Using Canvas to add a Program Portfolio in Foliotek – Students

Note: Using Foliotek in Canvas allows you to stay in Canvas. You will not need to log into Foliotek using a separate tab.

1. Go to UNT’s Canvas page and sign in with your EUID and password.

2. Click on your education course in the Dashboard
3. Click on the Foliotek link in the left-hand menu

4. You should now see the Presentation side of Foliotek.
5. Click on your name in the upper right-hand corner.

6. A drop-down menu will appear. Click on “Account Settings.”

7. On the next screen, click on “Assessment Portfolios”

8. Enter the code for your program in the box that says “[Enter Portfolio code]” and click on the plus sign.
9. You may need to click on another area in your Canvas course and then back on the Foliotek App to see the “Assessment” button in the top right-hand corner.

10. You should now see the courses in your program on the left-hand side of the Foliotek screen.