# Tk20 TUTORIALS:
Common Core Teacher Standards (CCTS) ePortfolio

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INTRODUCTION:

Beginning Fall 2016, the Education Programs are transitioning to an electric (e) Portfolio system for monitoring, documenting and archiving evidence of student progress toward proficiency with the Common Core Teacher Standards (CCTS), which include both the national InTASC Teaching Standards as well as the ISTE Technology Standards for Teachers.

Student progress will be monitored through three Unit-Wide assessments which will be implemented across all education programs. These Unit-Wide assessment components include:

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.

2) Artifacts & Rationales
Students will be creating ePortfolios (using Tk20, Google Sites, Weebly, Wix or another website builder) in which they will upload artifacts accompanied by rationale statements for each* CCTS as evidence that demonstrates and justifies how the student addressed and met at least 1 specific indicator for the identified target standard. Artifacts with rationales will be evaluated by faculty in the student's program using the Unit-Wide CCTS Rationale Rubric for each specific standard. Students who use an external ePortfolio (Google Sites, Weebly, Wix, etc) will need to submit links to their digital portfolio in order to submit their work for review.

Note: *Students will write one rationale statement per standard for CCTS 1-10 and two rationale statements for CCTS 11. Students may use the same artifact as evidence for multiple standards.

3) Teacher Candidate Dispositions & Professional Expectations
Students will each be assessed by faculty in their program regarding the professional dispositions and behaviors of a teacher based on observations in coursework and in the field. Students will be assessed at least 2 times in coursework and 2 times during field experiences prior to student teaching.

As you build your portfolio, you will be uploading artifacts as evidence of your progress toward proficiency with each standard. You can upload a variety of artifacts including PDFs, Word documents, videos, and images. You can also upload URLs for websites, videos, etc. If you have paper documents that you would like to include, you can scan single- and multi-page documents in the Computer Center at no charge.
GETTING STARTED: ACCESSING YOUR Tk20 PORTFOLIO

1) Login to Tk20 through the MyCampus Portal.

Note: Tk20 seems to be most stable/functional in either Safari (on Mac) or Google Chrome (Mac or PC). If you experience problems, the first thing you should do is try a different browser AND clear your browser’s cache (history).

2) Once logged in, find and click on the “Portfolios” tab in the Left Column Menu.

3) When you click on “Portfolios”, this should open a new page (see below) that shows your specific Portfolio (eg, “Elementary Education CCTS ePortfolio – Fall 2016”). Click on the linked (blue) text to open your portfolio.

4) Once your portfolio opens, you should see a set of tabs, one for each CCTS Standard, as well as tabs for Lesson Plans and Disposition Assessments. These tabs represent assignments/artifacts that you will be submitting throughout the course of your program. The first tab of the portfolio (upper left) is the introduction that just includes a description of the portfolio and its purpose. *(Example image on page 4)*
### Portfolio Name:
TEST - Elementary Education CCTS ePortfolio - Fall 2016

### 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.
SUBMITTING WORK INTO PORTFOLIO

The portfolio is set-up to allow flexibility in how you submit your work. For most assignments, you have at least 3 options:

1) Upload a file directly into Tk20

2) Submit the URL for a digital website along with a web archive of the website

3) Submit the URL for a digital document
UPLOADING A FILE

1) To upload a file, click on the “Select” button next to “A File”.

2) A new window will open with the title “Select a File”. Click on the green “+ Select File” button in order to open a new browsing window that allows you to select a file from your computer. You will also need to provide a name/title for your document.

3) Once your file is loaded, you’ll see it listed in the “Attached Documents” box. You will then need to click “Add” to complete the upload.

4) After adding your attachment, you will be returned to your Portfolio screen. To save your new attachment, click the “Save” button (bottom right). Note: DO NOT “submit”. “Submitting” your portfolio is turning in the entire portfolio.
SUBMITTING A LINK (URL) FOR A DIGITAL DOCUMENT

If you have a document that is stored on the web (Google Doc, YouTube video, etc), you can submit a link for this document rather than uploading the file from a computer.

NOTE: If you are submitting a file/document with a link, make sure that your link is viewable by “Anyone with Link” or “anyone at University of Maine with Link” (see below for directions on how to adjust your link privacy).

1) To submit a URL (link) for your file, you will need to first click “Select” for one of the “URL Submission form: Artifact” (from the “Attachment(s)” list).

Note: Although this form is for an “artifact”, you can also use it for submitting a rationale statement.

2) A new “form” (window) will open. You will need to name/title the link you are providing in TWO locations (see image).
3) Find the “Enter URL and Activate Link” box. Enter (copy/paste or type in) and activate your link:
   a) Enter (copy/paste) the URL for the specific page of your ePortfolio that targets this specific standard.
   b) Highlight/select your URL and copy it.
   c) Click on the "A" in the upper right corner of the text box to open the text formatting tools.
   d) From the text formatting tools, click on the link button (infinity sign) from the formatting tools.
e) A small box will open. Paste your URL into the box labeled "URL". Then, click "Ok".

This will make your link active (you’ll know it is active because the text in the box will change color and be underlined).

3) After adding the name and link, click the green “Add” button (located at bottom right side of form) to attach your URL to your portfolio page.

4) After adding your attachment, you will be returned to your Portfolio screen. To save your new attachment, click the “Save” button (bottom right). Note: DO NOT “submit”. “Submitting” your portfolio is turning in the entire portfolio.
SUBMITTING A LINK (URL) FOR AN E-PORTFOLIO

If you have created an ePortfolio (electronic or digital portfolio) on an external site (Google Sites, Weebly, Wix, etc), you will need to submit a link to the page of your website that includes your artifact, rationale or lesson plan.

1) To submit a URL (link) for your website, you will need to first click “Select” for one of the “CCTS ePortfolio URL Submission form” (from the “Attachment(s)” list).

2) A new “form” (window) will open. You will need to name/title the link you are providing (you’ll need to include the name in two locations).
2) Next, find the “Enter and Activate URL” box. Enter (copy/paste or type in) the URL for your ePortfolio. Note: You have the option of using the URL for your website in general or you can use the URL for a specific page in your website. If you are not sure of how to get these, see directions for “Finding and Copying Link”.

3) After entering your URL link, highlight and copy it.

4) With your text highlighted, click on the “A” in the upper right corner of the same text box.

5) From the text formatting tools, click on the link button (infinity sign) from the formatting tools.

6) A small box will open. Paste your URL into the box labeled "URL". Then, click "Ok".
This will make your link active (you’ll know it is active because the text in the box will change color and be underlined).

7) Next, identify the standard(s) that are addressed by the link you are submitting.

8) If you are uploading a Web Archive (a download or snapshot of your portfolio in its current state) of your ePortfolio, click on the green “+ Select File” button.

9) A browser box will open that allows you to select your Web Archive document (PDF, etc). Select your file.

10) After attaching your document, click the green “Add” button to add your CCTS ePortfolio URL submission form to your Portfolio.

11) After adding your attachment, you will be returned to your Portfolio screen. To save your new attachment, click the “Save” button (bottom right). Note: DO NOT “submit”. “Submitting” your portfolio is turning in the entire portfolio.
FINDING & COPYING THE LINK FOR YOUR E-PORTFOLIO WEBSITE

If you created an ePortfolio on a separate website, you will need to copy the URL (link) for the website into a form to submit in your portfolio. Each website builder has a slightly different method for accessing the live link for your URL. Follow the directions below for finding and copying the URL for your website. Be aware that, when you get a “share” URL for your website, this link will navigate to the homepage of your website. If you need a link that directly navigates to a specific page within your site, you will need to follow the additional steps (in each website section) to get the specific page link.

NOTE: Before copying your URL, you want to make sure that your “share” settings for your website (and any electronic documents that you might have linked on or embedded in your site) need to be set for “Anyone in Maine System to view” or “Anyone with Link to view”. For directions on how to change the settings of a Google Site, see page _. For directions on how to change the settings of a Google Doc/Slide/Spreadsheet, see page _.

FINDING & COPYING THE LINK FOR YOUR GOOGLE SITE

1) Open your Google Site.

2) Click on the blue “Share” button in the upper right hand corner of your page.

3) When you click “Share”, a new “Manage Site” page will open. Find the “Link to share “ text. The URL in the box below is the link to your published website. You can copy and submit this link to your website (this link will navigate to your home page).
4) Alternatively, if you want to get the link to a specific tab or page of your website, you will need to copy and paste the URL (web address link) for your PUBLISHED website into a new browser window. This will open your published site. You can then navigate to a specific page or tab, and then, copy the URL from the browser bar and paste this into the CCTS ePortfolio URL Submission form. The link you copy from your browser bar will direct your audience/evaluator to that specific page rather than your home page.

For example, when you open your published site (using the Share URL), you can click on the tab for Standard 2 to open the page for Standard 2. If you copy the URL from the browser bar, then anyone with this link will be directed to the Standard 2 page.
FINDING & COPYING THE LINK FOR YOUR WEEBLY SITE

1) Open your website for editing.

2) Click on the blue “Publish” button.

3) Clicking “Publish” will open a new “Website Published!” window. The URL (web address) in blue is the link to your live website. You can copy and paste this into the CCTS URL Submission Form—this is the link to your home page.

4) If you instead want to get the link for the specific PAGE or TAB of your website, click on the blue text link to navigate to your published site. (You’ll know your viewing your published site because you’ll no longer have any editing tools available!) Once there, click on the page or tab of interest to you. You can then copy the URL (web address) from the top of the browser bar. This is the URL that will direct a visitor (or evaluator) directly to that page.

V1 (Oct 12, 2016)
FINDING & COPYING THE LINK FOR YOUR WIX SITE

1) Open your website for editing.

2) Click the blue “Publish” button (upper right corner).

3) Once you click “Publish”, a “Congratulations: Your site is published and is live online” box will pop up. The box directly below the heading contains the URL (web address) that navigates to your home page. If you want a link that goes to your home page and not a specific tab or page within your website, you can simply copy this link.

4) If you instead want a link to a specific page on your website, you will instead need to click on the “View Site” button to open your published website.
5) Once your page opens, navigate to the page for which you want a direct link. When you are on that specific page/tab, copy the URL (web address) from the browser bar. This link will take your audience/evaluators directly to this page of your website.
CHANGE SHARE (PRIVACY) SETTINGS FOR YOUR GOOGLE SITE

1) Open your Google Site.

2) Click on the blue “Share” button in the upper right hand corner of your page.

3) When you click “Share”, a new “Manage Site” page will open. Under the “Who has access” heading, click on the word “Change…” (blue text).

4) A new page will load that lists options for sharing. Select “On-Anyone with Link” to allow anyone with the link to access your site.

5) When you select “On-Anyone with Link”, the text after the word “Access” should change from “Anyone within University of Maine System Can edit” (blue text) to “Anyone (no sign-in required) Can view”.

NOTE: If the “Can edit” text does not change to “Can view”, click on the blue text to open a dropdown menu and select “Can view” from the menu. This allows people with a link to your site to view but not edit it.

V1 (Oct 12, 2016)
6) Next, click “Save” (blue button) to save your settings.

7) When you click “Save”, you will be returned to the “Manage Site” page. Copy the link from the box as—this is the URL (web address) for your site. Then, paste this into the CCTS URL Submission Form.
CHANGING THE SHARE (PRIVACY) SETTINGS FOR GOOGLE DOC LINKS

If you are submitting a link for a Google Doc/Slides Presentation/Spreadsheet, you will need to make sure that the link will be active and viewable for your supervisor and/or mentor.

- If the document will only be viewed by your supervisor, you can set the privacy to “Anyone in University of Maine System with Link can view”.
- If the document will be viewed by your mentor teacher and/or anyone outside of the University, you will need to set the privacy to “Anyone with Link can view”.

1) In the document, find and click on the blue “Share” button (upper right corner).

2) In the “Share with others” box that opens, find and click on “Get shareable link”.

3) A new box will open with different privacy options. If you only need your link to be viewable by your supervisor, select “Anyone at University of Maine System with the link can view”. Then, click “Done”.

V1 (Oct 12, 2016)
4) If you instead need your link to be viewable by your mentor or other people outside of the U Maine System, you will need to click on “More”.

5) A new “Link sharing” box will open that includes more share options. Select “Anyone with Link”, then click “Save”.

6) After clicking “Save”, you will be returned to the “Share with others” window. You should now see the updated privacy setting for your link. You can now copy your link and paste it into the Tk20 URL Submission Form.
COMPLETING/SUBMITTING A SELF-ASSESSMENT FORM

In your Field Experience Binder, several of your tabs include self-assessment forms that you will be completing in order to reflect on your own practice and performance. One example is the “Teacher Candidate Dispositions and Professional Expectations” form, which can be found on the “Dispositions” tab.

1) To access the form, first click on the tab that contains the form. For this example, we will use the “Dispositions” tab and form.

2) Once on the “Dispositions” Tab page, you will need to identify the copy of the form that you will be completing. For example, if you are completing a mid-term assessment, you will look for “mid-term” in the name (at the end). If you are unsure of which form to use, check with your supervisor.

In general, you will only use the “mid-term” and “end-of-term” self-assessment forms unless directed by your mentor or supervisor to complete additional self-assessments.

3) Once you have identified the correct form, click the “Select” button for that form.
4) A new window will open that includes the Disposition Form that you will need to complete.

5) After completing the form, click the “Add” button (green button at bottom of form on right side).
VIEWING FEEDBACK

After submitting your work into your Portfolio, you can review feedback from faculty regarding your progress and proficiency.

1) Click “Portfolios” from the left menu tab to open up your list of portfolios.

2) Select the portfolio that you want to open by clicking on its title (blue lettering).

3) Once your portfolio is open, click on the “Assessments” tab.
4) When you open the Assessment tab, you will see a list of Assessors and their Scoring Rubrics. Each assessor corresponds with a different assignment in your portfolio. For example “Assessor 1” is the assessor who evaluates “Standard 1”. To review feedback for a specific Lesson Plan, Standard Rationale or Dispositions Assessment, click on the name of the evaluation rubric for that specific assignment.

The feedback form will open in a new window for you to review.