Using Portfolios
Tk20 Portfolios

- What are Portfolios?
- How will you use Portfolios?
- Opening your portfolio
- How to upload items
- How to remove items
- When to submit
- Using artifacts to help you
- Contact Information
What are Portfolios?

- Place on tk20 where assignments can be grouped together for scoring
- To use, click on “Portfolios” tab
- Click on name of portfolio (if you have been assigned one)
- Use artifact wizard icon again as a guide to upload items into each tab
- Click “submit”
How will you use Portfolios?

- Portfolios used to submit large assignments on Tk20
  - TWS Portfolios
  - Graduate program portfolios
  - Various other large projects
Opening your portfolio
Opening your portfolio
How to upload items

- Click on large blue circle on the first tab, “artifact wizard”

- Either “create new artifact” or “attach previously” for artifact already saved
How to upload items

Ed Leadership Portfolio

Your task type is a portfolio. Portfolios allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact location

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Status</th>
<th>Title</th>
<th>Reflection</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>Attachment</td>
<td>Unattached</td>
<td>Click here to Attach</td>
<td></td>
</tr>
<tr>
<td>New Item</td>
<td></td>
<td>Comprehensive Professional Growth Plan</td>
<td>Click here to Attach</td>
<td></td>
</tr>
</tbody>
</table>

Standard 1
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Standard 2
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Standard 3
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Standard 4
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).
How to upload items
How to upload items
How to upload items
How to upload items

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

**Standard 3**
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

**Standard 4**
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

**Standard 5**
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

**Standard 6**
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

**Standard 7**
Choose two or three artifacts (depending on Masters or Specialist student) to upload to this standard folder (1.7).

Attachment | Status   | Title                      | Reflection | Standards
---         | ---      | -------------------------- | ---        | ---
File        | Unattached | [Click here to Attach]     |            |            
New Item    | Unattached | [Click here to Attach]     |            |            

To Save and Exit, click Save. You may attach additional artifacts upon saving.

To submit this portfolio, click Submit.

To Exit without saving, click Cancel.
How to remove items

### Select Artifact location

<table>
<thead>
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When to submit

☐ Save the portfolio each time a new document is uploaded to it

☐ ONLY click on the “Submit” button when all documents are uploaded and ready to submit

☐ Submitting can only be done once

☐ If you submit by mistake, please contact the faculty member who assigned the portfolio, and Mike McBride
Using artifacts to help you

- You can use the artifact tab on Tk20
- This can help organize the pieces of your portfolio before you save them to the portfolio
Using artifacts to help you

- Click “Artifacts” tab at the top of the account
- Click “create” under “Artifacts” on the left
- Choose a template from the pulldown (“file” if unsure)
- Enter information into template (or enter title and click on “documents” tab to upload any file)
- Save
Using artifacts to help you
Using artifacts to help you
Using artifacts to help you
Using artifacts to help you
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Contact Information

- Mike McBride
  - Administration 373
  - 660-562-1089
  - mam77@nwmissouri.edu