

Submitting A Portfolio in Tk20

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 Portfolio you want to work on

The screenshot shows the Tk20 Portfolios interface. At the top, there's a breadcrumb navigation: Portfolios > Portfolios > Portfolios. On the right, there's a 'Help' link. Below the header is a gold-colored bar labeled 'PORTFOLIOS'. Underneath is a table with columns: Name, Status, edTPA™ Status, Sent By, and Updated. There is one portfolio listed: 'Advanced Licensure Portfolio - Special Education', which is 'Open For Editing'. It was sent by 'Nickles, Lee' on '10/05/2016'. Navigation arrows are at the bottom of the table.

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 with some directions for the whole portfolio. Note that the last three tabs, Assessment, Extensions, and Feedback are where you will find your evaluation results.

An example:

The screenshot shows the 'Advanced Licensure Portfolio - Special Education' page. At the top, there's a breadcrumb navigation: Portfolios > Portfolios > Portfolios > Received Portfolios > Advanced Licensure Portfolio - Spe... On the right, there's a 'Help' link. Below the header is a gold-colored bar labeled 'ADVANCED LICENSURE PORTFOLIO - SPECIAL EDUCATION'. To the right of the bar is a 'Share' button. Below the bar is a navigation bar with tabs: 'Advanced Licence Portfolio - Special Education' (selected), 'EEG1: Leadership', 'EEG2: Research', 'Differentiation/Diversity', 'Assessment', 'Final Reflection', 'Assessment', 'Extensions', and 'Feedback'. The main content area has two sections: 'Portfolio Name:' (Advanced Licensure Portfolio - Special Education) and 'Description:' (This is the Advanced Licensure Portfolio, also called the "graduate portfolio" for MAED and MAT programs.). At the bottom right are three buttons: 'Submit' (green), 'Save' (gray), and 'Close' (gray).

5. When you click on one of the tabs, you will see an “Attachments” section and (in some cases) an “Additional Attachments” section

The screenshot shows a web-based portfolio management system. At the top, there's a breadcrumb navigation: Portfolios > Portfolios > Portfolios > Advanced Licensure Portfolio - Spe... A 'Help' link is in the top right. Below the header is a yellow banner with the text 'ADVANCED LICENSURE PORTFOLIO - SPECIAL EDUCATION'. On the right side of the banner is a 'Share' button. Underneath the banner, there's a horizontal navigation bar with several tabs: 'Advanced Licensure Portfolio - Special Education' (selected), 'EEG1: Leadership' (highlighted in purple), 'EEG2: Research', 'Differentiation/Diversity', 'Assessment', 'Final Reflection', 'Assessment', 'Extensions', and 'Feedback'. Below this is another row of buttons: 'INSTRUCTIONS' and 'ATTACHMENT(S):'. The 'INSTRUCTIONS' section contains the text: 'Attach the Influencing Action Plan assignment that was evaluated in EDCI 616.' The 'ATTACHMENT(S):' section has a 'Assignment:' label with a 'Select' button and the word 'Unattached' below it. There's also an 'Additional Attachment:' label with a 'Select' button. At the bottom right of the main content area are three buttons: 'Submit' (green), 'Save' (grey), and 'Close' (grey).

- a. In most cases, you will look in the Attachments section and attach what the directions tell you to attach.
 - b. If the item to attach is a course assignment and you submitted this assignment in Tk20, then you will use the Attachments section, click the Select button, and attach the assignment.
 - c. If you took this class prior to Fall 2016 and your assignment was evaluated in TaskStream or elsewhere, you will upload the file for this assignment using the Additional Attachments section.
6. Once you have all your materials uploaded to Tk20 for ALL Tabs, click the green “Submit” button at the bottom of the portfolio.

Retrieve your portfolio after you submit

1. If you accidentally 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.

PORFOLIOS



Name



edTPA Elementary Education Portfolio_Fall 2016



TEST edTPA Early Childhood - Fall 2016

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