Assessing Coursework in folioCI

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

Locating Student Coursework Submissions

Students will receive a Pending Task in their Home tab to notify them of your assignment. When students start submitting their Assignments, you will be able to assess them by following these simple steps:

1. In the Home tab, under the Pending Tasks section you will find the name of the assignment.

2. You will see a list of your assignments as well as the names of all students who have submitted each of them. To assess a particular student, click on his/her name.
Assessing Student Coursework Submissions

1. Once you click on a student’s name under a particular assignment, you will see a split screen with the student’s work on the left and the assessment tool(s) on the right.
2. To see the student’s work, click on the respective link on the left side of the screen. This will bring up a new window (documents will open in the program from which they were created).
3. Refer back to the split screen and look at the Assessment Tool. Complete the assessment by marking the radio button for each criterion, as well as any additional question types.
4. Click on the **Calculate Score** button to calculate a total score from all rubrics completed.
5. Optionally, you may also enter a **Grade** for the student based on the total score.
6. Click **Save**.

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**Midterm Assessment Assignment**

After the Document is reviewed feedback and grading is the next step. Click on the Document, then save the Document to open it.
Granting Extensions for Student Coursework Submissions

An extension can be given to prolong the due date or to reopen an assignment for student editing.

1. From the **Courses** tab, click on **Assignments** in the side menu.

2. Click the assignment name for which you would like to grant an extension. All students receiving the assignment will be listed. Mark the checkbox beside the student you wish to grant an extension to and then click the **Grant Extension** button located at the top of the list.

3. Enter a new due date/time, as well as a comment for the student. For the 'Revoke Assessments' field, you will need to choose ‘Yes’ only if you have already submitted your assessment of the assignment.
4. Click the **Grant Extension** button at the bottom of the screen.

**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”.