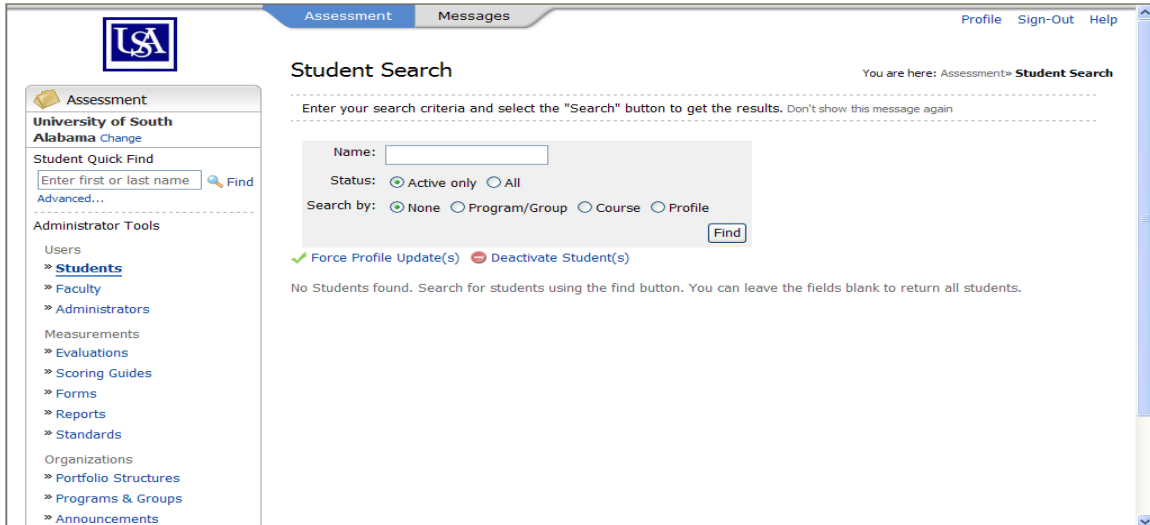


## Finding Students in the e-portfolio – Foliotek

From your Foliotek faculty home page click on “[Students](#)” on the left sidebar. This will display the following screen. Select “[Program/Group](#)”, then click on the find button. This will display the next screen.

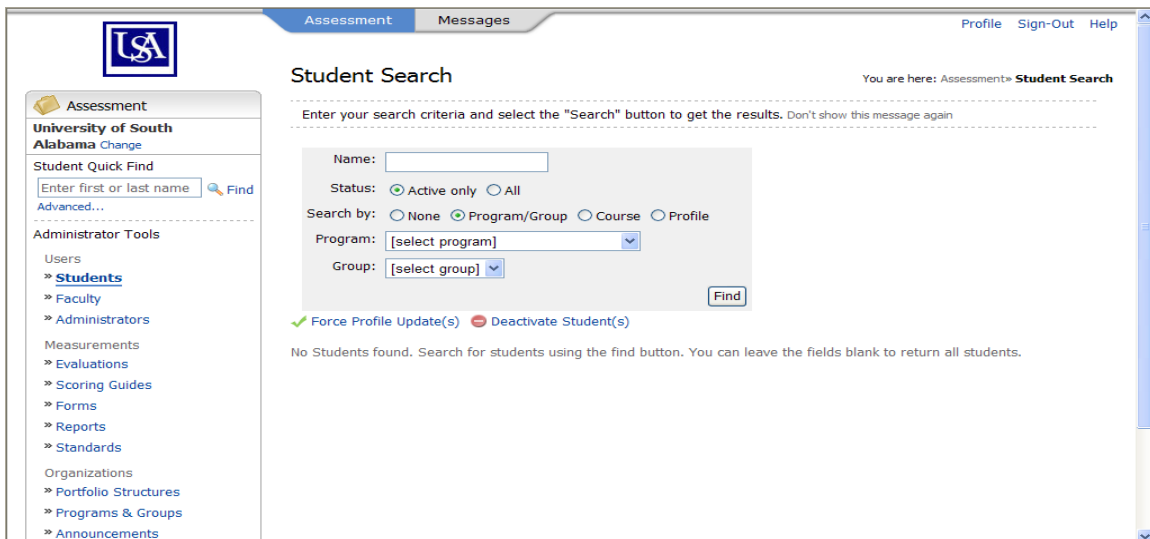


The screenshot shows the 'Student Search' interface. On the left is a sidebar with the USA logo and navigation links under 'Assessment' and 'Administrator Tools'. The main content area has a search form with the following fields and options:

- Name:
- Status:  Active only  All
- Search by:  None  Program/Group  Course  Profile
- Buttons:   Force Profile Update(s)  Deactivate Student(s)

Below the form, it states: "No Students found. Search for students using the find button. You can leave the fields blank to return all students."

From the screen below, Use the drop down box for “[Program](#)” and select the appropriate program. Select “[Undergraduate Teacher Education](#)” for undergraduate teacher education programs, Select “[Graduate Teacher Education](#)” for graduate teacher education and support personnel programs.



This screenshot shows the 'Student Search' interface with additional dropdown menus. The search form includes:

- Name:
- Status:  Active only  All
- Search by:  None  Program/Group  Course  Profile
- Program:
- Group:
- Buttons:   Force Profile Update(s)  Deactivate Student(s)

Below the form, it states: "No Students found. Search for students using the find button. You can leave the fields blank to return all students."

After selecting “Undergraduate Teacher Education” from the Program drop down menu, Click on the “Select Group” down arrow to select your major/program.

The screenshot shows the 'Student Search' page. The search criteria are: Name (empty), Status (Active only), Search by (Program/Group), Program (Undergraduate: Teacher Education), and Group ([select group]). The 'Find' button is visible. Below the search form, there are options for 'Force Profile Update(s)' and 'Deactivate Student(s)'. A message states: 'No Students found. Search for students using the find button. You can leave the fields blank to return all students.'

After selecting the major/program you are searching for, (in the example below –Early Childhood Education), click on the find button to see students in that major/program.

The screenshot shows the 'Student Search' page with search criteria: Name (empty), Status (Active only), Search by (Program/Group), Program (Undergraduate: Teacher Education), and Group (Early Childhood SPE). The 'Find' button is visible. Below the search form, there are options for 'Force Profile Update(s)' and 'Deactivate Student(s)'. A table of search results is displayed below:

<input type="checkbox"/>	Name	Username	Program	Group	E-Mail	Force Update	Inactiv
<input type="checkbox"/>	Gillson, Art	ArtGillson	AQTS Undergraduate: Teacher Education	Quality Teaching Standards Early Childhood SPE	artg@ecollege.com	<input type="checkbox"/>	<input type="checkbox"/>

When the courses function button becomes available you will be able to search for students in a specific course. This function should be available later in October. You can search by individual student name at this time.