

WELCOME TO UMASS-TK20

<https://umass.tk20.com>



Student Guide: Portfolios

[Blog Version: September 2016]



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

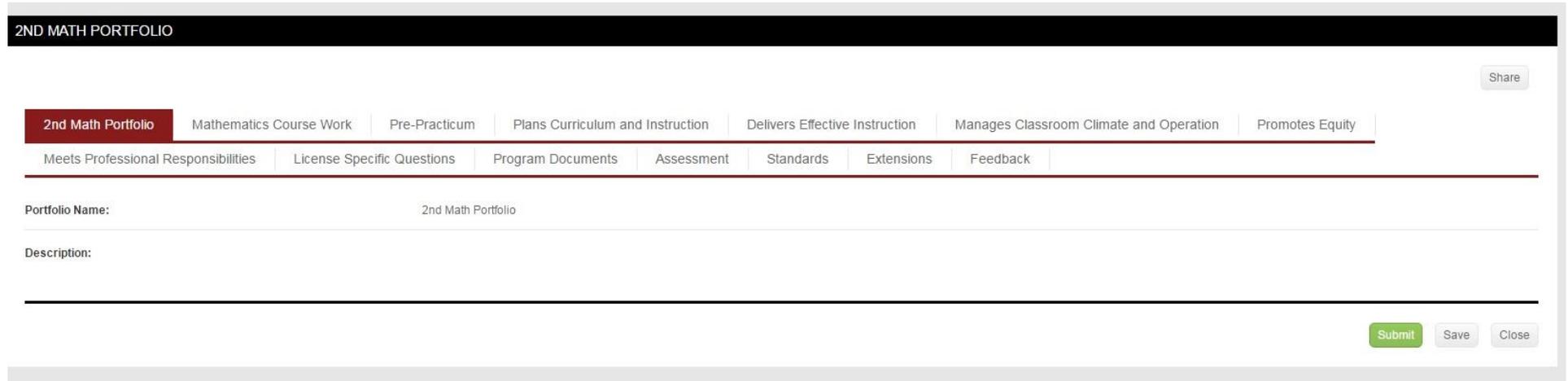
After logging into your UMass-Tk20 account, click on the tab on the left-hand side of the screen that says **Portfolios**. All Portfolios that have been assigned will appear here.

<input type="checkbox"/>	Name	Status	Sent By	Updated	Due Date
<input type="checkbox"/>	Special Ed - Mod Disabilities Portfolio	Review in Progress	Magouiri-Colbert, Marge	12/03/2011	10/31/2011 05:00 AM
<input type="checkbox"/>	Demo TPA Mathematics Portfolio Fall 2010	Review in Progress	Rodriguez, Gabriel	12/03/2011	09/30/2010 05:00 PM
<input type="checkbox"/>	Elementary Literacy TPA Demo	Open For Editing	Magouiri-Colbert, Marge	12/06/2011	08/31/2019 05:00 AM
<input type="checkbox"/>	ESL Portfolio DEMO	Review in Progress	Magouiri-Colbert, Marge	12/03/2011	08/28/2013 02:00 AM
<input type="checkbox"/>	English Language Arts TPA Demo	Open For Editing	Magouiri-Colbert, Marge	12/06/2011	08/31/2019 05:00 AM
<input type="checkbox"/>	DEMO 2 English TPA fall 2011	Open For Editing	Magouiri-Colbert, Marge	12/21/2011	07/31/2012 05:00 AM
<input type="checkbox"/>	Sample Fall 14 STEP Portfolio	Open For Editing	Rodriguez, Gabriel	12/09/2015	12/06/2014 01:05 AM

In the previous screenshot, 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 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 its name.

Portfolio Tabs

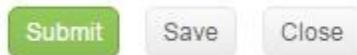
Each portfolio has tabs along the top that organize your portfolio. Click on the tabs to navigate through your portfolio.



The screenshot shows a web interface for a "2ND MATH PORTFOLIO". At the top, there is a dark header with the text "2ND MATH PORTFOLIO" and a "Share" button on the right. Below the header is a row of navigation tabs: "2nd Math Portfolio" (highlighted in red), "Mathematics Course Work", "Pre-Practicum", "Plans Curriculum and Instruction", "Delivers Effective Instruction", "Manages Classroom Climate and Operation", and "Promotes Equity". Below these tabs is another row of smaller tabs: "Meets Professional Responsibilities", "License Specific Questions", "Program Documents", "Assessment", "Standards", "Extensions", and "Feedback". Underneath the tabs is a form with a "Portfolio Name:" label and a text input field containing "2nd Math Portfolio". Below that is a "Description:" label and a larger text input area. At the bottom right of the form are three buttons: "Submit" (green), "Save" (light gray), and "Close" (light gray).

The number of tabs and how they are defined differs for each program. Carefully read all the instructions under each tab. Step-by-step instructions of required contents are found under each tab. Most tabs require students to upload files.

Save Draft vs. Submit For Review



After you upload anything to your portfolio, click **Save Draft** at the bottom of the screen. If you exit your portfolio without clicking Save Draft, you will lose any work you uploaded to your portfolio.

Only click **Submit** when you are finished with your portfolio and are submitting it to your assessor. Students sometimes hit the Submit button by mistake, before their portfolios are complete. Once you do, you will no longer have access to your portfolio. When this happens, you should first try recalling the portfolio. Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled. To recall a portfolio, do the following:

1. Click in the checkbox next to the portfolio's name.
2. Contact one of the assessors of your Portfolio for an extension.

Scanners are available in all OIT Computer Labs on campus. The UMass Tk20 Team can also scan Field Experience documents during office hours.