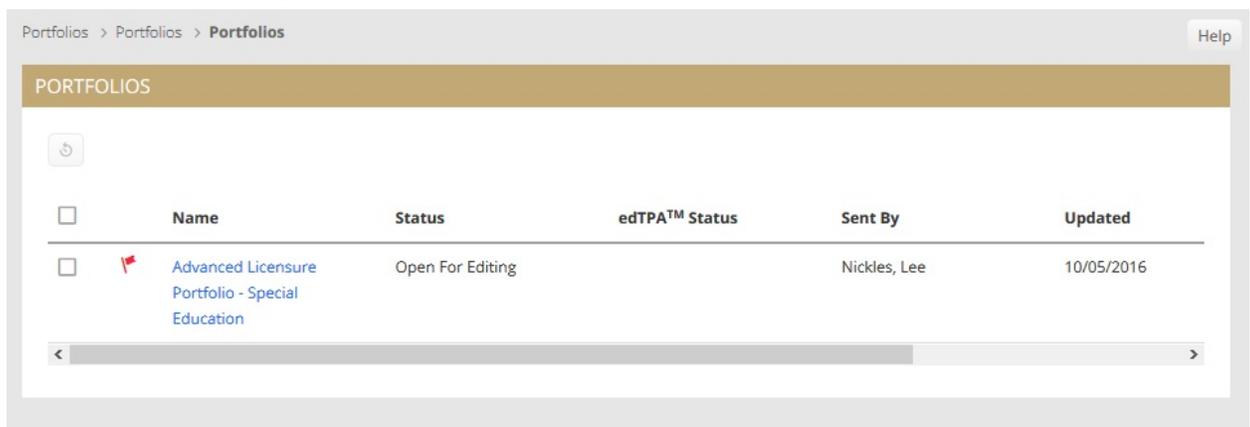
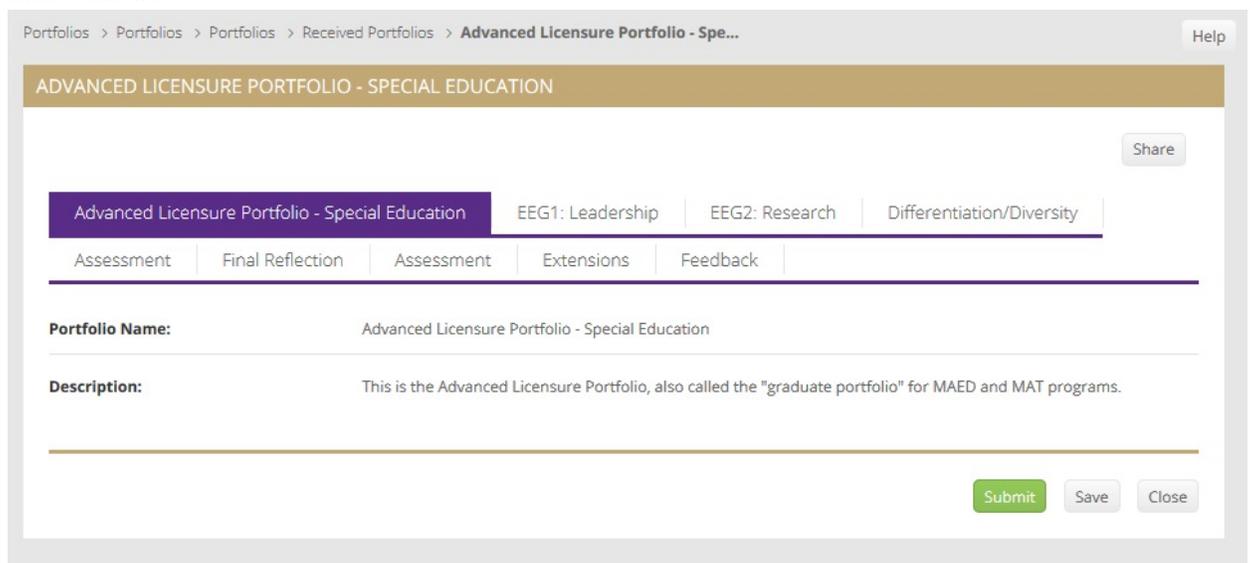


Submitting the Advanced Licensure Portfolio in Tk20

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 Advanced Licensure Portfolio.



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.



5. When you click on one of the tabs, such as EEG1: Leadership, you will see an “Attachments” section and an “Additional Attachments” section

The screenshot shows a web interface for an "Advanced Licensure Portfolio - Special Education". The breadcrumb trail is "Portfolios > Portfolios > Portfolios > Advanced Licensure Portfolio - Spe...". The page title is "ADVANCED LICENSURE PORTFOLIO - SPECIAL EDUCATION". There is a "Share" button in the top right. Below the title is a navigation bar with tabs: "Advanced Licensure Portfolio - Special Education", "EEG1: Leadership" (which is highlighted), "EEG2: Research", and "Differentiation/Diversity". Below this is another set of tabs: "Assessment", "Final Reflection", "Assessment", "Extensions", and "Feedback". The main content area is split into two columns. The left column is titled "INSTRUCTIONS" and contains the text: "Attach the Influencing Action Plan assignment that was evaluated in EDCI 616." The right column is titled "ATTACHMENT(S):" and has an "Assignment:" label with a "Select" button and the text "Unattached" below it. Below that is a section titled "ADDITIONAL ATTACHMENTS (OPTIONAL):" with an "Additional Attachment:" label and a "Select" button. At the bottom right of the main content area are three buttons: "Submit" (green), "Save", and "Close".

- If you have taken this class starting Fall 2016 or forward and had the assignment for this section evaluated in Tk20, use the top “Attachment(s)” section to select that assignment and migrate it to this part of your portfolio.
- If you took this class prior to Fall 2016 and your assignment was evaluated in TaskStream, it is optional whether you choose to upload your document or not. We can look up your score in TaskStream. If you wish to upload your file OR if you have a file that was not evaluated in TaskStream, use the bottom “Additional Attachments” section to upload the file with your assignment. Click on the Select button.

The screenshot shows a dialog box titled "SELECT ADDITIONAL ATTACHMENT". The breadcrumb trail is "Portfolios > Portfolios > Portfolios > Advanced Licensure Portfolio - Spec... > Select Additional Attachment". There is a "Help" button in the top right. The dialog has two tabs: "Create New Artifact" and "Select Existing". Below the tabs is a label "Please Select the Artifact Type: *" followed by a drop-down menu with the text "Please Select" and a downward arrow. At the bottom right of the dialog are two buttons: "Add" (green) and "Cancel" (red).

Pick “File” from the drop-down menu.

Portfolios > Portfolios > Portfolios > Advanced Licensure Portfolio - Spec... > **Select Additional Attachment** Help

SELECT ADDITIONAL ATTACHMENT

Create New Artifact | **Select Existing**

Please Select the Artifact Type: *

- Please Select
- Early Field Experience Time Sheet:CEAP Office of Field Experience
- File**
- Individual Professional Growth Plan
- OFE - Student Early Field Experience Evaluation
- OFE EFX Contract
- OFE EFX TimeSheet
- OFE I/ST Agreement
- Professional Beliefs About Diversity Inventory
- Sample Artifact Template

Then give the file a title and upload it

Portfolios > Portfolios > Portfolios > Advanced Licensure Portfolio - Spec... > **Select Additional Attachment** Help

SELECT ADDITIONAL ATTACHMENT

Create New Artifact | **Select Existing**

Please Select the Artifact Type: * File

Please upload your file using the 'Documents' tab.

Title:* File 4

Description:

FILE

Attached Documents: + Select File(s)

Drag and drop files here

Add Cancel

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 submitted in TaskStream, you may upload a Word document that states “I submitted this item in TaskStream” in that slot.
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 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.



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