

# WELCOME TO UMASS-TK20

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## Faculty Guide: Portfolios

[Blog Version: September 2016]



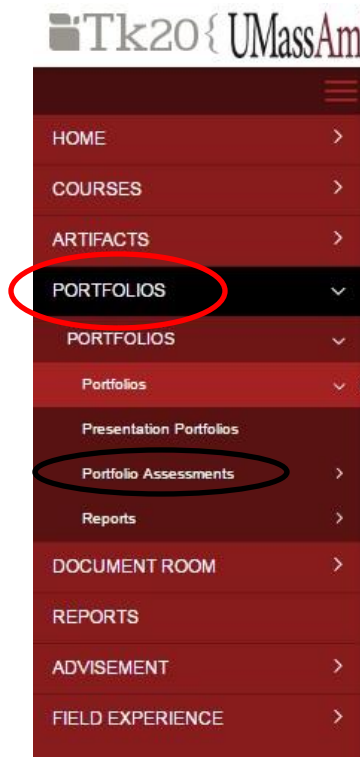
### Overview

**Designed by faculty, program portfolios** are a way to organize and assess candidates' work through a series of tabs to which candidates attach their work.

**Portfolio assessment forms** are completed by faculty on Tk20. Advisors are able to view candidates' progress through program transition points and focal assessments. Candidates are able to view the results of their key assessments in progress if the portfolio is so designed.

### How to Access Candidates' Portfolios

To access a Portfolio, click on the tab at the top of the screen that says **Portfolios**. Then, on the left-hand sidebar, choose "Portfolio Assessments" under "Portfolios."



At the bottom of the screen, a list of candidates who were assigned to you for assessment

Note the **Status** of each portfolio. Candidates who are still working on their portfolios have “Open for editing” status. Candidates who have submitted their portfolios have “Review complete” status.

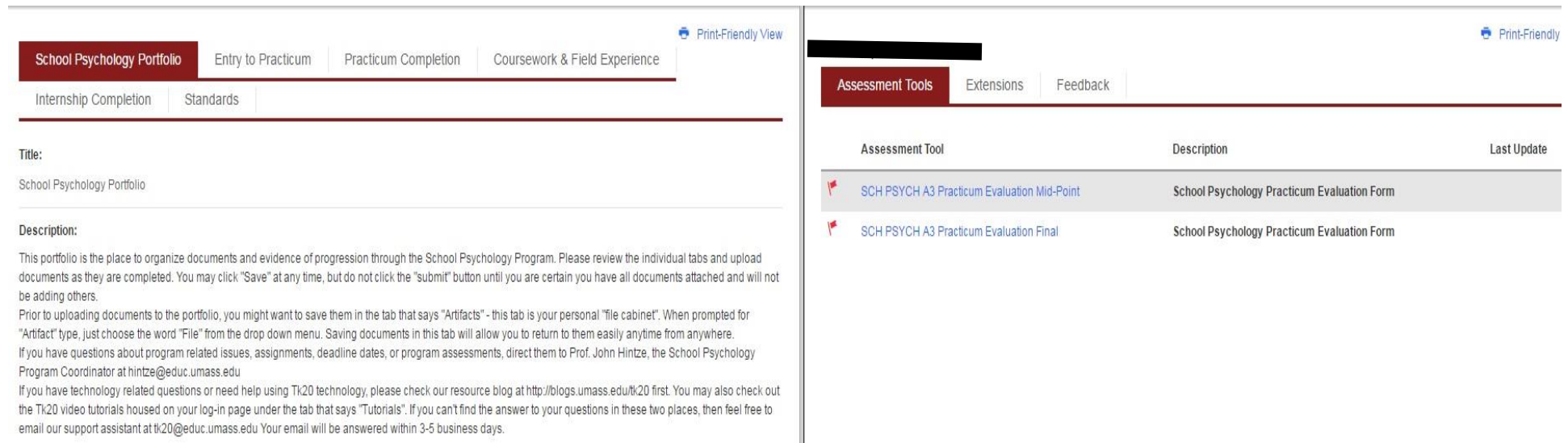
### Accessing a Portfolio

Click on the name of the student who’s portfolio you wish to view.



	Name ▲	Portfolio Title ▼	Template ▼	Submit Date ▼	Status ▼	Sent By ▼
<input type="checkbox"/>	[REDACTED]	School Psychology Portfolio	School Psychology Portfolio Rev 1137		Complete	Rodriguez, Gabriel
<input type="checkbox"/>	[REDACTED]	School Psychology Portfolio	School Psychology Portfolio Rev 1137		Pending	Rodriguez, Gabriel

Navigate through the portfolio by clicking on the various tabs.



The screenshot shows two side-by-side views of a portfolio interface. The left view displays navigation tabs: "School Psychology Portfolio" (selected), "Entry to Practicum", "Practicum Completion", and "Coursework & Field Experience". Below the tabs, the "Title" is "School Psychology Portfolio" and the "Description" provides instructions on how to use the portfolio, including saving documents and contacting the program coordinator at [hintze@educ.umass.edu](mailto:hintze@educ.umass.edu). The right view shows a sub-section with tabs: "Assessment Tools" (selected), "Extensions", and "Feedback". Below these tabs is a table of assessment tools:

Assessment Tool	Description	Last Update
SCH PSYCH A3 Practicum Evaluation Mid-Point	School Psychology Practicum Evaluation Form	
SCH PSYCH A3 Practicum Evaluation Final	School Psychology Practicum Evaluation Form	