

# Teachers' manual

## Add the Folio Agora to the classroom

If you have permission to edit the classroom, follow the steps below to add the Folio Agora to your course:

- 1 Go to **Classroom design**, then to the **Settings** tab, and then link the classroom to the Folios of the students who are enrolled.



- 2 Go to the **Classroom tools** tab and select **Agora** from the list of tools shown.



- 3 Save the tool's scope and visibility with the default options.



Default options

The Agora will be available in the classroom from now on. The Agora will show all the publications that students add to their Folios as part of the course activities.

## The Folio widget

Just like the students, you can activate your Folio and add the widget to your Virtual Campus home page, for direct access. To do this, go to **Add information**.

# Course activities with Folio

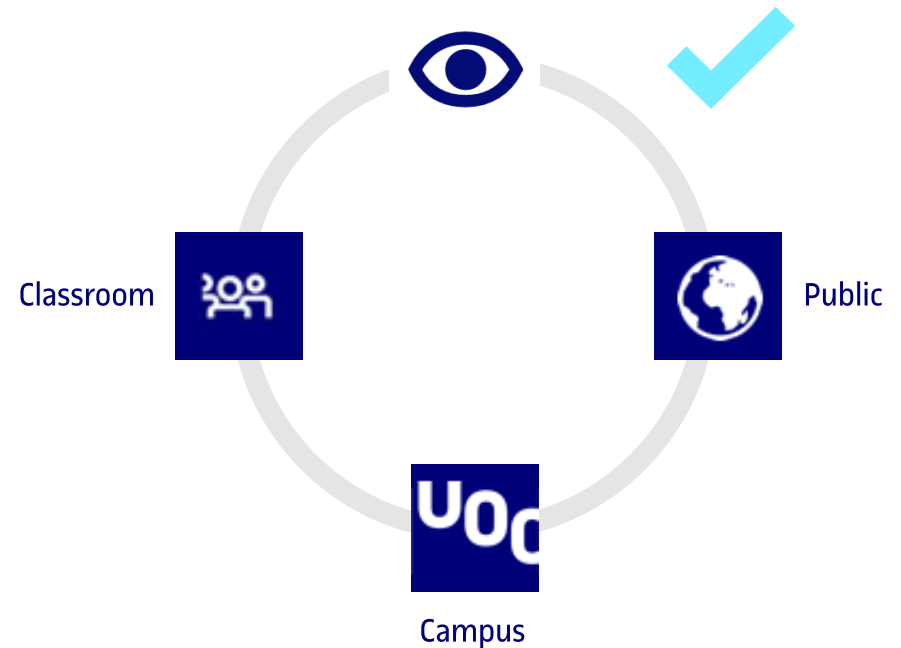
Folio is designed for publishing and sharing activities in a **collaborative learning** environment. The continuous assessment activities and projects submitted with Folio reflect each student's personal progress. The instructions for these activities should enable students to carry out **original practicals** (not based on a single correct answer) with three general objectives: help them to develop their **identity** within the community, to **socialize** with colleagues, and to develop **professional** competencies.

Identity

Socialization

Professionalism

They can choose to limit it to the **classroom** or **Campus**, or to make it **public**.



## ActiFolios and visibility levels

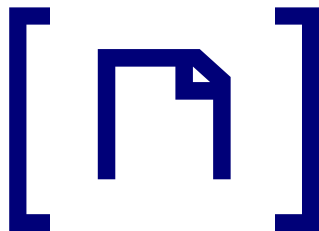
When uploading work to their Folio, students must select **who can see** their post and the course activity it is linked to (**ActiFolio**).

# Submission and marking of activities in the RAC

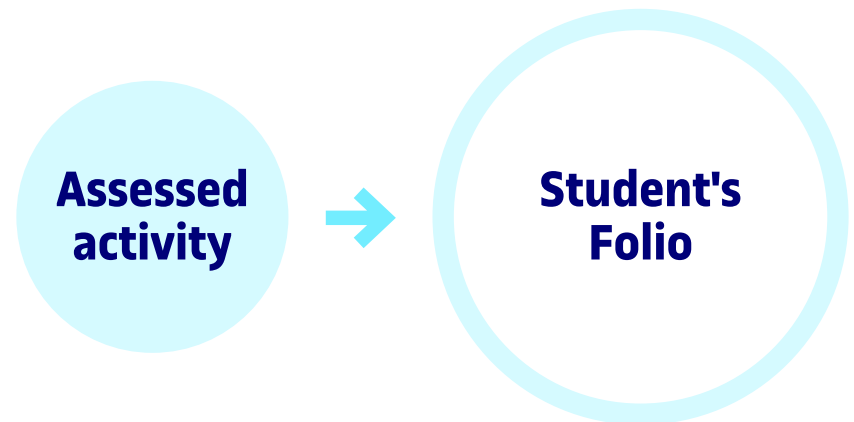
**Folio allows continuous assessment activities to be submitted directly to the continuous assessment register.** If you use Folio to present an assessed activity, tell students to mark the **Submit to RAC** checkbox once they've saved their publications. This version of the post will be linked in the continuous assessment register and you will receive a link to view it. Students will not be able to make changes to this version.



Submit to RAC



You can **assess the continuous assessment activities** directly in the student's Folio post by following the link you will find in the continuous assessment register. The mark will only be visible to the teacher and the student.



With this system, the student does not have to submit a separate document to the continuous assessment register if they have already linked their Folio post to the corresponding activity and ticked the **Submit to continuous assessment register (RAC) box**. This avoids having to ask for the same activity to be submitted twice.