



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.

RECENT TASKS	
Doe, Jane Please send the Course Binder CB 9/8	09/08/2015
Doe, Jane Please send the Assignment assignment 1 assessme...	09/08/2015
Doe, Jane Please send the Project Project 1 assessment tool 9/8	09/08/2015
Doe, Jane Please send the Assignment Assignment 2 assessme...	09/08/2015

VIEW ALL TASKS >>

Course Binder Layout

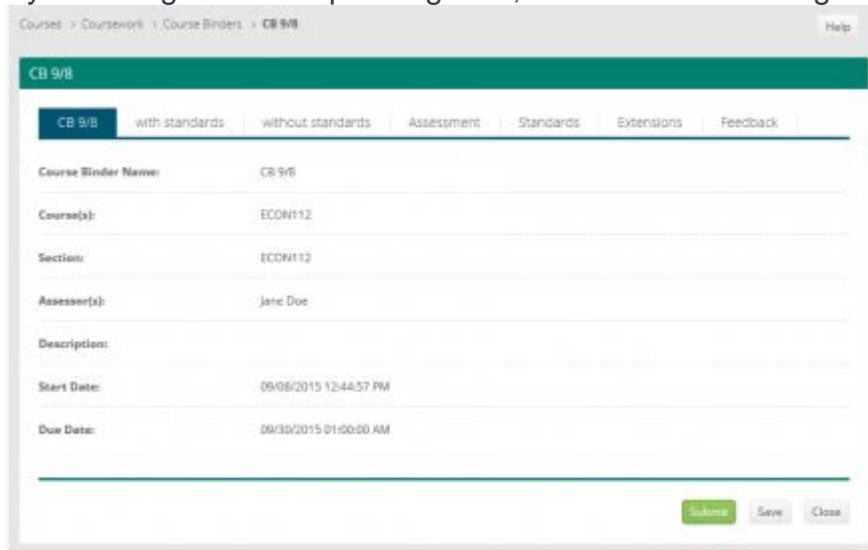
- **Title & Description:** Title and all pertinent description are located on the Course Binder cover page.
- **Binder Tabs:** Each sub-tab represents a different section of the binder.
- **Assessment:** Your instructor's assessment of your work.
- **Extension(s):** Your instructor may grant you extensions to complete your work.
- **Feedback:** Your instructor may leave feedback about your work.



The screenshot displays a web interface for a course binder. At the top, a green header reads "PERFORMANCE TASK: LESSON PLAN". Below this is a navigation bar with tabs: "Performance Task: Lesson Plan", "Lesson Plan" (which is highlighted in blue), "Grading Rubric", "Assessment", "Extensions", and "Feedback". The main content area is divided into two columns. The left column is titled "INSTRUCTIONS" and contains the text "Please, upload your Lesson Plan by the right:". The right column is titled "ATTACHMENT(S)" and includes a "File Upload File:" section with a "Select" button and an "Add Multiple" link. Below this is an "ADDITIONAL ATTACHMENTS, OPTIONAL:" section with an "Additional Attachment:" label and another "Select" button. At the bottom right of the interface, there are three buttons: "Submit" (in green), "Save", and "Close".

Completing a Course Binder

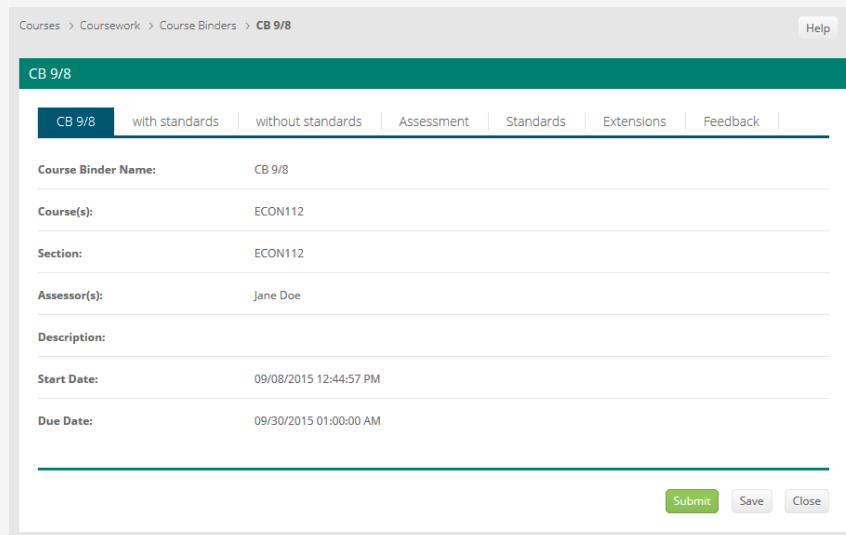
Once you have opened your Course Binder, you can view different parts of the binder by selecting the corresponding tabs, as shown in the image below:



This screenshot shows the 'with standards' tab selected in the Course Binder form. The form fields are as follows:

Field	Value
Course Binder Name:	CB 9/8
Course(s):	ECON112
Section:	ECON112
Assessor(s):	Jane Doe
Description:	
Start Date:	09/08/2015 12:44:57 PM
Due Date:	09/30/2015 01:00:00 AM

Buttons at the bottom: Submit, Save, Close.



This screenshot shows the 'without standards' tab selected in the Course Binder form. The form fields are as follows:

Field	Value
Course Binder Name:	CB 9/8
Course(s):	ECON112
Section:	ECON112
Assessor(s):	Jane Doe
Description:	
Start Date:	09/08/2015 12:44:57 PM
Due Date:	09/30/2015 01:00:00 AM

Buttons at the bottom: Submit, Save, Close.

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 ▼	
<input type="radio"/> File	02/25/2016	

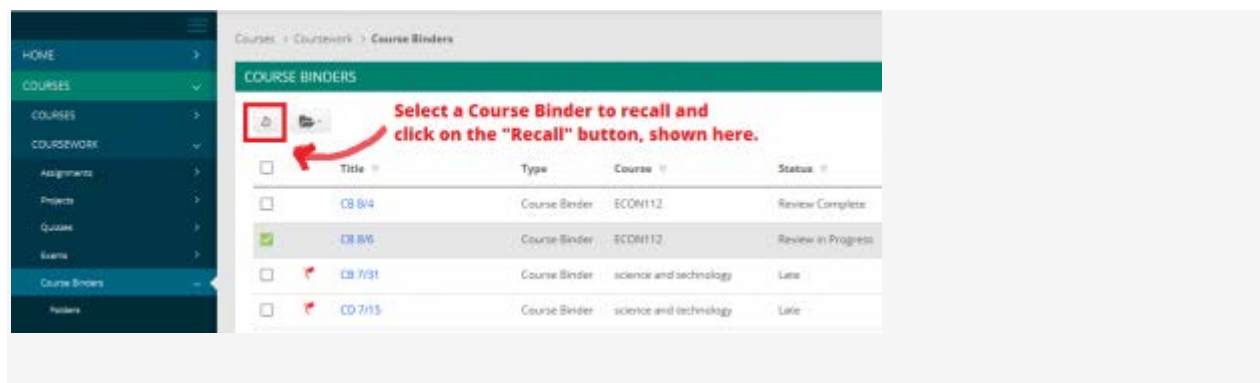
Submitting a Course Binder

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**



Courses > Coursework > **Course Binders**

COURSE BINDERS

Select a Course Binder to recall. Click on the "Recall" button, s...

<input type="checkbox"/>	Title ▾	Type	Course ▾
<input type="checkbox"/>	CB 8/4	Course Binder	ECON112
<input checked="" type="checkbox"/>	CB 8/6	Course Binder	ECON112
<input type="checkbox"/>	CB 7/31	Course Binder	science a
<input type="checkbox"/>	CD 7/15	Course Binder	science a

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**.

Final Disposition Assessment

PLEASE EVALUATE

Personal Traits	Succeeds Expectations	Meets Expectations	Does Not Meet Expectations	Score
Candidate shows enthusiasm for learning	3	2	1	3
Candidate is accepting of personal differences and diverse backgrounds	3	2	1	2
Candidate is punctual	3	2	1	2
Candidate dresses appropriately	3	2	1	3
Rubric Score				10
Rubric Mean				2.5

Professional Traits	Succeeds Expectations	Meets Expectations	Does Not Meet Expectations	Score
Candidate communicates effectively through both speech and writing	3	2	1	3
Candidate is prepared for lessons	3	2	1	2
Candidate interacts with others in a professional manner	3	2	1	2

Review Assessor Feedback

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