Completing a Course Binder

Opening a Course Binder

To open a Course Binder, you may click on its title under the **Pending Tasks** section located in the center of your screen.

Or, click on the flag icon in the upper right corner of the page to open an overview **Pending Tasks**, as show below and select the course binder you want to view from this list. If you don't see the course binder you need, you can click **View All Tasks** to go view your full list of pending tasks.
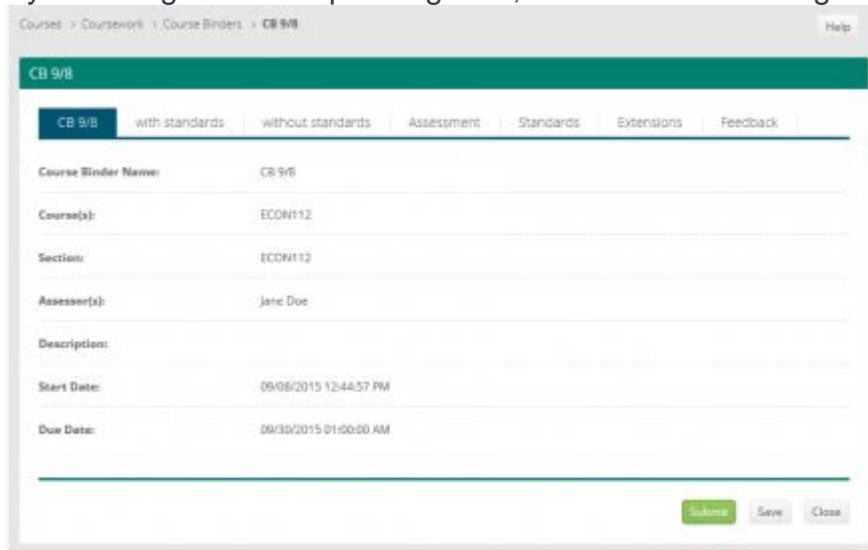
Course Binder Layout

- **Title & Description**: Title and all pertinent description are located on the Course Binder cover page.

- **Binder Tabs:** Each sub-tab represents a different section of the binder.

- **Assessment**: Your instructor's assessment of your work.

- **Extension(s)**: Your instructor may grant you extensions to complete your work.

- **Feedback**: Your instructor may leave feedback about your work.
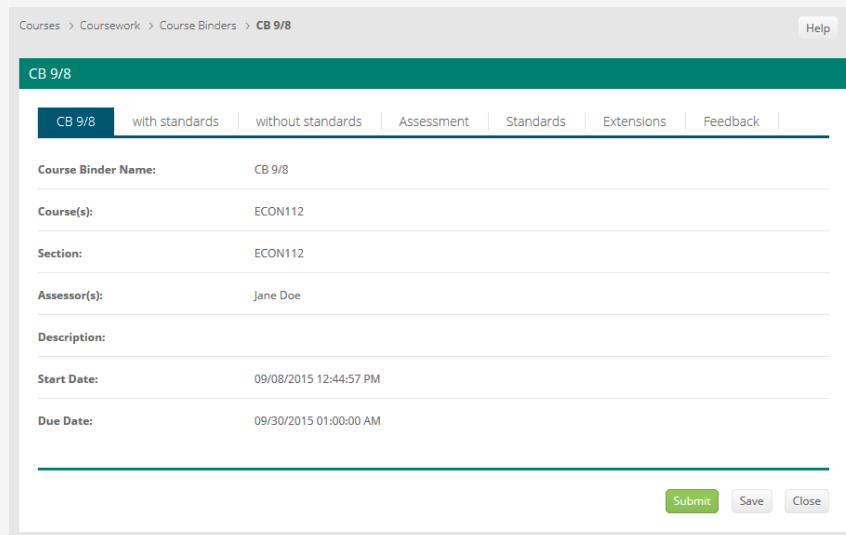
Completing a Course Binder

Once you have opened your Course Binder, you can view different parts of the binder by selecting the corresponding tabs, as shown in the image below:

Viewing a Course Binder

1. Click on the sub-tab to the right of the Course Binder title page.

2. Many Course Binders require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).

   a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.

   b. If you are required to attach additional documentation to your artifact, click on the**Select File** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the 'x' (delete) icon next to the file.

3. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath Attachment(s).

4. Continue in a similar fashion until you have attached all required Artifacts for each sub-tab of the Course Binder.

Notes: If you have previously created an Artifact of the same type, it can be selected when attaching an Artifact. Click on **Select**underneath Attachment(s) and click on the sub-tab **Select Existing**.

Select File Upload: File

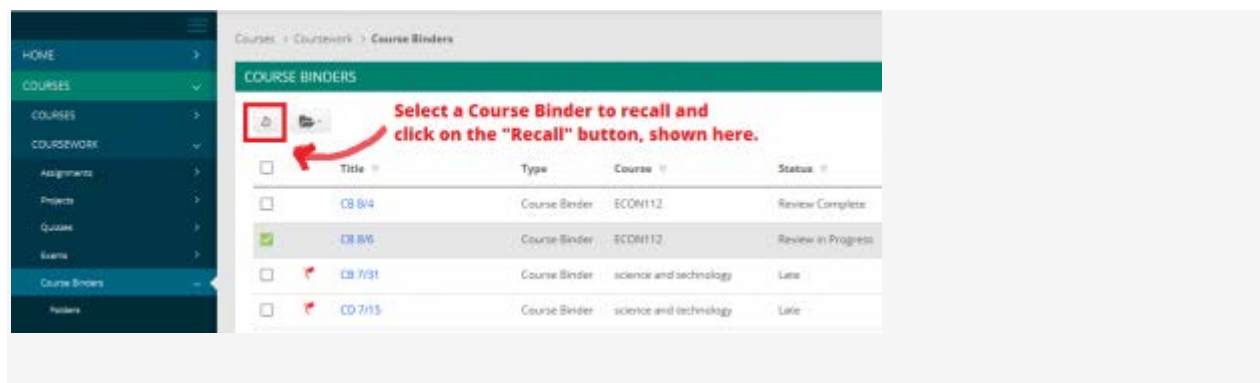| Create New Artifact	Select Existing	
Name ▲		**Date Created** ▽
○ File		02/25/2016

Submitting a Course Binder

1. To open a Course Binder, click on its title under the **Pending Tasks** section located in the center of your screen.

2. Attachments can be edited prior to submission by clicking on the attachment title.

3. When you are done working on your course binder you can click on:

   a. **Submit**: Submit your course binder for review.

   b. **Save**: Save your work and return at a later time.

   c. **Close**: Exit the course binder without saving any changes.

Recalling a Submitted Course Binder

Follow these steps to recall a Course Binder that you have already submitted but has not been assessed:

1. Login to your server and click on the **Courses** side menu.

2. Click on **Coursework** in the side menu below

3. Click on **Course Binders** in the side menu below.

4. Make a **check mark** next to the course binder, then click on **Recall**

Recall a Course Binder

Note(s): If you are unable to recall your course binder, you will need to contact an administrator for help in reopening your course binder for editing.

Reviewing Assessor Feedback

1. Login to your server and click on the **Courses** side menu**.**

2. Click on **Coursework** in the side menu below

3. Click on **Course Binders** in the side menu below.

4. Click on the name of the **Course Binder** you want to view.

5. Click on the **Assessment** sub-tab.

6. Click on the name of the **Assessment Tool**.

Review Assessor Feedback

Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.