



## 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 Connecticut State University interface. The left sidebar contains a navigation menu with options: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, PORTFOLIOS (selected), PORTFOLIOS, Portfolios, and Presentation Portfolios. The main content area displays the 'TEST Internship Exit Portfolio Fall 2016' page. The breadcrumb trail is 'Portfolios > Portfolios > Portfolios > Received Portfolios > TEST Internship Exit Portfolio Fall 2...'. The page title is 'TEST INTERNSHIP EXIT PORTFOLIO FALL 2016'. Below the title, there are several tabs: 'TEST Internship Exit Portfolio Fall 2016' (selected), 'Leadership Readiness', 'Teacher Observation', and 'School Improvement'. Underneath these tabs, there are more sub-tabs: 'Internship Learning Goal', 'Leadership Readiness', and 'Community Service & Cultural Diversity'. Below these, there are more sub-tabs: 'Educational Leadership Evidence', 'Mentor Assessment', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. The 'Portfolio Name' is 'TEST Internship Exit Portfolio Fall 2016'. The 'Description' section states: 'Please upload copies of the following items in the appropriate sub-tab.' followed by a list of 9 items: 1. Leadership Readiness Pre-Assessment, 2. Teacher Observation, 3. School Improvement Reflection, 4. Internship Learning Goals and Evidences, 5. Leadership Readiness Post-Assessment, 6. Community Service Reflection, 7. Cultural Diverse Setting Relection, 8. Educational Leadership Evidence Reflection, 9. Online Mentor Assessment of Intern Performance. At the bottom right, there are 'Submit', 'Save', and 'Close' buttons.

## Assignments to be completed

- Click on the name of the sub-tab to see and complete that tab's task
- Attach your completed documents on the right side of the screen under **Attachment(s)**: by clicking on the Select button next to the title of the task. A pop-up box will appear. Click on the **Select File(s)** button to search and select 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 **Add**.


**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.**

The screenshot displays the Tk20 Southern Connecticut State University interface. The left sidebar contains a navigation menu with options like HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, PORTFOLIOS, and Presentation Portfolios. The main content area is titled 'TEST INTERNSHIP EXIT PORTFOLIO FALL 2016'. It features a breadcrumb trail: Portfolios > Portfolios > Portfolios > TEST Internship Exit Portfolio Fall 2... A 'Share' button is visible. Below the title, there are several tabs: TEST Internship Exit Portfolio Fall 2016, Leadership Readiness, Teacher Observation, School Improvement, Internship Learning Goal, Leadership Readiness, and Community Service & Cultural Diversity (which is selected). Further down, there are more tabs: Educational Leadership Evidence, Mentor Assessment, Assessment, Standards, Extensions, and Feedback. The 'INSTRUCTIONS' section says 'Please upload the following:' and lists 'Community Service Reflection' and 'Culturally Diverse Setting Reflection'. The 'ATTACHMENT(S):' section has two 'File:' labels, each with a 'Select' button and links for 'Standard(s)' and 'Unattached'. At the bottom, there is an 'ADDITIONAL ATTACHMENTS (OPTIONAL):' section with an 'Additional Attachment:' label and a 'Select' button. At the very bottom right, there are 'Submit', 'Save', and 'Close' buttons.

## 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 instructor 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](mailto: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.