# FACULTY Tk20 TUTORIALS:
PORTFOLIOS & FIELD EXPERIENCE BINDERS

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PART 1 - PORTFOLIOS:

INTRODUCTION

Beginning Fall 2016, we are transitioning to using the Portfolios feature of Tk20 for collecting and monitoring ALL unit-wide assessment data for students (as opposed to collecting work through individual courses in Tk20). The “CCTS ePortfolio” in Tk20 is where students (prior to student teaching) will submit their standard rationales with artifacts, their lesson plans and their dispositions assessments.

The CCTS ePortfolio is set up with tabs for Lesson Plan, Standards 1-11 and Dispositions.

Student View of ePortfolio

Students have tabs for any work that they would submit. They also have an “Assessment” tab. It is through this tab that they can view feedback on any assessment rubrics that have been completed by faculty. For more information about the student view and how to login to a sample student, see page: ____.
Faculty Administrator View of ePortfolio:

All faculty members in each program are listed as “Administrators” on portfolios for EVERY student in the program. As such, when you login to Tk20, you will have VIEW-ONLY access to all portfolios.

PLEASE NOTE: YOU CANNOT ASSESS PORTFOLIO WORK OR COMPLETE PORTFOLIO ASSESSMENTS/OBSERVATIONS WHEN LOGGED INTO YOUR PERSONAL Tk20 ACCOUNT.
ACCESSING ePORTFOLIOS FROM PERSONAL FACULTY ACCOUNT (VIEW ONLY):

1) Log in to Tk20 through myCampus by clicking on the Tk20 icon in your LaunchPad.

2) Click on the “Portfolios” tab from the left side menu.

3) A new “Portfolios” window will open. In this window, you’ll see a list of the portfolios that have been set up for your students. You may see more than one copy of the portfolio—in the case below, this is because one copy was set up for a Pseudo Student (Sally Student, ELE Student, etc) and the other was set up for students in your program.
4) Click on the title of the portfolios (blue text) that you want to view. This will open up a list of student portfolios that you can peruse. Students are listed in alphabetical order.

5) Click on a student’s name (blue text) to open his/her portfolio. This will bring up a view that shows both the student submission side (left) and the faculty assessment/observation rubric side (right). You have VIEW ONLY access to review student work, dispositions assessments and lesson plan/standards rationale rubrics that have already been completed (by you or other faculty members).

NOTE: If you want to complete a Dispositions Assessment or evaluate a student’s work with the Lesson Plan or Standards Rationale rubrics, you will need to login as an “Alias” Faculty Assessor (see page 6).
ASSESSING STUDENT WORK IN AN ePORTFOLIO

In order to assess student work or complete a disposition assessment for a student in your program, you will first need to login to Tk20 as an alias faculty assessor. The reason for this is, the portfolios are set up for use over multiple semesters of coursework. Because faculty who are targeting and/or assessing a specific standard may change over time, and because Tk20 does not allow the identities of designated portfolio assessors to change after the portfolios have been sent, specific faculty members cannot be listed as portfolio assessors.

Instead, we have created alias assessors for each rubric. For example, Special Education has “SEDStandard1” who assesses standard 1, “SEDDisp1” who assesses dispositions and “SEDLesson1” who assesses lesson plans. Any individual in a program can login under these alias accounts to assess students through their Portfolios.

Logging in as Alias Faculty Assessor:

1) Make sure you are logged out of your personal Tk20 account before you begin logging in as an alias assessor.

NOTE: Tk20 works best in Chrome or Safari. Do NOT use Firefox. To optimize its functionality, clear your cache/browsing history before doing any lengthy work in Tk20.

2) Open the Tk20 login page. Do NOT try to login through myCampus. You might want to bookmark this page. https://umfmaine.tk20.com/campustoolshighered/klogin_menu.do

3) Use the Tk20 Faculty Assessor Login Spreadsheet (located in Google Drive) to identify the username and password for the alias assessor that you will need to use. (In the tutorial posted online, this link has been removed. Contact Susie Nicholson-Dykstra if you need access to this list)

4) Type in the Username and Password for the alias assessor, then click the green “LOG INTO YOUR ACCOUNT” button.

NOTE: Both the Username and Password are case-sensitive.

Accessing Student ePortfolio as Alias Faculty Assessor:

5) Once you get logged in to Tk20, click on the “Portfolios” tab (left side menu).
6) Next, click on the “Portfolio Assessments” tab (left side menu below “Portfolios”).

7) Once the page loads, scroll down and you should now see a list of all students in your program, sorted alphabetically.

NOTE: You can create folders (under the ‘Folders Tab’ below “Portfolios” on left side menu) and sort student portfolios into these folders to facilitate easier access to students currently in your courses.

8) To open a student’s ePortfolio, click on the his/her name (blue lettering).
9) When the student’s ePortfolio opens, you’ll see a view that is similar to what you’d see if you viewed it from your own personal account. On the left side is student work, and on the right side are the assessment/observation rubrics that are accessible to that Alias Assessor. In the example below, the individual is logged in as the Standard 1 assessor, so the only viewable rubric is the Standard 1 Rationale rubric.

Viewing Student Work/Artifacts:

10) To access and view student’s work, click on the tab (from the student’s side of the page) that corresponds to the standard you are assessing.

11) When you select a tab, it will open up the “student view” for that tab which includes directions for the student as well as any attachments/artifacts/self-assessments that the student has added or completed. Student attachments/assignments are in blue text.

In the example on the right, when you look under “Type”, you can see that the student attached both “A File” and a “Lesson Plan URL Submission Form”.

Revised 10/21/16
• If you click on title associated with the “File”, this will open a document that the student has submitted.
• If you click on the title associated with the “Lesson Plan URL Submission Form”, this will open up a form that (when you scroll down) shows the link to a web-based document or site.

Note: If the student followed the directions on activating their URL, then the text will be in blue indicating you can simply click on the text to open the link.

If the text for the URL is instead in black, the link is not “active” and you will need to copy and paste this into a web browser to view.

Troubleshooting Issues in Viewing Student URL-Linked Work:
• If you receive a message that you don’t have “access to view” the document or site, the Student may not have changed the share settings of their documents (through Google Docs) or Site (Google Sites) to be “viewable by all”. Although students may have privacy settings set for “Viewable by anyone in Maine System”, Gmail may not recognize you (when you’re accessing through Tk20) as part of the Maine system. If this is the case, you’ll need to contact the student and let them know to change the share/privacy settings on their document.
• If you are directed to a website and, instead of seeing the artifact/document, you may see an empty white box. Again, this is an issue of share/privacy settings for the document that is posted.
• If you are directed to a student’s home page and not to the page with that specific standard, you may need to navigate there yourself. When students copy/paste the “Share Link” URLs for most websites, these links direct to their homepage, not to a specific page or tab. If you want students to provide a link that goes directly to a specific page, they can view their live (published) site, navigate to the page of interest, then copy and paste this URL from the browser box for their submission. (Directions for this ARE included in the student tutorial)

Completing rubrics in ePortfolio:

12) Next, to open the scoring rubric, simply click on the name of the rubric (blue text, on the right/faculty rubric side of the ePortfolio).
13) A new window will open with the fillable rubric form.

**NOTE:** Tk20 does NOT auto-save. As you work your way through the form, especially if you add many or lengthy comments, PLEASE “Save” periodically. The “Save” button is at the BOTTOM RIGHT side of the form.

You can complete the form all at once or complete part, then save and continue at a later time. Note: Once you click “Save”, any marks on the form are viewable by the student.

14) When you are done with the form, click “Save” then click “Complete”.

15) To return to other forms in the student’s portfolio, click the “Back” button at the TOP LEFT of the form.

16) To close the portfolio you are working on and move to a different student’s portfolio, click on the “Close” button at the TOP RIGHT of the form.
Logging in as (Pseudo) Student

If you would like to log in and experience the student side of the portfolio in Tk20, you can access a “Pseudo Student”.

1) Open the Tk20 login page. Do NOT try to login through myCampus. You might want to bookmark this page. https://umfmaine.tk20.com/campustoolshighered/klogin_menu.do

2) For username and password, use one of the following options:

Program: ECH
Username: ECHStudent1
Password: ECHStudent1

Program: ECS
Username: ECSStudent1
Password: ECSStudent1

Program: ELE
Username: ELEStudent1
Password: ELEStudent1

Program: SED
Username: SEDStudent1
Password: SEDStudent1

Program: SMED/SHE
Username: SMEDStudent1
Password: SMEDStudent1

NOTE: If Tk20 prompts you to update your password, contact Susie and she will fix this.

3) Once you are logged in to Tk20, you’ll need to make sure that the role is set to “Student”. To do this, click on the “Hi, [your program] Education” (pseudo student name) text in the upper right side of the menu.

4) When you click on the name, this will open a box that shows the student’s current role. Here, it shows that they are logged in as a “Work Study Student”. Click on the role.

5) When you click on the role, a drop-down menu of the different role options. Click on the word “Student”.

Revised 10/21/16
6) When you click on the word “Student”, a dialogue box will open asking you if you are sure that you want to change your role. Click “Ok”.

7) Tk20’s home page will re-load for you. You are now logged in as a student and can access and try out a sample ePortfolio from the student perspective.

8) To access the portfolio, click on the “Portfolios” tab from the left side menu.

9) Clicking on the “Portfolios” tab will open a list of the student’s active portfolios. Click on the title (blue text) of the portfolio you want to view.

Revised 10/21/16
10) Clicking on the name will open the student’s ePortfolio.

![Portfolio Name: TEST - Special Education CCTS ePortfolio - Fall 2016](image)

**Description:**
The CCTS portfolio is designed to allow students to document their progress toward proficiency with Maine’s Common Core Teaching Standards, which include both the national InTASC Teaching Standards as well as the ISTE Technology Standards for Teachers.

The CCTS has three main components:

1) **Lesson Plans**
Students will each submit at least 2 Lesson Plans prior to student teaching, at times or in courses designated by his/her program, that best represent his/her proficiency with lesson planning. Each Lesson Plan will be scored by faculty in the student's program using the Unit-Wide Lesson Plan Rubric.

11) To access a specific tab, click on the name of that tab you want to open. In general, when you open a tab, you'll find directions on the left side of the page and an area for attaching artifacts on the right side.

![Instructions and Attachments](image)

**NOTE:** For more information about how to upload different types of artifacts (files, URLs, etc), please see the Student Tk20 ePortfolio Tutorial (located on the Assessment Page, under the Rationale/Portfolio Section of the Teacher Education Resources Site).
FIELD EXPERIENCE BINDER

Introduction

Beginning in Fall 2016, UMF is transitioning to using a digital Field Experience Binder in Tk20 for all field placements facilitated by the Field Services Program. A Field Experience Binder is a collection of student work and observations from a single clinical experience. Students will submit work samples into and complete digital self assessment forms in the Field Experience Binder. Mentor teachers and field supervisors will be able to access and complete digital versions of assessments and observation forms.

Students, faculty and mentor teachers will be “piloting” the binder structure in Tk20 during Fall 2016 but will still have access to paper versions of all forms and assessments. Beginning in Spring 2017, the Field Services Program will move toward having all students, faculty and mentors complete most forms and assessments directly into the Field Experience Binder.

In order to provide transparency and provide immediate feedback, all assignments, observations, and assessments in the binder will be accessible/viewable to students, mentor teachers, and supervisors.

The Student Teaching Field Experience Binder will include the following student work and student self-evaluations: Lesson Plans; Contextual Factors Analysis (CFA)/Teacher Work Sample (TWS); Essential Areas of Teaching; Classroom Management Observation Checklist; Video Lessons; Dispositions; Panorama; and Portfolio.

Practicum Field Experience Binders will have (at minimum) dispositions forms for students and mentors to complete, as well as all observations/assessments for Field Supervisors.

The process for setting up & sending Field Experience Binders is the following:

- Kim/Susie receive field placement information from Wendy and upload this into Tk20, including placement site, mentor name, mentor email, subject/grade level, and UMF field course & supervisor information
- Supervisors indicate what “tabs” they want available for students to interact with (tabs for submitting artifacts/assignments and/or self-assessments) and what forms they want (in addition to the minimum required forms) accessible to mentors and themselves
- Kim/Susie “Sends” Field Experience Binders (by course) to students (and mentors)
- Mentors receive an email with information about placement and a link to student field experience binder
- If a student experiences a change in placement site and/or mentor, field supervisors need to contact Wendy and Kim/Susie to provide updated information so that new mentors/sites can be added to student’s Field Experience Binder
Accessing Field Experience Binder

1) To access your students’ Field Experience Binders, login to Tk20 through the myCampus Launchpad by clicking on the Tk20 icon.

**NOTE:** Tk20 is most stable in Chrome or Safari. It works best to clear your “cache” (browsing history) before you begin work in Tk20. Clearing your browsing history will log you out of myCampus and Tk20, so be sure to do this BEFORE you log in.

2) Once logged in, find and click on the “Field Experience” tab from the left side menu.

3) Clicking on “Field Experience” should open an alphabetical list of all your students. At this point in time, if you have students in multiple field experiences (eg, practicum and advanced practicum), we do not have a way to sort them into separate groups but you can easily see which Field Experience Binder they’re using and their course number with section.

To open a binder, click on the student’s name (blue text).
4) When you click on a student’s name his/her binder will open. In general, the left side of the page shows the student view of his/her field binder. The right side shows the rubrics/forms that are available for supervisors and mentor teachers. On the student side, there are tabs for each major assignment. On the Faculty/Mentor side, forms are listed in alphabetical order.

NOTE: Multiple copies of forms are included in the binder when a form needs to be completed multiple times in the semester OR when the form may be used to counsel students who are struggling. Although the name of the form is identical, there is a unique identifier at the end of each name to indicate the instance in which it should be used.

In the example on the right, you can see multiple copies of the “Teacher Candidate Dispositions & Professional Expectations: In Field Setting” form, however, one is for the “End-of-Term” and one is for “Mid-term”.

Student Assignments

Supervisor/Mentor Forms
Viewing Student Work/Artifacts
Once you have a student’s binder open, you can access and view their work.

1) To view a specific assignment, first click on the Binder Tab that corresponds to the assignment you want to review.

For example, if you want to view CFAs, click on the “Contextual Factors Analysis/Teacher Work Sample Tab”.

2) When you select a specific tab, the binder page for that tab will load. Under the set of tabs, you’ll see the directions for students written, then below that will be a list of possible attachments. Any files/forms that a student has added to his/her binder will have the title in blue text indicating a linked file or form that you can open.

To open the student work, click on the title (blue text).

3) Clicking on the assignment title will open a form that students completed when adding the artifact.
Artifact is a File

If the artifact that the student added was “A File”, the form will have the Title and at the bottom, a list of attached documents. Next to the name, there are options for what you can do with the file: “View and Annotate” or “Download”.

Select the option that best works for you. If you select “View and Annotate”, the document will load on the left side of the screen. You can use the middle “slider” to expand the size of the screen to optimize viewing.
Artifact is a URL (Web Link)

If the artifact that the student added was a “URL Submission Form”, the form will have the title/name of the artifact, and you should see a web address. If the address is in blue, the student was successful at making this into an active link and you can simply click on it to open. If the text is black, this link is not active. In order to open the work, you will need to copy the link and paste it into a web browser.

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<table>
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<tr>
<th>BASIC INFORMATION</th>
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<tbody>
<tr>
<td>Title:*</td>
</tr>
<tr>
<td>CFA URL Submission Form: CFA</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>CFA URL SUBMISSION FORM</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Assignment or Document Name</td>
</tr>
<tr>
<td>CFA URL Submission Form: CFA</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Enter URL and activate link.</td>
</tr>
<tr>
<td>1) Click on the &quot;A&quot; in the upper right corner of the text box to open the text formatting tools.</td>
</tr>
<tr>
<td>2) Enter (copy/paste) the URL for your CFA.</td>
</tr>
<tr>
<td>3) Highlight/select your URL and copy it.</td>
</tr>
<tr>
<td>4) Click on the link button (infinity sign) from the formatting tools. This will open a small box. Paste your URL into the box labeled &quot;URL&quot;. Then, click &quot;Ok&quot;. This will make your link active.</td>
</tr>
</tbody>
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Completing Rubrics, Evaluation and Observation Forms

When you are ready to complete a Rubric, Evaluation or Observation form in the binder, you will focus on the right half of the portfolio—the side that includes all forms for mentors and supervisors. Forms directly under the “Field Experience Forms” heading are for Supervisors to complete. Those that are under the “Mentor Teacher” heading are for Mentor Teachers to complete.

A form that still needs to be completed has a red flag next to it.

A form that has already been started will have a date stamp for the last time edited.

A form that has already been completed will no longer have a red flag next to it.

All forms are listed in alphabetical order. Some forms have the same name, but the end of the name will have a specific descriptor indicating the instance for its use.

For example, the Classroom Management Observation Checklist has both a “Mid-term” version, an “Optional Additional” version and an “Optional Additional 2” version. All of these forms are identical, but can be used at different times, as needed.

1) To open a form (to start or complete it), click on the title (blue text).
2) The form will load on the right side of the page. You can use the middle slider to expand the right section of the page for improved viewing. You can now complete the form by marking scores.

NOTE: Tk20 does NOT auto save!!! As you work through the form, be sure to SAVE frequently! The “Save” button is located at the BOTTOM RIGHT of the form. You can always go back and edit again later. If you are adding long comments, be sure to save after each section.

3) When you are done filling out the form, click the “Save” button (BOTTOM RIGHT of form).

4) After saving, click “Complete”. (“Completing” a form removes the red flag from the list of forms, however, this is not nearly as important as simply saving the document and does not affect student viewing or Susie’s access to evaluation scores.)

5) To return to the list of forms, click on the “BACK” button (TOP LEFT of form).

6) To close the student’s binder and move on to a different student’s binder, click on “Close”.

Revised 10/21/16
Viewing Mentor Teacher Feedback/Observation Forms

1) To view forms that have been completed by a Mentor teacher, focus on the right side of the Field Binder. Scroll down through the list of “Field Experience Forms” until you reach the “Mentor Teacher Forms”.

2) Click on the name (blue text) of the form you want to review.
3) The form will open on the right side of the binder. You can use the center slider to widen the right side for better viewing.

4) Once done, click “Back” (UPPER LEFT side of form) to go back to the list of forms.

5) Click “Close” (UPPER RIGHT side of form) to close a student’s binder.