



Southern's Online Assessment System

Student Quick Guide – Completing an Assessment Portfolio

To complete a portfolio assignment in Tk20, log into the system at: <https://southernct.tk20.com>

Enter the following information and then click 'Login'

Username: will be provided to you

Password: your initial password will be provided to you

Click on **PORTFOLIOS** in the left side menu

Click on the name of the portfolio (in the center of the screen)

Portfolio Layout

Portfolio tabs: each sub-tab represents a different section, the first tab provides a description and general instructions. This is followed by sub-tabs that contain your assignments

Assessment: assessments (scored rubric) provided by your evaluator

Extensions: your instructor may grant you extensions to complete your work

Feedback: your instructor may leave feedback about your work

The screenshot shows the Tk20 Southern Online Assessment System interface. The top navigation bar includes the Tk20 logo, the Southern logo, and a user profile icon labeled 'HI, STUDENT'. A breadcrumb trail reads: Portfolios > Portfolios > Portfolios > Received Portfolios > TEST School Psy Culminating Portf... A 'Help' button is visible in the top right corner.

The left sidebar menu contains the following items: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, PORTFOLIOS (highlighted), PORTFOLIOS, Portfolios, and Presentation Portfolios.

The main content area displays the 'TEST SCHOOL PSY CULMINATING PORTFOLIO' page. At the top, there is a 'Share' button. Below this, a series of tabs are shown: 'TEST School Psy Culminating Portfolio' (selected), 'Professional Documents', 'Diversity Passport', 'Service Hours', 'Fieldwork', and 'Core Classes'. Underneath these, a secondary set of tabs includes 'School Psychology Classes', 'Exit Survey and Other', 'Assessment', 'Extensions', and 'Feedback'.

The 'Portfolio Name' is listed as 'TEST School Psy Culminating Portfolio'. The 'Description' section is titled 'School Psychology Culminating Portfolio' and contains the following instructions:

Please open all of the following tabs and upload the documents requested.

- Professional Dispositions
- Diversity Passport
- Service Hours
- Fieldwork - Practicum I & II, and Internship I & II
- Core Class Culminating Assignments
- School Psychology Culminating Assignments
- CSP Exit Survey - to be completed in your last semester

At the bottom right of the page, there are three buttons: 'Submit', 'Save', and 'Close'.

To complete the assignments

- Click on a tab to open it, see, and complete all of the tasks requested.

To attach a file to the portfolio

Option 1

- Click on the **Select** button to the right of File: in the **ATTACHMENT(S)** section on the right side of the screen.
- In the **SELECT FILE** pop-up box that appears, **please create a meaningful name** for the **Title*** that identifies what the file is (i.e., Program Acceptance Letter)
- Click on the green + **Select File(s)** button to search for a file on your computer, or drag and drop the file into the indicated area.
- To remove the file, click the X next to the file. Once you have attached the file, click on the green **Add** button.

The screenshot shows the Tk20 Southern portal interface. The user is logged in as 'HI, MYK'. The page title is 'Portfolios > Portfolios > Portfolios > **TEST 3 School Psy Culminating P...'. The main content area is titled '**TEST 3 SCHOOL PSY CULMINATING PORTFOLIO**'. There are several tabs: 'Professional Documents' (selected), 'Diversity Passport', 'Service Hours', 'Fieldwork - Practicum', 'Fieldwork - Internship', 'Core Classes', 'School Psychology Classes', 'Exit Survey and Other', 'Assessment', 'Extensions', and 'Feedback'. The 'INSTRUCTIONS' section says: 'Please upload copies of the following documents: To upload a copy of your file, click on a **Select** button on the right side of the screen. In the SELECT FILE pop-up that appears please create a meaningful name that identifies what the file is (i.e., Program Acceptance Letter) Select a File from your directory. Click on the green **Add** button.' Below this are bullet points: 'Resume/CV' and 'Signed School Psychology Program Acceptance Letter'. The 'ATTACHMENT(S):' section shows a file named 'Program Acceptance Letter' attached on 04/18/2018 10:21 AM. There is an 'ADDITIONAL ATTACHMENTS (OPTIONAL):' section with an 'Additional Attachment:' label and a 'Select' button.

Option 2 (use this option to attach one of your existing Tk20 course assignments)

Use this option in the Core Classes and School Psychology Classes sub-tabs

- Click on the **Select** button to the right of Additional Attachment: in the **ADDITIONAL ATTACHMENT(S)** section on the right side of the screen.
- In the **Create New Artifact** sub-tab you can upload a file from your computer by clicking on the dropdown box and selecting File. Follow the steps outlined in Option 1 above.
- Click on the **Select Existing** sub-tab to get a list of all of your Tk20 assignments. Select the assignment you want to attach by clicking in the circle to the left of the Title. Scroll down and click on the green **Add** button.

The screenshot shows the 'SELECT ADDITIONAL ATTACHMENT' interface. There are two tabs: 'Create New Artifact' and 'Select Existing' (selected). Below the tabs is a 'SEARCH' section with a 'VIEW TYPE' dropdown set to 'All' and a 'SEARCH BY TITLE' input field. There are 'Search' and 'Clear' buttons. Below the search section is a table of assignments:

Title ▲	Type ▼	Last Update ▼
<input checked="" type="radio"/> CSP 540 BASC Outcome Project, Fall 2017	Assignment	12/28/2017
<input type="radio"/> CSP 550 Final Skills Video, Spring 2018	Assignment	03/14/2018
<input type="radio"/> CSP 569 Counseling Perspectives Paper Fall 2017	Assignment	12/14/2017

Share

TEST 3 School Psy Culminating Portfolio	Professional Documents	Diversity Passport	Service Hours	Fieldwork - Practicum	
Fieldwork - Internship	Core Classes	School Psychology Classes	Exit Survey and Other	Assessment	Extensions
Feedback					

INSTRUCTIONS

Please click here to open a quick Guide for uploading course assignments:

Please upload your Culminating Assignment for the following classes:

- CSP 540 - BASC Outcome Project
- CSP 550 - Final Skills Video
- CSP 568 - Social Development History Project
- CSP 569 - Counseling Perspectives Paper
- CSP 578 - Cultural Interview
- CSP 691 - Research Grant Proposal Paper

ATTACHMENT(S):

File:
Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Assignment:
Attached

File:
Attached on 04/18/2018 11:57 AM


Additional Attachment:

Note: You do not need to complete all of the tasks at one time. Use the **Save** button to save your work as you go. **Do NOT Submit until you have completed ALL of the tasks in the portfolio.**

Submitting the portfolio

When you are sure everything is complete you can submit the portfolio by clicking on the green Submit.

Recalling a submitted portfolio

Open PORTFOLIOS, check the box to the left of the portfolio name and then click the recall button . You can recall a submitted portfolio if your instructors has not scored and submitted the portfolio assessment.

Viewing assessment rubric and scores

Click on the Assessment sub-tab to see which Assessment Tool is being used. Click on the name of the Assessment Tool to see the rubric – both before and after it has been scored.

Help Resources

Please email any questions you have to: tk20support@southernct.edu
Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** in the upper right corner of the page.