

Uploading Coursework and Submitting for Assessment

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.

STEP 01: UPLOAD YOUR WORK

1. Navigate to your portfolio in the left menu & click one of the headers to see the courses for that area

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

Early Elementary

- EDTP 101
- EDTP 107
- EDTP 201
- EDTP 215
- EDTP 245
- EDSP 260
- EDTP 399
- Special Ed - Dual Cert
- IECE - Dual Cert

VIEW PORTFOLIO

By Topic

By Performance

BS Pre-Professional - Early Elementary

All candidates must complete the courses listed under 'Early Elementary' in the left hand menu.

If you are getting a dual certification in Special Ed LBD or MSD OR Interdisciplinary Early Childhood Education (IECE), you must also complete the courses listed under the applicable headings in the left menu.

To-Do List

+ add-to-do item

- Read comment from Manish Sharma
[link to item](#) | [more](#)
- Read comment from Johnny Faculty
[link to item](#) | [more](#)
- Finish and submit 'Spring 2019 - EDTP 201 HAT - Classroom Ethnography'

Tutorials

Uploading and Submitting Coursework

2. Click your course to see the assignments required

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COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

CHANGE/ADD PORTFOLIO

BS PRE-PROFESSIONAL - ...

Early Elementary

- EDTP 101
- EDTP 107
- EDTP 201
- EDTP 215

VIEW PORTFOLIO

By Topic

By Performance

ASSESSMENT >> BS Pre-Professional - Early Elementary

EDTP 201 - The Teaching Profession - SB

ELEMENTS	LAST MODIFIED	ITEMS	VIEWABLE
EDTP 201 HAT - Classroom Ethnography	10/24/2019	2	<input checked="" type="checkbox"/>

3. Once the assignment opens, any additional instructions will be listed.
4. Click the 'add file' button to upload your work. You have a few options to upload.

NOTE: Work must be uploaded PRIOR to submitting for assessment.

EDTP 201 HAT - Classroom Ethnography

NOTE: Your instructor will NOT see your work unless you complete both steps below in the correct order

BS PRE-
PROFESSIONAL - ...

Early Elementary

▶ EDTP 101

▶ EDTP 107

▶ **EDTP 201**

▶ EDTP 215

▶ EDTP 245

▶ EDSP 260

▶ EDTP 399

Special Ed - Dual Cert

IECE - Dual Cert

VIEW PORTFOLIO

By Topic

By Performance

TOOLS

Assessments

Resources

STEP 1: Upload your file(s) below

- Click '+ add file'
- Choose the type of file you wish to upload and follow the prompts
- Repeat until all items have been uploaded
- Proceed to Step 2 Once all items have been uploaded

STEP 2: Submit for assessment

- Click on 'Assessments' under Tools in the left menu
- Find the course assignment you wish to submit
- Click on the 'Submit my Work' button
- Click OK to confirm

ELEMENT

PERFORMANCES

COURSES

+ add file

remove selected file(s)

reorder files

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

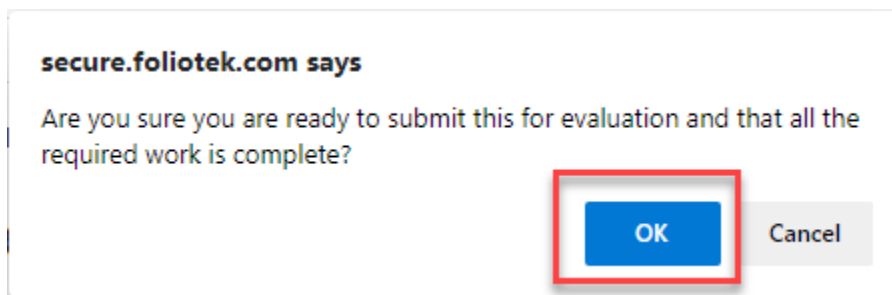
- **Upload new file** will allow you to upload a file from your computer
- **Add existing file** will allow you to choose a file that is already in your Foliotek files repository
- **Link to Website (or External File)** will allow you to add a URL
- **Zipped Website** will allow you to upload a zip file

STEP 02: SUBMIT WORK FOR ASSESSMENT

1. When all files have been added, click on 'Assessments' on the left located under the 'Tools' heading
2. The page will display the current assessments along with the status of any other assessments

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar includes sections for 'CURRENT' and 'COMPLETED' tabs, 'VIEW PORTFOLIO' with options 'By Topic' and 'By Performance', and 'TOOLS' with options 'Assessments', 'Resources', and 'Export Portfolio'. The 'Assessments' option is highlighted with a red box and a red arrow. The main content area shows a list of assessments under the heading 'ASSESSMENT'. The first assessment is 'EDSP 218 HAT - AT Intervention Plan (EDSP 218 0 Technology for Students w / Disabilities)'. The second assessment is 'EDSP 240 HAT - Intro to Exceptional Children (EDSP 240 - Intro to Except Children)'. The third assessment is 'EDSP 218 HAT - Assistive Technology Intervention Plan (EDSP 218 0 Technology for Students v)'. Below this assessment, there is a green button with a white checkmark and the text 'submit my work', which is highlighted with a red box.

3. Click on the green 'submit my work' button under the assessment you wish to submit
4. A pop-up window will appear that asks if you are sure you want to submit. Click OK to submit.
 - If you're NOT ready to submit, click Cancel and follow the instructions above for STEP 01 Upload your work
 - Once you're ready to submit, follow the instructions above for STEP 02 Submit work for assessment



5. The status for the assessment will change to Evaluating