Students with Disabilities (SWD) Portfolio Requirements: Frequently Asked Questions

This resource has been prepared to help college supervisors as they work towards supporting their teacher candidates as the candidates complete and present their SWD portfolios. Consider this a working document that will grow and change as our skills and questions grow and change. Please know that there is always help available to you beyond what is included here. For further assistance with concerns and questions feel free to contact: Dr. Moira Fallon, Dr. Kathy LaLonde, Ms. Diane Maurer, and/or Ms. Allison Wright.

As a way to begin addressing some of the questions that have surfaced since implementing the SWD portfolio requirement, we would like to remind you that there are helpful student and faculty tutorials and guides that can help you and your students find the answers to questions that arise. One of the benefits of using Tk20 is the fact that students will have access to work uploaded to Tk20 even after they have graduated. Empowering them now will ensure they have the skills they need to successfully use Tk20 to the fullest extent in their professional careers. I will use a two questions that have been asked by college supervisors and students to illuminate how to use the student and faculty guides as resources for troubleshooting questions that may arise when using Tk20.

Q. What is the difference between “recalling” an item and “deleting” an item? How can I do both of these?

A. The answer to these questions will demonstrate using the Student and Faculty Guides. These guides can be found by clicking on the word help found just below the Tk20 logo on the upper right of the computer screen once you have logged into Tk20. You will be linked to a page that will allow you to download these guides. The page numbers below are hyperlinked to the guides to help you.
When looking in the **Student Guide** the answer to the question of how to delete an item can be found on page 57, and in the **Faculty Guide** on page 145. Both guides provide the same instructions for deleting and item:

“To delete an artifact, click the checkbox to its left in the Artifacts screen, then click the **delete** button above the row of checkboxes. You will not be able to delete locked artifacts.”

The same information can be found with regards to how to recall items. In the **Student Guide** this answer can be found on page 45, and in the **Faculty Guide** this answer can be found on page 134.

If you realize that you have submitted an assignment or project in error, you will have the option to **recall** it, so long as the assignment or project has not already been assessed by your instructor. To **recall** an assignment or project, simply click in the checkbox to its left in the Assignments or Projects screen and click the **recall** button above the row of checkboxes. This will change the Status of the assignment or project from —Assessment Pending to “Open for Editing. You will be able to edit the assignment or project and re-submit it for assessment”

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Step 1: Compress the video using Handbrake, a free video compression application ([click here for instructions](#)). When you click on the link, a video presentation will open showing you how to use Handbrake.

Step 2: To Upload your video. Log in to Tk20 and click on Artifacts tab. From the menu on the left, select Videos, then Create on the next screen. Follow the instructions given to upload the video.

**Q. How do I view videos in Tk20?**

View your video. Login to Tk20. Click on the Artifacts tab, select Videos, and then select My Videos sequentially. Click on the video title and you will be able to view and make comments on your video.

**Q. How do I share my video with other people?**

Share your video. Follow the directions in Step 2 for uploading a video, only this time scroll down to the section titled, ‘**Share With**’. Enter the email address(es) of recipient(s), click the box beside course name/number (optional) and then click on the option to allow everyone to see all the comments made about the video, or the selection that renders you as the only person able to view the comments.
When you and/or others open the video (Step 3), comments can be added about the video during or after viewing.

Q. How do I attach a video to an assessment portfolio?

Attach to an Assessment Portfolio. Click on the Portfolio tab, Click on the name of the Assessment Portfolio. Click on ‘Click here to Attach’ associated with ‘Video’ attachment Type. Click the radio button associated with the Video you would like to attach. Click continue and follow the upload wizard to complete the process.

Q. What is the best way for students to upload files? Can they use devices such as phones, etc.?

A. The best way for students to upload files is to do so at a computer using a flash drive, or as a file saved to the computer they are uploading from. Using phones and other devices causes difficulties that can be avoided by simply sitting down at the computer and uploading files that way.

Q. What if the students are missing assignments under some of the portfolio tabs from earlier courses in the program? For example, some students do not have any submissions for EDI 413 – should they redo these assignments?

A. Last semester students were asked to locate and upload assignments from courses that represent work they have done throughout the program, and that align with CEC standards, in order to showcase how the program has helped support the students to develop skills necessary to teach students with disabilities. If the students were not able to locate a particular assignment they are not required to redo previous assignments at this point. The fact that the students are participating in student teaching confirms that they have met the requirements throughout the program to a satisfactory degree. What the student should do in the case of missing assignments is to look closely at the CEC standards (found on the portfolio rubric) and ensure they are developing artifacts over the course of their student teaching placements that will help illuminate their proficiency with regards to the standards.

Q. What is my role as the college supervisor when developing requirements for inclusion in the SWD portfolios? Is there a list of artifacts I should create to make sure the portfolios are complete?

A. As teachers we naturally feel a responsibility to our students to guide them and help them understand what our expectations are. For the SWD portfolios it is important that the students are in charge of representing their mastery of meeting
the CEC standards using artifacts they create. These artifacts will serve as examples of their professional growth throughout the program – from Phase 1 to student teaching when they are being introduced to and practicing knowledge and skills necessary for teaching students with disabilities. To truly demonstrate “mastery” the students must be able to read and understand the CEC standards, create instruction (for example) that reflects an understanding of the CEC standards, and then present and speak to what they have developed and how it meets the standards. If this process is too directed by college supervisors the end result will represent a combination of the supervisors’ and students’ mastery, not the students’ alone. This is not only important for the students as they push themselves professionally, but it is also a crucial aspect of accreditation requirements as we prepare for reaccreditation of our program.

Q. When students are deciding what to include in their SWD portfolios should all work be original, artifacts created by other professionals that the students have used, or a combination of both?

A. Since the SWD’s portfolio is meant to showcase and highlight the students’ abilities to use CEC standards to guide their creation and implementation of instruction to all learners, only artifacts that are of their own original design should be uploaded into the portfolios. If a student has created an original artifact using other previously created resources as inspiration, credit should be given to the original author(s) (using APA 6th ed.) so credit is being given where it is due. Academic honesty and plagiarism should be part of your syllabus and directly addressed in seminar. Use the following hyperlink to help you understand the college’s academic dishonesty policy more fully.

We would like to thank you for your support and tireless efforts as we work to make sure your questions, and the questions your students are being answered. We greatly appreciate all that you do to help support your teacher candidates on their professional journeys. Please remember that help is always here when you need it. Hopefully this FAQ sheet will take us one step closer to understanding the SWD portfolio requirement.

Developed and written by Allison Wright and Dr. Moira Fallon