

TK20

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

Northwest Missouri State x CampusTools HigherEd x

https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_browsemyhighstakesportfolios_menu.do?presentationportfolio=false&topmenu=true

NORTHWEST
MISSOURI STATE UNIVERSITY

Tk20


Home Applications Courses Artifacts Portfolios Field Experience Help Logout

Portfolios <<

Portfolios
Search
Presentation Portfolios

Browse Portfolios

☐ Recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

	Name	Status	Type	Sent By	Updated	Due Date
	Ed Leadership Portfolio	Open For Editing	Assessment	McBride, Michael	02/19/2013	05/01/2014 05:00 AM

Powered by [Tk20 CampusTools](#)

Current Date and Time: 03/12/2013 09:39:47 AM

Opening your portfolio

Northwest Missouri State CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12_portfoliosAction.do?action=highstakesportfolios&Ed+Leadership+Portfolio%3B-28092e3a10e0a32b13cf30fc16

NORTHWEST MISSOURI STATE UNIVERSITY **Tk20**

Home Applications Courses Artifacts Portfolios **Field Experience** Help Logout


Portfolios << Portfolios Search Presentation Portfolios

Ed Leadership Portfolio Resume Comprehensive Professional Growth Plan Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6 Standard 7 Assessment Standards export

Ed Leadership Portfolio >

Ed Leadership Portfolio

Please Note:

To complete this portfolio, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Portfolio Name Ed Leadership Portfolio

Description

Submit For Review Save Cancel

Powered by Tk20 CampusTools Current Date and Time: 03/12/2013 09:43:39 AM

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

Northwest Missouri State

CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditablehighstakesportfolio_body.do?action=k12_portfolio_artifactwizard&attestation=no



HomeApplicationsCoursesArtifactsPortfoliosField ExperienceHelpLogout

Portfolios<<PortfoliosSearchPresentation Portfolios

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

Resume

Attachment	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item ?		Click here to Attach		

Comprehensive Professional Growth Plan

Attachment	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item ?		Click here to Attach		

Standard 1

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		Click here to Attach
New Item ?		Click here to Attach		

Standard 2

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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		Click here to Attach		

2013EdPrep (4).xls

Ed2013PrepViolations....xls

Ed2013PrepViolations....xls

AllRecords (1).zip

2013EdPrep (3).xls

Show all downloads...

How to upload items

The screenshot shows a web browser window with the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_courses_coursebinder_artifactwizard_body.do?action=attach&placeholderPk=-28092e3a10e0a32b13cf30fc166-. The page features the Northwest Missouri State University logo and a sidebar with navigation links: Home, Applications, Portfolios, Portfolios Search, and Presentation Portfolios. The main content area displays the 'Attach File' dialog box, which is a modal window for selecting artifacts.

Attach File

Select Artifact

- ☒ Create a new File
- OR

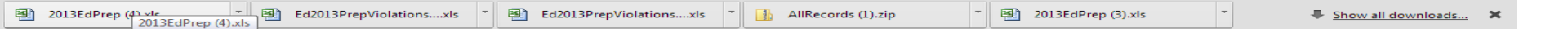
Please select an existing artifact from the list below.

Search by Title

File Artifact

Title	Type	Last Update
Continue > <input type="button" value="Cancel"/>		

The background page shows a list of standards with links to attach artifacts. The bottom of the page contains a footer with the text: "File Unattached Click here to Attach New Item ? 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

The screenshot shows the Northwest Missouri State University CampusTools HigherEd interface. A modal dialog box titled "Attach Artifact" is open, displaying options to "Create a new artifact" or "Please select your artifact from the list below." Below this, the "My Items" section shows a table with columns "Title", "Type", and "Last Update". The table is currently empty, with a message stating "You have no artifacts of the selected type in this folder." and buttons for "Continue >" and "Cancel".

The background interface includes the Northwest Missouri State University logo, navigation links (Home, Applications, Portfolios, Search, Presentation Portfolio), and a "Tk20" logo. The main content area displays instructions for uploading artifacts to various standards folders (Standard 1, Standard 2, Standard 3, Standard 4) and a table of attachments.

Standard 1
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		Click here to Attach
New Item		Click here to Attach		

Standard 2
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		Click here to Attach
New Item		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		Click here to Attach
New Item		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		Click here to Attach
New Item		Click here to Attach		

The bottom of the screen shows a Windows taskbar with several open files: 2013EdPrep (4).xls, Ed2013PrepViolations....xls, Ed2013PrepViolations....xls, AllRecords (1).zip, and 2013EdPrep (3).xls.

How to upload items

Northwest Missouri State CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12_courses_coursebinder_artifactwizard_body.do?action=addNewItem&tabPk=-28092e3a10e0a32b13cf30fc166-7c

Attachment	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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		Click here to Attach
New Item ?		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**

Save Submit Cancel

How to remove items

Northwest Missouri State | CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12_courses_coursebinder_artifactwizard_body.do?action=addNewItem&tabPk=-28092e3a10e0a32b13cf30fc166-7c

Presentation Portfolios

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

Resume

Attachment	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item		Click here to Attach		

Comprehensive Professional Growth Plan

Attachment	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item		Click here to Attach		

Standard 1
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		Click here to Attach
New Item		Click here to Attach		

Standard 2
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		Click here to Attach
New Item		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		Click here to Attach
New Item		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		Click here to Attach
New Item		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		Click here to Attach
New Item		Click here to Attach		

2013EdPrep (4).xls | Ed2013PrepViolations.....xls | Ed2013PrepViolations.....xls | AllRecords (1).zip | 2013EdPrep (3).xls | Show all downloads...

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

The screenshot displays the Tk20 CampusTools HigherEd web application. The browser address bar shows the URL: https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_facultyartifacts_menu.do?topmenu=true. The Northwest Missouri State University logo is in the top left, and the Tk20 logo is in the top right. A navigation bar contains links: Home, Applications, Courses, Artifacts, Portfolios, Document Room, Reports, Surveys, Advisement, Field Experience, Course Registration, Administration, Help, and Logout. The left sidebar has a menu for Artifacts with options: Browse, Create, Artifact Wizard, Edit Folders, Application Forms, and Artifact Reports. The main content area is titled 'Artifacts' and includes a 'My Artifacts' section. This section has a 'View:' dropdown set to 'All Artifacts' and a text box explaining that clicking an artifact name allows editing, but locked artifacts cannot be edited or deleted. A 'Move to Folder:' dropdown is also present. Below this, a message states: 'You have used 34.569 MB of your allocated disk space of 200 MB.' There are 'copy' and 'delete' buttons. A table lists the artifacts with columns for Title, Type, and Date Created.

Title	Type	Date Created
<input type="checkbox"/> #1 Artifact	File	02/07/2013
<input type="checkbox"/> Artifact example 1001	File	12/12/2012
<input type="checkbox"/> Copy of #1 Artifact	File	02/07/2013
<input type="checkbox"/> Copy of Artifact example 1001	File	01/29/2013
<input type="checkbox"/> Copy of Copy of Example2	File	01/23/2013
<input type="checkbox"/> Copy of Example2	File	12/10/2012
<input type="checkbox"/> Copy of Example2	File	12/12/2012
<input type="checkbox"/> Edmonds Portfolio Meeting 12/18/12	File	12/18/2012
<input type="checkbox"/> Example 1-28-13	File	01/28/2013
<input type="checkbox"/> Example2	File	09/05/2012
<input type="checkbox"/> Example 3	File	08/02/2012
<input type="checkbox"/> Example artifact 11/30/12	File	11/30/2012
<input type="checkbox"/> Example reflection	Lesson Reflection Sheet Spring 2013	12/18/2012
<input type="checkbox"/> Fitness Profile	File	11/28/2012
<input type="checkbox"/> Formative Evaluation	File	08/01/2012
<input type="checkbox"/> Meeting 1	File	12/18/2012
<input type="checkbox"/> Meeting 2	File	12/18/2012
<input type="checkbox"/> Niagara Disposition	File	07/31/2012
<input type="checkbox"/> Niagara fake	Niagara Disposition	12/07/2012
<input type="checkbox"/> Summative Evaluation	File	08/01/2012

Powered by Tk20 CampusTools

Current Date and Time: 03/12/2013 10:36:30 AM

2013EdPrep (4).xls | Ed2013PrepViolations....xls | Ed2013PrepViolations....xls | AllRecords (1).zip | 2013EdPrep (3).xls | Show all downloads...

Using artifacts to help you

The screenshot displays a web browser window with two tabs: 'Northwest Missouri State' and 'CampusTools HigherEd'. The address bar shows the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_folders_menu.do. The page header includes the Northwest Missouri State University logo on the left and the Tk20 logo on the right. A navigation bar contains the following links: Home, Applications, Courses, Artifacts, Portfolios, Document Room, Reports, Surveys, Advisement, Field Experience, Course Registration, and Administration. On the far right of the navigation bar are links for Help and Logout. A left sidebar menu is titled 'Artifacts' and includes options: Artifacts, Browse, Create, Artifact Wizard, Edit Folders, Application Forms, and Artifact Reports. The main content area is titled 'Edit My Artifacts Folders' and contains a section 'Folders for Artifacts' with 'add new' and 'delete' buttons. Below this is a 'Folder Name' label and the text 'There are no folders.' The footer of the page states 'Powered by Tk20 CampusTools' on the left and 'Current Date and Time: 03/12/2013 10:37:44 AM' on the right.

Northwest Missouri State CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_folders_menu.do

NORTHWEST MISSOURI STATE UNIVERSITY **Tk20**

Home Applications Courses **Artifacts** Portfolios Document Room Reports Surveys Advisement Field Experience Course Registration Administration | [Help](#) | [Logout](#)

Artifacts <<

Artifacts
Browse
Create
Artifact Wizard
Edit Folders

Application Forms
Artifact Reports

Edit My Artifacts Folders

Folders for Artifacts

[add new](#) [delete](#)

Folder Name

There are no folders.

Powered by Tk20 CampusTools

Current Date and Time: 03/12/2013 10:37:44 AM

Using artifacts to help you

The screenshot displays a web browser window with two tabs: 'Northwest Missouri State' and 'CampusTools HigherEd'. The address bar shows the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_folders_body.do. The page header includes the Northwest Missouri State University logo on the left and the Tk20 logo on the right. A navigation bar contains the following links: Home, Applications, Courses, Artifacts, Portfolios, Document Room, Reports, Surveys, Advisement, Field Experience, Course Registration, and Administration. On the far right of the navigation bar are links for Help and Logout. A left-hand sidebar is titled 'Artifacts' and contains a list of options: Artifacts, Browse, Create, Artifact Wizard, Edit Folders, Application Forms, and Artifact Reports. The main content area is titled 'Create Folder' and features a form with the label 'Artifact Folder'. Inside the form, there is a text input field labeled 'Folder Name*' with the word 'Resume' entered. Below the input field are two buttons: 'Save' and 'Cancel'. At the bottom of the page, there is a footer that reads 'Powered by Tk20 CampusTools' on the left and 'Current Date and Time: 03/12/2013 10:39:20 AM' on the right.

Northwest Missouri State University

Tk20

Home Applications Courses Artifacts Portfolios Document Room Reports Surveys Advisement Field Experience Course Registration Administration Help Logout

Artifacts

- Artifacts
- Browse
- Create
- Artifact Wizard
- Edit Folders
- Application Forms
- Artifact Reports

Create Folder

Artifact Folder

Folder Name* Resume

Save Cancel

Powered by Tk20 CampusTools

Current Date and Time: 03/12/2013 10:39:20 AM

Using artifacts to help you

The screenshot shows a web browser window with the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_facultyartifacts_menu.do?topmenu=true. The page features the Northwest Missouri State University logo and the Tk20 logo. A navigation bar includes links for Home, Applications, Courses, Artifacts, Portfolios, Document Room, Reports, Surveys, Advisement, Field Experience, Course Registration, Administration, Help, and Logout. The left sidebar highlights the Artifacts section with sub-links: Artifacts, Browse, Create, Artifact Wizard, Edit Folders, Resume, Application Forms, and Artifact Reports. The main content area, titled 'Artifacts', includes a 'View: All Artifacts' dropdown, instructions on editing and locking artifacts, a 'Move to Folder:' dropdown, and a disk space usage notice: 'You have used 34.569 MB of your allocated disk space of 200 MB.' Below this is a table of artifacts with checkboxes for copy and delete actions.



	Title	Type	Date Created
<input checked="" type="checkbox"/>	#1 Artifact	File	02/07/2013
<input type="checkbox"/>	Artifact example 1001	File	12/12/2012
<input type="checkbox"/>	Copy of #1 Artifact	File	02/07/2013
<input type="checkbox"/>	Copy of Artifact example 1001	File	01/29/2013
<input type="checkbox"/>	Copy of Copy of Example2	File	01/23/2013
<input type="checkbox"/>	Copy of Example2	File	12/10/2012
<input type="checkbox"/>	Copy of Example2	File	12/12/2012
<input type="checkbox"/>	Edmonds Portfolio Meeting 12/18/12	File	12/18/2012
<input type="checkbox"/>	Example 1-28-13	File	01/28/2013
<input type="checkbox"/>	Example2	File	09/05/2012
<input type="checkbox"/>	Example 3	File	08/02/2012
<input type="checkbox"/>	Example artifact 11/30/12	File	11/30/2012
<input type="checkbox"/>	Example reflection	Lesson Reflection Sheet Spring 2013	12/18/2012
<input type="checkbox"/>	Fitness Profile	File	11/28/2012
<input type="checkbox"/>	Formative Evaluation	File	08/01/2012
<input type="checkbox"/>	Meeting 1	File	12/18/2012
<input type="checkbox"/>	Meeting 2	File	12/18/2012
<input type="checkbox"/>	Niagara Disposition	File	07/31/2012
<input type="checkbox"/>	Niagara fake	Niagara Disposition	12/07/2012
<input type="checkbox"/>	Summative Evaluation	File	08/01/2012

Using artifacts to help you

Northwest Missouri State

CampusTools HigherEd

← → ↻ https://tk20.nwmissouri.edu/campustoolshighered/k12_artifacts_allartifacts_body.do ☆ ☰

Home Applications Courses Artifacts Portfolios Document Room Reports Surveys Advisement Field Experience Course Registration Administration Help Logout

Artifacts

Artifacts
Browse
Create
Artifact Wizard
Edit Folders
Resume
Application Forms
Artifact Reports

Artifacts

My Artifacts

View: All Artifacts

Click on an artifact name to edit that artifact. An artifact locks when it is submitted for assessment through coursework, a portfolio, or a field experience binder. A locked artifact cannot be edited or deleted. You may, however, copy a locked artifact and edit the copy.

= Locked artifact.

Resume

You have used 34.569 MB of your allocated disk space of 200 MB.

copy delete

	Title	Type	Date Created
<input type="checkbox"/>	Artifact example 1001	File	12/12/2012
<input type="checkbox"/>	Copy of #1 Artifact	File	02/07/2013
<input type="checkbox"/>	Copy of Artifact example 1001	File	01/29/2013
<input type="checkbox"/>	Copy of Copy of Example2	File	01/23/2013
<input type="checkbox"/>	Copy of Example2	File	12/10/2012
<input type="checkbox"/>	Copy of Example2	File	12/12/2012
<input type="checkbox"/>	Edmonds Portfolio Meeting 12/18/12	File	12/18/2012
<input type="checkbox"/>	Example 1-28-13	File	01/28/2013
<input type="checkbox"/>	Example2	File	09/05/2012
<input type="checkbox"/>	Example 3	File	08/02/2012
<input type="checkbox"/>	Example artifact 11/30/12	File	11/30/2012
<input type="checkbox"/>	Example reflection	Lesson Reflection Sheet Spring 2013	12/18/2012
<input type="checkbox"/>	Fitness Profile	File	11/28/2012
<input type="checkbox"/>	Formative Evaluation	File	08/01/2012
<input type="checkbox"/>	Meeting 1	File	12/18/2012
<input type="checkbox"/>	Meeting 2	File	12/18/2012
<input type="checkbox"/>	Niagara Disposition	File	07/31/2012
<input type="checkbox"/>	Niagara fake	Niagara Disposition	12/07/2012
<input type="checkbox"/>	Summative Evaluation	File	08/01/2012

Powered by Tk20 CampusTools

Current Date and Time: 03/12/2013 10:42:53 AM

Contact Information

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