WELCOME TO UMASS-TK20

https://umass.tk20.com

Student Guide:
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.
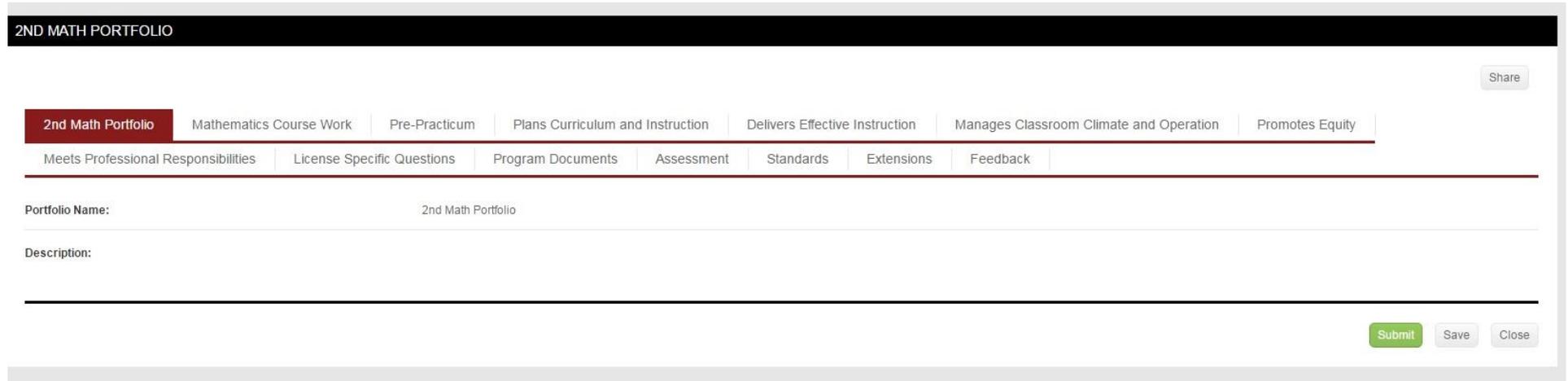
How To Access Your Portfolio

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

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.
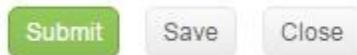
Portfolio Tabs

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

The 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.