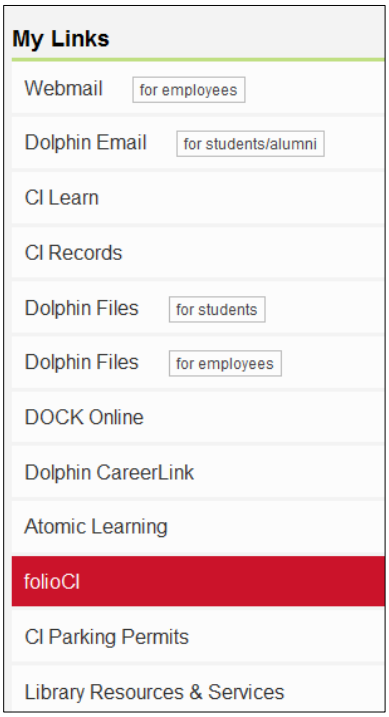
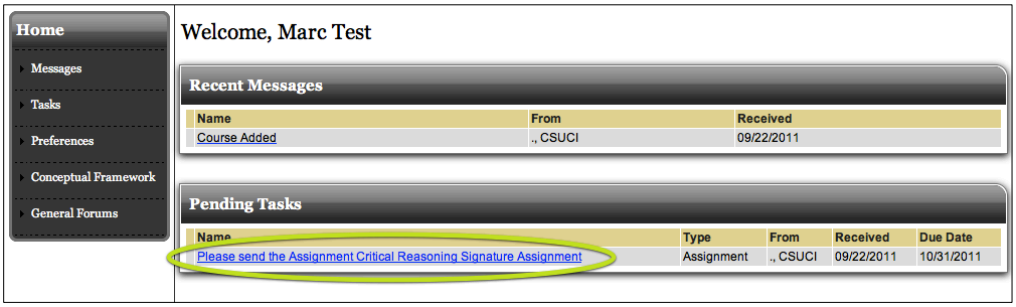
Completing a Multi-Artifact Assignment in *folio*CI

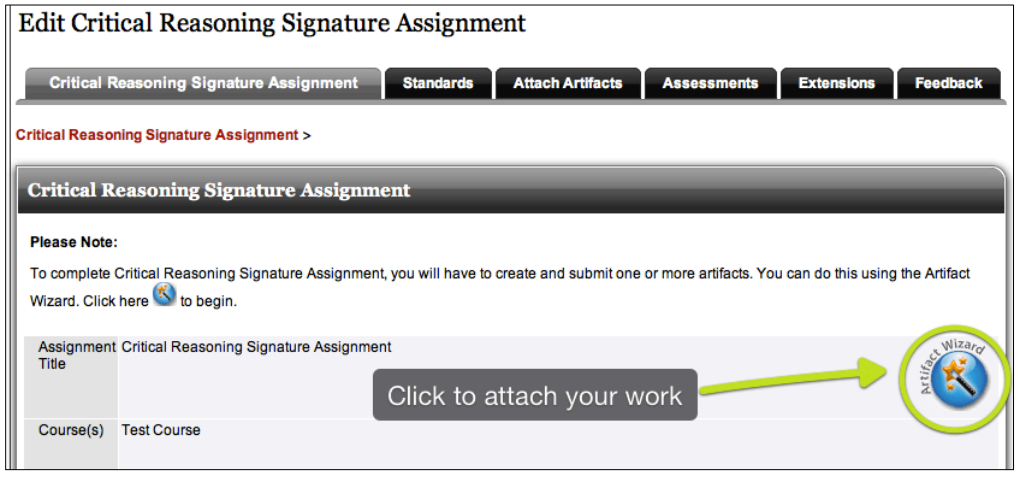
1. Login into your ***myCI*** account.
2. Click on ***folioCI*** link, found under **My Links.**



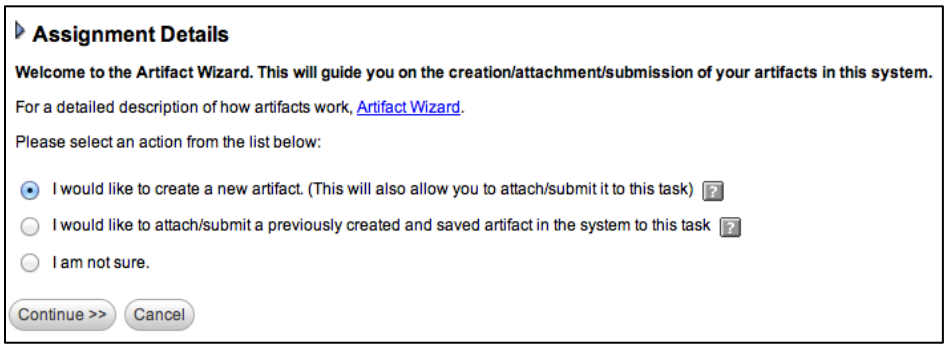
3. From the **Pending Tasks** section in the **Home** tab, click on the assignment that you would like to complete.



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

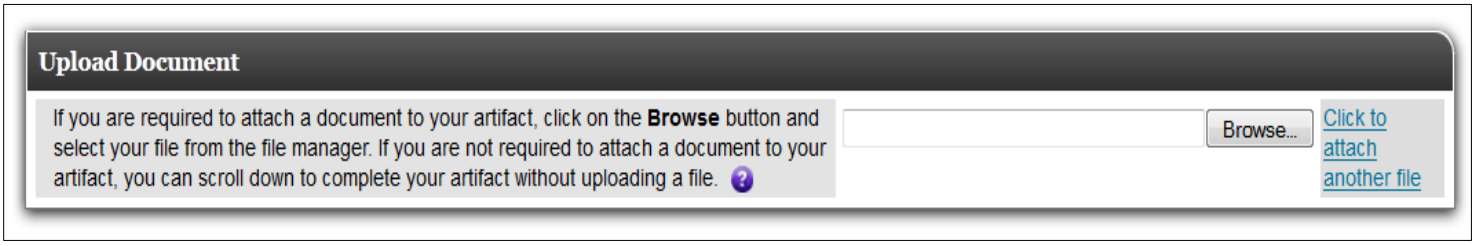


5. Select "**I would like to create a new artifact**" to create and attach your work for this assignment. Click **Continue**.



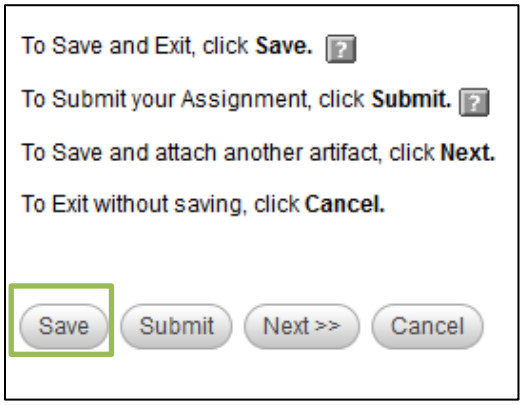
6. Select "File" from the **Artifact Type** dropdown menu.

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

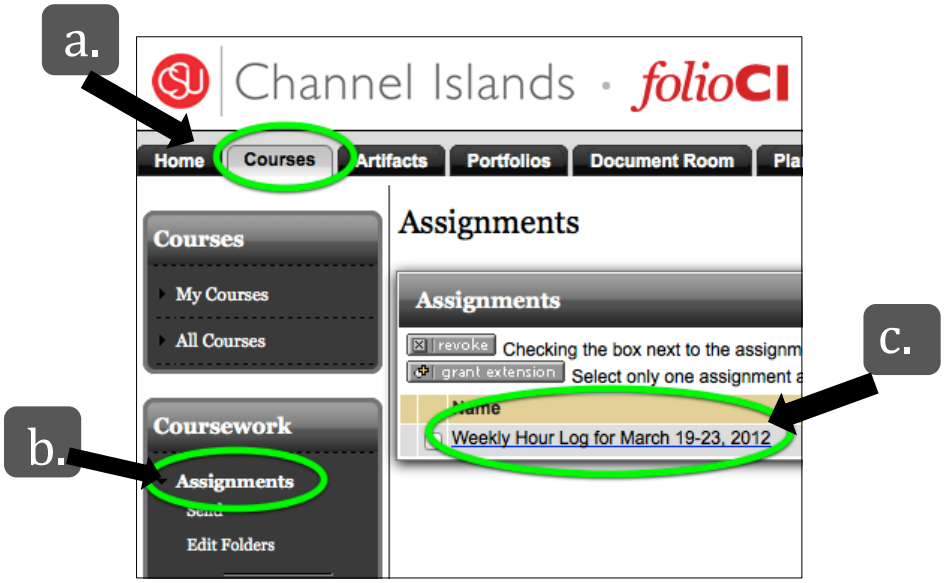


8. Enter a **Title** for your artifact if one is not automatically created for you; a **Description** is optional.

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

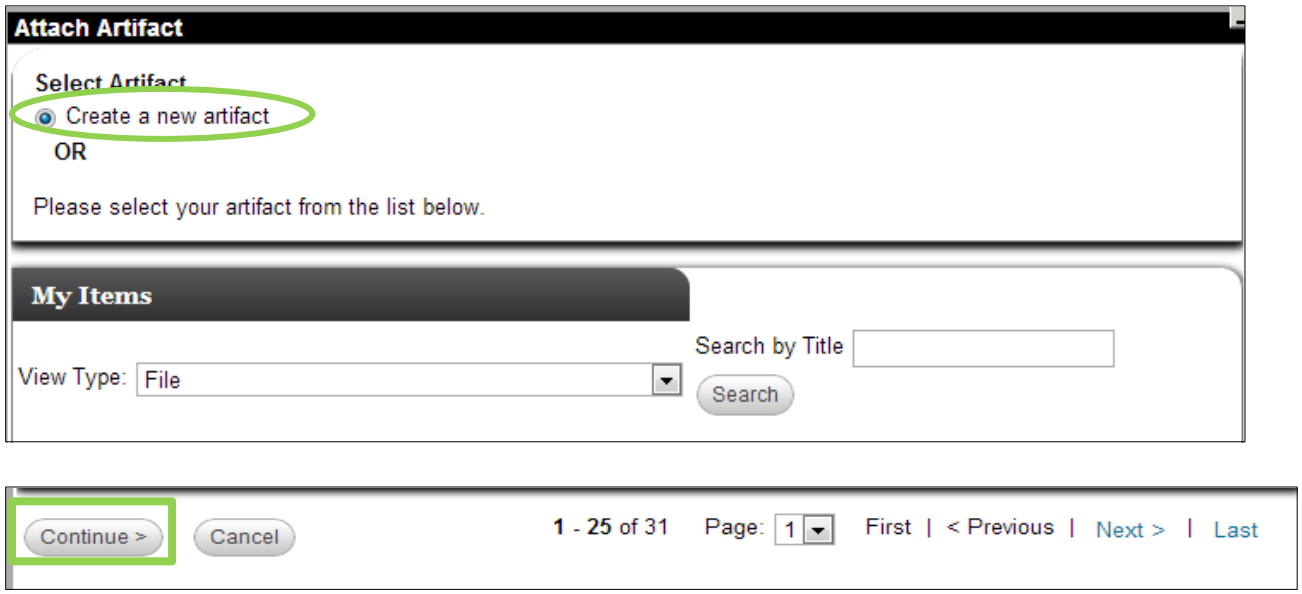


10. When you need to add another artifact at a later date to the assignment, it will no longer show in your Pending Tasks notifications.
    To go back to the assignment within folioCI:
    a) click on the **Course** tab,
    b) click in **Assignments** on the side menu,
    c) then the assignment name.

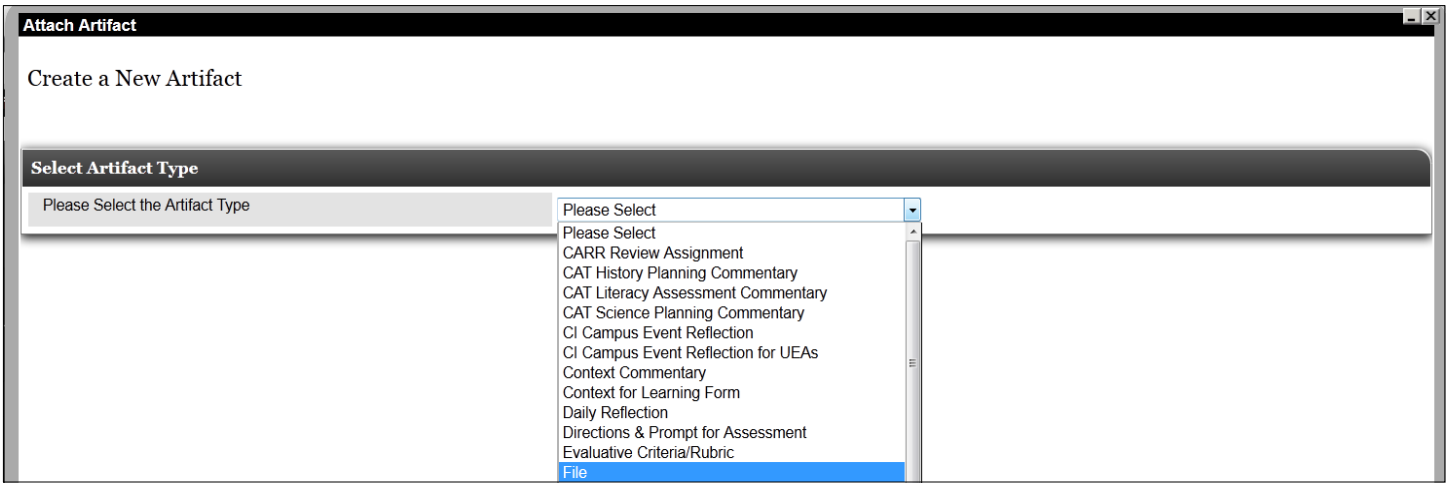


11. Click on **Attach Artifacts** and then **Click here to Attach**.

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

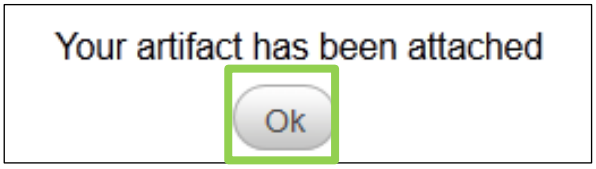


13. A new window pops up. Click on the ***Please Select*** drop down menu, **Select File** to upload your file from your computer to folioCI.

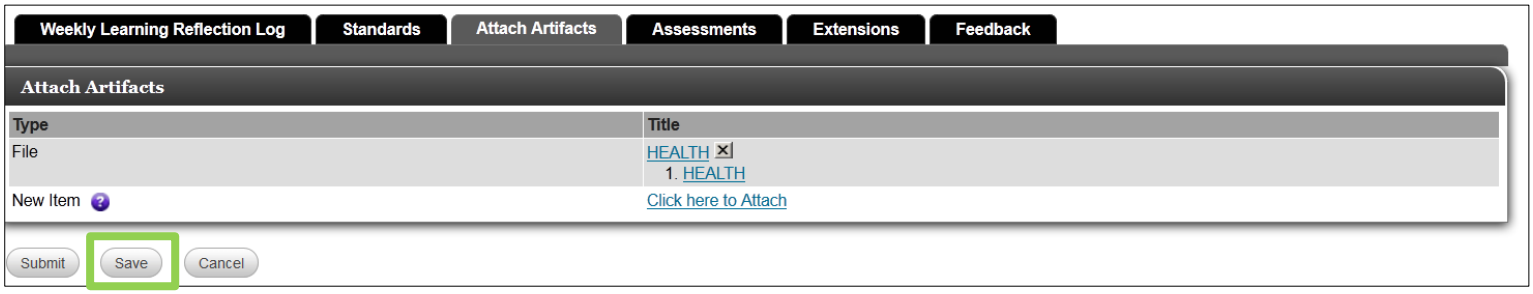


14. Select **Browse**, to find the file you wish to upload on your computer. The system will automatically give a title for your artifact (*you can change it if you wish. Description is optional.).* Click **Save**.

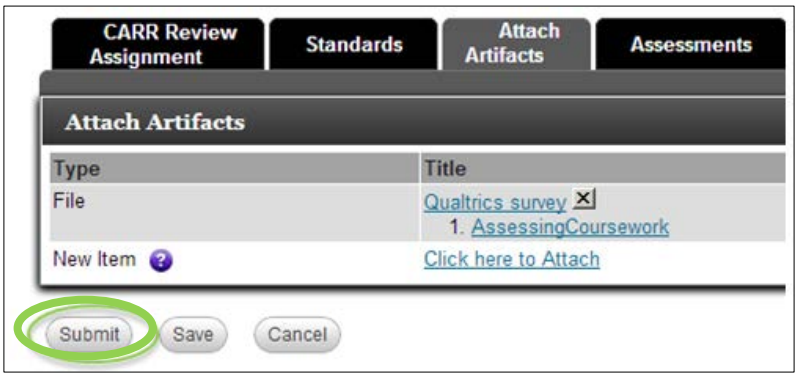
15. Click **ok**.



16. Click **Save**.



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

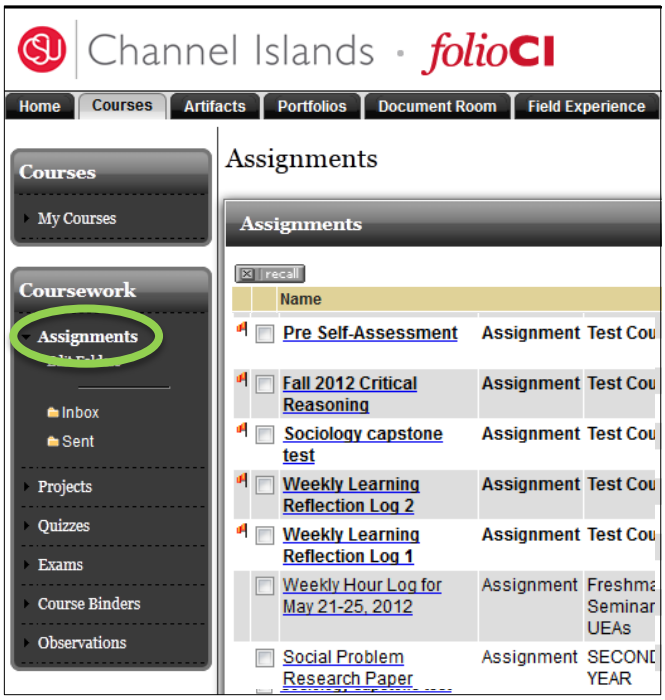


Saved the wrong artifact?

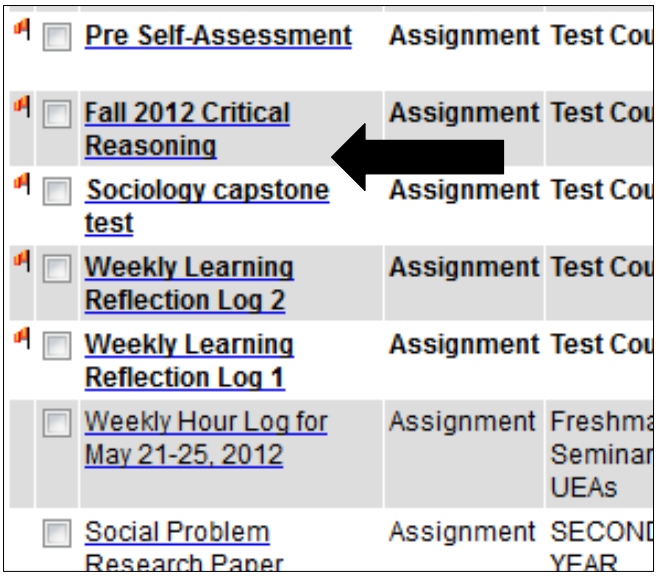
If you realize that you have saved an artifact in error, then you have the option to delete it, if you have not yet submitted the assignment or project.

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

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

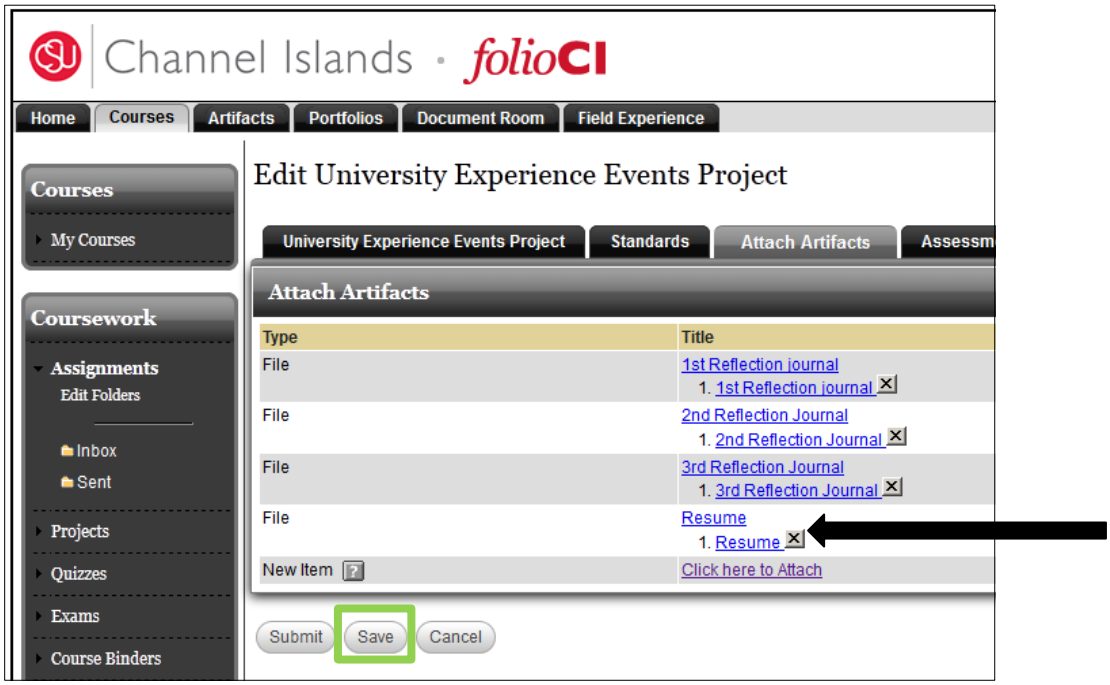


3. Select the **Assignment** you are working on.



4. Click on **Attach Artifacts.**

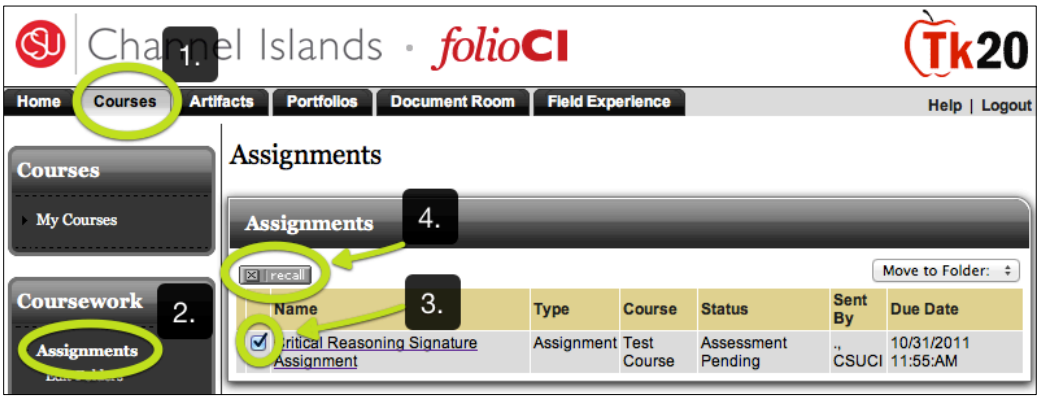
5. A list of the attached artifacts will come up. To delete the incorrect attached artifact **click on the gray box with a black X** then click **save**.



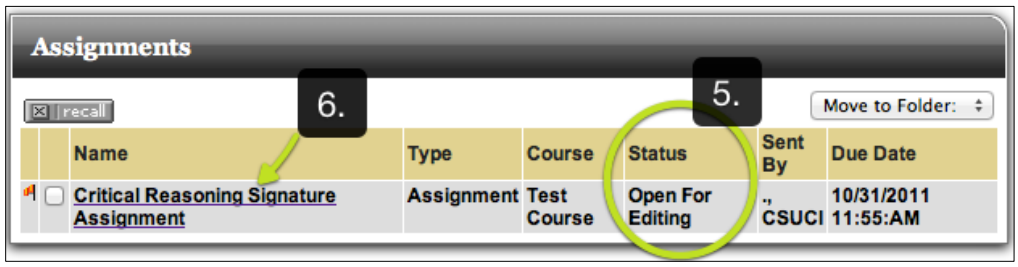
Recalling an Assignment

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".