# Submitting the Comprehensive Portfolio in Tk20 (a.k.a., Graduate Portfolio)
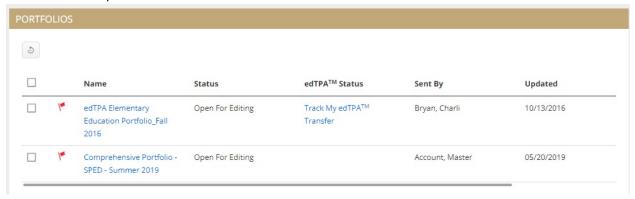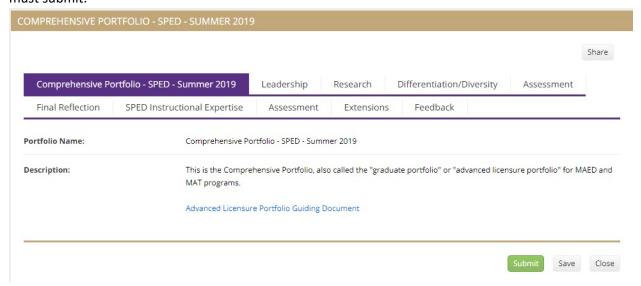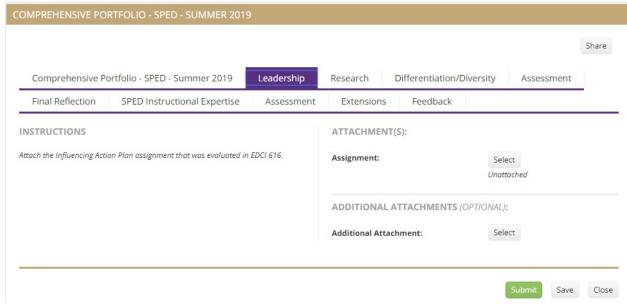
1. Log in to Tk20
2. Click on the Portfolios tab on the left. You will see a list of all the portfolios available to you.
3. Click on the Comprehensive Portfolio.

| | | Name | Status | edTPA™ Status | Sent By | Updated |
|---|---|---|---|---|---|---|
| ☐ | 🚩 | edTPA Elementary Education Portfolio_Fall 2016 | Open For Editing | Track My edTPA™ Transfer | Bryan, Charli | 10/13/2016 |
| ☐ | 🚩 | Comprehensive Portfolio - SPED - Summer 2019 | Open For Editing | | Account, Master | 05/20/2019 |

**PORTFOLIOS**

4. In the portfolio, you will see multiple tabs. Click on each to see what items you need to submit within each tab. Each tab may have one or more items you need to submit. The first tab is an introduction. Note that the last three tabs, Assessment, Extensions, and Feedback are where you will find your evaluation results. The first "Assessment" tab is a part of the portfolio you must submit.
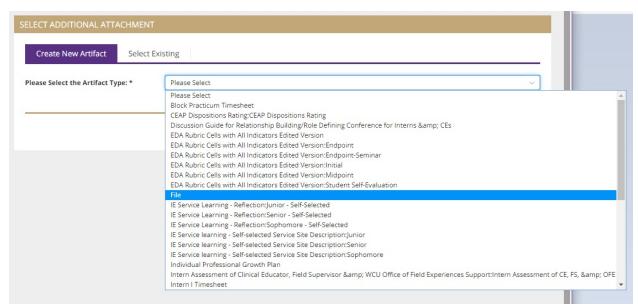
**COMPREHENSIVE PORTFOLIO - SPED - SUMMER 2019**

Share

Comprehensive Portfolio - SPED - Summer 2019 | Leadership | Research | Differentiation/Diversity | Assessment

Final Reflection | SPED Instructional Expertise | Assessment | Extensions | Feedback

**Portfolio Name:** Comprehensive Portfolio - SPED - Summer 2019

**Description:** This is the Comprehensive Portfolio, also called the "graduate portfolio" or "advanced licensure portfolio" for MAED and MAT programs.

Advanced Licensure Portfolio Guiding Document

Submit | Save | Close

5. When you click on one of the tabs, such as Leadership, you will see an "Attachments" section and an "Additional Attachments" section
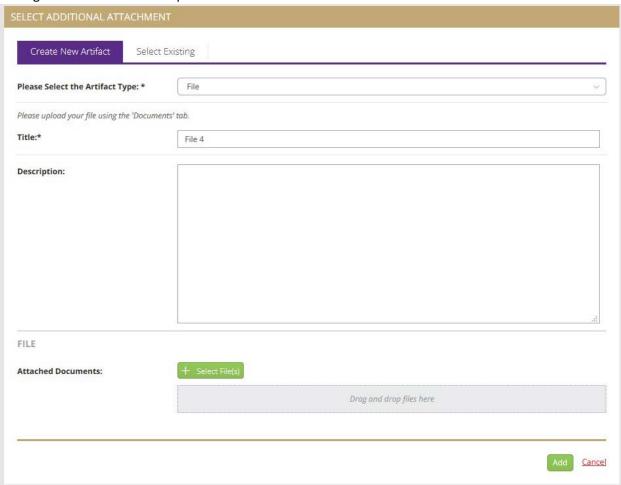


a. If you have taken this class and submitted the assignment in Tk20 for evaluation, use the top "Attachment(s)" section to select that assignment and migrate it to this part of your portfolio.

b. If you did not submit this assignment in Tk20 for evaluation, use the bottom "Additional Attachments" section to upload the file with your assignment. Click on the Select button under "Additional Attachments."
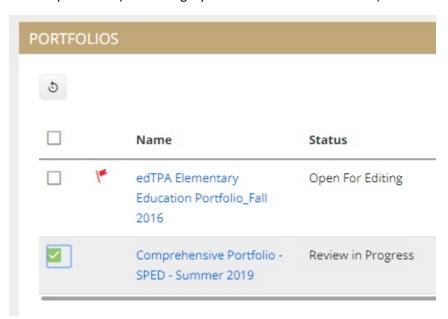


Pick "File" from the drop-down menu.

Then give the file a title and upload it

6. For the Differentiation/Diversity section, you will only be able to import the previous survey (the middle slot) if you have taken them in Tk20. If you have not, use only the third option to complete the final version of the survey.
7. If you no longer have access to a file you require, consult with the faculty in your program about how to proceed.
8. Once you have all your materials uploaded to Tk20, click the green "Submit" button at the bottom of the portfolio.

## Retrieve your portfolio after you submit

1. If you accidently submitted your portfolio early and it is incomplete, navigate to the Portfolios tab.
2. Click on the checkbox beside the portfolio, then click on the "Recall" button above the list of portfolios (the small grey button with a circular arrow).



3. This will let you edit your work in the portfolio again