Completing the Admissions Interview Questionnaire Rubric – Admissions Reviewers

- Log into Foliotek using this link [https://secure.foliotek.com/assessment](https://secure.foliotek.com/assessment). (You may want to bookmark it.)
- Students should be sending you a “Request Review”. This will send an email to your UNT email address. It will also show up on your home page of Foliotek.
- Search for the student using the “Student Search” box with a magnifying glass. Click on the magnifying class or hit “Enter” to search.

- Click on the Student’s name.
• Make sure that the Portfolio shows “COE: Admissions.” If it does not, please click on the drop-down and change it to “COE: Admissions.”

Test, UNTEDUStudent2

Portfolio:  

• Click on “GO TO ELEMENT” under “Admissions Interview Questionnaire (Initial Submission)”

Undergraduate Admissions Interview Questionnaire

• Click on the “Admissions Interview Questionnaire (Initial Submission)” form. It should open in a new tab.

Test, UNTEDUStudent2’s Admissions Interview Questionnaire (Initial Submission)

Students:
Complete this form to submit your Admissions Interview Questionnaire.
• Scroll down to review the Questionnaire, leave it up and go back to the Foliotek Tab.

• Click on the student’s name in the Assessment link string at the top. This will take you back to the form options page.
• Click on "GO TO ELEMENT" under "Admissions Interview Questionnaire Rubric (Initial Submission)"

• Click on the "Admissions Interview Questionnaire Rubric (Initial Submission)" form. It should open in a new tab.

Test, UNTEDUStudent2's Admissions Interview Questionnaire Rubric (Initial Submission)
• Complete the rubric for the Admissions Interview Questionnaire using the Instructions for Scorers Document (This can be found in the Resources section in Foliotek) and the Student’s Admission Interview Questionnaire.

• When you have finished the rubric, scroll to the bottom of the page and click “save & close”.

Comments:
• Click “Close”. This should take you back to the main Foliotek page.

• Be sure to close the student’s Questionnaire in the other tab.

• To go back to the home page, click on the UNT symbol in the upper left-hand corner.

• In your To-Do List, check off the student you have reviewed. Any other student submissions will show up in this list.