

To add a new Assessment portfolio structure to your Foliotek account:

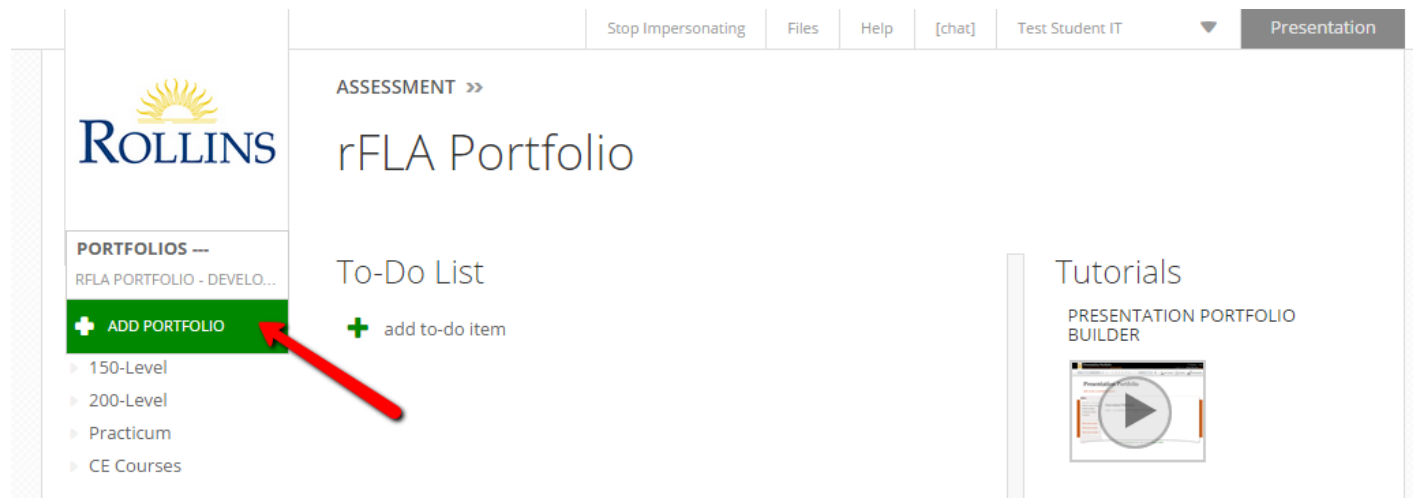
\*\* Use the following portfolio codes and the directions below to add the corresponding portfolio to your account:

Biology Portfolio	ACTIV-BIOLO-4212
Communications Portfolio	ACTIV-COMMU-4220
Chinese Portfolio	CHINE-MODER-3716
English Portfolio	ACTIV-ENGLI-3639
French Portfolio	FRENC-FRENC-4026
German Portfolio	GERMA-GERMA-3956
History Portfolio	ACTIV-HISTO-3569
rFLA Portfolio	GENER-GENER-4018
Russian Portfolio	RUSSI-MODER-3730
Spanish Portfolio	SPANI-SPANI-3979
Teacher Education Portfolio	NEWED-EDUCA-4146

1. Click the **'CHANGE/ADD PORTFOLIO'** link under the Monmouth logo in the top left corner of your account.

The screenshot shows the user interface of the Foliotek system. At the top right, there are navigation links: 'Stop Impersonating', 'Files', 'Help', '[chat]', 'Test Student IT', and a 'Presentation' button. The main content area is titled 'ASSESSMENT >>' and 'rFLA Portfolio'. On the left side, there is a sidebar with the 'ROLLINS' logo and a 'CHANGE/ADD PORTFOLIO' link, which is highlighted with a red arrow. Below the logo, there is a list of portfolio levels: '100-Level', '150-Level', '200-Level', 'Practicum', and 'CE Courses'. In the center, there is a 'To-Do List' section with a '+ add to-do item' button. On the right side, there is a 'Tutorials' section with a 'PRESENTATION PORTFOLIO BUILDER' link and a play button icon.

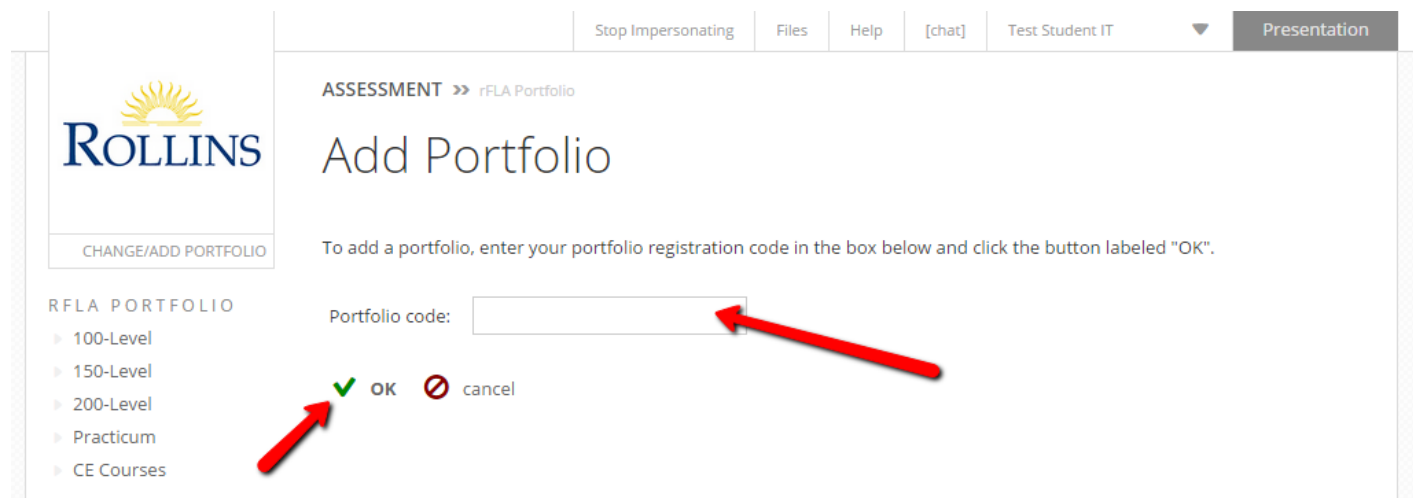
## 2. Click 'ADD PORTFOLIO'



The screenshot shows the Rollins rFLA Portfolio interface. The top navigation bar includes 'Stop Impersonating', 'Files', 'Help', '[chat]', 'Test Student IT', and 'Presentation'. The main content area is titled 'ASSESSMENT >> rFLA Portfolio'. On the left sidebar, under 'PORTFOLIOS --', there is a list of portfolio types: '150-Level', '200-Level', 'Practicum', and 'CE Courses'. A green button labeled '+ ADD PORTFOLIO' is highlighted with a red arrow. Below this button, there is a 'To-Do List' section with a '+ add to-do item' button. On the right, there is a 'Tutorials' section with a 'PRESENTATION PORTFOLIO BUILDER' button and a video player icon.

## 3. Enter the corresponding **PORTFOLIO CODE** for the portfolio structure you need.

- A list of portfolio structures and codes is provided above
- Codes must be entered exactly as they appear below, including any capital letters and dashes



The screenshot shows the 'Add Portfolio' interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'ASSESSMENT >> rFLA Portfolio' and 'Add Portfolio'. Below the title, there is a text box with the instruction: 'To add a portfolio, enter your portfolio registration code in the box below and click the button labeled "OK".' Below this text box is a 'Portfolio code:' label followed by an empty input field, which is highlighted with a red arrow. Below the input field, there are two buttons: a green checkmark icon followed by 'OK' and a red 'X' icon followed by 'cancel'. The 'OK' button is highlighted with a red arrow. On the left sidebar, under 'RFLA PORTFOLIO', there is a list of portfolio types: '100-Level', '150-Level', '200-Level', 'Practicum', and 'CE Courses'.

## 4. Click **OK**

