

Uploading Coursework for Assessment

STARTING FALL 2020: ONE-STEP PROCESS!!

Note: The screenshots in this document are taken from a sample account. Your account may have a different portfolio name and/or list of courses, however the steps are the same.

If your course does not appear in the left menu, see if you have access to a different portfolio by clicking the 'Change/Add Portfolio' button under the Louisville logo. Select the name of the different portfolio to see if it contains the course you need.

UPLOAD YOUR WORK

1. Navigate to your portfolio in the left menu & click one of the course pre-fix headers. The menu will expand to show the applicable courses.

The screenshot shows the Foliotek Assessment interface for a 'BS Student Teaching - Early Elementary' portfolio. The top navigation bar includes 'Files', 'Help', '(Chat)', 'Janie Student - Fall 20...', and a 'Presentation' button. The main header reads 'ASSESSMENT >>' and 'BS Student Teaching - Early Elementary'. A 'HOW TO FIND YOUR COURSE ASSIGNMENTS:' section lists four steps: 1. Click on the bold headings on the left to expand a list of courses; 2. Click on your course number (if your course is not listed, click the other headings); 3. A list of course assignments will appear in the center of the screen; 4. Click the assignment name and follow the instructions at the top of the page. Below this, it suggests visiting the 'University of Louisville Foliotek Resource Website' or watching a 'VIDEO TUTORIAL'. The left sidebar shows the 'UNIVERSITY OF LOUISVILLE' logo, 'COLLEGE OF EDUCATION & HUMAN DEVELOPMENT', and a 'CHANGE/ADD PORTFOLIO' button. Under 'BS STUDENT TEACHING', the 'EDTP Courses' section is expanded, listing 'EDTP 450', 'EDTP 477', 'EDTP 452', and 'EDTP 451'. Other sidebar options include 'EDSP Courses', 'VIEW PORTFOLIO' (By Topic, By Performance), and 'TOOLS' (Assessments, Resources, Export Portfolio). The bottom left has 'Student Terms & Conditions [Last Updated 3/8/2019]' and 'Managed by foliotek'. The main content area features a 'Tutorials' section with a video player icon and the text 'PRESENTATION PORTFOLIO BUILDER Learn how to create and share your personal portfolio. [3 min. 8 sec.]'. A 'To-Do List' on the right has a '+ add to-do item' button.

2. Click your course to see the assignment(s) required.
3. Click the name of the assignment you need to upload.

EDTP 107 - Human Development & Learning

ELEMENTS	LAST MODIFIED	ITEMS	VIEWABLE
EDTP 107 HAT - Teaching Philosophy	n/a	0	<input type="radio"/> <input checked="" type="radio"/>

- Once the assignment opens, any additional instructions will be listed at the top of the screen.
- Click the 'add file' button to upload your work.

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CHANGE/ADD PORTFOLIO

NEW -
UNDERGRADUATE

ART
ECPY
EDAP
EDSP
EDTP
▶ EDTP 101
▶ **EDTP 107**
▶ EDTP 201
▶ EDTP 215
▶ EDTP 245
▶ EDTP 300
▶ EDTP 301
▶ EDTP 311
▶ EDTP 312
▶ EDTP 313
▶ EDTP 314
▶ EDTP 320
▶ EDTP 322

ASSESSMENT >> NEW - Undergraduate > EDTP 107 - Human Development & Learning

EDTP 107 HAT - Teaching Philosophy

NOTE: Your instructor will NOT see your work unless you complete the steps below PRIOR to their scoring of your assessment.


To upload your file(s)

- Click '+ add file' below
- Choose to upload a new file and follow the remaining prompts
- Repeat until all items have been uploaded

[Click here for a detailed instruction guide](#)

ELEMENT | PERFORMANCES

+ add file

 No files have been added.
[+ Add a File](#)

- Select 'Upload a new file' and click 'next'
 - If you have already uploaded the assignment to your 'Files' tab, you can select 'Add existing file' instead and choose the file you wish to add.

Add File

➔ CHOOSE FILE TYPE ➔ ...

Specify what kind of file you would like to add.

- Upload new file
- Add existing file
- Link to Website (or External File)
- Presentation Portfolio (none)
- Presentation Project (none)
- Zipped Website

◀ back next ▶ ⛔ cancel

8. Click 'Add Files' to open your computer's files manager
 - a. Select the file you wish to upload (hold down the Ctrl or Command key to select multiple files)
 - b. Click Open to add the file(s) to Foliotek

The screenshot shows the 'Add File' interface on the University of Louisville Foliotek platform. The breadcrumb trail is 'ASSESSMENT >> NEW - Undergraduate > EDTP 107 - Human Development & Learning > EDTP 107 HAT - Teaching Philosophy'. The 'Add File' section has 'CHOOSE FILE TYPE' set to 'UPLOAD NEW FILE'. Below this, there is a text box explaining that files can be compressed for upload. A red box highlights the '+ Add Files' button. An arrow points from this button to a Windows File Explorer window. In the File Explorer, a file named 'Document' is selected, and the 'Open' button is highlighted with a red box. The File Explorer window title is 'Open' and the file name is 'Document'.

9. Wait until the status bar says 'Successful'
10. Click the 'ok' button to complete the upload process

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ASSESSMENT >> NEW - Undergraduate > EDTP 107 - Human Development & Learning > EDTP 107 HAT - Teaching Philosophy

Add File

→ CHOOSE FILE TYPE → UPLOAD NEW FILE

Add a new file to this element by selecting the file from your local hard drive using the "Add Files" button. **To conserve file space**, you can compress files prior to uploading them. For example, **Microsoft Word documents** containing images can be compressed using Microsoft Word. Review this document to [learn more about conserving your file space](#).

✓ Document.docx [rename](#) 14.9 KB **SUCCESSFUL** 100%

Click "Add Files" or drag and drop File(s) to Upload

+ Add Files

< back ok >

NEW - UNDERGRADUATE

- ART
- ECPY
- EDAP
- EDSP
- EDTP
 - EDTP 101
 - EDTP 107**
 - EDTP 201
 - EDTP 215
 - EDTP 245
 - EDTP 300
 - EDTP 301
 - EDTP 311
 - EDTP 312
 - EDTP 313

11. Take note of the date & time stamp of your file upload under the 'Modified' column
12. Your instructor needs to start the assessment of your assignment **AFTER** this date & time in order to see it
13. If your instructor began the assessment prior to you uploading your file(s), request they reset the assessment and begin it at a time **AFTER** what appears in your modified column.

ELEMENT | PERFORMANCES

+ add file remove selected file(s)

<input type="checkbox"/>	TYPE	FILES	MODIFIED
<input type="checkbox"/>		Document.docx details	06/25/2020 3:41 PM EDT