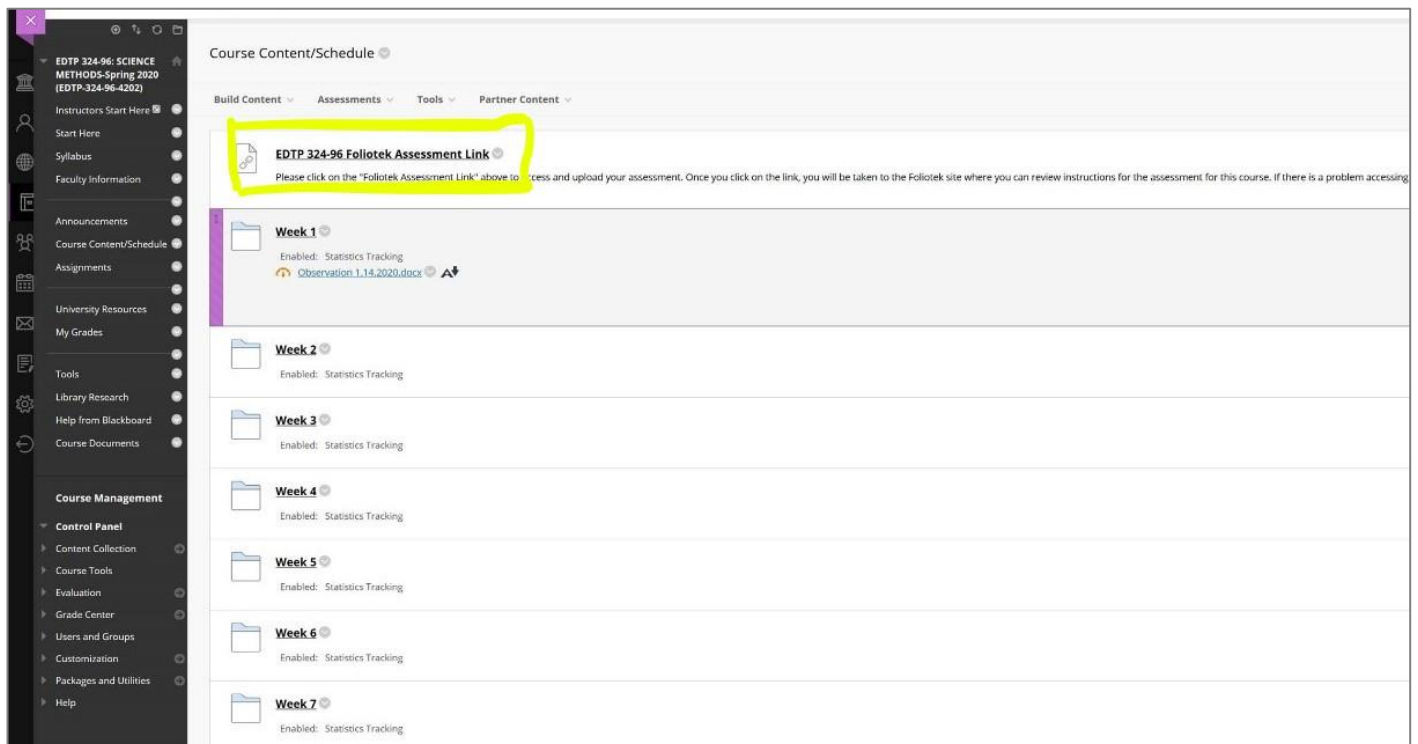


# Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

## Accessing Foliotek through Blackboard

Students access Foliotek through currently enrolled courses in Blackboard. Course instructors place a link in each course in 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.



# Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

## Navigating courses and portfolios

UNIVERSITY OF LOUISVILLE  
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

EDTP  
EDSP

VIEW PORTFOLIO

By Topic  
By Performance

TOOLS

Assessments  
Resources  
Export Portfolio

ASSESSMENT >>

BS Pre-Prof

HOW TO FIND YOUR COURSE

1. Click on the bold heading
2. Click on your course number
3. A list of course assignments
4. Click the assignment name

For assistance, visit the [University of Louisville](#) website.

To-Do List

+ add to-do item

[view all 12 completed items](#)

When you click the SSO link from Blackboard, your Foliotek dashboard automatically displays a portfolio of courses in the left menu.

UNIVERSITY OF LOUISVILLE  
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

EDTP  
EDTP 107  
EDTP 201  
EDSP  
EDSP 218  
EDSP 240  
EDSP 260

VIEW PORTFOLIO

By Topic  
By Performance

ASSESSMENT >>

BS Pre-Prof

HOW TO FIND YOUR COURSE

1. Click on the bold heading
2. Click on your course number
3. A list of course assignments
4. Click the assignment name

For assistance, visit the [University of Louisville](#) website.

To-Do List

+ add to-do item

[view all 12 completed items](#)

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.

## Submitting Student Work and Assessment Instruments to Supervisors in Foliotek



Name of Portfolio



By default, Foliotek will open the portfolio that you, or an administrator of your account, last visited.

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 from white to light gray in color, the menu reveals any other portfolios you have been assigned.

Select the portfolio you need to access. Most students will have no more than two portfolios.

# Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

## Submitting assignments to University Supervisors

UNIVERSITY OF LOUISVILLE  
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

EDTP

- EDTP 107
- EDTP 201

EDSP

- EDSP 218
- EDSP 240
- EDSP 260

VIEW PORTFOLIO

- By Topic
- By Performance

ASSESSMENT >>

### BS Pre-Prof

**HOW TO FIND YOUR COURSE**

1. Click on the bold heading
2. Click on your course num
3. A list of course assignme
4. Click the assignment nam

For assistance, visit the [Univers](#)

### To-Do List

+ add to-do item

[view all 12 completed items](#)

1. Select your course number from the menu on the left side of the dashboard.

2. Click the assignment you wish to view (labeled under “Elements”).

UNIVERSITY OF LOUISVILLE  
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

EDTP

EDSP

- EDSP 218
- EDSP 240**
- EDSP 260

VIEW PORTFOLIO

- By Topic
- By Performance

TOOLS

- Assessments
- Resources
- Export Portfolio

ASSESSMENT >> BS Pre-Professional - Middle/Secondary

## EDSP 240 – Introduction to Exceptional Children

ELEMENTS	LAST MODIFIED	ITEMS	VIEWABLE
EDSP 240 HAT – Intro to Exceptional Children	n/a	0	Always
Pre-Professional Exit Dispositions Assessment	n/a	0	Always

## Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

**NOTE:** Course numbers displayed in visuals are used for illustrative purposes only. EDSP 240 **is not** a supervised field course. Use the steps below for submitting work to supervisor-assessed work, regardless of course number shown in screenshots.

3. Follow instructions on the page. Click “add file” to upload work, attach work already stored in Foliotek, or add links to external storage sites.

The screenshot shows the Foliotek assessment interface. On the left, there is a navigation menu for the University of Louisville, College of Education & Human Development, with a sidebar for 'BS PRE-PROFESSIONAL' and 'EDTP EDSP' courses. The main content area is titled 'EDSP 240 HAT - Intro to Exceptional Children'. Below the title, there is a section 'Upload your file(s) below' with instructions: 'Click '+ add file'', 'Choose the type of file you wish to upload and follow the prompts', and 'Repeat until all items have been uploaded'. A red 'NOTE' states: 'No additional submission is required for your instructor to begin scoring. If your instructor is unable to view your uploaded files, please ask your instructor to reset your assessment in order to view all of your files.' Below the note are two tabs: 'ELEMENT' (selected) and 'PERFORMANCES'. A green '+ add file' button is visible. At the bottom, there is an information icon and the text 'No files have been added. + Add a File'. The footer includes 'Managed by foliotek'.

The screenshot shows the 'Add File' dialog box. It has a title 'Add File' and a 'CHOOSE FILE TYPE' dropdown menu. Below the dropdown, there is a text prompt: 'Specify what kind of file you would like to add.' There are seven radio button options: 'Upload new file' (selected and highlighted with a red box), 'Add existing file', 'Link to Website (or External File)', 'Presentation Portfolio (none)', 'Presentation Project (none)', and 'Zipped Website'. At the bottom, there are three buttons: 'back', 'next' (highlighted with a red box), and 'cancel'.

4. Follow instructions on subsequent the pages to complete the “add file” process. Instructions vary per type of item you wish to attach to the assignment.

## Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

- When you have completed attaching your files, Foliotek signals the process was successful. Click “ok” to continue the submission (or add more files if desired).

The screenshot shows the 'Add File' interface in Foliotek. The breadcrumb trail is: ASSESSMENT >> MA - Higher Education Administration > ELFH 682 - Organization & Administration of Higher Education > ELFH 682 HAT - Final Paper. The page title is 'Add File'. There are two main buttons: 'CHOOSE FILE TYPE' and 'UPLOAD NEW FILE'. Below these, there is a text block: '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.' A file upload progress bar shows a green checkmark, the file name 'TEST - Submitting Work to....docx', a 'rename' link, the size '117.2 KB', a green bar with 'SUCCESSFUL', and '100%'. Below the progress bar, there is a large grey arrow icon with the text 'Click "Add Files" or drag and drop File(s) to Upload' and a '+ Add Files' button. At the bottom, there are 'back' and 'ok' buttons. A red arrow points from the text 'Successfully attached file' to the 'SUCCESSFUL' status bar. A green arrow points to the 'ok' button.

- Click “SUBMIT THIS ELEMENT FOR ASSESSMENT” to submit work to your supervisor. A new page will open.

The screenshot shows the 'EDTP 451 - Dispositions Assessment' page. The breadcrumb trail is: ASSESSMENT >> BS Student Teaching - Early Elementary > EDTP 451 - Student Teaching - Early Childhood Placement. The page title is 'EDTP 451 - Dispositions Assessment'. There are two main buttons: a green button with a checkmark and the text 'SUBMIT THIS ELEMENT FOR ASSESSMENT', and a grey button with a magnifying glass icon and the text 'preview scoring guide'. Below these buttons, there is a text block: 'You do not need to upload any work for this assessment. Click "Submit This Element For Assessment" and select your supervisor from the displayed list. Then click "Confirm Submit."' At the bottom, there are three tabs: 'COURSE', 'PERFORMANCES', and 'COURSES'. A green arrow points to the 'SUBMIT THIS ELEMENT FOR ASSESSMENT' button.

## Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

- Complete the submission by entering your supervisor's name in the search field. The field has an autofill feature—begin keying in the name and your supervisor's name will populate the field. Click to select. Be sure to choose the correct supervisor; only the selected supervisor can view your work. After submitting the name, click "CONTINUE".

EDTP 450 Post-Lesson Reflection #2

Select your Faculty

Brown, Sherri

Calvert, Jan

Eckler, Seth

Elliott, Sarah

Finch, John

Gooch, Pamela

Gootee, Jamie

Guess, Dana

Helvey, Sarah

Hill, Cathy

Element Submitted for Assessment

SUBMITTED FOR ASSESSMENT

SUBMITTED TO: Brown, Sherri

SUBMITTED ON: 1/13/2020 at 2:04 PM

CONTINUE

- Click "CONFIRM SUBMIT" to send your work to your supervisor for review and assessment. Foliotek will display a confirmation screen.

EDTP 450 Post-Lesson Reflection #2

Click 'Confirm Submit' to submit your work on this Element to the Faculty Member listed below.

Selected Faculty: Brown, Sherri

CONFIRM SUBMIT change selected faculty cancel

## Submitting Student Work and Assessment Instruments to Supervisors in Foliotek

**NOTE:** Some assessments, such as assessments of dispositions, typically require no student attachments to assignments. For such submissions to supervisors, Follow steps 1, 2, 6, 7, and 8 above. You will receive a cautionary notice that you have not attached items to evaluate when you click “**SUBMIT THIS ELEMENT FOR ASSESSMENT**” at step 6. Click OK and proceed to steps 7 and 8 to send the rubric to your supervisor.

