Check Out 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. Click on the Courses tab.

2. Under Libraries, click Templates in the side-menu.
3. Several different types of templates are available to you: Assignments, Course Binders, Exams, Projects, and Quizzes. Click on course binder.

4. All public course binder templates are displayed here. Click on the checkbox next to a Template Name. To make it available to you.
5. The selected template now has been successfully imported. The icon next to the **Template Name** indicates that this template is available to you to send out. Click on the **Course Binder Template Builder** side-menu item.

6. The course binder template you checked is here and available to send out from the **Course Binders** side-menu item.
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”.