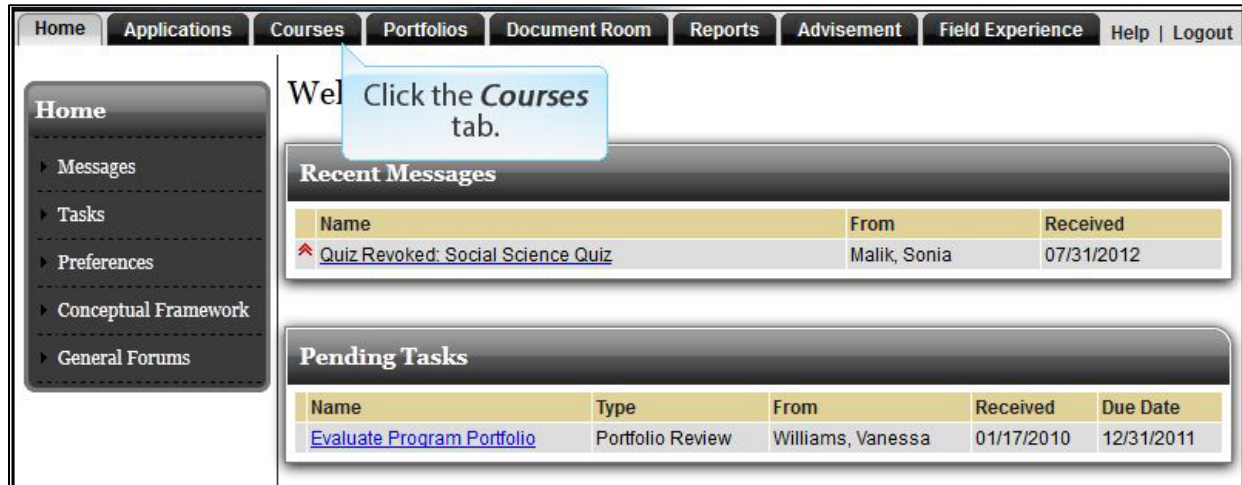


## Creating a Course Binder

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

## Creating a Course Binder Template

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



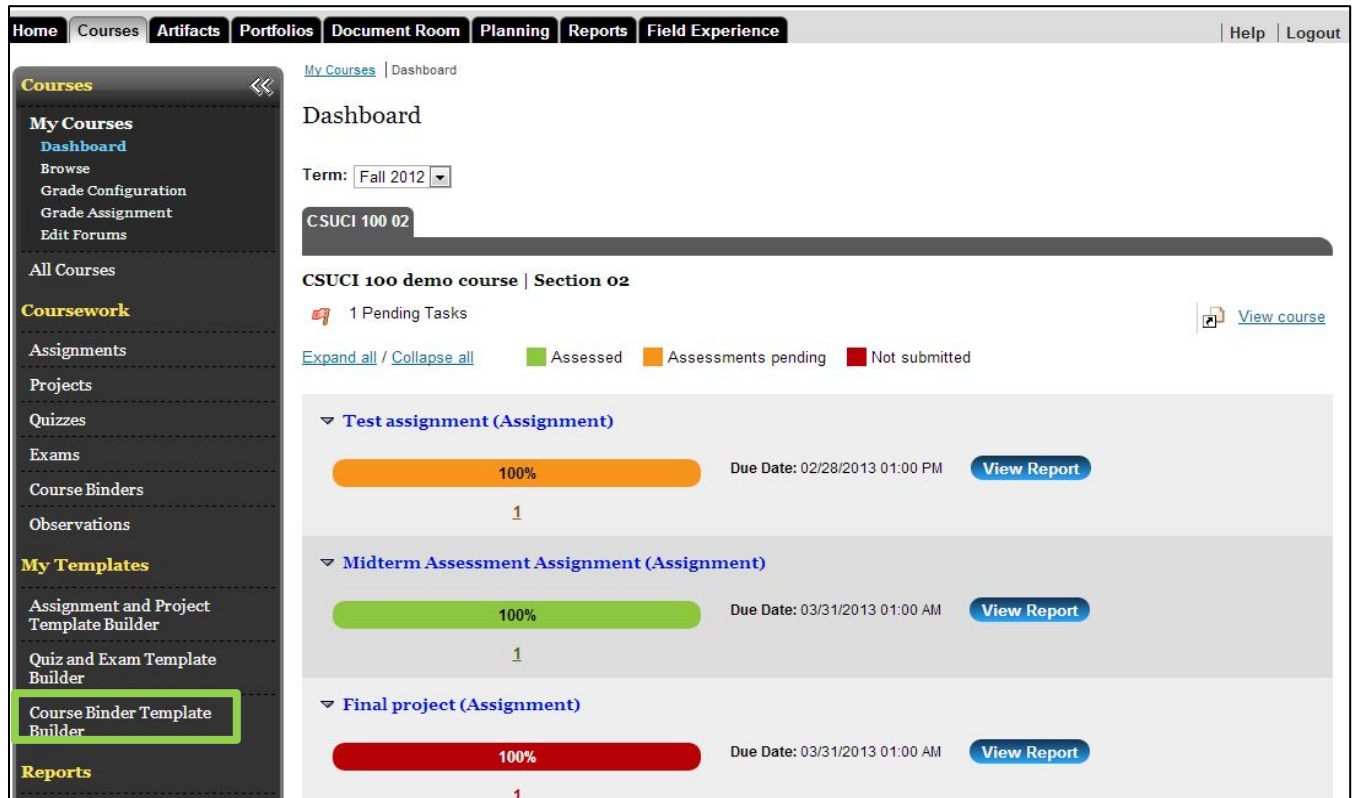
The screenshot shows the folioCI dashboard with the 'Courses' tab selected in the top navigation bar. A blue callout box points to the 'Courses' tab with the text 'Click the **Courses** tab.' The left sidebar contains a 'Home' section with links to Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area displays 'Recent Messages' and 'Pending Tasks'.

Name	From	Received
<a href="#">Quiz Revoked: Social Science Quiz</a>	Malik, Sonia	07/31/2012

Name	Type	From	Received	Due Date
<a href="#">Evaluate Program Portfolio</a>	Portfolio Review	Williams, Vanessa	01/17/2010	12/31/2011

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



The screenshot shows the folioCI dashboard with the 'Courses' tab selected. The left sidebar is expanded, and the 'Course Binder Template Builder' option under 'My Templates' is highlighted with a green box. The main content area displays the 'Dashboard' for 'CSUCI 100 02'.

Term:

CSUCI 100 02

CSUCI 100 demo course | Section 02

1 Pending Tasks [View course](#)

[Expand all](#) / [Collapse all](#) ■ Assessed ■ Assessments pending ■ Not submitted

Assignment	Progress	Due Date	Action
Test assignment (Assignment)	100% 1	Due Date: 02/28/2013 01:00 PM	<a href="#">View Report</a>
Midterm Assessment Assignment (Assignment)	100% 1	Due Date: 03/31/2013 01:00 AM	<a href="#">View Report</a>
Final project (Assignment)	100% 1	Due Date: 03/31/2013 01:00 AM	<a href="#">View Report</a>

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Home, Courses, Artifacts, Portfolios, Document Room, Planning, Reports, and Field Experience. The 'Courses' tab is selected. On the left is a dark sidebar menu with the following sections: 'Courses' (with a double-left arrow icon), 'My Courses', 'All Courses', 'Coursework' (with a double-left arrow icon), 'Assignments', 'Projects', 'Quizzes', 'Exams', 'Course Binders', 'Observations', 'My Templates' (with a double-left arrow icon), 'Assignment and Project Template Builder', 'Quiz and Exam Template Builder', 'Course Binder Template Builder', and a 'Create' button at the bottom which is highlighted with a green box. The main content area is titled 'Course Binder Templates'. Below the title is a sub-header 'Course Binder Templates' with 'copy' and 'delete' icons. Below that is a table with two columns: 'Name' and 'Status'. The table is currently empty.

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.

The screenshot shows the 'Create a Course Binder Template' wizard. The top navigation bar includes links for Home, Applications, Courses, Portfolios, Document Room, Reports, Advisement, Field Experience, and Help/Logout. The left sidebar has three main sections: 'Courses' (My Courses, All Courses), 'Coursework' (Assignments, Projects, Quizzes, Exams, Course Binders, Observations), and 'My Templates' (Assignment and Project Template Builder, Quiz and Exam). The main content area is titled 'Create a Course Binder Template' and features a four-step progress bar: Step 1 (Define Template), Step 2 (Select Attachments), Step 3 (Select Assessment Tool), and Step 4 (Review and Save). Below the progress bar, the section 'Step 1. Define Template' explains that a Course Binder is an online electronic representation of a binder. It then presents a form titled 'Define a Course Binder Template' with two fields: 'Template Name\*' and 'Description'. A blue callout box points to the 'Template Name\*' field with the text: 'Enter a Template Name. Students will not see the template name.'

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

This close-up shows the 'Description' field in the wizard. It consists of a label 'Description' and a large, empty text area for entering the description.

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.

This screenshot shows the final part of the wizard, asking the user to indicate whether they will require a student to complete the course binder before submitting it. The text reads: 'Please indicate whether you will require a student to complete this course binder before submitting it or if you will allow a partially completed course binder to be submitted.' Below this text are two radio button options: 'Enforce completion before submitting?' with 'Yes' selected, and 'No'.

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 I** 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 Assignment

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.

The screenshot shows a web application interface with a top navigation bar containing links: Courses, Portfolios, Document Room, Reports, Advisement, Field Experience, and Help. A 'Logout' link is also present. The main content area features a 'Placeholder' dialog box. This dialog box has a title bar and four sections: 'Attachment Type' with a dropdown menu showing 'Assignment'; 'Reflection' with a dropdown menu showing 'None'; 'Standard Body' with a dropdown menu showing 'None'; and 'Standards' which is currently empty. Below the dialog box, there is a link for 'Advanced Options >>'. At the bottom left, there are two buttons: 'Add' and 'Cancel'. A light blue callout box points to the 'Add' button with the text: 'Click the Add button to add the placeholder to your tab.'

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.

**Biotechnology Essay**

Instructions

The essay attached should contain the details of the research done for the Biotechnology course.

add new delete

Attachment Type	Reflection
<input type="checkbox"/> Essay	

<<Back Next >> Save Cancel

Click the Cancel button to exit the template without saving.

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.

**Courses**

- My Courses
- All Courses

**Coursework**

- Assignments
- Projects
- Quizzes
- Exams
- Course Binders
- Observations

**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 3. Select Assessment Tool**

The assessment tool is used to evaluate the attachments within the course binder. Please select the assessment tool(s) from the list below. You can view a tool by clicking on its title. If you do not see the assessment tool you want, click on the *Rubric Builder*.

To preview a rubric, click on the Assessment Tool Title in blue.

Assessment Tool Title
<input checked="" type="checkbox"/> Opinion Paper Rubric
<input type="checkbox"/> Scoring Guide for Writing

<<Back Next >> Save Cancel



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.

**Course Binder Template**

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

**Step 4. Review and Save**

Please review your course binder template. If you need to make changes, you may click "Back" to go the previous stages. When everything is correct, click "Save" to complete and save your course binder template.

**Biotechnology Course Binder Template**

Template Name: Biotechnology Course Binder Template

Description: This course binder is to be completed by the students enrolled in the Biotechnology course.

Is this Course Binder Template Active? ☐ Yes ☒ No

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

<<Back   **Save**   Cancel

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

Name	Status	Updated
<a href="#">Biotechnology Course Binder Template</a>	Active	08/01/2012



## 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](mailto:islas.uea@csuci.edu), subject: “folioCI Guide”.**