

## Creating a Course Binder

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

## Attaching the artifacts

1. Locate the course binder under **Pending Tasks** in the **Home tab** and click on it. This will open your course binder, you can also find it under the **Courses** tab.

Home Courses Artifacts Portfolios Document Room Field Experience Help Logout

**Home** << Messages Tasks Preferences Conceptual Framework General Forums

Welcome, Marc Test  
You are currently logged in as Student

**Recent Messages**

Name	From	Received
<a href="#">Course Added</a>	Francois, Marie	01/15/2013
<a href="#">Course Added</a>	Francois, Marie	10/30/2012
<a href="#">Course Added</a>	Francois, Marie	07/02/2012
<a href="#">Test message</a>	Martinez, Alberto	04/17/2012
<a href="#">Test message from Tk20 - Buhl account</a>	Buhl, Geoffrey	04/17/2012
<a href="#">Course Added</a>	., CSUCI	09/22/2011

**Pending Tasks**

Name	Type	From	Received	Due Date
<a href="#">Please send the Course Binder Nuclear Physics</a>	Course Binder	Orellana, Ernesto	04/11/2013	04/10/2014
<a href="#">Please send the Assignment Assessing assignment for Marc test</a>	Assignment	Orellana, Ernesto	04/03/2013	04/03/2014

2. Before getting started, take a few minutes to look through the binder tabs and familiarize yourself with the requirements. The **first sub-tab** of your binder will contain basic information, such as the course, assessors, and due date as well as a basic description or overall instructions for your binder. Each sub-tab is named according to the type of activity required.

The screenshot shows the 'Edit Nuclear Physics' page. On the left is a sidebar with navigation links: Courses, Coursework, Course Binders, and Libraries. The main content area has a header 'Edit Nuclear Physics' and a row of sub-tabs: Nuclear Physics, Nuclear Astro Physics papier, Bio desintegration, Xanadu!, Assessment, Standards, Extensions, and Feedback. A blue callout bubble labeled 'Sub-tabs' points to this row. Below the sub-tabs, the 'Nuclear Physics' sub-tab is active, showing a 'Please Note' section and a form with fields for Course Binder Name, Course(s), Section, Assessor(s), Description, Start Date, and Due Date. The 'Course Binder Name' field is filled with 'Nuclear Physics'. At the bottom are buttons for 'Submit For Review', 'Save', and 'Cancel'.

3. The **Assessment** sub-tab contains a list that will be used to evaluate your binder. To view an assessment tool, click on its name.

The screenshot shows the 'Edit Nuclear Physics' page with the 'Assessment' sub-tab selected. The sub-tab row now highlights 'Assessment'. Below it, the 'Assessment Forms' section is visible, containing a table with one row: 'Outcome 6.1 Analyze creative human products and ideas'. A black arrow points to this row. At the bottom are buttons for 'Submit For Review', 'Save', and 'Cancel'.

4. This will open the assessment tool and allow you to see the criteria that will be used to evaluate you. If the assessment has been completed, you will be able to see how you were rated for each criterion. When you are ready to begin working on your binder, the easiest way to upload your work is to start at the **first sub-tab**.

Home Courses **Artifacts** Portfolios Document Room Field Experience

**Courses** Edit Nuclear Physics

My Courses

**Coursework**

Assignments

Projects

Quizzes

Exams

**Course Binders**

Edit Folders

Inbox

Observations

**Libraries**

View Standards

**Nuclear Physics** Nuclear Astro Physics papier Bio desintegration Xanadu! Assessment Standards Extensions Feedback

Assessment > Outcome 6.1 Analyze creative human products and ideas. >

Outcome 6.1 Analyze creative human products and ideas.

Criterion	Performance Rating		
	Initial	Emerging	Developing
<b>Engagement</b>	1 Work acknowledges but does not engage or question, any meanings, values, language(s), cultures, experiences, or practices in the texts, cultural artifacts, works of art, or (inter)disciplines under consideration.	2 Work superficially engages or begins to question at least one meaning, value, language, culture, experience, or practices in the texts, works of art, cultural artifacts, and/or (inter)disciplines under consideration.	3 Work engages or questions one or more meaning, value, language, culture, experience, or practices in the texts, works of art, cultural artifacts, and/or (inter)disciplines under consideration.
<b>Critical Inquiry</b>	1 Asserts but does not develop ideas and/or provides scant or irrelevant evidence about the texts, cultural artifacts, works of art, or (inter)disciplines under consideration. Does not acknowledge or distinguish among points of view or perspectives.	2 Develops ideas and/or offers evidence inconsistently about the texts, cultural artifacts, works of art, or (inter)disciplines under consideration. Points of view or perspectives are inconsistently acknowledged or distinguished.	3 Provides ideas and evidence that are reasonably well elaborated with respect to the texts, works of art, cultural artifacts, or (inter)disciplines under consideration. Points of view or perspectives are acknowledged and distinguished; alternative points of view or perspectives are recognized.
<b>Cognition of Creative Process</b>	1 Demonstrates rudimentary understanding of creative processes involved within a humanist or artistic discipline.	2 Demonstrates a functional understanding of creative processes involved within a humanist or artistic discipline.	3 Demonstrates a functional understanding of and can distinguish between the creative processes involved within distinct humanist and artistic disciplines.

Comments:

Additional Documentation  No file attached

**Grade**

Grade

Submit For Review Save Cancel

5. In the first tab click on the **Artifact Wizard** icon.

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

**Courses** Edit Nuclear Physics

My Courses

**Coursework**

Assignments

Projects

Quizzes

Exams

**Course Binders**

Edit Folders

Inbox

Observations

**Libraries**


View Standards

**Nuclear Physics** **Nuclear Astro Physics papier** Bio desintegration Xanadu! Assessment Standards Extensions

**Nuclear Physics >**

**Nuclear Physics**

**Please Note:**

To complete this course binder, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Course Binder Name

Course(s) demo course

Section 02

Assessor(s) Marie Francois, Ernesto Orellana

Description guide test 4-10-13

Start Date 04/11/2013 05:37:17 PM

Due Date 04/10/2014 01:00:00 AM

Submit For Review Save Cancel

- a. This will display a table which contains the name of each-sub-tab, the instructions for the tab, and all appropriate placeholders you will need to upload your work. Each attachment placeholder displays a status. This will make it easy for you to see if it has already been attached. To attach an item to the course binder, click on the link, **Click here to Attach** under Title.

[Home](#)
[Courses](#)
[Artifacts](#)
[Portfolios](#)
[Document Room](#)
[Field Experience](#)

[Help](#)
[Logout](#)

**Courses**

My Courses

**Coursework**

Assignments

Projects

Quizzes

Exams

**Course Binders**

Edit Folders

Inbox

Observations

**Libraries**

View Standards

Nuclear Physics

Your task type is a course binder. Course Binders allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact location

Nuclear Astro Physics papier  
Enter instructions here.

Attachment	Status	Title	Reflection	Standards
Article	Unattached	<a href="#">Click here to Attach</a>		<a href="#">Click here to Attach</a>
New Item ?		<a href="#">Click here to Attach</a>		

Bio desintegration  
By applying Bio nutrients organism into the Plutonium waste, we may be able to achieve a safe and terrific Nuclear Fusion reaction.

Attachment	Status	Title	Reflection	Standards
Daily Reflection	Unattached	<a href="#">Click here to Attach</a>	<a href="#">English Portfolio Cover Sheet</a>	<a href="#">Click here to Attach</a>
New Item ?		<a href="#">Click here to Attach</a>		

Xanadu!  
Xanadu! well, this has nothing to do with any of this.

Attachment	Status	Title	Reflection	Standards
Grant	Unattached	<a href="#">Click here to Attach</a>	<a href="#">First Year Mission Engagement</a>	<a href="#">Click here to Attach</a>
New Item ?		<a href="#">Click here to Attach</a>		

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this course binder, click **Submit**.

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

Save

Submit

Cancel

- b. You will be given the option to create a new artifact or attach one that was previously created. Select the previous artifact you want to upload or select create a new artifact. Click on **Continue**.

**Attach Artifact**

Select Artifact

☒ Create a new artifact

OR

Please select your artifact from the list below.

**My Items**

View Type: First Year Mission Engagement Reflection Search by Title [ ] Search

	Title	Type	Last Update
<input checked="" type="radio"/>	Marc Tests' Mission Learning Reflection May 2012	First Year Mission Engagement Reflection	08/26/2012

**Continue >** Cancel

- c. Select the desired artifact type from the list under, to attach a document select **File**.

**Attach Artifact**

Create a New Artifact

**Select Artifact Type**

Please Select the Artifact Type

Please Select

- CARR Review Assignment
- CAT History Planning Commentary
- CAT Literacy Assessment Commentary
- CAT Science Planning Commentary
- CI Campus Event Reflection
- CI Campus Event Reflection for UEAs
- Context Commentary
- Context for Learning Form
- Daily Reflection
- Directions & Prompt for Assessment
- Evaluative Criteria/Rubric
- File**
- First Year Mission Engagement Reflection
- Learning Reflection Log
- Lesson Plan Template
- PACT Elementary Math Assessment Commentary
- PACT Elementary Math Instruction Commentary
- PACT Elementary Math Planning Commentary
- PACT Elementary Math Reflective Commentary
- Reflection on GE Assignment



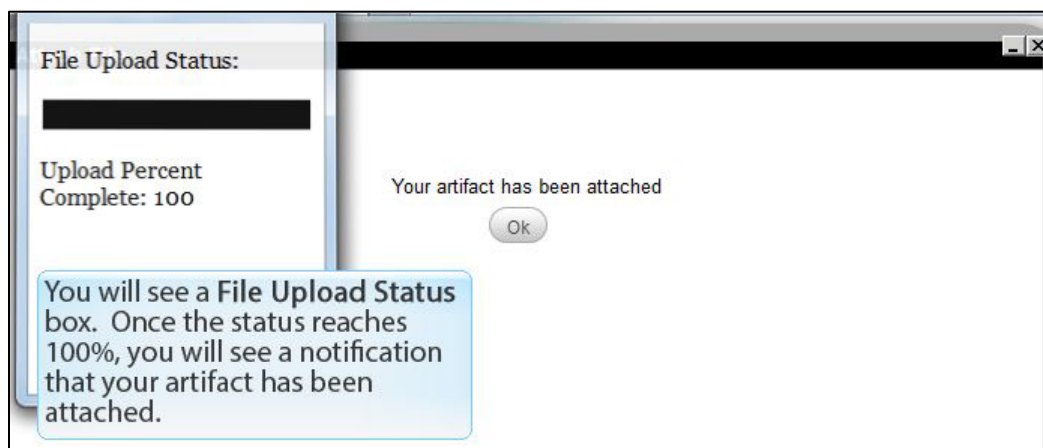
- d. Click on the **Choose File** button, to select the file you wish to upload. The file name will automatically default as the **Title** of your artifact. You may change it if you wish.

The screenshot shows the 'Upload Document' form. At the top, there is a header 'Upload Document' and 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 'Choose File' button and the text 'No file chosen'. Further right is a link 'Click to attach another file'. Below the text box is a section titled 'Artifact Details' with the instruction 'Please upload your file using the 'Documents' tab.' There are two input fields: 'Title\*' and 'Description'. At the bottom are 'Save' and 'Cancel' buttons.

- e. If you wish to attach an additional file to this artifact, click on the link that reads, **Click to attach another file**, locate to the right of the browse button. When you are finished with this artifact, click **Save** to attach it to the course binder.

The screenshot shows the 'Attach Artifact' form. At the top, there is a header 'Attach Artifact' and a section 'Create a New Artifact'. Below this is a section titled 'Select Artifact Type' with the instruction 'Please Select the Artifact Type' and a dropdown menu showing 'File'. Below this is a section titled 'Upload Document' with the same instructions as the first form. To the right of the text box is a 'Choose File' button and the text 'NOTE.doc'. Further right is a link 'Click to attach another file'. Below the text box is a section titled 'Artifact Details' with the instruction 'Please upload your file using the 'Documents' tab.' There are two input fields: 'Title\*' and 'Description'. At the bottom are 'Save' and 'Cancel' buttons.

- f. You will see a **File Upload Status** box. Once the status reaches 100%, you will see a notification that your artifact has been attached. Click **ok**.



6. Notice that the Status has changed to “Attached” and the title of your artifact is now displayed. If you wish to attach an additional file to this artifact, click on the link that reads, Click here to attach, located underneath your current attachment. When you are finished with this artifact, click **Save** to attach it to the course binder, when you are finished with all artifacts click submit.

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

**Courses** <<

My Courses

**Coursework**

Assignments

Projects

Quizzes

Exams

**Course Binders**

Edit Folders

Inbox

Observations

**Libraries**

View Standards

## Nuclear Physics

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**Select Artifact location**

Nuclear Astro Physics papier  
Enter instructions here.

Attachment	Status	Title	Reflection	Standards
Article	Unattached	<a href="#">Click here to Attach</a>		<a href="#">Click here to Attach</a>
File	Attached	<b>NOTE X!</b> <a href="#">Click here to Attach</a>	<a href="#">Click here to add</a>	<a href="#">Click here to Attach</a>
New Item ?		<a href="#">Click here to Attach</a>		

Bio desintegration  
By applying Bio nutrients organism into the Plutonium waste, we may be able to achieve a safe and terrific Nuclear Fusion reaction.

Attachment	Status	Title	Reflection	Standards
Daily Reflection	Unattached	<a href="#">Click here to Attach</a>	<a href="#">English Portfolio Cover Sheet</a>	<a href="#">Click here to Attach</a>
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Attachment	Status	Title	Reflection	Standards
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New Item ?		<a href="#">Click here to Attach</a>		

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this course binder, click **Submit**.

To Exit without saving, click **Cancel**

**Save** Submit Cancel

7. Notice that the status on your course binder has changed and that there is a red pending flag beside the course binder. This indicates that the binder has not yet been submitted for review. To access that binder again, simply click on its name. Once you click **submit** you will not be able to access the artifacts in the course binder.

Name	Type	Course	Status	Sent By	Due Date
Core competency assessment -- written communication	Course Binder	Test Course	Review in Progress	Francois, Marie	06/01/2012 05:00:PM
<b>Nuclear Physics</b>	Course Binder	demo course	<b>Open For Editing</b>	Orellana, Ernesto	04/10/2014 01:00:AM

## 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".