# Managing Your Artifacts

In folioCI you can begin to save artifacts that you can use at a later time to create a presentation portfolio. A presentation portfolio allows you to organize work in a digital from that you can send out to professors, internships or even job opportunities. You may also have artifacts you created for courses. As the list of artifacts continues to grow here are some tips on ways to organize your artifacts.

1. All artifacts are found under the artifacts tab in the top menu. Click on the **Artifacts** tab.
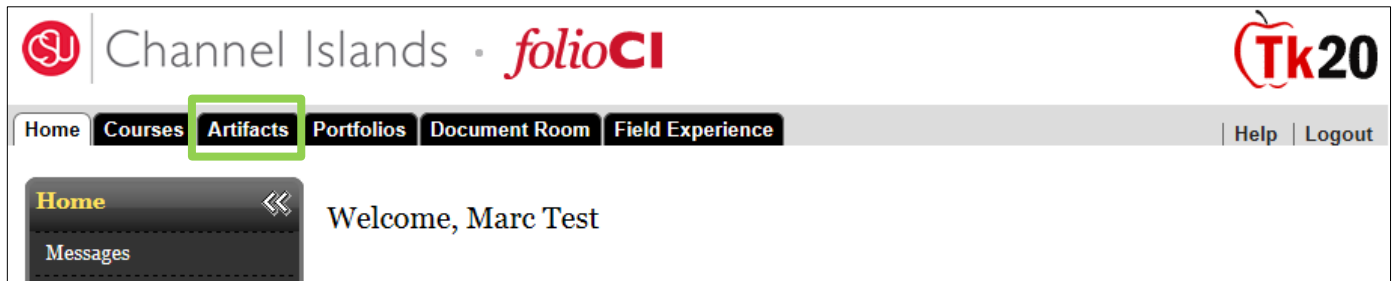

2. Once in the artifacts tab, on the left side menu you can create folders in which you can store your artifacts. Just by clicking on **Edit Folders**. For example you can create a folder just for course assignments, event reflections or let's say you decide you want to apply to an internship.

3. Once you click on the edit folders you can click on **add new** to create folders.
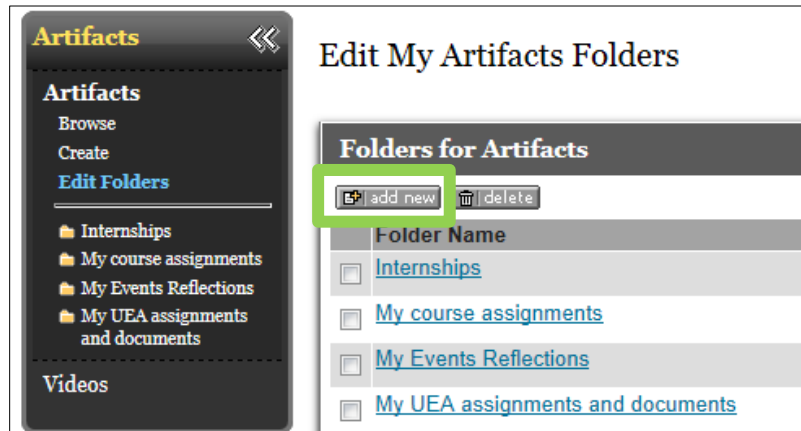
   a. That will take you to the following screen where you can name your folder, then click save.
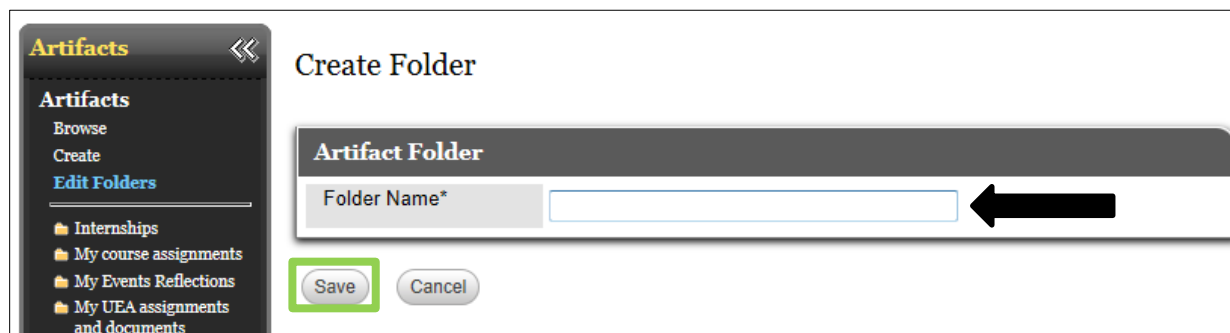

4. If you misspell or decide to rename a folder you can simply click on the folder name and it will allow you to edit.

5. If you decide to delete a folder you can click on the square box next to the name then click delete.
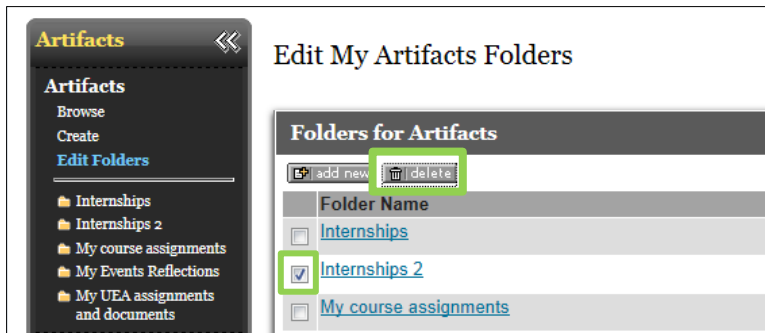
a. The following box will come up. This box affirms that your artifacts in the folder will not be deleted, only the folder. The artifacts will then be placed once again in the list of artifacts. Click **okay** to continue deleting the folder.
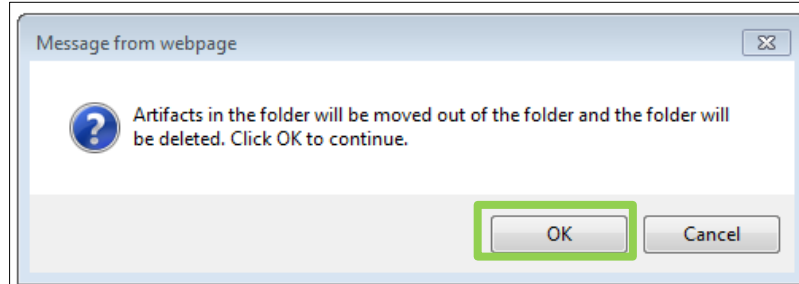
6. To move artifacts in to the folders created, click on the square box next to the artifact, name then select a folder from the **'Move to Folder'** drop down menu.

7. All your artifacts will still be found in the Browse under Artifacts, but creating the folders will allow you to access them more quickly.

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