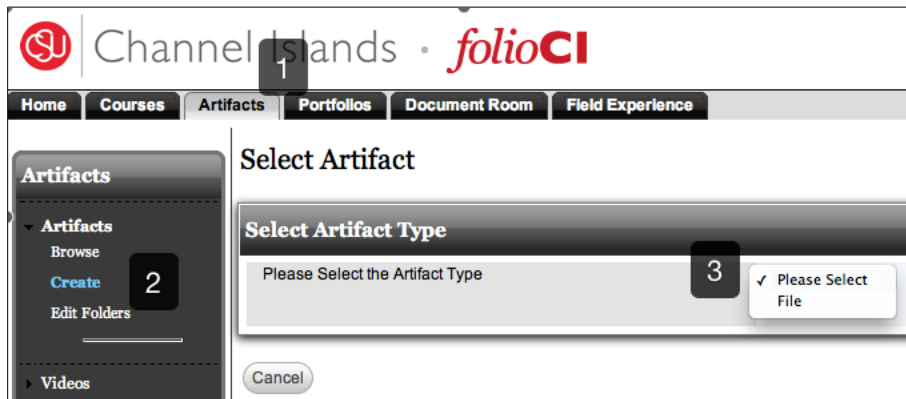


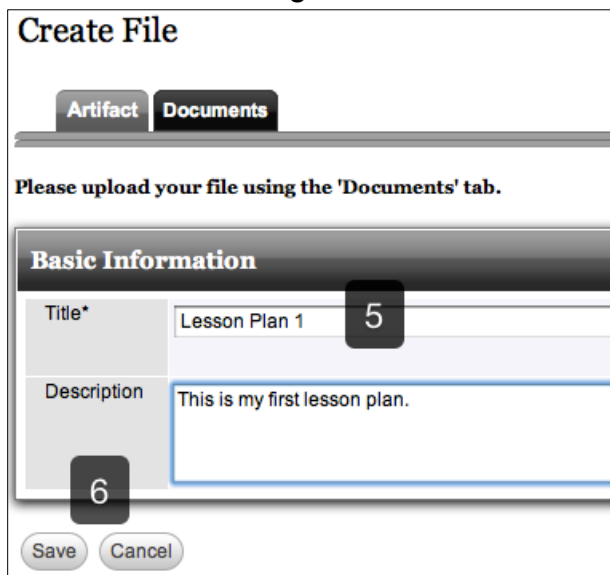
Creating an Artifact in folioCI

folioCI allows you to create and store various types of artifacts for assignments, projects, course binders, and portfolios and to submit these artifacts for assessment. These artifacts will be used to document your knowledge, skills, and dispositions. Artifacts that may be in the system include files, links, PowerPoint, jpeg, lesson plans, essays and many more.

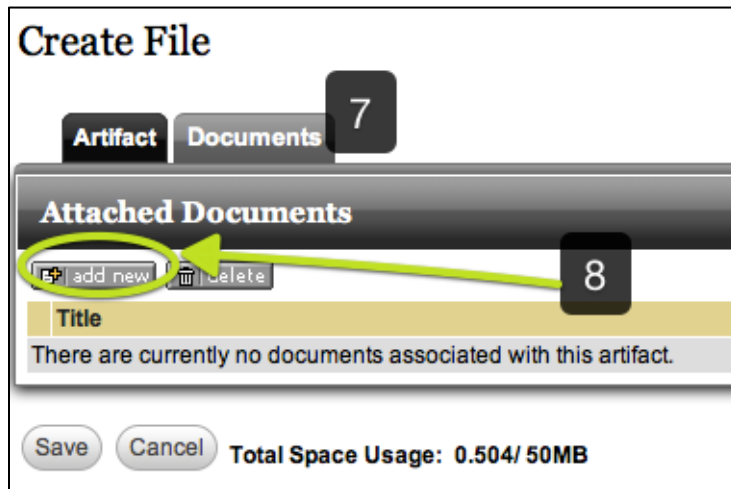
1. To create an artifact, start by clicking the **Artifacts** tab.
2. Next, click **Create** on the side menu.
3. Select an artifact type from the drop-down menu (e.g. File).



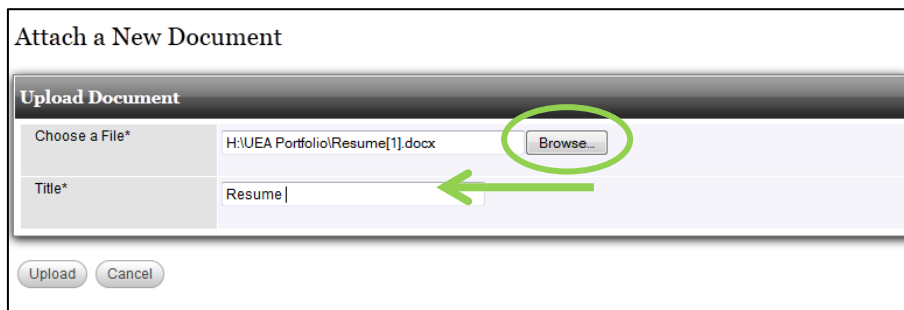
4. This will bring up the **Create** screen, **Artifact** sub-tab.
5. Enter a **Title** and **Description**. Each artifact must have a **Title**. Other mandatory fields will be marked with an asterisk. (*This title will appear in the list of artifacts*)
6. At any point while creating an artifact, you can click the **Save** button allowing you to save and return at a later time. Clicking **Cancel** will exit without saving.



7. The **Documents** sub-tab allows you to upload the document.
8. Click the **add new** button.



9. Click **Browse** to select the appropriate file. (If you are uploading a video keep these things in mind, list of accepted video file types: .mov, .mp4, .avi, .mpg, .wmv, .m4v. List of Requirements/Guidelines for video file upload: videos files must be in one of the accepted video formats; videos should not be in HD; video files should be 100MB or less.)
Enter a **Title** for the document.



10. Click **Upload** to attach the document to the artifact.



11. Click **Save**.

The screenshot shows a web interface with three tabs at the top: 'Artifact', 'Documents', and 'Feedback'. The 'Feedback' tab is active, and a 'request feedback' button is visible in the top right corner. Below the tabs is a section titled 'Attached Documents'. Inside this section, there are two buttons: 'add new' and 'delete'. Below these buttons is a table with a header row labeled 'Title' and a single row containing the text 'Resume'. At the bottom of the interface, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a green rectangular box. To the right of the 'Cancel' button, the text 'Total Space Usage: 1.552/ 50MB' is displayed.

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