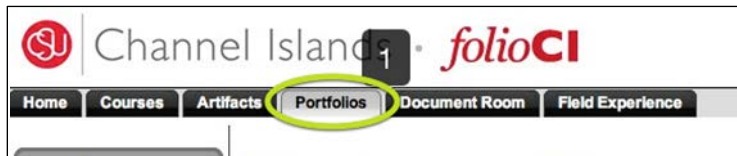


Create, Share and Export a Presentation Portfolio

folioCI allows you to insert electronic artifacts into an online portfolio, just as you would normally insert paper artifacts into a portfolio. You can also type right into the program all the information you want in your portfolio. Presentation portfolios cannot be submitted for assessment. It is only used for presentation purposes.

Create attaching electronic artifacts

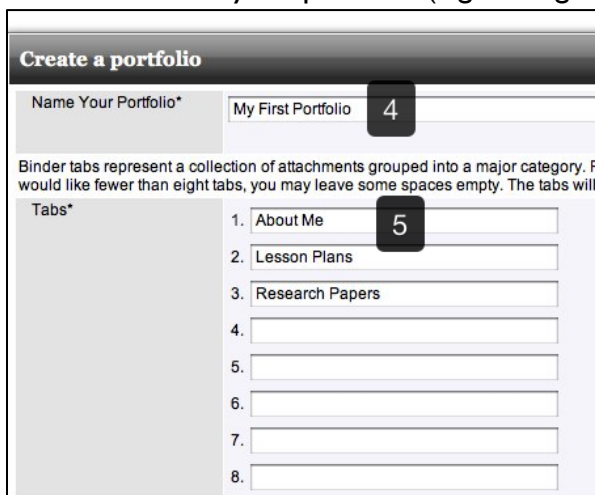
1. Click the **Portfolios** tab.



2. Click **Presentation Portfolios**. The **Browse Portfolios** page is displayed.
3. Click **Create** on the side menu.



4. Enter a **Title** for your portfolio (e.g. Biological Science Student Teaching Portfolio).



Create a portfolio

Name Your Portfolio* 4

Binder tabs represent a collection of attachments grouped into a major category. If you would like fewer than eight tabs, you may leave some spaces empty. The tabs will

Tabs*

1. 5
2.
3.
4.
5.
6.
7.
8.

5. Enter the **Names** for each portfolio tab. Portfolio tabs represent a collection of attachments grouped into a major category. You can name up to eight tabs. Tabs will appear in the order presented here (e.g. Lesson Plans, etc.).

8.

Cancel Update 6

6. After defining the tabs, click **Update**.
7. Click, **add new** to define the type of attachment placeholder for the portfolio tab.

My First Portfolio <<

About Me Lesson Plans Research Papers

Lesson Plans

add new remove

Preview Save Cancel

8. Select the desired type of attachment placeholder from the drop down list, in this case **File** and provide a **Title**. (When you share your portfolio, the title will not show).
9. Click **Add**.

Attachment

Attachment File

Title* 8 Lesson Plan 1

9

Add Cancel

10. A list of your saved **file types** as **artifacts** will come up for you to select from. (You have to upload your file as an artifact before being able to attach it). **Select** the artifact and click **Add**.

Add Attachment

Select Attachments

| Name | Type | Updated |
|---|------|------------|
| <input type="radio"/> Research Reflection Paper | File | 05/15/2012 |
| <input type="radio"/> 1st Reflection Journal | File | 05/15/2012 |
| <input type="radio"/> 2nd Reflection Journal | File | 05/15/2012 |
| <input type="radio"/> 3rd Reflection Journal | File | 05/15/2012 |
| <input checked="" type="radio"/> 4th Reflection Journal | File | 05/15/2012 |
| <input type="radio"/> Identity First draft | File | 10/15/2012 |
| <input type="radio"/> Critical Reasoning Assignment | File | 10/23/2012 |
| <input type="radio"/> TESTING | File | 11/07/2012 |
| <input type="radio"/> Resume | File | 11/08/2012 |
| <input type="radio"/> Lesson Plan 1 | File | 11/21/2012 |

Add Cancel

11. You can add more attachments by repeating steps 7-10.

12. You can delete an attachment by selecting the check box and clicking **remove**. Then click save.

About Me Lesson Plans Research Papers Share

About Me

Lesson Plan 1

☒ Lesson Plan 1

Preview Cancel

13. If you do not wish to delete the attachment, click **Save**.

14. The created Presentation Portfolio is displayed in the **Browse** list.

CU Channel

Home Courses Artifacts

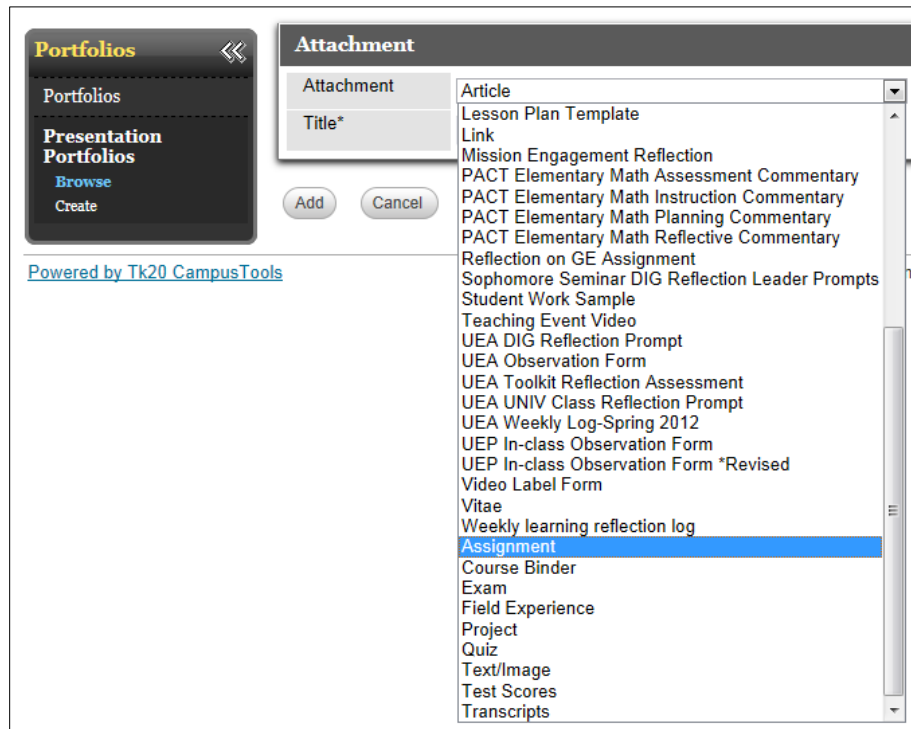
Portfolios

- Portfolios
- Presentation Portfolios**
 - Browse**
 - Create

Attaching Assessed Course Work

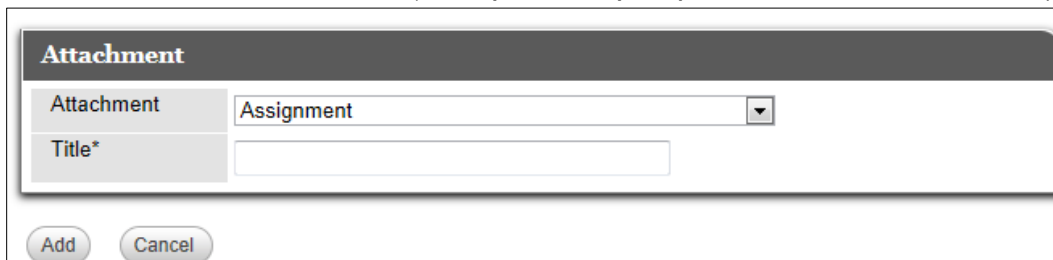
Not only can you attach files that you have uploaded, but you can also attach assessed work that you may have turned in for a course.

1. To begin just like in **step 7** above click on **add new**.
2. This time instead of selecting “file” for type you can select assignment, project, course binder or filed experience. It all depends on how you turned in that artifact.



The screenshot shows a web interface for attaching assessed course work. On the left, there is a sidebar with the heading "Portfolios" and a sub-section "Presentation Portfolios" with links for "Browse" and "Create". Below this is a link that says "Powered by Tk20 CampusTools". The main area is titled "Attachment" and contains a form with two fields: "Attachment" and "Title*". The "Attachment" field is a dropdown menu with a list of artifact types. The "Title*" field is a text input box. Below the form are "Add" and "Cancel" buttons. The list of artifact types includes: Article, Lesson Plan Template, Link, Mission Engagement Reflection, PACT Elementary Math Assessment Commentary, PACT Elementary Math Instruction Commentary, PACT Elementary Math Planning Commentary, PACT Elementary Math Reflective Commentary, Reflection on GE Assignment, Sophomore Seminar DIG Reflection Leader Prompts, Student Work Sample, Teaching Event Video, UEA DIG Reflection Prompt, UEA Observation Form, UEA Toolkit Reflection Assessment, UEA UNIV Class Reflection Prompt, UEA Weekly Log-Spring 2012, UEP In-class Observation Form, UEP In-class Observation Form *Revised, Video Label Form, Vitae, Weekly learning reflection log, Assignment (highlighted in blue), Course Binder, Exam, Field Experience, Project, Quiz, Text/Image, Test Scores, and Transcripts.

3. Select a **title** and click **add** (when you share your portfolio, the title will not show).



This screenshot shows the "Attachment" dialog box after the "Assignment" option has been selected from the dropdown menu. The "Attachment" field now displays "Assignment". The "Title*" field is still empty. The "Add" and "Cancel" buttons remain at the bottom.

4. A list of artifacts that are assignments will appear for you to select.

Add Attachment

| Select Attachments | | |
|---|------------|------------|
| Name | Type | Updated |
| <input type="radio"/> Learning Reflection Log 1 | assignment | 08/08/2013 |
| <input type="radio"/> CARR Review | assignment | 08/08/2013 |
| <input type="radio"/> Mission Reflection Assignment | assignment | 08/08/2013 |
| <input type="radio"/> Midterm Assessment Assignment | assignment | 08/08/2013 |

5. Select your artifact then click **add**. That will take you back to your portfolio tab, you must click **save** for the artifact attachment to add.
6. When you share your portfolio the receiver will be able to see all of the tabs below your assignment.

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[Course Work](#)
[Resume](#)

[About Me](#) > [Autoethnographic Essay ENGL 106](#) >

[Autoethnographic Essay ENGL 106](#)
[Standards](#)
[Attach Artifacts](#)
[Assessments](#)

[Autoethnographic Essay ENGL 106](#) >

Autoethnographic Essay ENGL 106

| | |
|------------------|---------------------------------|
| Assignment Title | Autoethnographic Essay ENGL 106 |
| Section Title | Test Course |

Create using text

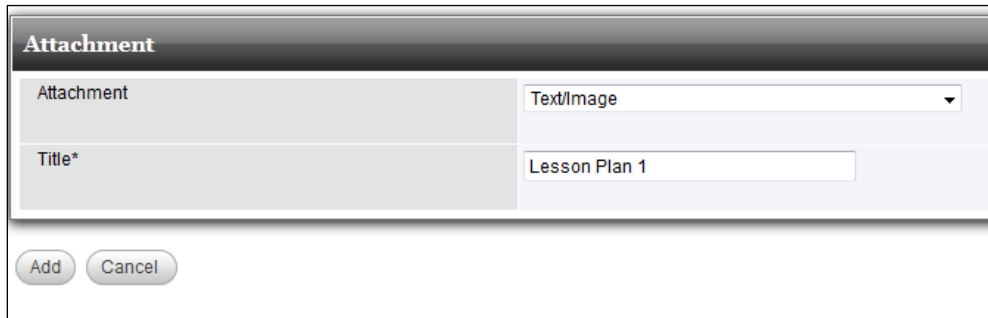
1. Repeat steps 1-6 from **create attaching electronic artifacts** (above steps).
2. Click, **add new** to define the type of attachment placeholder for the portfolio tab.

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[About Me](#)
[Lesson Plans](#)
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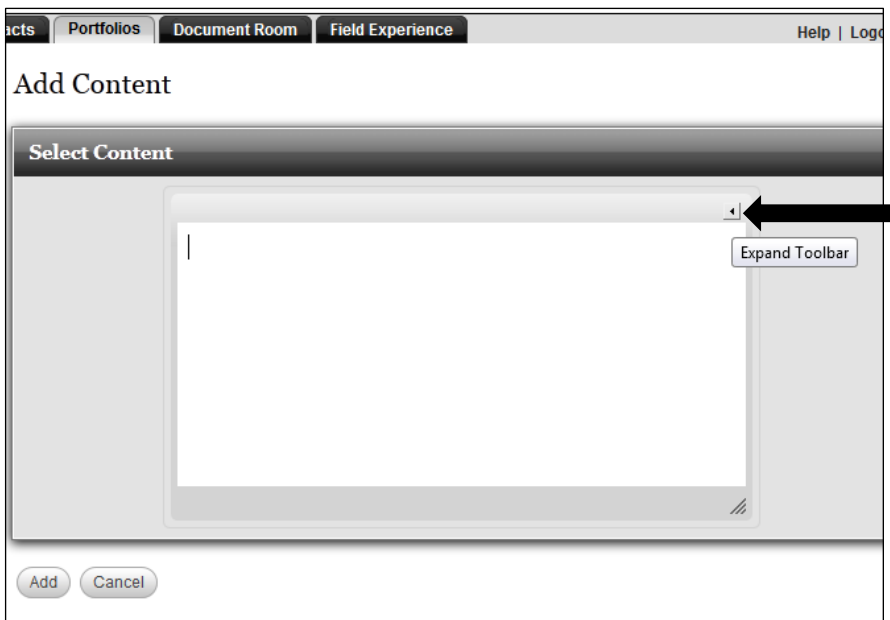
Lesson Plans

3. Select **Text/Image** placeholder from the drop down list, provide a **Title** and click **Add**. (When you share the title will not show).



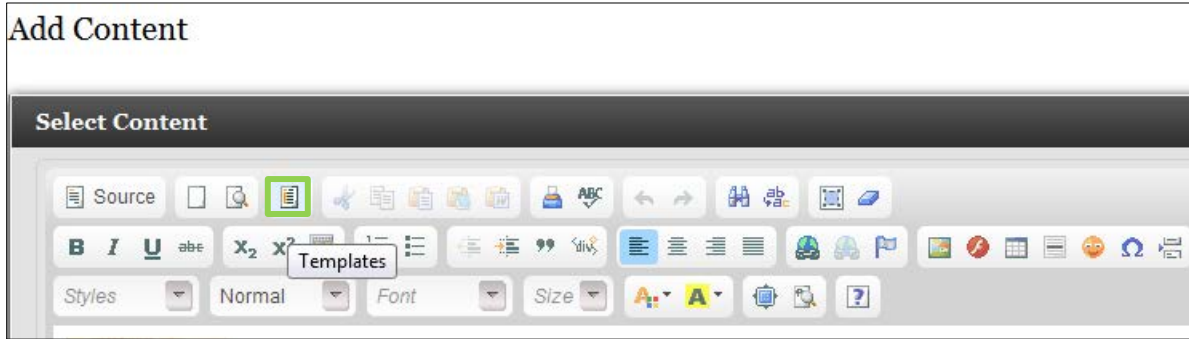
The image shows a form titled "Attachment" with a dark header bar. Below the header, there are two input fields. The first field is labeled "Attachment" and contains a dropdown menu with "Text/Image" selected. The second field is labeled "Title*" and contains the text "Lesson Plan 1". At the bottom of the form, there are two buttons: "Add" and "Cancel".

4. A text box will show up. If you start typing into the text box it will not check your spelling, you want to **expand the toolbar**.

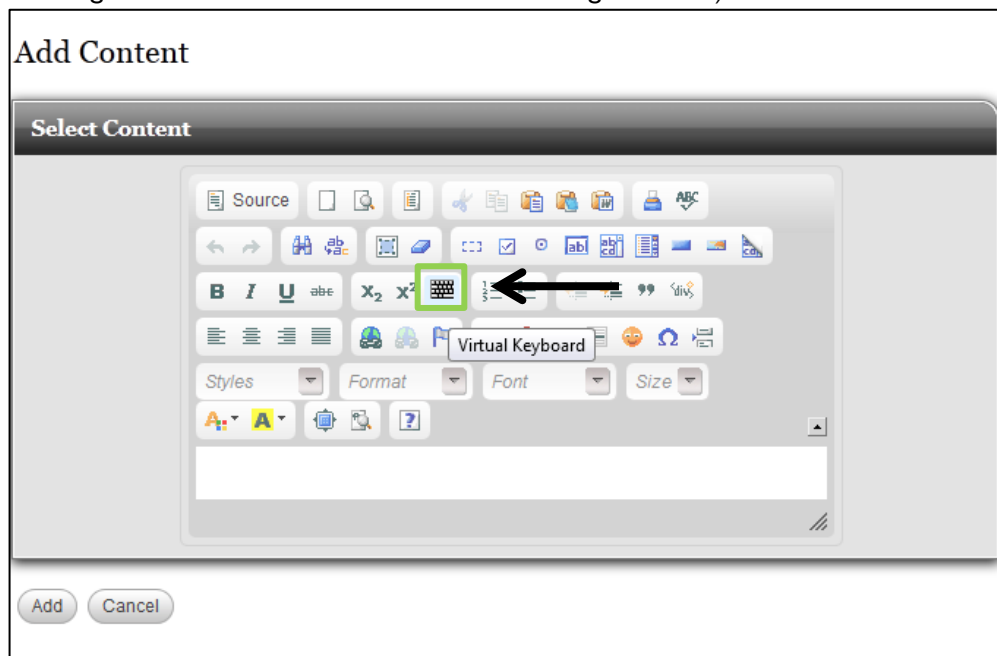


The image shows a window titled "Add Content" with a dark header bar. Below the header, there is a large text box. To the right of the text box, there is a button labeled "Expand Toolbar". A black arrow points to this button. At the bottom of the window, there are two buttons: "Add" and "Cancel".

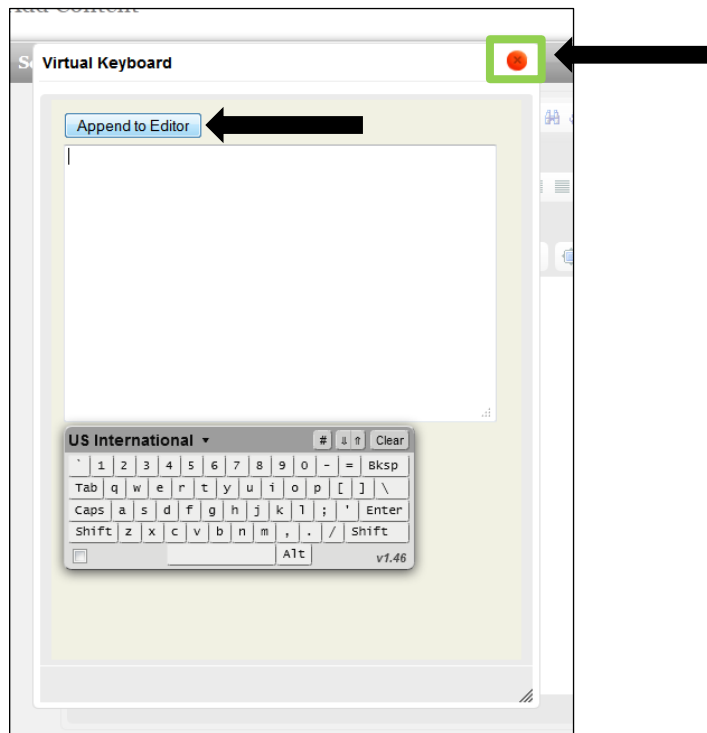
5. In the toolbar you will find a variety of different options that allow your text to stand out and be easy to read. If you can't think of a particular way you want to set up your text you can always use one of the **3 standardized templates**.



6. In the toolbar you can click on the **virtual keyboard** and begin your typing there. It will function like any word document, underlining the misspelled word in red. (Note: to resize the textbox expand by clicking over the dashed lines / on the bottom right corner.)



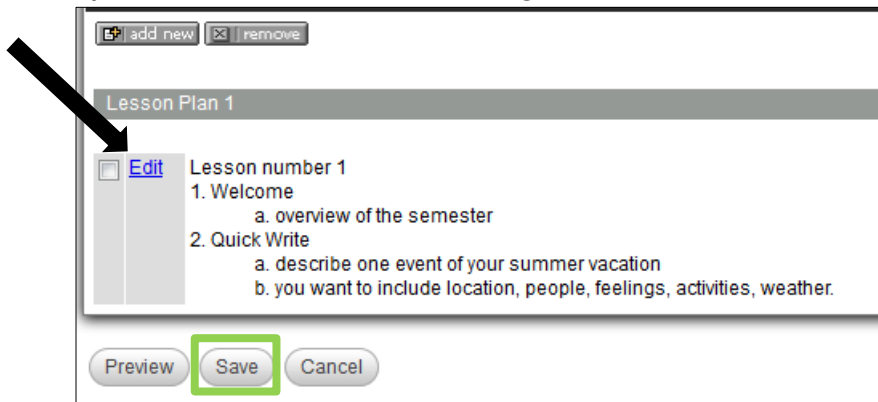
7. When you are done typing, click on **Append to Editor**, this will transfer your text into the text box. Once transferred click on the **red X** to exit.



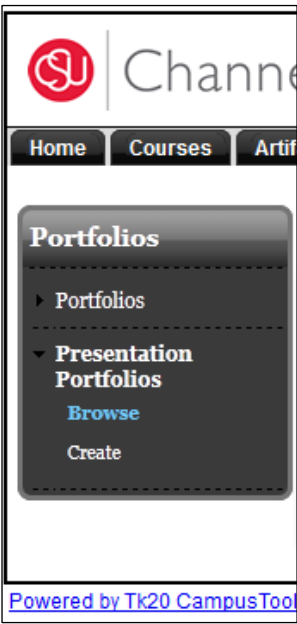
8. Use the toolbar to format as you please. Then click **Add**.



9. If you wish to return to make changes click on **edit**. Remember to click **Save**.

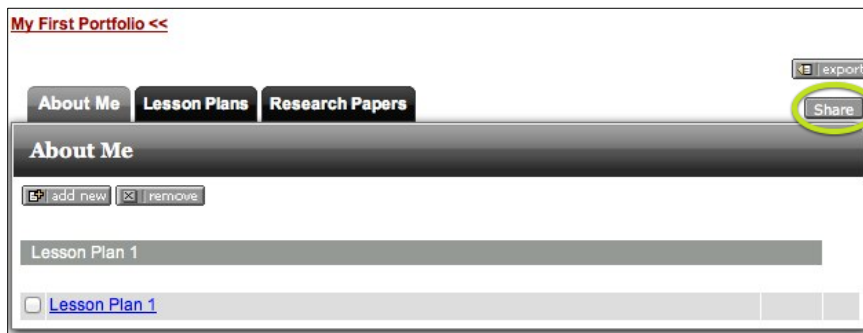


10. To add more content to a specific Tab, **repeat process 2-8**.
11. The created Presentation Portfolio is displayed in the **Browse** list.



Share Portfolio

1. To share this portfolio, click on the name of the newly created portfolio.
2. Click **Share**.



3. Specify email addresses of the recipients with whom you wish to share the portfolio. The recipients will receive an email containing the portfolio's URL.

4. You may edit the default **Subject** line.
5. Enter an **End Date** to set an expiration date for the recipient to access your portfolio through the URL if needed.
6. You can also send a copy of the link to yourself.
7. Edit your Message.
8. You may preview your portfolio before sharing by clicking on the **URL** link.
9. To complete, click **Share**.

The screenshot shows a 'Share Portfolio' window. At the top, a dark box contains the text '3. Use a space to separate email recipients' with a green arrow pointing to the 'To:' field. The 'To:' field contains 'daniel.martinez@csuci.edu ryan.garcia@csuci.edu'. Below this, the 'Subject:' field contains 'Marc Test has just shared a portfolio with you.' with a callout '4'. The 'End Date:' field shows '11/30/2011' with a 'Select end date' link and a callout '5'. A checkbox 'Send a copy of this message to my email address' is checked with a callout '6'. The 'Message:' field contains a default message with a callout '7'. Below the message, a URL 'URL for viewing portfolio' is shown with a callout '8'. At the bottom, 'Share' and 'Cancel' buttons are visible with a callout '9' pointing to the 'Share' button.

Export

1. You can export this portfolio by clicking on its name.
2. Click **export** right above the **share** button to export the portfolio as a .zip file.
3. It will be downloaded and saved to your hard drive.

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