Go to the following URL to log into your faculty AggiE-folio account:

http://aggiefolio.tamu.edu/portfolio/Welcome.cfm

If you do not have an account, then click on the [New users, register here](#) link.

An Access Code is required to create a Faculty / Staff / Advisor account on AggiE-folio. If you do not know the Access Code, contact Support at [aggiefolio@careercenter.tamu.edu](mailto:aggiefolio@careercenter.tamu.edu).

You will then see the same user agreement that students see. Next, click on the checkbox then the [Continue](#) button to proceed.

**AggiE-folio Terms of Use Agreement**

I acknowledge that I agree to the above AggiE-folio account agreement and will abide by the requirements and responsibilities therein.
A suggested first step is to create a community.
Give your community a name, description, and a time period when it will be active. You can choose a semester/year or a specific date range. Decide if you wish your community to have an Open or Restricted membership. If Restricted, you will need to provide an Access Code for your students to join this community. Students can also use this code to create a new AggiE-folio student account for themselves.

### Add a new Community

Provide the information below for this Community:

- **Community Name:** Neurological Diagnosis of Equine Patients
  
  *For example: "MGMT 105, [Course Name]"
  
- **Instructor Name(s):** with Dr. Marcus C. Welby and Dr. Alice T. Wolf
  
  *Please add the name of any co-faculty above*

- **Description:** Members will be given neurological case studies including CBC, e-graphs, and pictures of patients. They will respond with their diagnosis for each case.

- **Semester:** [Spring] or [2006]

- **Date Range:** From [ ] To [ ]

- **Membership is:**
  - [OPEN]: All interested students may participate.
  - [RESTRICTED]: Only approved students may join. (Provide Access Code below)

- **Access Code:** dvm9000

  *For restricted-access communities, instruct your students to use this code when joining this Community.*

If your community represents a class in a given college or colleges, please select them here. Multiple majors from different departments and programs can be added. If there is no particular focus on a particular college, then just select “TAMU (All Majors)” as the college and “(All TAMU)” as the major.

### My students are primarily from the following Major(s):

For example, does this community represent a class in a given college and department/major?

- **College:** Veterinary Medicine and Biomedical Sciences
  
  - **Majors:**
    - Veterinary Anatomy
    - Veterinary Medical Sciences
    - Veterinary Microbiology
    - Veterinary Pathology
    - Veterinary Physiology

- **Selected Major(s):**
  - Veterinary Medicine & Surgery
  - Veterinary Parasitology
  - Veterinary Medicine

**NOTE:** If this Community is not focused on a particular college or major(s), please select the College of “TAMU (All Majors)” and the major “(All TAMU)” above.

**Continue**
Next give the outcomes/goals for your community. Students will be able to see this list.

### Community Learning Outcomes

Please provide the Learning Outcomes you expect students in this community to achieve:

<table>
<thead>
<tr>
<th>Outcome 1: Student should be able to identify the core competencies required of their vet majors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome 2: Student should be able to state why these competencies are important for professional and education.</td>
</tr>
<tr>
<td>Outcome 3: Student should be able to demonstrate the development of an electronic portfolio.</td>
</tr>
<tr>
<td>Outcome 4: Student should be able to articulate their strengths and reflect upon how they influence others.</td>
</tr>
</tbody>
</table>

If you need to enter more outcomes than there are spaces above, simply "Continue." When you are back at the main Communities screen, EDIT this community again and there will be additional blank outcome areas available on this screen.

### Community Learning Outcomes, Continued

For each of the Learning Outcomes you have created, please help us find the best match(es) with the college/program level outcomes listed below.

#### Outcome 1:

"Student should be able to identify the core competencies required of their vet majors."

Please select between one and three items on the Mays Business School Ability/Situation grid below which best relate to this outcome:

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Personal</th>
<th>Interpersonal</th>
<th>Group</th>
<th>Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Solve problems</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Create new opportunities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Lead</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Manage</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Work with others</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Act ethically</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Apply interdisciplinary business knowledge</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Apply discipline-specific knowledge</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If the community involved majors from the Mays Business School, then the above Learning Outcomes matrix will be seen. For each outcome given in the previous section, please identify up to three selections on this Ability/Situation grid that most appropriately apply to the outcome.
If the community involved majors from the College of Engineering, then the below ABET criteria box will be seen. For each outcome given in the previous section, please identify up to three ABET criteria that most appropriately apply to the outcome.

Please select between one and three ABET criteria which best relate to this outcome:

Select 1 to 3 ABET Criteria for this outcome

(a) an ability to apply knowledge of mathematics, science, and engineering
(b) an ability to design and conduct experiments, as well as to analyze and interpret data
(c) an ability to design a system, component, or process to meet desired needs
(d) an ability to function on multi-disciplinary teams
(e) an ability to identify, formulate, and solve engineering problems

Add Item Remove Item

If your community does not have either the above majors, you will not be shown this section. You will be taken back to My Communities section with your new community listed there.

To grant access to this community to co-faculty, TAs, or others to assist you in managing this community, click on the "Delegate" link.

Follow these steps to grant administrative access to your community. After clicking on the Delegate link above, you will be shown the screen where can delegate powers to your TAs, co-faculty, and others.
Delegate power to TAs, co-faculty or others to help manage this Community

The following people have access to and help me manage the "Neurological Diagnosis of Equine Patients" Community. (For example, a TA may help you monitor discussion groups or review Reflective Journal entries.) If your co-faculty or TA is not listed here, they will need to create their own AggiE-folio Staff account first.

<table>
<thead>
<tr>
<th>Restricted Access</th>
<th>FULL Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of this group have access to help you manage this community. They DO NOT have the ability to delegate community access to others. Other restrictions may apply in the future.</td>
<td>Members of this group have <strong>FULL access</strong> to this community, and can do everything that you can do, including the ability to delegate or remove community access for other faculty or TAs, etc.</td>
</tr>
</tbody>
</table>

Remember, that the people you are delegating powers to must already have accounts in the system. You can give people either Restricted or Full Access rights.

Next, you may wish to create assignments for your community. Just click on the [Assignments](#) link.

Next, click on the [Create a New Journal Question/Topic](#) link.
The **From** date stipulates when members of the community may see the question/topic. The **To** date represents the deadline date of the question/topic. Students have until midnight of the deadline date to respond. After the **To** date has passed, the question/topic moves from current to past assignments from the student view.

You can create multiple assignments, all with different dates of activation and deadlines. After the assignments have been created, they will appear under the **Assignments** link of your community. To check how your members responded, go to the assignment section of your question/topic, then click **Responses** or **Members**.

---

**Manage this Reflective Journal Question/Topic**

Provide the information below for this Reflective Journal Question/Topic:

**Question/Topic:**

Within the first five minutes of an initial exam, what should you be looking for?

**Dates:**

From **09/01/05** ≤ To **10/01/05** ≤

**Response is:**

- PUBLIC: Viewable by all members of this Community.
- PRIVATE: Visible only to Faculty/Staff/Advisor.

**Response Style:**

- TEXT-ONLY: Community members type a text-only response.
- FILE(s): Community members upload file(s), such as an example of their work.

(See Acceptable File Types)

Please indicate between one and three outcomes which best relate to this journal question:

- **Outcome 1:** Student should be able to identify the core competencies required of their vet majors.
- **Outcome 2:** Student should be able to articulate their strengths and reflect upon how they influence their behaviors.
- **Outcome 3:** Student should be able to articulate their strengths and reflect upon how they influence their behaviors.
- **Outcome 4:** Student should be able to articulate their strengths and reflect upon how they influence their behaviors.

---

The **From** date stipulates when members of the community may see the question/topic. The **To** date represents the deadline date of the question/topic. Students have until midnight of the deadline date to respond. After the **To** date has passed, the question/topic moves from current to past assignments from the student view.

You can create multiple assignments, all with different dates of activation and deadlines. After the assignments have been created, they will appear under the **Assignments** link of your community. To check how your members responded, go to the assignment section of your question/topic, then click **Responses** or **Members**.
To view how all the members responded to your question/topic, click on the Members link.

**Members of "Neurological Diagnosis of Equine Patients" Community**

Below are the members of this Community who have or have not respond to this Journal Question to-date.

**Topic:**
*Within the first five minutes of an initial exam, what should you be looking for?*

**Deadline for Response:** Friday, September 16, 2005 at midnight

**No Response Yet:**
The following members have not yet responded to this journal question.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond, Rebecca</td>
<td><a href="mailto:students@24x7er.com">students@24x7er.com</a></td>
</tr>
<tr>
<td>Kantz, Jeannine</td>
<td><a href="mailto:ikantz@neo.tamu.edu">ikantz@neo.tamu.edu</a></td>
</tr>
</tbody>
</table>

**Responses Received From:**
The following members have responded to this journal question.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Received</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bouse, Scott</td>
<td><a href="mailto:students@24x7er.com">students@24x7er.com</a></td>
<td>09/02/2005</td>
<td>Not Validated</td>
</tr>
</tbody>
</table>