

Artifact Upload

Clicking on the Foliotek link from the eCollege personal homepage will direct you to the [Assessment](#) home page. At this page you can select which portfolio you choose to view; your left menu will change to accommodate that portfolio's structure. All undergraduate teacher certification students in the College of Education have a [Teacher Education Q.T.S.](#) portfolio. The second portfolio (teaching field) is dependent upon your major and program of study. Graduate programs typically have a single portfolio.

The screenshot shows the Foliotek Assessment page. At the top, there are navigation tabs for 'Assessment', 'Personal', 'Files', and 'Messages'. Below these are links for 'Courses', 'Profile', 'Sign-Out', and 'Help'. The left sidebar contains a navigation menu for 'Assessment' with sub-sections for 'Teacher Education Q.T.S. Change', 'Edit this portfolio' (with links for Content Knowledge, Teaching and Learning, Literacy, Diversity, and Professionalism), 'View this portfolio' (with links for By Topic and By Standard), and 'Tools' (with a link for Evaluations). The main content area is titled 'Assessment' and includes a breadcrumb 'You are here: Assessment'. A message explains that the Assessment portion is for adding and removing elements and files. Below this is a 'Portfolios' section showing '2 Total' portfolios. A '+ Add Portfolio' button is visible. Two portfolios are listed: 'Teacher Education Q.T.S. Export' and 'Elementary Education Export'. A yellow callout box points to the 'Teacher Education Q.T.S. Export' portfolio with the text 'Two portfolios for Elem. Ed. program'.

You may be required to upload an artifact to more than one portfolio.

The portfolio structure is based on *standards*. The elements within each standard are the associated *knowledge and ability statements*. The knowledge and ability statements serve as “containers” for students to upload their artifacts (providing evidence of acquiring the knowledge and/or ability).

Artifacts which provide evidence of knowledge and/or ability include, but are not limited to:

- Word documents
- PowerPoint documents
- Adobe Acrobat files
- Inspiration files
- Files within the system, such as journals and field experiences

These artifacts will typically be course assignments; your professor will instruct you as to which artifact(s) provide evidence of knowledge and/or ability and when to upload the artifact during each semester.

Knowledge/Ability Statement Association

To place an artifact in a “container” or associate it with the proper knowledge or ability statement:

Click on a category link to view the associated knowledge or ability statements

The appropriate category and knowledge or ability statement being associated with the artifact should be indicated in your course syllabus and/or by your professor.

Artifacts	Last Modified	Viewable
290-3-3-.03(1)(c)1.(i) Academic Discipline(s)	7/10/2007	<input checked="" type="checkbox"/>

Once the correct knowledge or ability number and statement are selected, you are directed to the page where you can select to add the artifact (add file).

Assessment Personal Files Messages

Courses Profile Sign-Out Help

USA

290-3-3-.03(1)(c)1.(i) Academic Discipline(s) You are here: Assessment» Content Knowledge» 290-3-3-.03(1)(c)1.(i) Academic Discipline(s)

(i) Knowledge of the structure of the academic disciplines related to the subject-matter content areas of instruction and of the important facts and central concepts, principles, theories, and tools of inquiry associated with these disciplines.

Artifact Standards Courses Comments Sharing

Manage the files associated with this artifact by using the "Add" and "Remove" buttons below. Files can be added from the "Files" work area or uploaded directly from your local hard drive. Don't show this message again

+ Add File ✕ Remove Selected File(s) ⇅ Reorder Files

<input type="checkbox"/>	Type	Files	Modified
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The [Add File](#) page allows you to *upload a new file*, *add an existing file*, *link to external file*, or *upload a zipped website*. In most initial cases, you will be *uploading a new file*.

Assessment Personal Files Messages

Courses Profile Sign-Out Help

USA

Add File You are here: Assessment» Content Knowledge» 290-3-3-.03(1)(c)1.(i) Academic Discipline(s)» Add File

1 Choose File Type ▶ 2 ...

Cancel

Specify what kind of file you would like to add. Don't show this message again

Upload new file

Add existing file

Link to external file or website (URL)

Upload new zipped website

« Back Next »

Browse to select the file you would like to upload. Once the file name appears, there is an option to type a friendly name. This file name should be a more recognizable name for future use. Click OK to complete the uploading process.

More than one file may be uploaded to any knowledge or ability statement.

<input type="checkbox"/>	Type	Files	Modified
<input type="checkbox"/>		Lesson Plan Fac Demo Edit, Details	4/18/2007
<input type="checkbox"/>		Color - Arts in Education.doc Edit, Details	8/20/2007

After the evaluation deployment date artifacts uploaded by students are not viewable or considered by the instructor for the current evaluation. Work submitted by the student must be uploaded prior to the faculty decided due date. These files are also located under [Tools-Resources](#) for future program use and can be organized in folders.