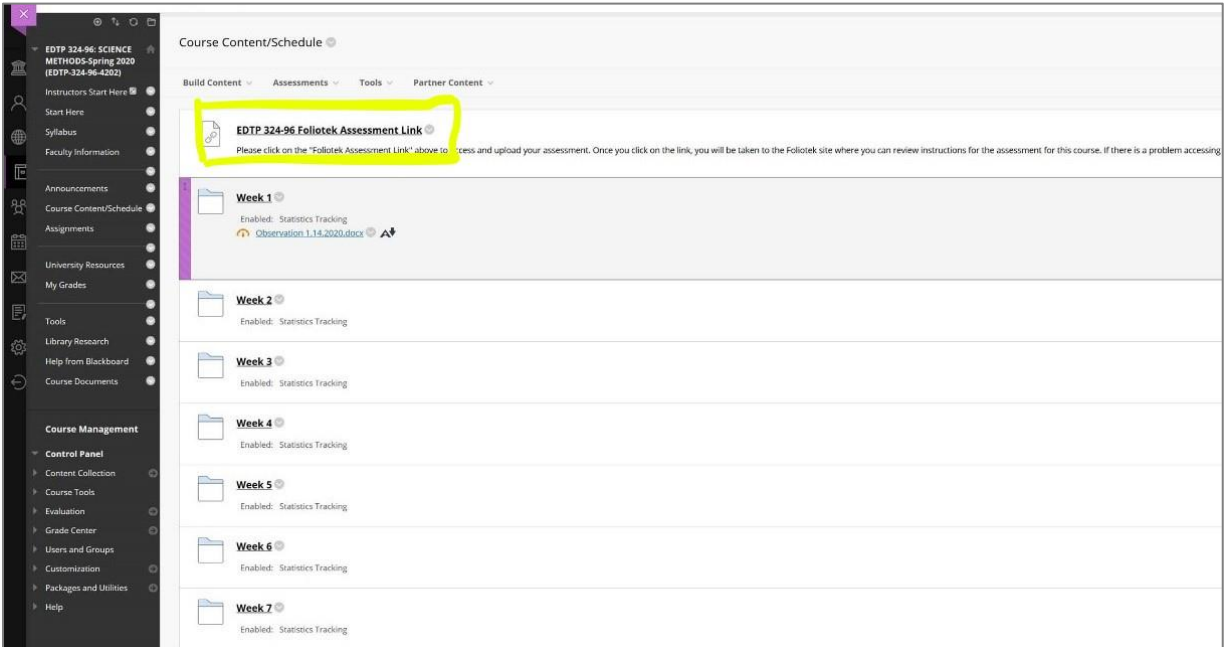


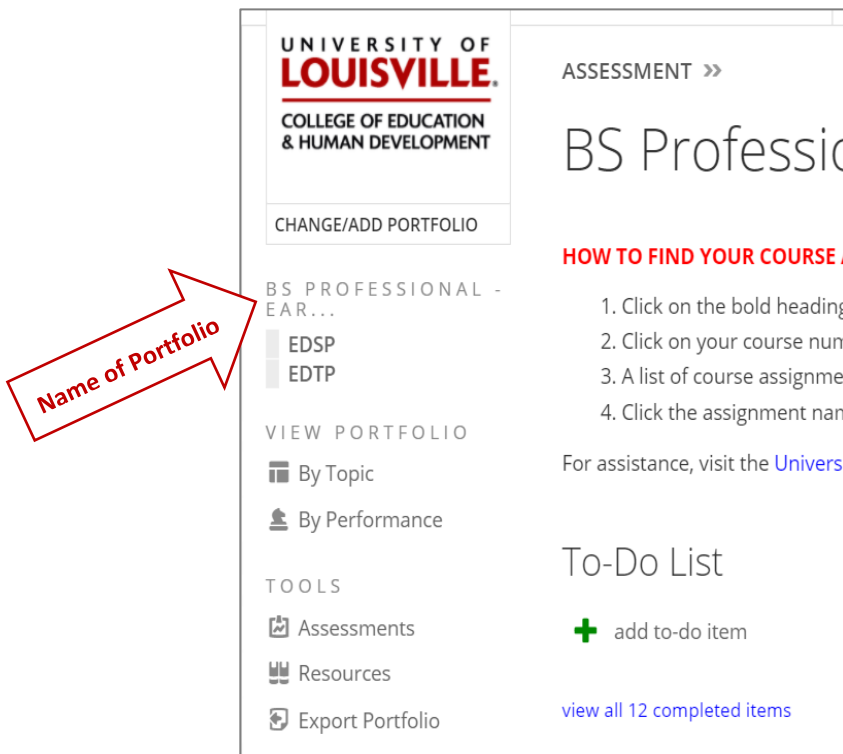
## Student Teaching Application in Foliotek

### Accessing Foliotek through Blackboard

Course instructors create a link in each of their courses in Blackboard that serves as a portal to course assignments hosted in Foliotek. Most instructors will provide this single sign-on (SSO) link on the Course Content/Schedule page in Blackboard, but faculty can place the link in other areas of their courses. If you do not see it at the top of the page, scroll down to the bottom of the page. Contact your instructor if you cannot locate the link to Foliotek.



### Navigating to the Student Teaching Application portfolio

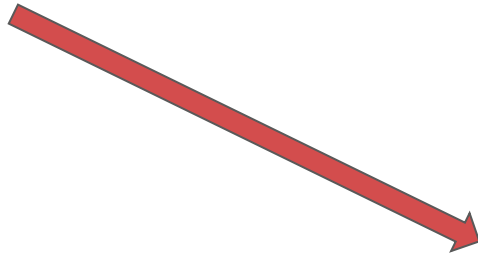


When you click the SSO link from Blackboard, your Foliotek dashboard automatically displays a portfolio of courses in the left menu. Gray, **bolded** headings expand to show courses. You can access and navigate between courses *and* portfolios (if applicable) in Foliotek from any current SSO link in Blackboard. By default, Foliotek will open the portfolio that you, or an administrator of your account, last visited.

## Student Teaching Application in Foliotek

If your Foliotek dashboard does not open the Portfolio you need to access, move your mouse pointer to the top of the left menu and hover over "CHANGE/ADD PORTFOLIO". When the banner background changes to light gray in color, the menu reveals any other portfolios you have been assigned.

Click "STUDENT TEACHING APPLICATION" to open The portfolio.



The dashboard will open on the Student Teaching Application portfolio. The list of requirements you must complete prior to student teaching are listed in the left menu. Each item on the list links to a separate requirement. You should regard these as assignments with deadlines as in regular courses.

Requirements are subject to change. Images shown are for illustrative purposes and may not reflect current requirements. Always refer to the actual list of requirements posted in your Foliotek portfolio for instructions and current information.

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ASSESSMENT >>

# Student Teaching Application

**HOW TO FIND YOUR COURSE ASSIGNMENTS:**

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

For assistance, visit the [University of Louisville Foliotek Resource Website](#) OR watch this [VIDEO TUTORIAL](#).

**To-Do List**

+ add to-do item

[view all 12 completed items](#)

**Tutorials**

PRESENTATION PORTFOLIO BUILDER

STUDENT TEACHING APPL...

- Background Check
- KFETS and Verification Forms
- Medical Forms
- Record of Field Experiences
- Sharing of Student Information Permission Form
- Student Teaching Handbook Verification Form
- Student Teaching Placement Form