

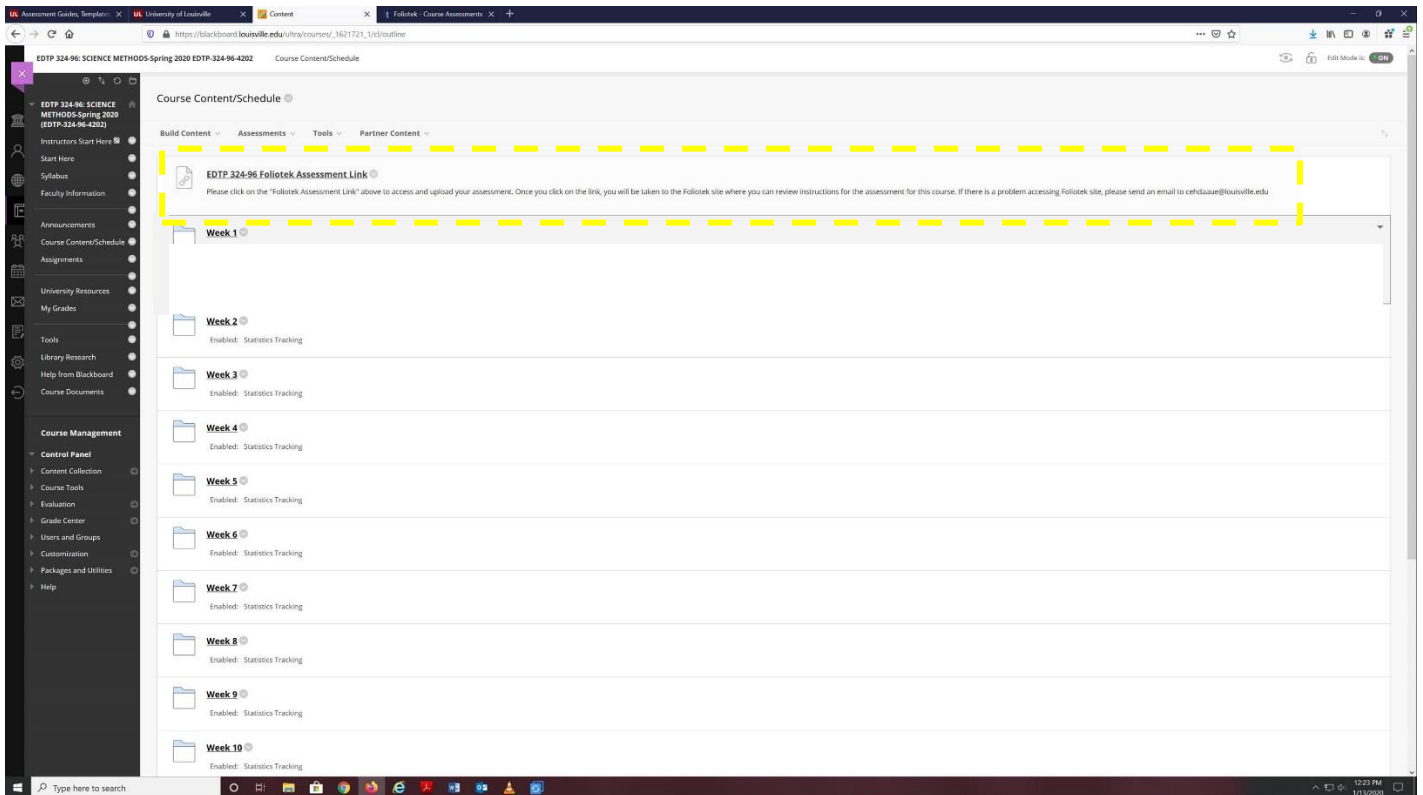
Submitting Student Work to Faculty

In spring semester 2020, the UofL College of Education & Human Development is transitioning to a new electronic assessment system called **Foliotek**. Students will access the system through Blackboard, opening links set in each course by their course instructors.

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.

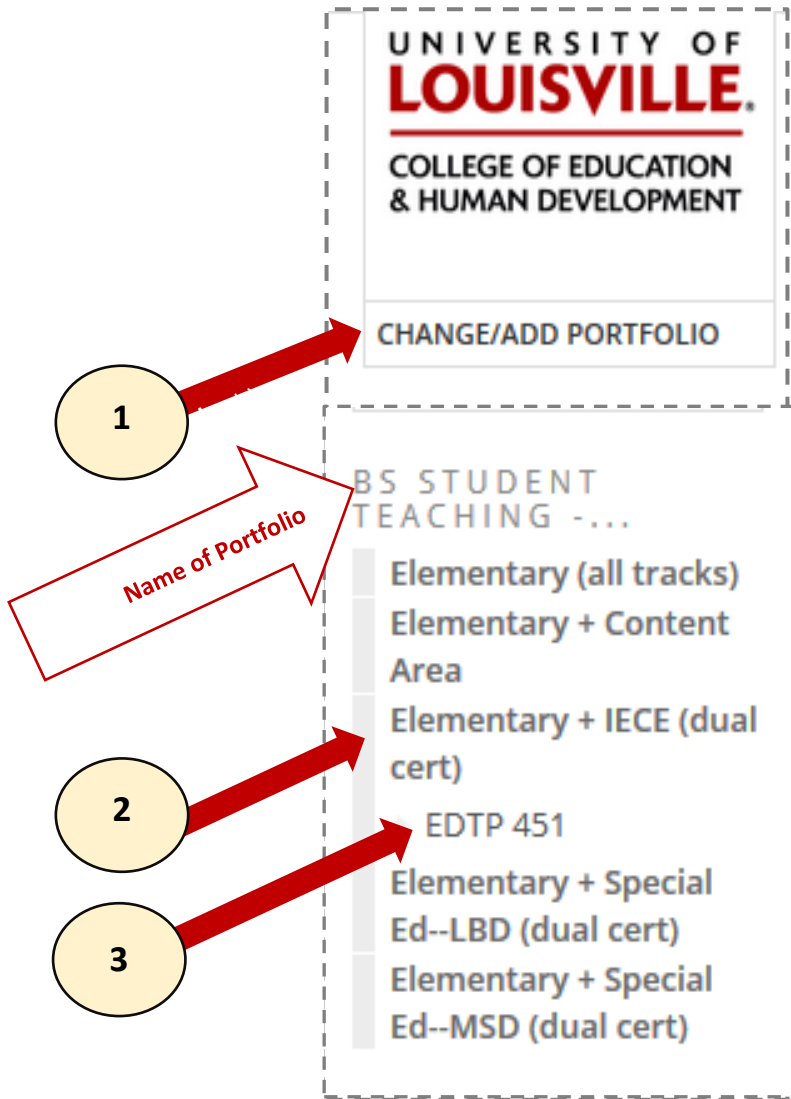
Process for accessing Foliotek through Blackboard

1. Locate the courses in which you are enrolled in the current semester (e.g. EDTP 450, EDTP 452, EDTP 477, etc.). In each course, the instructor of record will create a single sign-on (SSO) link that you will click to enter Foliotek. **Important: You must click on the link created by your instructor from each course in Blackboard at least once in order for your work to be seen by your instructor(s).** After that, you can access and navigate between courses in Foliotek from any course's SSO link in Blackboard.
2. Most instructors will provide the link on the Course Content/Schedule page. If you do not see it at the top of the page, scroll down toward the bottom of the page. Some instructors may opt to place the link on a different page in Blackboard. **Contact your instructor if you cannot locate the link.**



3. After you have gone in to each course in Blackboard and clicked on each course link once, you can proceed with uploading assignments in courses.

Process for submitting student work in Foliotek – Student submissions to faculty



1. Within Foliotek, locate the portfolio in which your course is housed (see picture at right). Clicking the “CHANGE/ADD PORTFOLIO” button will show you all portfolios with which you are associated. Click on the correct portfolio if not automatically displayed.
2. Click on the Section Group of the portfolio you need to access. In the example to the right, each **bold font** heading is a Section Group. These headings are expandable and will display list of courses when clicked. *NOTE: You may see Section Groups and courses that do not pertain to your enrollment or program; you may ignore these.*
3. Click on the course to which you need to submit an assignment, e.g. EDTP 451

Submitting Student Work to Faculty

4. Select the assignment to which you need to upload work (e.g. “EDTP 451 Lesson Plan #1”, or “EDTP 451 Post-Lesson Reflection #2”, etc.). Click on the assignment title.

UNIVERSITY OF LOUISVILLE
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

ASSESSMENT >> Student Teaching - BS Early Elementary

EDTP 451 - Student Teaching - Early Childhood Placement

CHANGE/ADD PORTFOLIO

STUDENT TEACHING - BS...

- Elementary (all tracks)
- Elementary + Content Area
- Elementary + IECE (dual cert)
- EDTP 451**
- Elementary + Special Ed--LBD (dual cert)
- Elementary + Special Ed--MSD (dual cert)

VIEW PORTFOLIO

- By Topic
- By Performance

TOOLS

- Assessments
- Resources
- Export Portfolio

COURSES	LAST MODIFIED	ITEMS	VIEWABLE
EDTP 451 Lesson Plan #1	10/22/2019	1	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 Lesson Plan #2	n/a	0	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 Post-Lesson Reflection #1	10/22/2019	1	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 Post-Lesson Reflection #2	1/13/2020	1	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 - Observation of Teaching #1	n/a	0	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 - Observation of Teaching #2	n/a	0	<input type="radio"/> <input checked="" type="radio"/>
EDTP 451 - Dispositions Assessment	n/a	0	<input type="radio"/> <input checked="" type="radio"/>

5. Click on “add file” to upload your work.

ASSESSMENT >> Student Teaching - BS Early Elementary > EDTP 477 - Capstone Seminar CUE Course

EDTP 451 - Student Teaching - Early Childhood Placement

COURSE | PERFORMANCES | COURSES

+ add file remove selected file(s)

<input type="checkbox"/>	TYPE	FILES	MODIFIED
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Submitting Student Work to Faculty

You have several options when submitting content for assessment. You may:

- Upload a file stored on a computer or other device
- Add a file already uploaded and stored within Foliotek
- Embed a link to a Website or file on another server (e.g. OneDrive, Google Docs).

Functionally, you may:

- Drag and drop files for upload
- Select multiple files from one location to upload at one time

ASSESSMENT >> Student Teaching - BS Early Elementary > EDTP 452 - Student Teaching
EDTP 452 Lesson Plan #2

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

Choose the option you wish to use by clicking the appropriate radio button. Follow the corresponding prompts (“next” arrows) until you have completed adding your work.

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6. Foliotek will indicate when your upload was successful.

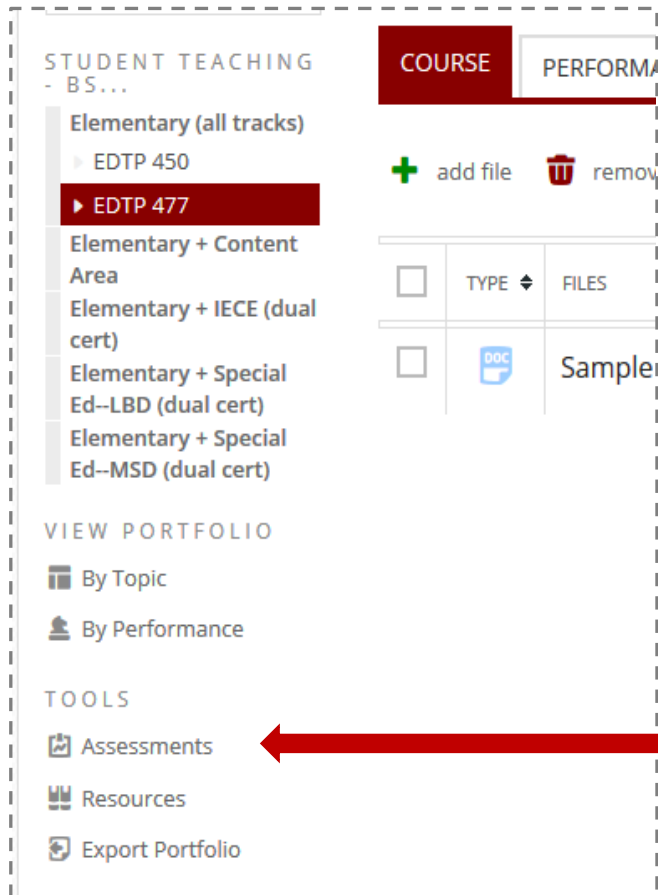
The screenshot shows the 'Add File' interface in Foliotek. At the top, a yellow circle with the number '6' has a red arrow pointing to a green 'SUCCESSFUL' status bar. The status bar shows a file named 'TEST - Submitting Work to...docx' with a size of 117.2 KB and a progress of 100%. Below the status bar, there is a large grey upload icon with the text 'Click "Add Files" or drag and drop File(s) to Upload' and a '+ Add Files' button. At the bottom of the interface, there are 'back' and 'ok' buttons. A red arrow points from the 'ok' button to the text 'Click the "OK" button to save.' below the screenshot. Another red arrow points from the 'Add Files' button to the text 'Upload additional files by repeating the process as necessary.' below the screenshot. The left sidebar shows the navigation menu with 'ELFH 682' selected.

Upload additional files by repeating the process as necessary.

Click the "OK" button to save.

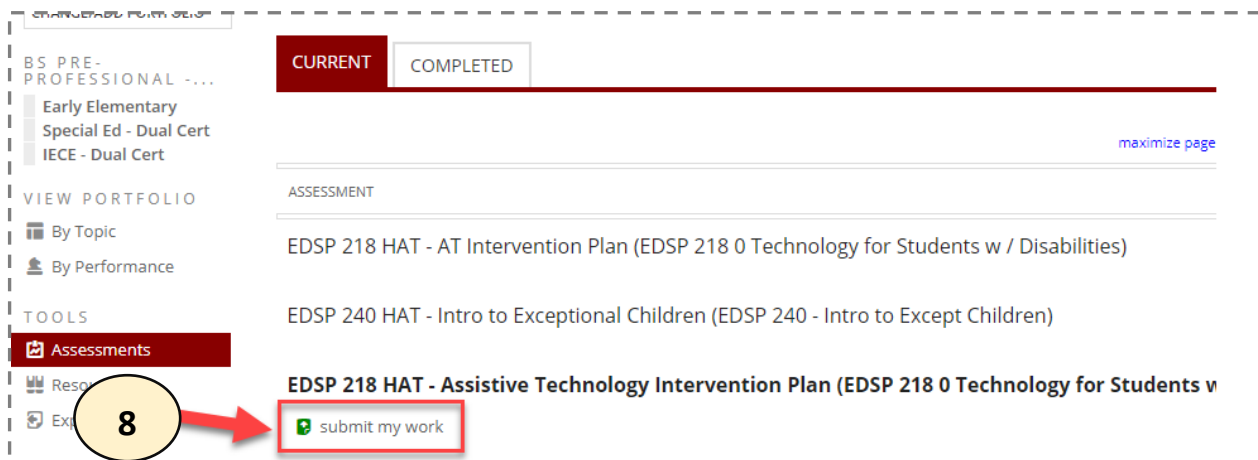
Submitting Student Work to Faculty

- When you are finished uploading your work, click on the Assessments link under Tools in the left menu.



NOTE: If you navigate away from the page for any reason after clicking “Assessments”, you must ensure that you return to the correct portfolio to submit the work you uploaded.

- When the Assessments page opens, you will see ALL available assignments in courses within the Section Group, including those that you are not ready to submit. Locate the assignment to which you have attached work and wish to submit. Then click the “submit my work” button.



Submitting Student Work to Faculty

9. A pop-up window will open asking you to affirm that you want to submit the assignment.

- Click “OK” to submit the assignment to your instructor.
- Click “Cancel” to return to the list of available assessments.

