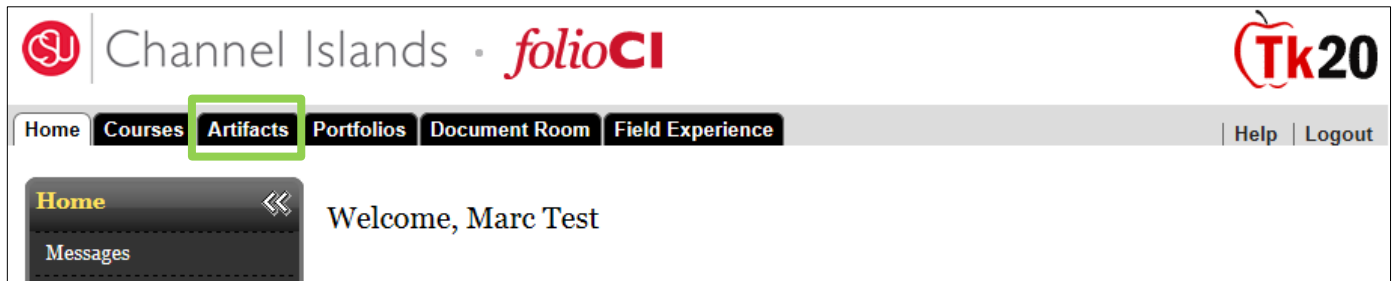


Managing Your Artifacts

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 form 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.

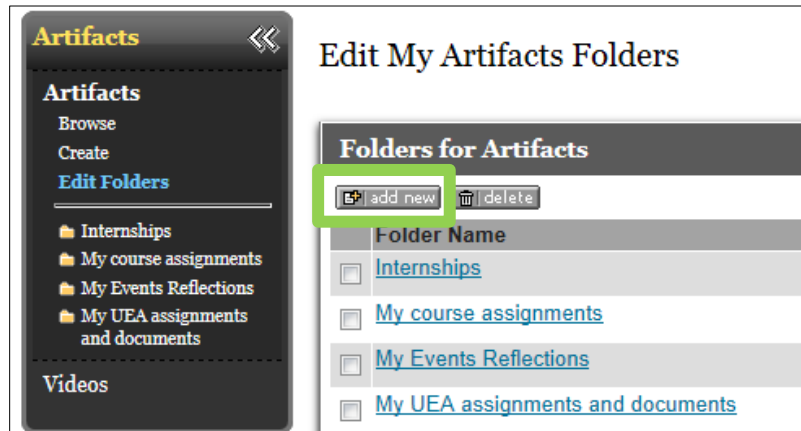
1. All artifacts are found under the artifacts tab in the top menu. Click on the **Artifacts** tab.



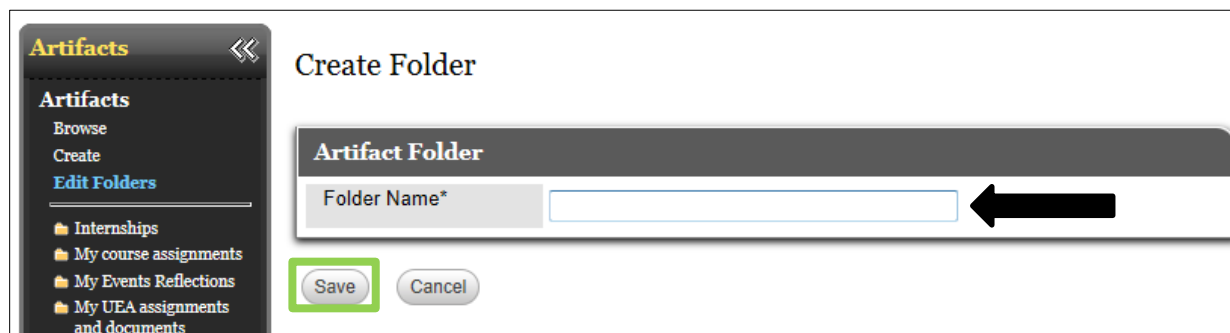
2. Once in the artifacts tab, on the left side menu you can create folders in which you can store your artifacts. Just by clicking on **Edit Folders**. For example you can create a folder just for course assignments, event reflections or let's say you decide you want to apply to an internship.



3. Once you click on the edit folders you can click on **add new** to create folders.

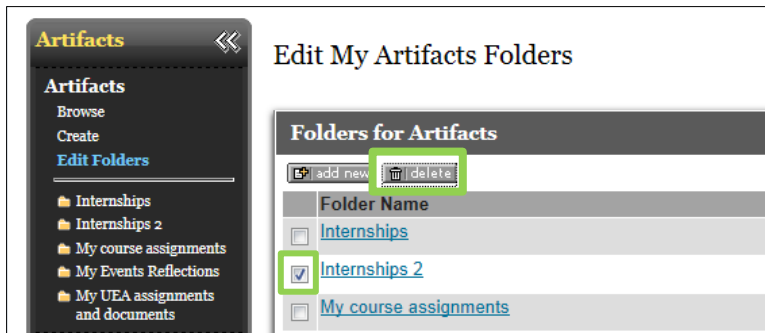


- a. That will take you to the following screen where you can name your folder, then click save.

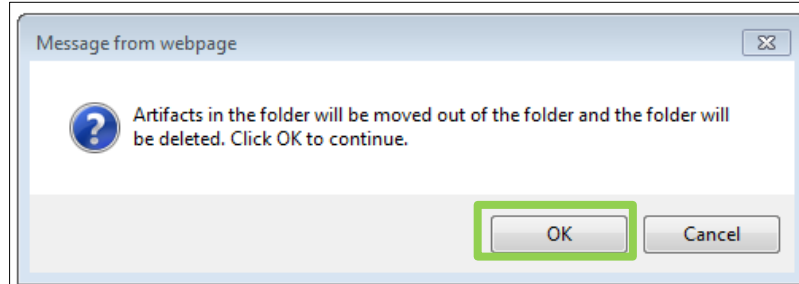


4. If you misspell or decide to rename a folder you can simply click on the folder name and it will allow you to edit.

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.



- 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.

Artifacts

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My Artifacts

View: All Artifacts

Click on an artifact name to edit that artifact. An artifact locks when it is submitted for assessment through coursework, a portfolio, or a field experience binder. A locked artifact cannot be edited or deleted. You may, however, copy a locked artifact and edit the copy.

= Locked artifact.

You have used 59.691 MB of your allocated disk space

copy delete

Move to Folder:

Move to Folder:
Browse
Internships
My course assignments
My Events Reflections
My UEA assignments and documents

	Title	Type	Date
<input type="checkbox"/>	4K Adoption document	File	01/31/2013
<input type="checkbox"/>	Amy's class folioCI submissions	File	08/13/2012
<input type="checkbox"/>	Amy's syllabus final	File	08/13/2012
<input type="checkbox"/>	analytic final essay 003	File	06/01/2012
<input type="checkbox"/>	Autoethnographic 004	File	06/01/2012
<input type="checkbox"/>	CC community collaboration report	File	11/28/2012
<input type="checkbox"/>	CC community collaboration report	File	11/28/2012
<input checked="" type="checkbox"/>	CC community collaboration report	File	11/28/2012

- 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".

