WELCOME TO UMASS-TK20

https://umass.tk20.com

Attaching Artifacts to Portfolios

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Tk20
CampusTools
HigherEd

Overview

Portfolios are "an accumulation of evidence about individual proficiencies, especially in relation to explicit standards and rubrics, used in evaluation of competency as a teacher or in another professional school role," (From the National Council of Teacher Education Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education).

Just as you would normally insert paper artifacts into a portfolio, Tk20 allows you to insert electronic artifacts into an online portfolio. You can align these artifacts with standards and attach reflections to them. Any completed feedback requests associated with the artifacts will be attached to them in the portfolio.

Field Experience Binders are submitted to students' university supervisors and/or supervising practitioners for assessment. Students are able to view the results of their assessments in progress.

How To Access Your Portfolio

After logging into your UMass-Tk20 account, click on the tab at the top of the screen that says **Portfolios.**
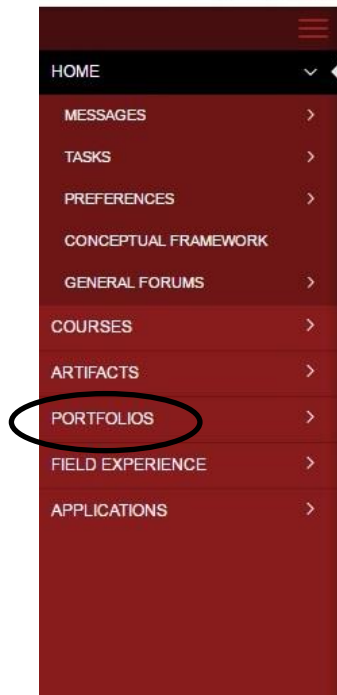
All Portfolios that have been assigned will appear here:

	Name	Status	Sent By	Updated	Due Date
☐	Special Ed - Mod Disabilities Portfolio	Review in Progress	Magouirk-Colbert, Marge	12/03/2011	10/31/2011 05:00 AM

The Updated column indicates the last time the portfolio was saved. The status column indicates the stages of completion. For example, "Open for Editing" Status indicates that changes may still be made to the Portfolio.

The presence of 🚩 signifies a pending or incomplete item within the binder. To access the binder, click on the name.

This guide assumes that you have already created artifacts and you are ready to attach these artifacts to your portfolio.

2. Within the Portfolio you will see a series of sub-tabs. Move through the binder by clicking on the black tabs. As you look through your binder, you will see items under each tab that you need to attach.

3. Click on the tab where you need to attach artifacts. Note that the artifacts you need to attach. Click on "Select" to upload the artifact you wish to attach.

| Mathematics Portfolio | Mathematics Course Work | Pre-Practicum | Plans Curriculum and Instruction | Delivers Effective Instruction |

| Manages Classroom Climate and Operation | **Promotes Equity** | Meets Professional Responsibilities | License Specific Questions | Assessment |

| Standards | Extensions | Feedback |

INSTRUCTIONS

RESPONSIBILITIES OF THE CANDIDATE

The Performance of the teacher candidate will be assessed by using the Pre-Service Performance Assessment (PPA) for Teachers.

- Candidates must demonstrate that they successfully meet the Professional Standards for Teachers (PSTs).
- The candidate must complete the evidence portion of the PPA document. The candidate must supply evidence for each Standard and Indicator within the PST prior to the evaluation by the program supervisor and the supervising practitioner.
- It is the student teachers responsibility to work on the portfolio throughout the practicum. The

ATTACHMENT(S):

PPA Standard D Promotes Equity (Fill-In Form):
Select

Standard(s)
Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:
Select

4. A pop-up window appears where you must select or upload what you would like to attach. Select the artifact that you created for this section of your FEB. If the artifact you created does not appear, create the artifact again making sure you use the proper artifact type. If you are uploading your document directly from your computer either click "Select" or drag and drop the file in order to upload it to Tk20. Click **Add.**

Select STEP: Student Teacher Profile   ✕

Create New	Select Existing

Artifact Details:

SCAN AND/OR UPLOAD A COPY OF YOUR STUDENT TEACHER PROFILE TO THIS ARTIFACT AND THEN ATTACH THIS ARTIFACT TO YOUR BINDER OR PORTFOLIO AS INSTRUCTED BY FACULTY

Title:*

STEP: Student Teacher Profile 3

Description:

STEP: STUDENT TEACHER PROFILE

Attached Documents:

+ Select File(s)

Drag and drop files here

Add   Cancel

5. The item you just attached will now appear in your binder. Click the ⊖ next to the title if you wish to remove the artifact from your binder. Click **Save** to save what you have just uploaded to your portfolio.

Delivers Effective Instruction | Manages Classroom Climate and Operation | Promotes Equity

Standards   Extensions   Feedback

ATTACHMENT(S):

STEP: MATH Subject Matter Knowledge Review Form: ⊖ STEP: MATH Subject Matter Knowledge Review Form 1
                                                      Standard(s)
                                                      Attached on 09/17/2014 12:00 AM

Math A3 Unit Plan: Select
                      Standard(s)
                      Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment: Select   Submit   Save   Close

7.   **REMINDER:** If you have not completed your portfolio is its entirety, **DO NOT CLICK SUBMIT.** By clicking **Submit** you are submitting your entire Portfolio for review and will no longer be able to access that portfolio for revision.