INTERDISCIPLINARY Arts Minor PORTFOLIO

Welcome to Foliotek – Gonzaga University's digital portfolio platform. This document will guide you through the initial steps to create your Interdisciplinary Arts Minor Portfolio and to navigate your Foliotek account.

YOUR ACCOUNT

Your advisor has requested Foliotek accounts for all of the IA students to create digital portfolios. Accounts are available and free for all students, staff, and faculty of Gonzaga, and alumni can have an account for just $8 a year. If you have a question about your account, please contact the Academic Technology Applications Support (ATAS) department at atasupport@gonzaga.edu.

LOG IN

Blackboard – If you have a Foliotek link in a Blackboard course, just click on that link to open your Foliotek account.

Foliotek Website - You can access your account directly through the Foliotek website: secure.foliotek.com. You will need a to enter your Foliotek username and password – these are not the same as your Gonzaga username and password. Here are the steps to obtain your Foliotek account information:

1. Go to secure.foliotek.com in your web browser (we do not recommend Internet Explorer)
2. Click on the 'Forget your username or password?' link
3. Enter your **Zagmail** email address in the Email box and click the Email Password Link button
4. You will receive an email with your username and a link to Reset (create) Password

NAVIGATION FOR THE ASSESSMENT SIDE OF FOLIOTEK

Here are a few tools and tips for navigating the Foliotek program.
The header of every page has several tools available to you:
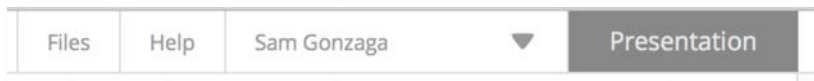
The **Presentation** tab will open the Presentation Portfolio side of Foliotek – these are more graphic, individualized portfolios that you are welcome to create and play with at any time.

Your Name. The drop down arrow next to your name has the option to access your account information, change your password, and to log out of the program.

Help is full of answers and tips for common Foliotek questions.

Files is a file storage/repository where you can upload documents for later use. Every file that is uploaded to your portfolio will automatically be copied into this repository.

The left-hand menu in Foliotek contains many areas and tools for you to use:
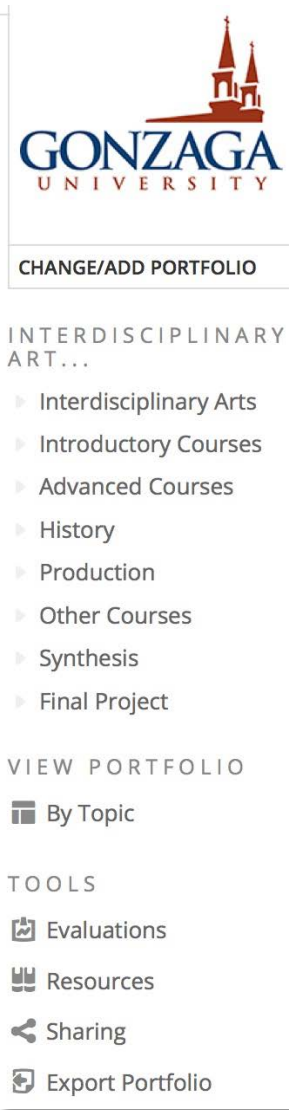
" "The **Gonzaga logo** will take you back to the home page of your Foliotek account. Just click on it if you get lost or want to view your To-Do list.

Under the **INTERDISCIPLINARY ART** title, you will see each of the sections of the portfolio. Select one of these areas to see the instructions and upload evidence, type journal entries or complete forms or for the assignments in that area.

By Topic a great way to double-check that you have added the correct content to each area, or find a specific assignment.

Resources is a library of documents that you will need to reference while working on your portfolio assignments.
Sharing may not be a part of this Portfolio
Export Portfolio allows you to export a copy of your entire portfolio.

ADDING CONTENT TO THE PORTFOLIO

Files - The basic steps to add content to your digital portfolio are:
1. Select a section of the portfolio from the left-hand menu.
2. Select one of the areas/assignments listed for that section in the middle of the screen.
3. Click on the green plus sign to add a document, file, image, link or other piece of evidence.
4. You will have the option to add a new file from your computer or add an existing file that you have already added to your files repository. You are able to upload a maximum of 99 items to each area of the portfolio.

Forms - You can type directly into a form or copy and paste from another document. Make sure to click on the **Save & Close** button at the bottom of each form – you can return to edit/complete a form as often as needed.

Journals - Click on the title of the journal and then click the '**+ add entry**' link. The current date and title of the assignment should be entered for the name.

INTERDISCIPLINARY ARTS MINOR PORTFOLIO STRUCTURE

Here is an outline of the portfolio structure. You can see the headings of each area are the same as the sections of the portfolio listed in the left-hand menu of Foliotek.

Interdisciplinary Arts Introduction
- Introduction to Interdisciplinary Arts
- Journal

Introductory Courses
- Dance
- Theatre
- Visual Arts
- Other as approved by director

Advanced Courses
- Dance
- Theatre
- Visual Arts
- Other as approved by director

History
- History Course

Production
- Production Course

Other Pertinent Courses (not required)
- First Additional Pertinent Course
- Second Additional Pertinent Course
- Third Additional Pertinent Course

Synthesis
- First Year
- Second Year
- Third Year

Final Project
- Final Project

HELP

If you need help or have questions while you work on the Interdisciplinary Art Portfolio, please do not hesitate to contact the ATAS department – they are here to help! Email is the best way to contact them (atasupport@gonzaga.edu), but you can also call 509-313-3972 during business hours, or stop by room 303 in the Foley Center Building when you are on campus.

Many questions can also be answered by accessing the Help files built in to Foliotek – you will see a 'Help' tab at the top of every page in the program.