UNT FOLIOTEK FOR FACULTY
FALL 2018

Alyssa Strong
Foliotek Administrator
Alyssa.Strong@unt.edu
940-369-5157
Agenda

- What is Foliotek?
- Courses and Rubrics in Foliotek
- Best Practices
- Logging in
- Canvas/Blackboard
- How Students will “Submit”
- Locating/Assessing Coursework
- Questions
WHAT IS FOLIOTEK?

Foliotek is a software data management system (DMS) used in the assessment of your knowledge, skills, and dispositions relevant to program standards and objectives. You will be required to use your Foliotek account for the duration of your enrollment in the College of Education in order to upload required applications, course assignments, and other electronic evidences/evaluations as required. The College of Education will track your progress in your program through this data to verify that you have successfully met the competencies required in your program of study.

For questions regarding this system, please contact the Foliotek system administrator:

Alyssa Strong - Foliotek Administrator

Email: COE-Foliotek@unt.edu
Phone: 940 369-5157
COURSES AND RUBRICS IN FOLIOTEK
COURSE ASSIGNMENTS THAT ARE READY IN FOLIOTEK

- EDBE 3480
- EDBE 4470
- EDBE 4490
- EDBE 5570
- EDBE 5590
- MUED 4103, 4109, 4209 (Observation Assignments)
- KINE 4100 Observation Log
- EDBE 5240
- EDSP 5510
- EDCI 4000
- EDCI 4500
- TNTX 3100
- All Clinical Teaching Assignments
- All PDS 1 Assignments (NOT methods courses)
- Common Lesson Plan (Template Only)
COURSE ASSIGNMENTS IN QUEUE TO BE BUILT

- EDEE/EDME 3380 Madeline Hunter Skill Lesson Plan
- HIST 4750 / UCRS 4700 Assignments
- ENGL 4700 Baccalaureate Unit Planning
- EDRE 4860
- EDEE 3320 Philosophy of Education
- EDEE/EDME Science Lesson Plans
- EDSE 4628
- EDCI 4840 OAB
COURSE ASSIGNMENTS THAT HAVE NOT BEEN RETURNED TO ADEP OFFICE

- EDCI 3500 Assignments
- EDME 4351 Math Tutoring Project
- EDCI 4060 Modifying a Lesson Plan for English Language Learners
- EDRE 4820 Differentiation Assignment
- EDEE/EDME 4340
- EDRE 4840 How-To-Essay
- EDRE 4870
- Teacher Research Project
MISSING COURSE ASSIGNMENTS

If your course is **NOT** listed on one of the previous slides, and meets the following criteria, please email me your assignment description and rubric WITH standards listed.

- Used for **SPA** and/or **CAEP** purposes (If not, we do not need to create it in Foliotek. It can be placed in your Canvas course.)

- Aligned to at least one set of standards (**SPA, CAEP, INTASC, etc.**). If you have a copy that is already aligned, please send that to me.
RUBRICS IN FOLIOTEK

- Rubrics cannot be weighted in Foliotek. If your rubric is weighted, please re-do the scoring.
- CAEP prefers a three point rubric, however I think we can justify a four point rubric.
- Rubrics should either use a single point for each criteria or a sliding scale for each criteria. Foliotek cannot mix the two.
- Points for rubrics in Foliotek must be whole numbers. No decimals.
The programs in Foliotek have been set up as shown here.

Students will have a registration code for each program.

They will need to register before they can see their courses.

The codes* are located on the Foliotek page.

Access to the Foliotek page can be found on the COE Main page under Quick Links.

*See handout
FOLIOTEK BEST PRACTICES FOR FACULTY
Your account will need to be created by the Foliotek Administrator (Alyssa Strong) before you can access your courses.

Only use Google Chrome or Firefox browsers.

Faculty will log into Foliotek through foliotek.com.

Students can only log into Foliotek through MyUNT.

Under profile settings: Your username MUST be your EUID and your email MUST be your UNT email address.

There are two sides to Foliotek: Presentation and Assessment. Most coursework will be on the Assessment side.

MyUNT does system maintenance on the following days and times. Students will NOT be able to access Foliotek during those times.

- Tuesday and Thursday 7:00pm to 9:30pm
- Saturday 7:00 pm until noon Sunday
LOGGING INTO FOLIOTEK FOR THE FIRST TIME

- Your account is created by the Foliotek Administrator
- You will receive an email from Foliotek
- Click on the link to set up your account
- If you need your password reset, contact Alyssa Strong
- A new email will be sent with a link
LOGGING INTO FOLIOTEK AFTER INITIAL SET UP

- Bookmark https://www.foliotek.com/ and click on the site
- Click on “Login”
- Enter your EUID and Foliotek Password
- Click “Sign In”
CANVAS/BLACKBOARD
If your course is in Blackboard, it does **NOT** integrate with Foliotek.

You will need to log into both systems to grade assignments.

Courses are not automatically generated.

Please meet with me to get your courses in Foliotek.
If your course is in Canvas, it **DOES** integrate with Foliotek.

Add the Foliotek app in your Canvas course under Settings. (See next slide)

Courses are automatically generated when you click on the Foliotek App.
FOLIOTEK APP IN CANVAS

- Log into Canvas with your EUID and Password
- Click on your course
- Scroll down, and click on settings
- Click on the Navigation tab
- Scroll down to find the Foliotek App
- Using your mouse, click on the App and drag it up into your Canvas menu.
- Click “Save” at the bottom of the Navigation tab.
Now that you’ve added the Foliotek App in your Canvas course, click on it.

You should be taken to your Foliotek account within Canvas.

Your course has now been created in Foliotek.

When students click on the app within Canvas they will be automatically enrolled in the course.
HOW WILL STUDENTS SUBMIT?
HOW STUDENTS WILL SUBMIT

- Students will upload their documents in the correct course.
- Students will “Request Review” to their instructor.
- Faculty will receive an email from Foliotek letting you know that a student has completed their assignment.
- If you do not receive an email, the student did not “Request Review”. They will need to go back and “Request Review”.
What if a student requests the wrong instructor?

- Faculty can send the student a comment letting them know that they did not choose the correct instructor.
- The request will show up in your To-Do List.
- Click on “link to item.” This will take you to the students assignment
- Click on “Comments,” and then click on “add comment.”
- Add in a message letting the student know they chose the wrong instructor, click the box to notify by email, and click “OK.”
LOCATING/ASSESSING COURSEWORK
WHERE ARE MY COURSES AND ASSIGNMENTS?

- Log into FolioTek through FolioTek.com or Canvas.
- Click on “Course Evaluations.”
- Click on the Section for your course.
- Click on “begin now” to assess your student’s work.
HOW DO I ASSESS AN ASSIGNMENT IN FOLIOTEK?

- After clicking on “begin now,” you will be taken to the Scoring Guide (rubric).
- Click on “Begin Scoring”
- You should now see any forms and/or files the student’s have completed and uploaded.
ASSESSING AN ASSIGNMENT CONTINUED

- Below the student work you will find the Scoring Guide (rubric).
- To see the evidence for each criteria, click on “Evidence.”
- To score the rubric, click in the box you would like to assign for each area.
ASSESSING AN ASSIGNMENT CONTINUED

- Under the Scoring Guide is the Unit Scoring. This shows the points students should receive to meet certain expectation.
- Next, you will see a comments box. You may enter your comments here, and upload documents as needed.
- After scoring the rubric, click on “Summary.”
ASSESSING AN ASSIGNMENT CONTINUED

- After clicking on “Summary,” you will be taken to a screen that will show the rubric results.
- Click on “Publish this Evaluation.” This will send an email to the student to let them know their assignment has been assessed.
- After publishing, you can go to the next student or go back to your student or evaluation list.
QUESTIONS?

Alyssa Strong
Foliotek Administrator
Alyssa.Strong@unt.edu
940-369-5157