

Foliotek Portfolio Evaluation Setup

Foliotek is currently required in all undergraduate teacher education courses containing SDE standards. Additionally, Graduate programs in Library Media, SPE Gifted, School Counseling, School Psychometry, Reading Education, Instructional Leadership and all Alternative Master's program currently require the Foliotek portfolio. This would include any course used to meet a standard in the above programs. Students in a support course (EDF 515 or IDE 510) would be required to complete the Foliotek portfolio ONLY if they are majoring in an Alternative Master's program!

The evaluations will be setup using the courses/standards list submitted for the SDE review. The default deadline date will be set as the last day of class, however instructors should let Meegie know if they want to change that date. If there are 10 or fewer standards, all will be included in one evaluation. If there are more than 10, instructors may request to divide the standards into two evaluations with different dates. The deadline date will determine the time the evaluations will be deployed to faculty to enter the results. **Students will have to upload the documentation/artifact/evidence prior to the deadline date to be available/visible in the evaluation.** I would suggest requiring students to upload artifacts well in advance of the deadline date.

Faculty and students will be able to see the evaluation as soon as they are built by the administration, sometime soon after the second week of the term. For faculty, they may look under the Upcoming tab prior to the date they are to be evaluated. The field to enter the score using the scoring rubric will not be active until the due date of the evaluation.

For students, the specific standards contained in the evaluation for your course will be available to the student as soon as the evaluation is built (by administration). The student can click on the evaluation and see just the standards they are to upload artifacts or documentation to. Remember the student can access the standards and upload artifacts anytime, but they will have to choose the standards from a long list if they want to upload artifacts prior to the administration building the evaluation.

For faculty, the evaluations will appear on the left side bar on your Foliotek Portfolio Home Page one day after the default date (last day of class) unless the instructor requests an earlier date. Until that date has passed, faculty will not have evaluation rubrics available for their course.

Students in the categories listed below **are not required** to complete the eportfolio assessment at this time.

1. Transient Students, Alternative Baccalaureate Certification Students,
2. Students taking pre-requisite courses for admission to Alternative Master's program.
3. Students completing one or two courses as part of renewing or reinstating a certificate,
4. Students in traditional Master's certification programs and all non-certification options.
5. Students in the Class AA programs, Ed.S programs, or Ph.D program.

Send inquiries to: usaonline@usouthal.edu or Meegie Wheat, UCOM 3618