Creating a Course Binder

1. Login into *folio*CI by going to the URL http://csuci.tk20.com
2. Use your given *username* and *password* to login.

Creating a Course Binder Template

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

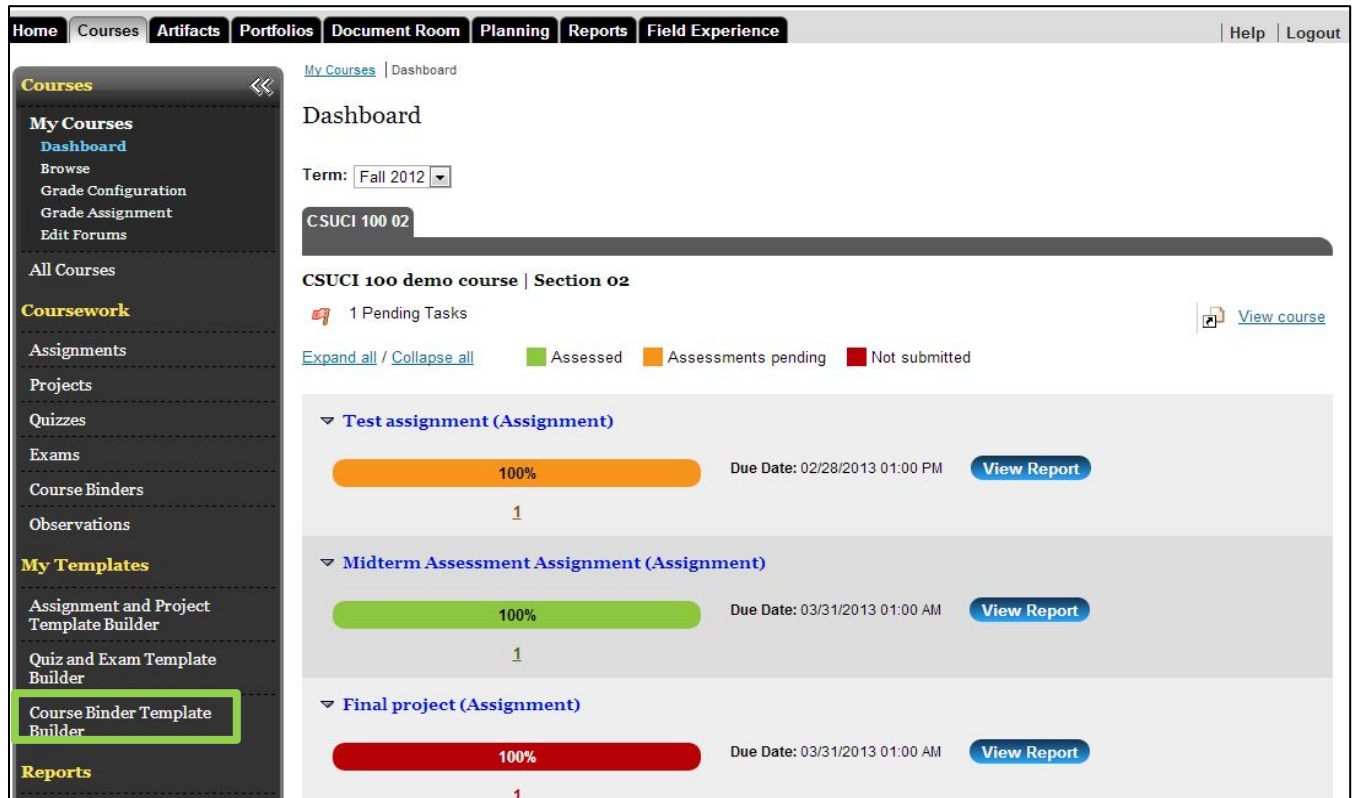2. In the side menu, under **My Templates**, click on the **Course Binder Template Builder**.

3. Click **Create** in the side menu.

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Courses «

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Quiz and Exam Template Builder

Course Binder Template Builder

Browse

Create

Course Binder Templates

Course Binder Templates

📋 copy   🗑 delete

Name	Status

4. There is a four step wizard for creating a course binder template. In **Step 1**; you will define general information about your course binder. Begin by entering a Template Name. Students will not see the template name.

5. Scroll down and enter a description for your template.

6. After the description select if you will allow students to submit even though course binder is not complete. If completion **is enforced**, students will have to attach an artifact to every artifact placeholder in the course binder. An artifact placeholder is a link to which students will attach an artifact.

7. Then indicate if you will allow students to add additional items not specified in the template. Selecting **Yes** on the **Allow Additional attachments** option will allow students to attach additional items that are not specified in the template.

Please indicate whether you will allow the student to add additional items to the binder not specified in the template.
Allow additional attachments? ○ Yes ○ No

8. Select the visibility you would like.

Please enter the visibility of this course binder template. If you would like others to be able to use this template, select "Public".
Visibility   ○ Public ● Private

Select **Public** to make the template available to other instructors in the **Libraries.**

If you would like the template to remain available to you only, select **Private.**

9. The last step in **Step 1** is to enter names for the **Tabs** of your course binder. These tabs will be the tabs into which students will insert artifacts. Then click **Next** to proceed on the second step.

Binder tabs represent a collection of attachments grouped into a major category. Please enter names for up to eight tabs. If you would like fewer than eight tabs, you may leave some spaces empty. The tabs will be displayed to the student in the order listed here.

Tabs*

1. Biotechnology Assignment
2. Biotechnology Essay
3.
4.
5.
6.
7.
8.

Next >>   Save   Cancel

10. In **Step 2**, enter instructions for each tab in the binder and artifact attachment. Click on the **Add New** button to add an artifact placeholder.

Create a Course Binder Template

① Step 1 Define Template	② Step 2 Select Attachments	③ Step 3 Select Assessment Tool	④ Step 4 Review and Save

Step 2. Select Attachments

Each tab in your course binder should contain one or more attachment placeholders. Each placeholder represents an artifact, a quiz, an exam, a project or an assignment a student will attach to the course binder. Each placeholder should have one or more standards associated with it. You may also require that students add a reflection or answer reflective questions about the placeholder. To add an attachment to a placeholder, click on "add new" under the tab name to which it belongs. To edit an attachment placeholder, click on its name.

Biotechnology Assigment

Instructions

[add new] [delete]

Attachment Type	Standard	Reflection

(<<Back) (Next >>) (Save) (Cancel)

11. Select an **Attachment Type**. Then select a **Reflection**, if desired. **Reflections** require students to attach a reflection to the artifact. If you wish to tie standards to the artifact, select a **Standard Body** first and then the **Standards**. Then click the **Add** button to add the placeholder to your tab. Click **Cancel** to exit without adding the placeholder to the tab. ***Note**: You may continue to add more artifact placeholders to any tab in the same manner.

12. When you finish attaching the artifact placeholders, click **Next**. Click the **Save** button to come back at a later time to finish setting up the template. Click the **Cancel** button to exit without saving. You may click the **Back** button to return to a previous step at any time.

13. In **Step 3**, you will select the rubrics that will be used when assessing the students' assignment. To select an assessment tool, click the checkbox next to the **Assessment Tool Title**. You may select more than one. Click **Next** to proceed. You can preview a rubric by clicking on the Assessment Tool title in blue.

14. In **Step 4**, you will review the course binder, make it active and save it for use in your course. You must make the course binder template **active** before you are able to send it out to a course. You can click on the sub-tabs of the course binder to see how they will appear to students.

15. Click the **Save** button to save the course binder template.

16. Your new course binder template is listed under **Course Binder Templates**.

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".