

Student Portfolio



View the Portfolio

1. Click on the **Portfolios** tab at the top of the page. Click on the portfolio link you wish to open.
2. You will see the following tabs within the portfolio:
 - **<Portfolio Name>**: This tab shows the name of the course to which the binder is tied, the binder's due date, and instructions for completing the binder.
 - **Tabs**: The binder is separated into different tabs. Each tab contains directions explaining what artifact templates must be created and attached.
 - **Assessments**: This tab allows you to view the assessment instruments the assessors will use to evaluate your binder.
 - **Standards**: This tab allows you to view the standards aligned with this binder.
 - **Extensions**: This tab provides information on extensions that have been granted to you by your assessors.
 - **Feedback**: This tab contains feedback that has been given by any of your assessors. It is a good idea to check here periodically for comments that may assist you in completing your binder.

Once you view the portfolio details and understand what is required, you are ready to begin attaching your artifacts.

Use the Artifact Wizard to place your work in a Portfolio

1. From the first tab in the portfolio, click on the **Artifact Wizard** icon.
2. Each tab requiring student work appears as a separate location with the attachment type and status indicated. Under the Title column click on: **Click here to Attach** beside the placeholder you wish to fill.
3. You will be presented with 2 options: Attach an Existing Artifact or Create a New Artifact. Once an artifact is attached, you will see the status change to Attached and the name of the artifact will appear in the Title column. To remove an artifact, click the X.
 - a. **Attach an Existing Artifact**: Select the desired artifact list displayed; these are artifacts already created **and saved** under your **Artifacts** tab.
Note: Only artifacts of the attachment type indicated will appear.
 - b. **Create a New Artifact**: This will present you with a blank artifact template of the type indicated in the portfolio placeholder, where you can complete the form or upload a file as needed.

4. Other items that can be attached:
 - a. **Reflections:** If you are required to attach a **Reflection** to your artifact, this will be indicated by the presence of a title in the **Reflection** column. Click on the title and follow the prompts.
 - b. **Standards:** If you are required to attach Standards to your artifact, this will be indicated in your instructions. Select, **Click here to Attach** and follow the prompts.
 - c. **Additional artifacts:** If you need to add additional items to your portfolio for which there are no placeholders, click on the **New Item** icon and follow the prompts. If you do not have a **New Item** icon, your portfolio does not allow for additional attachments.

Remember, you must **Save** each time you exit the portfolio or the new artifacts you have added and any changes you have made **will not** be retained. Click on **Submit** only when your portfolio is complete and ready for final review.

Edit an Artifact

An artifact that has been attached to a portfolio may be edited as long as the portfolio has not yet been submitted.

1. Go to the **Artifacts** tab.
2. Select the artifact you wish to edit by clicking on its name.
3. Make changes as needed. To add or remove uploaded documents, you will need to click on the **Documents** sub-tab.
4. Click on **Save**.

Share Your Portfolio

1. From **Portfolios** located in the side menu of the **Portfolios** tab, click on the name of the portfolio you wish to share.
2. Click the **Share** button located at the top right-hand corner of the portfolio.
 - a. **Email:** Type the email address of the person with which you wish to share your portfolio. You can include multiple addresses by placing a comma between each address.
 - b. **Subject:** A default subject will be included and may be changed if desired.
 - c. **Share Tabs:** Mark the checkbox beside each tab you wish to share.
 - d. **End Date:** Choose a date; at which time you wish the shared portfolio no longer be available to the person you shared it with.
 - e. If you choose, you may opt to send a copy of the email to yourself as well.
 - f. **Message:** Type the message you wish to include in the body of the email.
3. Click on the **Share** button.

Help Resources

Online Tutorials

Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator

Contact information can be found on the right side of your institution's Tk20 login page.