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Navigation Guide (STUDENT) Completing an Assessment Portfolio

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[Viewing a Portfolio](#)

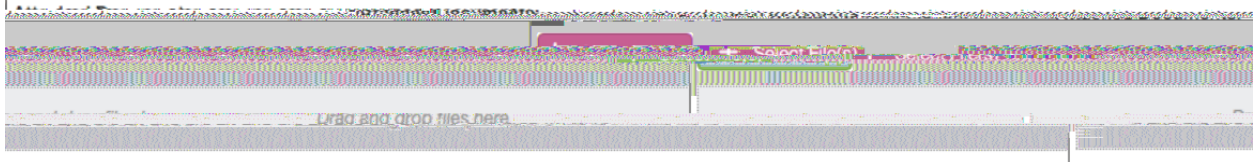
Completing an Assessment Portfolio

Artifact Attachment

1. Click on the sub-tab to the right of the Assessment Portfolio cover page.
2. Assessment Portfolios require you to fill in defined submission fields known as Artifacts. Click on Select

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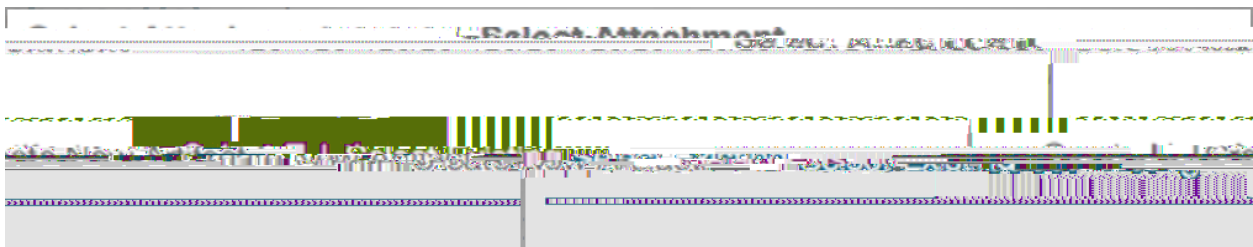
Attaching Additional Files

3. Once you have completed your artifact, click on Add. Your attachment will be listed underneath Attachment(s) as shown.



Attached Artifact(s) Shown under Attachments

4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Assessment Portfolio.



Selecting a Previously Created Artifact



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Note(s):

- ! If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.
- ! If you are required to attach additional standards, click on the [Standard\(s\)](#) link for any artifact.
- ! Click on




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4. When you are done working on your Assessment Portfolio you can click on Submit

Recalling a Submitted Portfolio

1. Click on the Portfolios
2. Make a checkmark next to the Assessment Portfolio, then click on .
3. Click on the name of the Assessment Portfolio to edit it.
4. Click on Save or Submit when you have completed making the changes.



Recalling a Portfolio

NOTE(S): If you are unable to recall your Assessment Portfolio, you will need to contact an administrator for help in reopening your Assessment Portfolio for editing.

Reviewing Assessor Feedback

1. Login to your server and click on the Portfolios.
 2. Click on the Assessment Portfolio you want to view.
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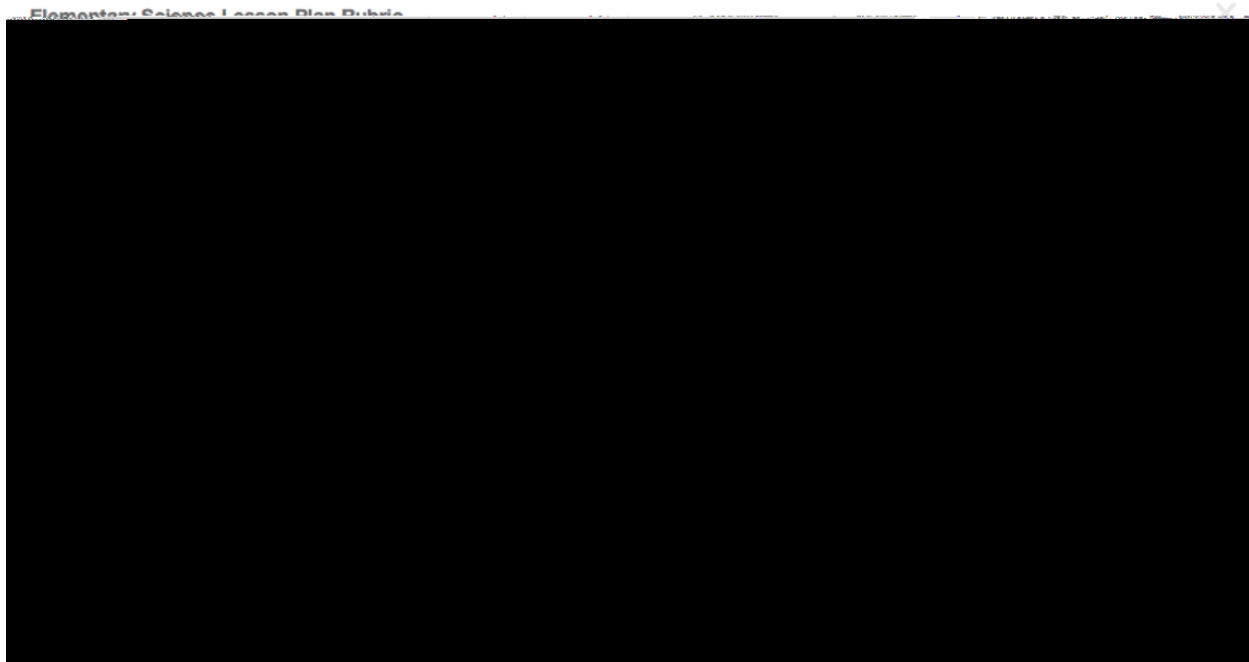
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The Assessment Tab

ASSESSMENT TOOL(S)

Click on the Assessment sub-tab to view your assessment(s)



Sample Assessment with Comments

Notes(s): Your Performance rating for each Criterion and comments from your instructor may appear in the Score column.

File Upload Comments

1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the sub-tab containing your file.
2. Click on the attachment title.
3. Click on View next to your file to view any comments.



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Mouseover highlighted text to view annotation

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 on Share located at the top right-hand corner of the portfolio.
3. Choose what to share with others.
 - ! Email: the email address(es) of the person(s) with which you wish to share your portfolio
 - ! Subject: a default subject will be included but may be changed
 - ! Share Tabs: check each tab you want to share
 - ! End Date: choose a date to close the portfolio for external viewing
 - ! Message: body of the email
4. Click on Share

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