‘Assessing A Portfolio in Tk20’

- A Step by Step Guide to Using Tk20 at The College of Brockport
Portfolio Review & Tk20 Support of Process

1. Accessing Tk20

2. Viewing Portfolio in Tk20

3. Assessing Portfolio in Tk20

4. Timeline and Support

1/19/2012
Accessing Tk20

1. Go to PEU Portal: www.brockport.edu/peu
2. Click on Log into Tk20
3. Log into Tk20:
   a) Username=Brockport Net ID
   b) Password= Brockport webmail/ANGEL password
PEU Portal

www.brockport.edu/peu
Viewing Portfolio in Tk20

1. Click on Portfolio Tab
2. Under Portfolio Assessment, find list of candidates with Portfolios
3. Submit Column:
   - date the candidate has submitted their portfolio for your assessment
4. Status Column:
   - ‘Pending’ or ‘Complete’
Viewing Portfolios

Click on Portfolio Tab

Click on name of student to view their Portfolio
Assessing Portfolio in Tk20

1. Click on Candidate name

2. You will have a Split Screen:
   - Candidate Portfolio on the left
   - Assessment Tool page on the Right with list of Rubrics used to assess the portfolio

3. Click on the name of the Rubric

4. View Artifacts in Portfolio
   - Click on a Tab in the Portfolio (ex. EDI 413/513)
   - Click on name of file you would like to view

5. Complete the Rubric
   - Click the radio button of the performance level of the candidate
   - Check Standards needing more evidence
   - Click SAVE

6. SUBMIT the Assessment
   - When your assessment of the candidate is complete, Click SUBMIT on the Assessment Tools page

1/19/2012
Assessing the Portfolio: The Assessment Tools

Click on Portfolio TAB that you would like to view.

Click on Artifact you would like to open and read or review.

Click on name of Rubric to review contents or complete assessment.

Click SUBMIT Only when you have completed the assessment rubric.

Summary of CEC Standards

1/19/2012
Completing the Rubric (slide 1)

To Open Rubric you click on the name per previous screen

Use scroll bar to complete all 10 Standards

Click on radio button preceding the performance level of the candidate

Point mouse to vertical bar until “pointer” turns to “horizontal double arrow”. Click and drag to the size you would like.
Completing the Rubric (slide 2)

Checklist to help you keep track of artifacts for each standard.

Notes and comments (i.e. memory joggers, “to do”, etc.)

Be sure to SAVE your work!
Submitting the Portfolio

Click SUBMIT only when you have completed the assessment rubric.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 30</td>
<td>Portfolio pushed out to TC</td>
<td>TC will load artifacts into PART ONE and into Student Teaching: First Placement sections of the portfolio by Friday, February 24.</td>
<td>TC should contact: Help Desk at 395-5151 for support.</td>
</tr>
<tr>
<td>Friday, February 24</td>
<td>All Portfolio artifacts loaded into PART ONE and Student Teaching First Placement sections.</td>
<td></td>
<td>TCs should contact the Help Desk at 395-5151 for any troubles they encounter along the way. The Help Desk will refer the questions to the appropriate people.</td>
</tr>
</tbody>
</table>
| Monday, February 27- Saturday, March 10 | CS meets with TCs to align portfolio artifacts to CEC Standards. | 1. Complete the checklist portion of the rubric.  
2. Identify which Standards need additional artifacts.  
3. Discuss plan to address the weak Standards during the remainder of the TC Student Teaching.  
4. Communicate submittal deadline to TCs. | CS should contact:  
Help Desk at [395-5151 helpdesk@brockport.edu](mailto:395-5151 helpdesk@brockport.edu)  
Kathy LaLonde at [klalonde@brockport.edu](mailto:klalonde@brockport.edu) or 395-5513 for help.  
Moira Fallon at [mfallon@brockport.edu](mailto:mfallon@brockport.edu) or 395-5516 |
| Monday, April 30 – Saturday, May 12 | CS meets with TCs to review Portfolio with TC | TC will SUBMIT Portfolio by the deadline established by the CS. | If you would like reminders sent to your candidates, email klalonde@brockport.edu with date you would like the message sent and what you would like the message to say |
| Friday, May 18, 4 PM        | Grades due                                                            | 1. CS completes assessment rubric in Tk20 for each TC Portfolio in their section.  
2. SUBMITS assessment results in Tk20.  
3. CS submits TC grade for student teaching. | CS should contact:  
Help Desk at [395-5151 helpdesk@brockport.edu](mailto:395-5151 helpdesk@brockport.edu)  
Kathy LaLonde at [klalonde@brockport.edu](mailto:klalonde@brockport.edu) or 395-5513 for help.  
Moira Fallon at [mfallon@brockport.edu](mailto:mfallon@brockport.edu) or 395-5516 |