Logging into Foliotek for the First Time and Completing the Admissions Interview Questionnaire - Students

NOTE: There are three parts and 25 steps to this tutorial - logging in, adding the admissions portfolio, completing the questionnaire.

Part 1: Logging into Foliotek

1. Go to https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=NTPA_GUEST

2. Sign in with your EUID and password

3. Click on the e-Portfolio link
4. The log in screen will come up. Log in with your EUID and password

5. Foliotek will ask you to enter your Anticipated Graduation Month and Year. Then, click “Next”
6. The next page will be an End-User License Agreement. Please read though the information, check the box that you are over the age of 16, and enter your Initials. Then, click “Next”.

7. You should now see the Presentation side of Foliotek.
Part 2: Add the Admissions Portfolio to your account

8. Click on your name in the upper right-hand corner.

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

10. On the next screen, click on “Assessment Portfolios”
11. Enter this code: **UNDER-COE:A-22693** in the box that says “[Enter Portfolio code]” and click on the plus sign. *(You may copy and paste the code. Please make sure there are no leading or trailing spaces.)*

12. Your Questionnaire lives on the **Assessment** side of Foliotek. You may need log out of Foliotek and then back in to see the assessment side.
Part 3: Completing the Admissions Interview Questionnaire

13. Click on the “Undergraduate Admissions Interview Questionnaire” tab under the green UNT on the left-hand side of the page.

14. Click on “Admissions Interview Questionnaire (Initial Submission)"
15. Click on the form “Admissions Interview Questionnaire (Initial Submission)”. It should open in a new tab.
16. Read all directions carefully, and complete the Admissions Interview Questionnaire. **NOTE: You may want to answer the questions in a word document and then copy and paste into the form. The form WILL lock when you click “save & close”**.

**UNT Teacher Education Program (TED) Admissions Interview Questionnaire**

The University of North Texas College of Education maintains high-quality standards for admission to and retention in the Teacher Education Program (TED). This short-answer questionnaire is only one of the requirements for admission.

Questions have been constructed based on research evidence regarding the knowledge, skills and dispositions that tend to indicate potential for future teaching success. Your responses will be evaluated by teacher education faculty as an indicator of your potential for success in both the TED coursework and clinical practice experiences. Your responses will be evaluated in these areas:

1. Quality of written expression (comprehensibility and standard writing conventions)
2. Your ability to self-reflect on attributes relevant to your future success as a teacher
3. Your ability to answer the question being asked, and (where necessary) to provide a well-developed rationale
4. A minimum of 200 words and a maximum of 300 words PER question
5. Evidence of originality and authenticity of your response

Admissions Interview Questionnaires are reviewed by faculty once a month. Four weeks after you submit your answers, log back into Foliotek to view your results. You cannot proceed with the admissions process until you have a status of **Interview Approved**.

**Directions:**

1. Complete the Admissions Interview Questionnaire thoughtfully and completely.
2. When you have completed the Admissions Questionnaire, click “Request Review”.
3. From the list, select the appropriate reviewer:
   - **Art Students** – Request Kelly Donahue-Wallace
   - **Music Education** – Request Sean Powell
   - **Teach North Texas (TNT)** – Request Jennifer McDonald
   - **Bilingual Education** – Request Ricardo Gonzalez
   - **Kinesiology** – Request Karen Weller
   - **Teacher Education (All Other Certification Pathways)** – Request Angela Randall
17. Select the semester you are applying for and enter the day's date:

Please select the semester you are applying for:

Application Interview Questionnaire Completed on:

18. Copy and paste or type in your answers to the three questions. **NOTE:** If you are applying to the Bilingual Program you must answer the first two questions in Spanish.

INTERVIEW QUESTIONS

Note: If you are applying to the Bilingual Program you must respond to this question in Spanish.

1. What made you decide to become a teacher? Explain why a teaching career is right for you.
1. ¿Por qué te interesó ser maestro/a? Explica por qué una carrera como maestro/a es lo mejor para ti.

Note: If you are applying to the Bilingual Program you must respond to this question in Spanish.

2. What do you believe are the three most important attributes and/or qualities of a successful teacher today? Why did you choose those three?
2. ¿Cuáles crees que son las tres características o atributos más importantes de un buen maestro/a hoy en día? ¿Por qué escoges estas tres?

3. What challenges might you personally face as a teacher? Identify two (2) characteristics you possess and explain how they will enable you to effectively address these challenges.
19. Fill in your personal information and the acknowledgement questions.

20. Read the information for your next steps and click “save & close.” You will receive an email from your reviewer with your results. Reminder: The questionnaire will lock once you click “save & close.”
21. Click "Close" to close the extra tab.

Thank you!
for submitting the form. You may now close the window.

Return To Close

22. You should now see your completed Admissions Interview Questionnaire.

Admissions Interview Questionnaire (Initial Submission)

Students:
Complete this form to submit your Admissions Interview Questionnaire.

23. Click on "Request Review".

Admissions Interview Questionnaire (Initial Submission)

Students:
Complete this form to submit your Admissions Interview Questionnaire.

Request Review
24. A box will open. Please choose the Interview Reviewer for your Program:

- **Art Students** – Request Kelly Donahue-Wallace
- **Music Education** – Request Sean Powell
- **Teach North Texas (TNT)** – Request Jennifer McDonald
- **Bilingual Education** – Request Ricardo Gonzalez
- **Kinesiology** – Request Karen Weiller
- **Teacher Education (All Other Certification Pathways)** – Request Angela Randall

Add a message if you would like, and click “OK”

25. Click “Continue”. The box will close and you will be taken back to your questionnaire. Please remember to log back in to view your results under “Admissions Interview Questionnaire Rubric (Initial Submission).”

26. **Your Reviewer will email you with your final result. Please print that email and bring it to your advisor.**