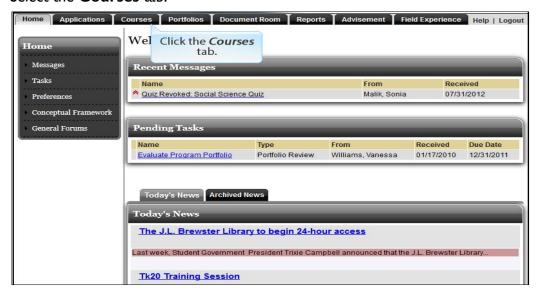
Send a Course Binder

- I. Login into folioCI by going to the URL http://csuci.tk20.com
- 2. Use your given username and password to login.

Viewing Student Artifacts

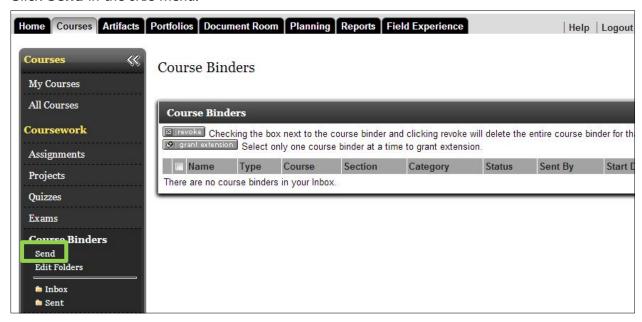
I. Select the **Courses** tab.



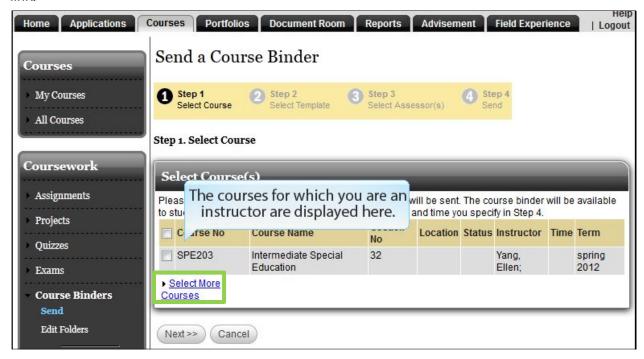
2. Click on the **Course Binders** in the side menu.



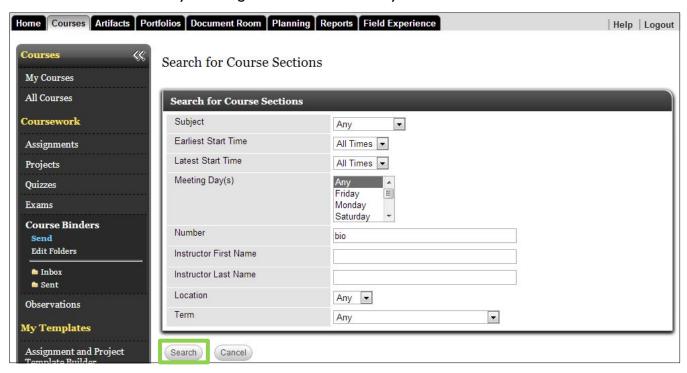
3. Click **Send** in the side menu.



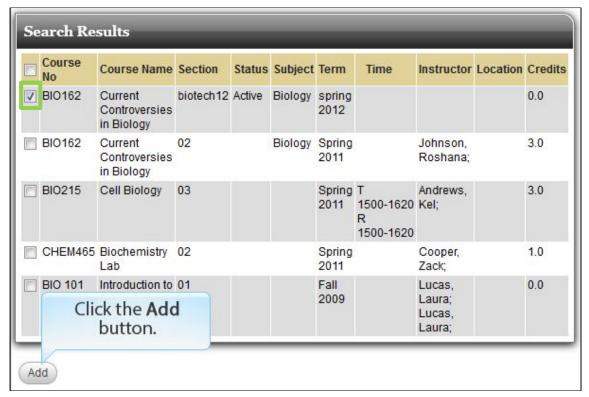
4. This action brings you to a four step wizard. In **Step I**, select the course(s) that you will send your binder to. To send the course binder to a course not listed here, click the **Select more Courses** link.



5. Search for a course by entering search criteria into any field. Then click the **Search** button.



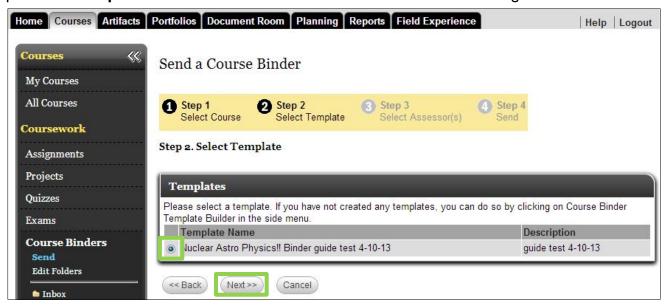
6. Any course matching your search criteria are displayed. Select a course(s) by clicking the **checkbox** next to the course number, then click **add**.



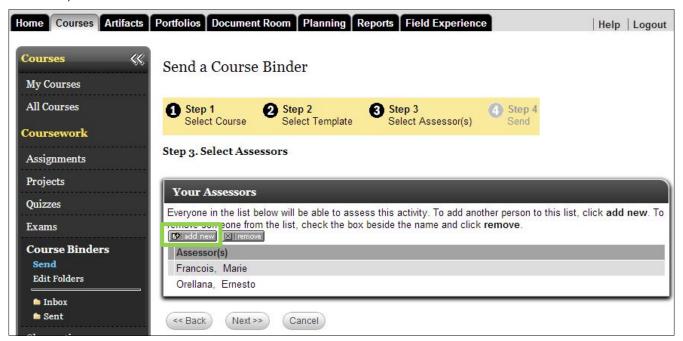
7. Select any course you are sending this course binder to by clicking the **checkbox** next to the course number. Click the **Next** button to proceed.



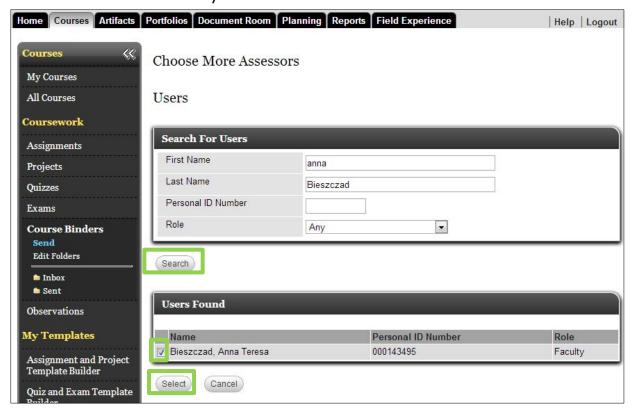
8. In **Step 2**, select the course binder template you would like to send out. All active course binder templates available to you are displayed here. Click the **circle button** to the left of the desired template. The **Back** button is available at any time to return to a previous step. Click **Next** to proceed to **Step 3**. Click the **Cancel** button to exit the wizard without saving.



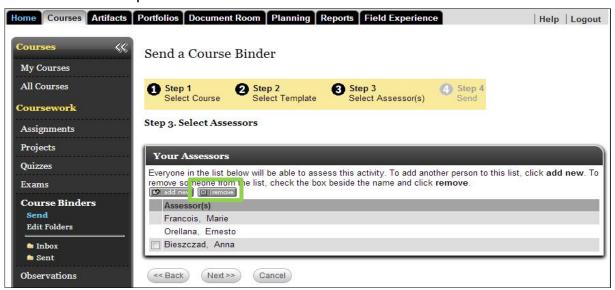
9. In **Step 3**, select the assessor(s) for this course binder. The default assessor listed here is the instructor of the course selected in Step I. You may not remove the instructor but you can add additional assessors. All listed assessors will be able to assess the course binder. To add additional assessors, click the **add new** button.



10. Search for the assessor you would like to add. Enter search criteria into one or more of the fields below. Click the **Search** button, the persons matching your search criteria are listed below. Click the checkbox next to the assessor you would like to add. Click the **Select** button.

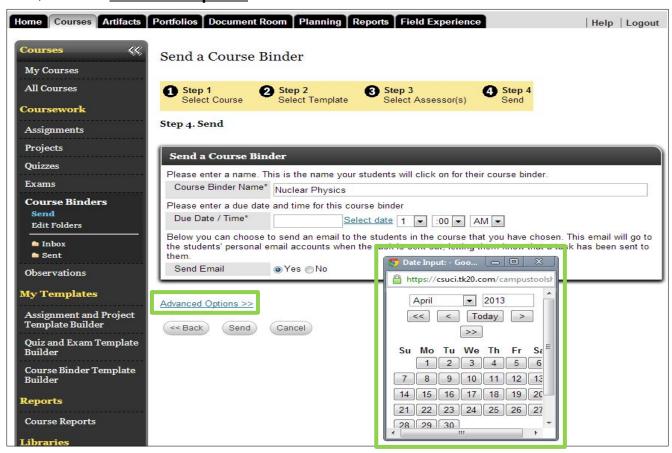


II. The recently added assessor will be listed alongside the default assessor. To remove an added assessor, select the checkbox next to the person's name and click the **remove** button. Click the **Next** button to proceed on the next step.

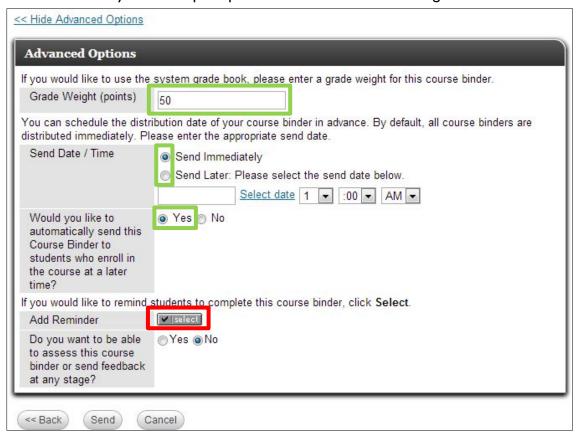


12. **Step 4** is the final step before sending out your course binder. Enter a title for your course binder, this is viewable to students. You can select the same name as your course binder template or choose something else. Click <u>Select date</u> to pick a **Due Date** for your course binder. A pop-up calendar appears. Select a month, day and year.

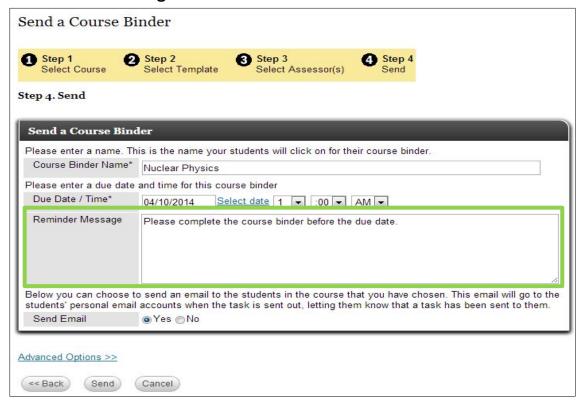
Next, select a time that the course binder is due. You can send an email letting the students know that they have a course binder assigned to them in the Folio CI system by selecting **Yes**. Please note that an email notification will be received by the student only if his/her email address is saved in the system. Next, click that **Advanced Options** link.



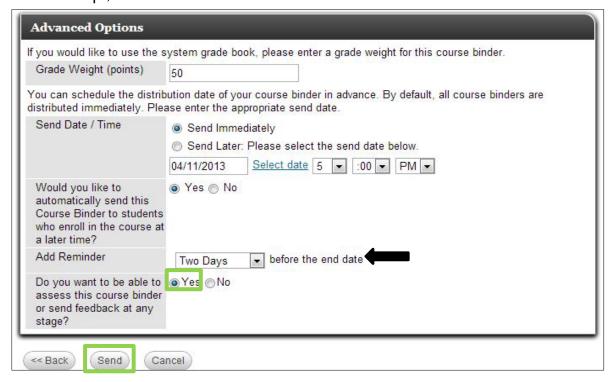
a) Under <u>Advanced Options</u>, if you would like to use the grade book in the system, enter a **Grade**Weight. If you want to send the course binder at a later date and time, you can choose the **Send**Later circle button. Select **Yes**, if you want this course binder to be received by the students who enroll in the course after the start date of the course binder. If you click the **select button** next to "Add Reminder" you will be prompted to add a "Reminder Message" in the Send a Course Binder Box.



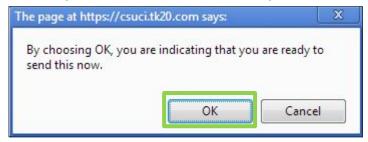
b) When you click on the **Select** button, the Send a Course Binder box allows you to enter the text for the **Reminder Message** that students will receive.



c) Scroll down to the **advance options** box. Here you can choose the amount of days <u>before</u> the due date on which you would like the reminder to be sent out. Select **Yes**, if you would like to be able to assess this course binder or send feedback at any stage. This feature allows the assessor to give developmental feedback to students as they are completing the course binder. When you are finished with all 4 steps, click the **Send** button.



d) A windows pops out after clicking the Send button on the previous step, prompting you to either click **OK** to confirm that you are ready to send the course binder to your students.



13. The status on you course binder now displays that it is In Progress.



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, subject: "folioCl Guide".