

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.

<input type="checkbox"/>	Name	Status	edTPA™ Status	Sent By	Updated
<input type="checkbox"/>	edTPA Elementary Education Portfolio_Fall 2016	Open For Editing	Track My edTPA™ Transfer	Bryan, Charli	10/13/2016
<input type="checkbox"/>	Comprehensive Portfolio - SPED - Summer 2019	Open For Editing		Account, Master	05/20/2019

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

COMPREHENSIVE PORTFOLIO - SPED - SUMMER 2019

Share

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

Final Reflection SPED Instructional Expertise Assessment Extensions Feedback

INSTRUCTIONS

Attach the Influencing Action Plan assignment that was evaluated in EDCI 616.

ATTACHMENT(S):

Assignment: Select
Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment: Select

Submit Save Close

- 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.
- 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.”

SELECT ADDITIONAL ATTACHMENT

Create New Artifact Select Existing

Please Select the Artifact Type: * Please Select

Add Cancel

Pick “File” from the drop-down menu.

SELECT ADDITIONAL ATTACHMENT

Create New Artifact

Select Existing

Please Select the Artifact Type: *

- Please Select
- Block Practicum Timesheet
- CEAP Dispositions Rating:CEAP Dispositions Rating
- Discussion Guide for Relationship Building/Role Defining Conference for Interns & CEs
- EDA Rubric Cells with All Indicators Edited Version
- EDA Rubric Cells with All Indicators Edited Version:Endpoint
- EDA Rubric Cells with All Indicators Edited Version:Endpoint-Seminar
- EDA Rubric Cells with All Indicators Edited Version:Initial
- EDA Rubric Cells with All Indicators Edited Version:Midpoint
- EDA Rubric Cells with All Indicators Edited Version:Student Self-Evaluation
- File**
- IE Service Learning - Reflection:Junior - Self-Selected
- IE Service Learning - Reflection:Senior - Self-Selected
- IE Service Learning - Reflection:Sophomore - Self-Selected
- IE Service learning - Self-selected Service Site Description:Junior
- IE Service learning - Self-selected Service Site Description:Senior
- IE Service learning - Self-selected Service Site Description:Sophomore
- Individual Professional Growth Plan
- Intern Assessment of Clinical Educator, Field Supervisor & WCU Office of Field Experiences Support: Intern Assessment of CE, FS, & OFF
- Intern I Timesheet

Then give the file a title and upload it

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:

[Empty text area for 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 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 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 (the small grey button with a circular arrow).

	Name	Status
<input type="checkbox"/>	edTPA Elementary Education Portfolio_Fall 2016	Open For Editing
<input checked="" type="checkbox"/>	Comprehensive Portfolio - SPED - Summer 2019	Review in Progress

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