

Send a Course Binder

1. Login into *folioCI* by going to the URL <http://csuci.tk20.com>
2. Use your given *username* and *password* to login.

Viewing Student Artifacts

1. Select the **Courses** tab.

Click the **Courses** tab.

Name	From	Received
Quiz Revoked: Social Science Quiz	Malik, Sonia	07/31/2012

Name	Type	From	Received	Due Date
Evaluate Program Portfolio	Portfolio Review	Williams, Vanessa	01/17/2010	12/31/2011

Today's News | Archived News

Today's News

[The J.L. Brewster Library to begin 24-hour access](#)

Last week, Student Government President Trixie Campbell announced that the J.L. Brewster Library...

[Tk20 Training Session](#)

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

Click **Course Binders** in the side-menu.

My Courses

Current Courses | Previous Courses | Future Courses | Pending tasks

Courses Taught								
= Pending Activities								
Number	Course Title	Section	Status	Subject	Term	Time	Location	Credit Hours
SPE203	Intermediate Special Education	32			spring 2012			0.0

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

Home Courses Artifacts Portfolios Document Room Planning Reports Field Experience Help Logout

Courses <<

- My Courses
- All Courses

Coursework

- Assignments
- Projects
- Quizzes
- Exams

Course Binders

- Send**
- Edit Folders
- Inbox
- Sent

Course Binders

☒ revoke Checking the box next to the course binder and clicking revoke will delete the entire course binder for the course.

☒ grant extension Select only one course binder at a time to grant extension.

Name	Type	Course	Section	Category	Status	Sent By	Start Date
There are no course binders in your Inbox.							

- This action brings you to a four step wizard. In **Step 1**, 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.

Home Applications Courses Portfolios Document Room Reports Advisement Field Experience Help Logout

Courses

- My Courses
- All Courses

Coursework

- Assignments
- Projects
- Quizzes
- Exams
- Course Binders**
 - Send**
 - Edit Folders

Send a Course Binder

1 Step 1 Select Course 2 Step 2 Select Template 3 Step 3 Select Assessor(s) 4 Step 4 Send

Step 1. Select Course

Select Course(s)

Please select the course(s) to which the binder will be sent. The course binder will be available at the time you specify in Step 4.

<input type="checkbox"/>	Course No	Course Name	No	Location	Status	Instructor	Time	Term
<input checked="" type="checkbox"/>	SPE203	Intermediate Special Education	32			Yang, Ellen;		spring 2012

[Select More Courses](#)

Next >> Cancel

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

Search for Course Sections

Subject: Any

Earliest Start Time: All Times

Latest Start Time: All Times

Meeting Day(s): Any

Number: bio

Instructor First Name:

Instructor Last Name:

Location: Any

Term: Any

Search Cancel

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**.

Search Results

<input type="checkbox"/>	Course No	Course Name	Section	Status	Subject	Term	Time	Instructor	Location	Credits
<input checked="" type="checkbox"/>	BIO162	Current Controversies in Biology	biotech12	Active	Biology	spring 2012				0.0
<input type="checkbox"/>	BIO162	Current Controversies in Biology	02		Biology	Spring 2011		Johnson, Roshana;		3.0
<input type="checkbox"/>	BIO215	Cell Biology	03			Spring 2011	T 1500-1620 R 1500-1620	Andrews, Kel;		3.0
<input type="checkbox"/>	CHEM465	Biochemistry Lab	02			Spring 2011		Cooper, Zack;		1.0
<input type="checkbox"/>	BIO 101	Introduction to	01			Fall 2009		Lucas, Laura; Lucas, Laura;		0.0

Click the Add button.

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.

Home Courses **Artifacts** Portfolios Document Room Planning Reports Field Experience Help Logout

Courses

My Courses
All Courses

Coursework

Assignments
Projects
Quizzes
Exams

Course Binders

Send
Edit Folders
Inbox
Sent

Send a Course Binder

1 Step 1 Select Course **2** Step 2 Select Template **3** Step 3 Select Assessor(s) **4** Step 4 Send

Step 1. Select Course(s)

Select the course(s) to receive the course binder; by default, all students in the selected course(s) will receive it.

To send the course binder to individuals, click the edit button for each selected course and select the appropriate student(s).

<input type="checkbox"/>	BIOL 1009 AQUATIC FOOD WEBS 1 (0/0 students) Edit
<input checked="" type="checkbox"/>	SUCI 100 demo course 02 (1/1 students) Edit

[Select More Courses](#)

Next >> Cancel

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.

Home Courses **Artifacts** Portfolios Document Room Planning Reports Field Experience Help Logout

Courses

My Courses
All Courses

Coursework

Assignments
Projects
Quizzes
Exams

Course Binders

Send
Edit Folders
Inbox

Send a Course Binder

1 Step 1 Select Course **2** Step 2 Select Template **3** Step 3 Select Assessor(s) **4** Step 4 Send

Step 2. Select Template

Templates

Please select a template. If you have not created any templates, you can do so by clicking on Course Binder Template Builder in the side menu.

Template Name	Description
<input checked="" type="radio"/> Nuclear Astro Physics!! Binder guide test 4-10-13	guide test 4-10-13

<< Back **Next >>** Cancel

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 1. 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.

The screenshot shows the 'Send a Course Binder' interface with four steps: Step 1 (Select Course), Step 2 (Select Template), Step 3 (Select Assessor(s)), and Step 4 (Send). Step 3 is active. The left sidebar shows 'Courses' and 'Course Binders' with a 'Send' button highlighted. The main content area is titled 'Step 3. Select Assessors'. It features a 'Your Assessors' section with instructions: 'Everyone in the list below will be able to assess this activity. To add another person to this list, click **add new**. To remove someone from the list, check the box beside the name and click **remove**.' Below this is a table of assessors:

Assessor(s)
<input type="checkbox"/> Francois, Marie
<input type="checkbox"/> Orellana, Ernesto

At the bottom are buttons for '<< Back', 'Next >>', and 'Cancel'. The 'add new' button in the 'Your Assessors' section is highlighted with a green box.

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.

The screenshot shows the 'Choose More Assessors' interface. The left sidebar is similar to the previous one, but 'Send' is not highlighted. The main content area is titled 'Choose More Assessors' and 'Users'. It features a 'Search For Users' section with input fields for 'First Name' (anna), 'Last Name' (Bieszczad), 'Personal ID Number', and a 'Role' dropdown (Any). Below these fields is a 'Search' button highlighted with a green box. Underneath is a 'Users Found' section with a table:

Name	Personal ID Number	Role
<input checked="" type="checkbox"/> Bieszczad, Anna Teresa	000143495	Faculty

At the bottom are 'Select' and 'Cancel' buttons, with the 'Select' button highlighted with a green box.

11. 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.

HomeCoursesArtifactsPortfoliosDocument RoomPlanningReportsField ExperienceHelpLogout

Courses<<

My Courses

All Courses

Coursework

Assignments

Projects

Quizzes

Exams

Course Binders

Send

Edit Folders

Inbox

Sent

Observations

Send a Course Binder

1 Step 1
Select Course

2 Step 2
Select Template

3 Step 3
Select Assessor(s)

4 Step 4
Send

Step 3. Select Assessors

Your Assessors

Everyone in the list below will be able to assess this activity. To add another person to this list, click **add new**. To remove someone from the list, check the box beside the name and click **remove**.

☐ add new☐ remove

Assessor(s)

☐ Francois, Marie

☐ Orellana, Ernesto

☐ Bieszczad, Anna

<< Back

Next >>

Cancel

6

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 Select date 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.

Home Courses Artifacts Portfolios Document Room Planning Reports Field Experience Help Logout

Courses <<

My Courses

All Courses

Coursework

Assignments

Projects

Quizzes

Exams

Course Binders

Send

Edit Folders

Inbox

Sent

Observations

My Templates

Assignment and Project Template Builder

Quiz and Exam Template Builder

Course Binder Template Builder

Reports

Course Reports

Libraries

Send a Course Binder

1 Step 1 Select Course 2 Step 2 Select Template 3 Step 3 Select Assessor(s) 4 Step 4 Send

Step 4. Send

Send a Course Binder

Please enter a name. This is the name your students will click on for their course binder.

Course Binder Name* Nuclear Physics

Please enter a due date and time for this course binder

Due Date / Time* Select date 1 :00 AM

Below you can choose to send an email to the students in the course that you have chosen. This email will go to the students' personal email accounts when the binder is sent out, letting them know that a binder has been sent to them.

Send Email Yes No

[Advanced Options >>](#)

<< Back Send Cancel

Date Input: - Goo...
https://csuci.tk20.com/campustoolst

April 2013

<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- a) Under **Advanced Options**, 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.

[<< Hide Advanced Options](#)

Advanced Options

If you would like to use the system grade book, please enter a grade weight for this course binder.

Grade Weight (points)

You can schedule the distribution date of your course binder in advance. By default, all course binders are distributed immediately. Please enter the appropriate send date.

Send Date / Time

☒ Send Immediately

☐ Send Later: Please select the send date below.

[Select date](#) 1 :00 AM

Would you like to automatically send this Course Binder to students who enroll in the course at a later time?

☒ Yes ☐ No

If you would like to remind students to complete this course binder, click **Select**.

Add Reminder ☒ [select](#)

Do you want to be able to assess this course binder or send feedback at any stage?

☐ Yes ☒ No

<< Back Send Cancel

- 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.

Send a Course Binder

1 Step 1
Select Course

2 Step 2
Select Template

3 Step 3
Select Assessor(s)

4 Step 4
Send

Step 4. Send

Send a Course Binder

Please enter a name. This is the name your students will click on for their course binder.

Course Binder Name*

Please enter a due date and time for this course binder

Due Date / Time* [Select date](#)

Reminder Message

Please complete the course binder before the due date.

Below you can choose to send an email to the students in the course that you have chosen. This email will go to the students' personal email accounts when the task is sent out, letting them know that a task has been sent to them.

Send Email ☒ Yes ☐ No

[Advanced Options >>](#)

- c) Scroll down to the **advance options** box. Here you can choose the amount of days before 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.

Advanced Options

If you would like to use the system grade book, please enter a grade weight for this course binder.

Grade Weight (points)

You can schedule the distribution date of your course binder in advance. By default, all course binders are distributed immediately. Please enter the appropriate send date.

Send Date / Time ☒ Send Immediately
☐ Send Later: Please select the send date below.
 [Select date](#)

Would you like to automatically send this Course Binder to students who enroll in the course at a later time? ☒ Yes ☐ No

Add Reminder before the end date

Do you want to be able to assess this course binder or send feedback at any stage? ☒ Yes ☐ No

<< Back **Send** Cancel

- 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.

The page at https://csuci.tk20.com says:

By choosing OK, you are indicating that you are ready to send this now.

OK Cancel

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

Home Courses **Artifacts** Portfolios Document Room Planning Reports Field Experience Help Logout

Courses Course Binders

My Courses
All Courses

Coursework
Assignments
Projects
Quizzes

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☒ grant extension Select only one course binder at a time to grant extension.

<input type="checkbox"/>	Name	Type	Course	Section	Category	Status	Sent By	Start Date	Due Date
<input type="checkbox"/>	Nuclear Physics	Course Binder	demo course	02		In Progress	Orellana, Ernesto	04/11/2013 05:37:17 PM	04/10/2014 01:00:00 AM

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: “folioCI Guide”.