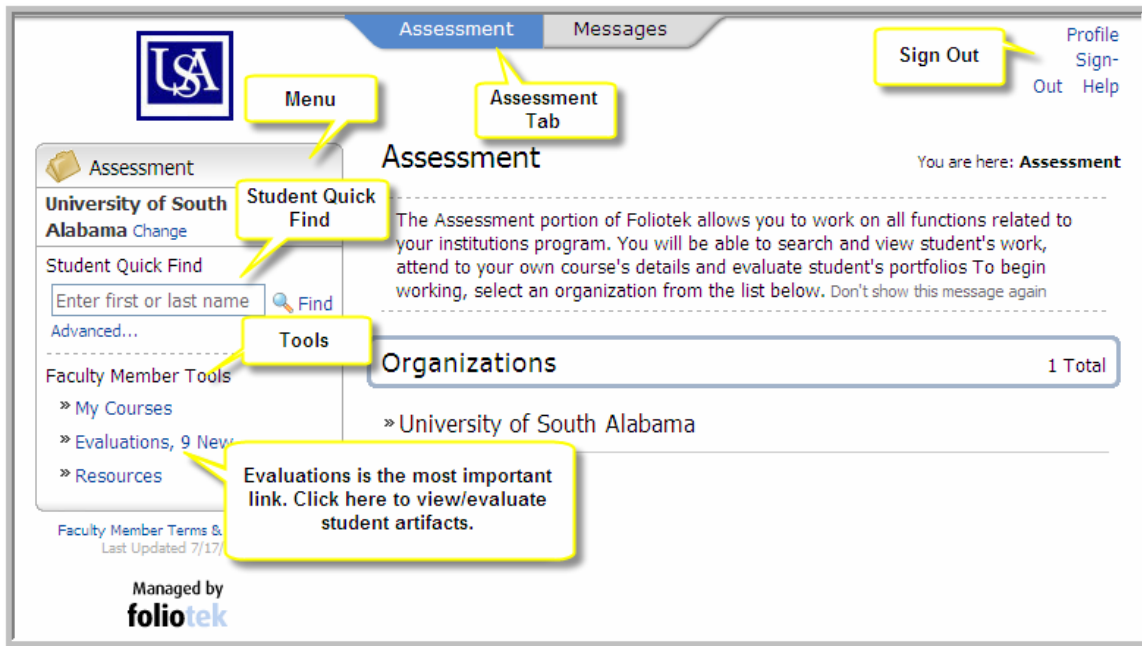


Faculty Help
Foliotek Overview

There are two menu tabs at the top of the screen: *Assessment and Messages*. The *Assessment* tab includes the home page which will be utilized the most. The menu on the left displays a *Student Quick Find* option to search by student. Also there are *Faculty Member Tools* for searching for courses, viewing evaluations, and accessing resources. *Sign out* is located in the upper right corner of the screen. Refer to *Evaluation of an Artifact* to review the process of evaluating a student artifact.



Message Center

The *Messages* tab is a section of Foliotek that provides access to send, receive, and review messages from students and faculty. **Both faculty and students should use the eCollege course shells (eCourse or eCompanion) for Message Center functions.**

