**Sending an Assignment in folioCI**

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

**Checking out an Assignment Template**

Before an assignment can be sent, it must be checked out for use. Templates are usually created by your Unit Administrator.

1. Click in the **Courses** tab, on the side menu underneath the **Libraries** section click on **Templates**.

2. A list of all templates available for you to check out will be displayed.
3. Mark the checkbox beside the template you wish to check out for use and then click the **Copy to My Templates** button found at the bottom of the list.

4. You will now see an icon 🔄 indicating that the template has been made available to you. **Note:** *This template will be active and ready to send once this step is complete.*
Sending an Assignment Template

1. From the **Courses** tab, click on **Coursework** then **click on Send** under **Assignments** in the section of the side menu. This will display a four step wizard.
   
   ![Courses Tab]

2. **Step 1: Select Course** – A list of all courses for which you are an instructor will be displayed. **Mark the checkbox** beside the course you wish to receive this assignment to and then click **Next**. **Note:** To select a course in which you are **NOT** an instructor, click the link, **Select More Courses**, search for the course, mark the checkbox beside it, and click **Add.** (Please follow steps in denoted by colors in the graph)
   
   ![Select Course]

a. **Step 2: Select Template** – All templates available for your use will be displayed
   i. (see *Checking out an Assignment Template*). Select the radio button beside the
   ii. template you wish to send and then click **Next**.
b. **Step 3: Select Assessors** – By default, any instructors to the course receiving the assignment will be assessors. You may add additional assessors by clicking **add new** and searching for them. Click **Next** to proceed to the next step.

![Step 3: Select Assessors](image)

c. **Step 4: Send** – In this step you will provide the name that should be displayed in student accounts for this assignment, as well as choose the Due Date/Time (use the **Select Date** link).

6. Click **Advance Options** if you would like to assess the assignment or send feedback at any time, then click **Next**.

![Step 4: Send](image)
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”.