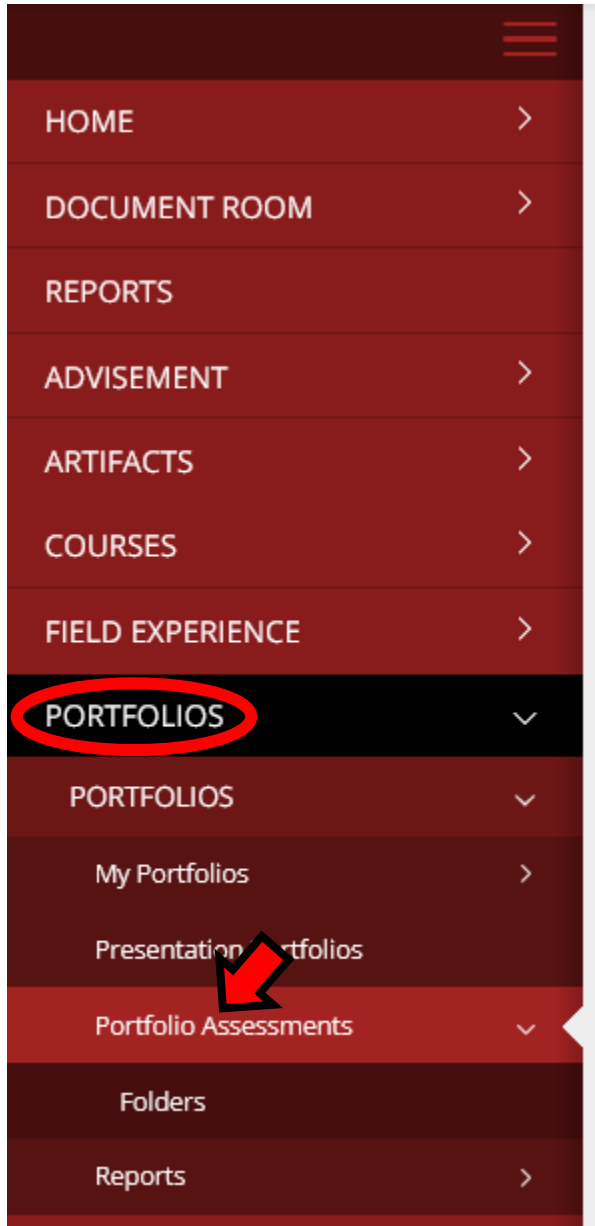




FILLING OUT ASSESSMENTS - PORTFOLIOS

STEP 1: Click on the **Portfolios** tab in the red side bar on the left side of the screen. Then click on the **Portfolio Assessments** sub tab



STEP 2: On the bottom of the screen will be a list of students whose assessments you have been assigned to. Clicking on any of those students' names will take you to their Assessment

Page. A student with an assessment to complete will be denoted by a red flag next to their name.

	Name ▲	Portfolio Title ▼	Template ▼	Submit Date ▼	Status ▼
<input type="checkbox"/>	Student Name	Secondary Science	z - Secondary Science	05/24/2012 12:52 PM	Complete
<input type="checkbox"/>	Student Name	Secondary English Language Arts	Secondary English Language Arts	05/31/2012 11:52 AM	Complete
<input type="checkbox"/>	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/14/2012 02:24 PM	Complete
<input type="checkbox"/>	Student Name	Secondary English Language Arts	Secondary English Language Arts	07/09/2012 06:01 PM	Complete
<input type="checkbox"/>	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	08/20/2012 03:31 PM	Complete
<input type="checkbox"/>	Student Name	Secondary English Language Arts	Secondary English Language Arts	06/21/2012 10:48 PM	Complete
<input type="checkbox"/>	 Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/26/2012 02:54 PM	Pending
<input type="checkbox"/>	 Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges		Pending
<input type="checkbox"/>	Student Name	Secondary Science	z - Secondary Science	04/20/2012 04:14 PM	Complete
<input type="checkbox"/>	 Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/06/2012 12:41 PM	Pending
<input type="checkbox"/>	 Student Name	Secondary Science	z - Secondary Science	05/10/2012 08:28 AM	Pending

If you do not see the student who you have to assess in that list, you can search for them using the search parameters at the top of the screen.

PORTFOLIO ASSESSMENTS

SEARCH

FIRST NAME	LAST NAME	PERSONAL ID NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
PROGRAM	ANONYMOUS NUMBER	PORTFOLIO TEMPLATE
<input type="text" value="All Programs"/>	<input type="text"/>	<input type="text"/>
PORTFOLIO TITLE	STATUS	SEARCH ANONYMOUS
<input type="text"/>	<input type="text" value="Any"/>	<input type="text" value="No"/>

STEP 3: On the left side of the screen is the student's Tk20 Portfolio. On the right hand are the assessments. The assessments assigned to you have red flags next to them indicating they are incomplete. Click on one of the blue links on the right side of the screen to begin filling out the assessment.

Assessment Tool

CAP Assessment - Formative v. 1167: CAP Assessment - Formative (v1167)



CAP Assessment - Summative v. 1167: CAP Assessment - Summative



CAP Observation Form: CAP Observation Form 1



CAP Observation Form: CAP Observation Form 2



CAP Observation Form: CAP Observation Form 3



CAP Observation Form: CAP Observation Form 4



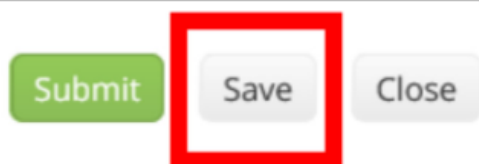
PAIST I Mid-Point Mathematics (1167): STEP



PAIST II End Of Practicum Mathematics (1167): STEP

STEP 4: Once you are done filling out the Assessment Form, click the **Save** button on the bottom right-hand corner before clicking the **Back** button on the top left-hand corner

➔ If you are done filling out Assessment Forms, then click the **Close** button on the top right-hand corner after saving



Please do not click the **Submit** button, as this will only be used by the program Coordinator once all the completed assessments have been verified.