Creating, Adding Documents to, and Viewing Artifacts in Tk20

A Step by Step Guide to Artifact Collections at The College at Brockport
• Accessing Artifacts in Tk20

• Creating Artifacts in Tk20

• Uploading and Attaching Documents to Artifacts in Tk20

• Viewing, Rearranging, and Deleting Artifacts or Documents in Tk20

• Tk20 Support for Artifacts
What is an Artifact?

An artifact simply refers to files, videos, pictures, and other various academic works owned by individual faculty, staff, and students, which are uploaded into a user’s Tk20 account.

A Tk20 artifact is “work” that provides evidence that a user can demonstrate certain knowledge or skills.
Accessing Artifacts

[Image of webpage]

www.brockport.edu/peu
Click the red oval to the left of the screen: “Log in to Tk20”
Log in with the same ‘Username’ and ‘Password’ you use to access The College at Brockport’s wireless network and ANGEL.
Student View

Your name will appear here

Drop down menu options are based on your access level in Tk20 (i.e. Faculty, Staff, Support).

Welcome, Melissa Browning
You are currently logged in as Student

Recent Messages

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Dropped</td>
<td>Lalonde, Kathy</td>
<td>02/01/2012</td>
</tr>
<tr>
<td>Course Added</td>
<td>Lalonde, Kathy</td>
<td>01/30/2012</td>
</tr>
</tbody>
</table>

Pending Tasks
There are no pending tasks in your inbox.

Today's News

Program Transition Points

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Admission Date</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IENL-GR</td>
<td></td>
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</tbody>
</table>

Transition points are not defined for this program.
Notice the row of tabs along the top left-hand side of the screen, above your name and below the Brockport logo.

**Student View**

Four tabs available in student view: Home, Courses, Artifacts, and Portfolios

**Faculty & Staff View**

Notice the 3 additional tabs now available to the viewer, based on his or her access level.

On the home page, ‘Assessment Support’ was an available option and was selected from the drop-down menu.
Adding Artifact Folders

Artifacts can be files, videos, links to web pages, etc.

Step 1: Click on the **Artifacts** tab
Step 2: Click on **Edit Folders** from the Artifacts menu to the left of the screen
Step 3: Under ‘Folders for Artifacts’, click on **add new**.

**WARNING!** Don’t forget to browse!
Step 4: Under Artifact Folder, create a **Folder Name** name for your folder by clicking in the empty field to the right.

Step 5: Select **Save**.
Once you save the file, a new window will open up that looks like this:

Notice that the artifact folder you just created is now visible in two places; to the left of the screen beneath **Edit Folders** and just to the right beneath **Folders for Artifacts**.

You may continue to create folders by repeating **steps 1-4**. Each folder can contain different types of artifacts. Once you are finished, click on **save** at the bottom of the screen.
Notice the additional folders created by this student to represent her three Spring classes.
Adding a File Artifact to Tk20

1. Click on the folder you wish to add artifacts to.
2. Click on ‘Create’
3. Select ‘File’ as the Artifact type
4. Create a ‘Title’ for the Artifact
5. Description is optional
6. Click ‘Save’
To Add Documents to Tk20 Artifact Folders

1. Click on the Artifact
2. Select the ‘Document’ tab
3. Select ‘add new’
4. Create a title for the document (mandatory)
5. Browse for the location of the file.
6. Upload the document.

The document is now uploaded in Tk20. When you click on the document file name, the uploaded document will open in a new window.
To Add Multiple Files to the Same Artifact

Each Tk20 Artifact can contain several files. These files can consist of, but are not limited to, PowerPoint presentations, videos, photographs, and web links. For instance, an artifact folder can contain all the files connected with a specific project, such as a lesson plan.

1. Select the ‘Artifacts’ tab.

2. From the list of artifacts, click on the file name of the artifact you wish to add additional documents to.

3. Select the ‘Documents’ tab.

4. Click on the ‘Add New’ button

5. Upload the file (i.e. PowerPoint, photograph, assignment, web link, video).

6. To attach additional files to the artifact, repeat steps 4 and 5 above.

7. When finished uploading all documents, click on the ‘Save’ button before exiting the page. If you forget to click save before exiting the screen, all of the data that was uploaded will disappear.

8. A document can be deleted at any time by clicking in the checkbox next to the document and then clicking the ‘delete’ button just above the file names.
Adding a Video Artifact to Tk20 Artifact Library

Note: Videos must be compressed before uploading to Tk20. **Videos cannot exceed 100 MB in file size.** To watch a “how to” video on file compression:

1. Click on the link “About Tk20 and Help” located beneath the red oval log in link.
2. In the “Tk20 Tutorials” menu, click on the last link, “VIDEOS: Guidelines for compressing videos before uploading into Tk20”

3. After viewing the video, return to the Tk20 portal, Http://www.brockport.edu/peu and log in.
4. Click on the Artifacts tab
5. Select ‘video’ from the menu to the left of the screen
6. Select the ‘create’ option underneath video in the menu box to the left of the screen. The window below will populate.
7. Pay attention to the parameters listed.
8. Click on the ‘upload’ button to search for the video file you wish to add to Tk20.
9. Add a title and description (opt.) for the video.
10. You can search for names of people you want to share the video with. Sharing the video allows those individuals to make comments about the video.
11. Click in the box next to “Only I can see video comments’ if you don’t want anyone else to view the comments.
12. Select ‘Save’ to save the video to Tk20
The video artifact has now been created.

The video is now accessible by clicking on the ‘Documents’ tab and then clicking on the file name.

Notice how much space one video uses in its current form. You can have the video reformatted to save space.
Adding a Website Link as an Artifact in Tk20

1. Log into Tk20
2. Click on the ‘Artifacts’ tab.
3. Click on ‘Create’ from the menu to the left of the screen.
4. Under ‘Select Artifact type’, choose ‘Website Link’ from the drop-down list.
5. Create a title and description for the artifact.
6. Paste the URL as indicated.
7. Click the ‘Save’ button at the bottom of the page.
8. You can now attach documents to the artifact by selecting the ‘Documents’ tab.
9. Once you select the ‘Documents’ tab, you will see a ‘Browse’, click on the ‘Add New’ button.

10. You may now browse for the document(s) you wish to add to this web link artifact.
Editing Test website link for PowerPoint Presentation

Attached Documents

- PowerPoint for PR0370 Lesson Plan
- The Tempest Photograph

Total Space Usage: 4.404/100MB
This completes the tutorial on ‘Creating, Adding Documents to, and Viewing Artifacts in Tk20’

For further assistance, please contact one of the following:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>IT Help Desk (585) 395-5151, opt. 1 – Please call the Help Desk before contacting other sources of assistance. They will create a ticket, which will be sent to the proper individual for a resolution</td>
</tr>
<tr>
<td>2.</td>
<td>The Office for Assessment and Testing 30-D Drake Memorial Library (585) 395-2666 Program Coordinator: Edwina Billings</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Katherine L. LaLonde PEU Assessment Coordinator 247 Brown Office Building The College at Brockport E-mail: <a href="mailto:klalonde@brockport.edu">klalonde@brockport.edu</a> Phone: 585-395-5513 Fax: 585-395-2172</td>
</tr>
<tr>
<td>4.</td>
<td>Pam Kenward Assessment Assistant 265 Brown Office Building E-mail: <a href="mailto:pkenward@brockport.edu">pkenward@brockport.edu</a> Phone: 585-395-2344 Fax: 585-395-2172</td>
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