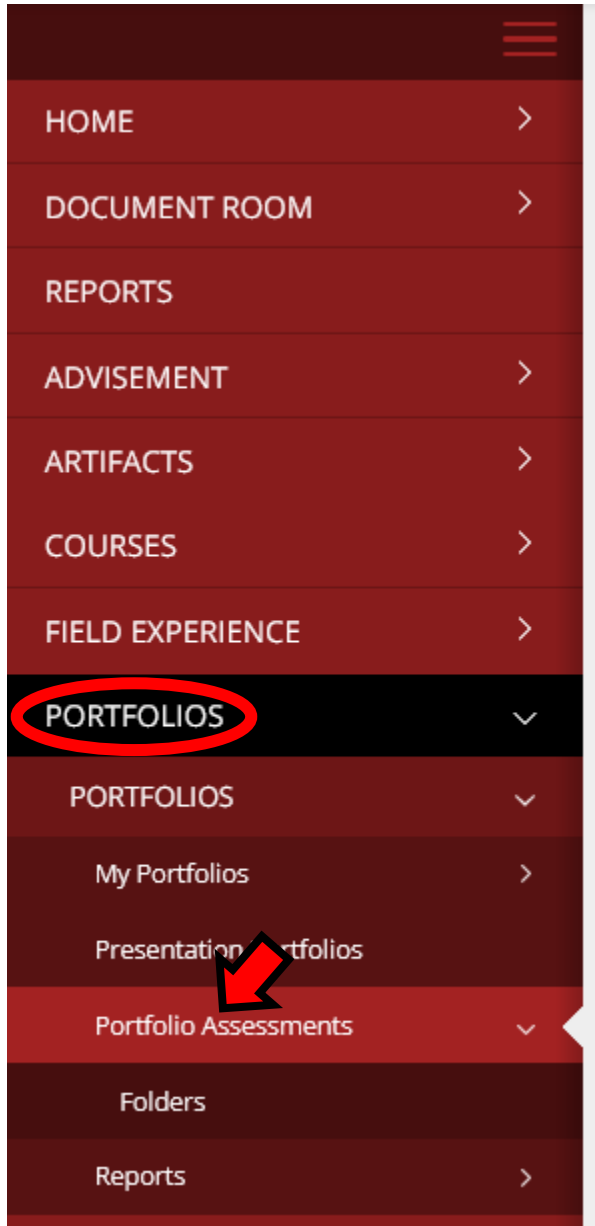# FILLING OUT ASSESSMENTS - PORTFOLIOS

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 ▽
☐	Student Name	Secondary Science	z - Secondary Science	05/24/2012 12:52 PM	Complete
☐	Student Name	Secondary English Language Arts	Secondary English Language Arts	05/31/2012 11:52 AM	Complete
☐	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/14/2012 02:24 PM	Complete
☐	Student Name	Secondary English Language Arts	Secondary English Language Arts	07/09/2012 06:01 PM	Complete
☐	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	08/20/2012 03:31 PM	Complete
☐	Student Name	Secondary English Language Arts	Secondary English Language Arts	06/21/2012 10:48 PM	Complete
☐ ⚑	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/26/2012 02:54 PM	Pending
☐ ⚑	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges		Pending
☐	Student Name	Secondary Science	z - Secondary Science	04/20/2012 04:14 PM	Complete
☐ ⚑	Student Name	Secondary History - Social Studies	History-Social Studies TPA Bridges	06/06/2012 12:41 PM	Pending
☐ ⚑	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.

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 Tools	Extensions	Feedback

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