Creating a Course Binder

1. Login into your myci account
2. Click on folioCI link, found under My Links.

Attaching the artifacts

1. Locate the course binder under Pending Tasks in the Home tab and click on it. This will open your course binder, you can also find it under the Courses tab.
2. Before getting started, take a few minutes to look through the binder tabs and familiarize yourself with the requirements. The first sub-tab of your binder will contain basic information, such as the course, assessors, and due date as well as a basic description or overall instructions for your binder. Each sub-tab is named according to the type of activity required.

3. The Assessment sub-tab contains a list that will be used to evaluate your binder. To view an assessment tool, click on its name.
4. This will open the assessment tool and allow you to see the criteria that will be used to evaluate you. If the assessment has been completed, you will be able to see how you were rated for each criterion. When you are ready to begin working on your binder, the easiest way to upload your work is to start at the **first sub-tab**.

5. In the first tab click on the **Artifact Wizard** icon.
a. This will display a table which contains the name of each sub-tab, the instructions for the tab, and all appropriate placeholders you will need to upload your work. Each attachment placeholder displays a status. This will make it easy for you to see if it has already been attached. To attach an item to the course binder, click on the link, **Click here to Attach** under Title.
b. You will be given the option to create a new artifact or attach one that was previously created. Select the previous artifact you want to upload or select create a new artifact. Click on Continue.

c. Select the desired artifact type from the list under, to attach a document select File.
d. Click on the Choose File button, to select the file you wish to upload. The file name will automatically default as the Title of your artifact. You may change it if you wish.

e. If you wish to attach an additional file to this artifact, click on the link that reads, Click to attach another file, locate to the right of the browse button. When you are finished with this artifact, click Save to attach it to the course binder.
You will see a **File Upload Status** box. Once the status reaches 100%, you will see a notification that your artifact has been attached. Click **Ok**.

6. Notice that the Status has changed to “Attached” and the title of your artifact is now displayed. If you wish to attach an additional file to this artifact, click on the link that reads, **Click here to attach**, located underneath your current attachment. When you are finished with this artifact, click **Save** to attach it to the course binder, when you are finished with all artifacts click **submit**.
7. Notice that the status on your course binder has changed and that there is a red pending flag beside the course binder. This indicates that the binder has not yet been submitted for review. To access that binder again, simply click on its name. Once you click submit you will not be able to access the artifacts in the course binder.

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”.