

## Tk20 Campus Wide

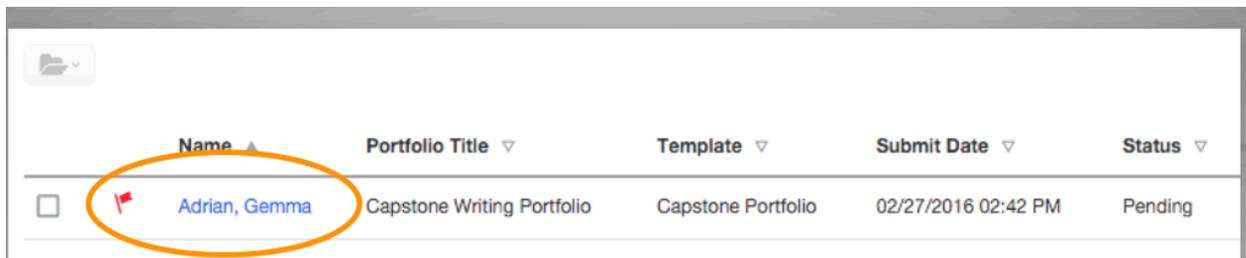
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### Navigation Guide (Faculty) Assessing an Assessment Portfolio

## ASSESSING an Assessment PORTFOLIO

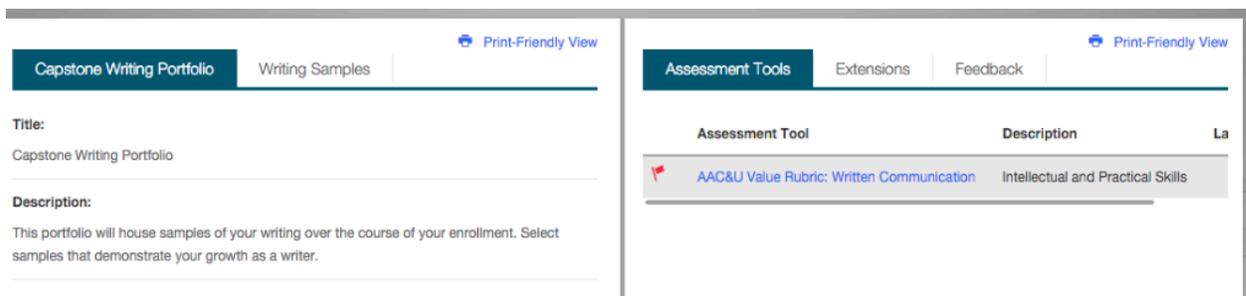
### Getting Started

1. Click on **Portfolios** in the sidebar, then **Portfolio Assessments**.
2. Click on the **name of the student** whose portfolio you want to assess. Use the search function as needed.
  - a. On the left, you will be able to view the portfolio description, any attached standards and the student's submission.
  - b. On the right, you will be able to view the binder's assessment tool(s), grant due date extensions, and provide additional feedback.



	Name ▲	Portfolio Title ▼	Template ▼	Submit Date ▼	Status ▼
<input type="checkbox"/>	<a href="#">Adrian, Gemma</a>	Capstone Writing Portfolio	Capstone Portfolio	02/27/2016 02:42 PM	Pending

### Portfolio List



Capstone Writing Portfolio		Assessment Tools	
Title:	Description:	Assessment Tool	Description
Capstone Writing Portfolio	This portfolio will house samples of your writing over the course of your enrollment. Select samples that demonstrate your growth as a writer.	<a href="#">AAC&amp;U Value Rubric: Written Communication</a>	Intellectual and Practical Skills

### Assessment Split-Screen View

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#### Student Submissions

Students have the option to attach three different types of work.

1. If the student has submitted a TK20 artifact, it will be displayed on the left side of the screen. Click on the **artifact name** to open the attachment.

[Print-Friendly View](#)

Capstone Writing Portfolio
Writing Samples

*Please add 2-3 samples of your writing, including one research results write-up.*

Name	Type	Standard	Reflection
<a href="#">Term Paper Fall 2015</a>	File Upload: File		<a href="#">Reflection Form</a>
<a href="#">Article Review</a>	Assignment		

#### Submitted Artifacts

2. If the student has submitted a file upload, you may click on **Download** to save it to your computer, or you can click on **View and Annotate** to open the document in your web browser.

#### File

- Term Paper Fall 2015.docx | [View and Annotate](#) | [Download](#)

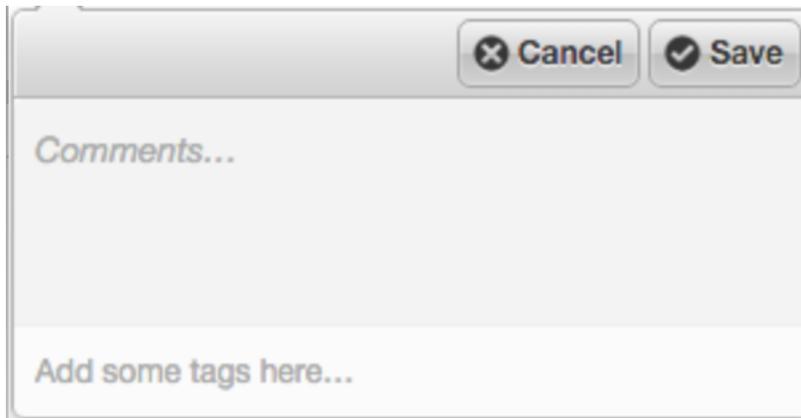
[Download or View & Annotate in Browser](#)

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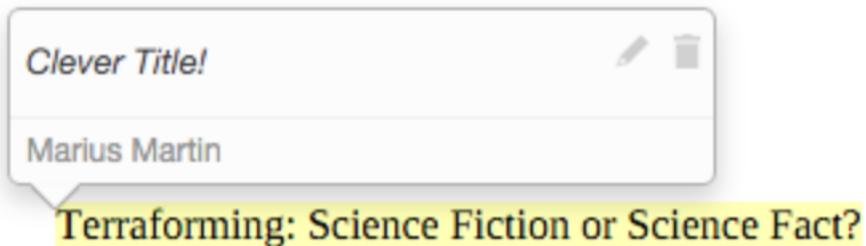
3. To annotate:
- Select the text you wish to annotate then click  to leave a comment.
  - Click **Save** to add your annotated comment.



A dialog box for adding a comment. It has a title bar with 'Cancel' and 'Save' buttons. The main area contains a text input field with the placeholder text 'Comments...'. Below the input field is a section for tags with the placeholder text 'Add some tags here...'.

Annotation Pop-up

- c. Click  to edit your comment or  to delete it.



Review and Edit or Delete Annotation

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#### Assessing Student Submissions

1. Click on the **Assessment Tools** available in the right side of the screen to complete assessments of your student.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
3. After you have complete the form, choose one of the following actions:
  - a. **Save:** save work and return at a later time,
  - b. **Complete:** mark the assessment as complete and return to the previous screen.
4. Repeat this process until you have finished all assessments.
5. When you are finished with the last form, click **Submit**.

#### Note(s):

- If available, **comments** may be left for each criterion within the score column of the rubric.

	Unacceptable	Acceptable	Target	Score
1.0: Development, Learning, and Motivation.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Score
The candidate demonstrates in the lesson planning the major concepts, principles, theories, and research	Candidates do not have a thorough knowledge of the physical	In their planning, candidates draw upon a thorough	In their planning, candidates draw upon an in-depth	

Rubric with Comments Under Score

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- A **Grade** may be entered for the student based on the **Total Score**.

#### GRADE

Total Score:

55

Total Mean:

2.619

Grade:

[Assign a Grade](#)

- You will not be allowed to submit the portfolio until you have completed all assessment tools.

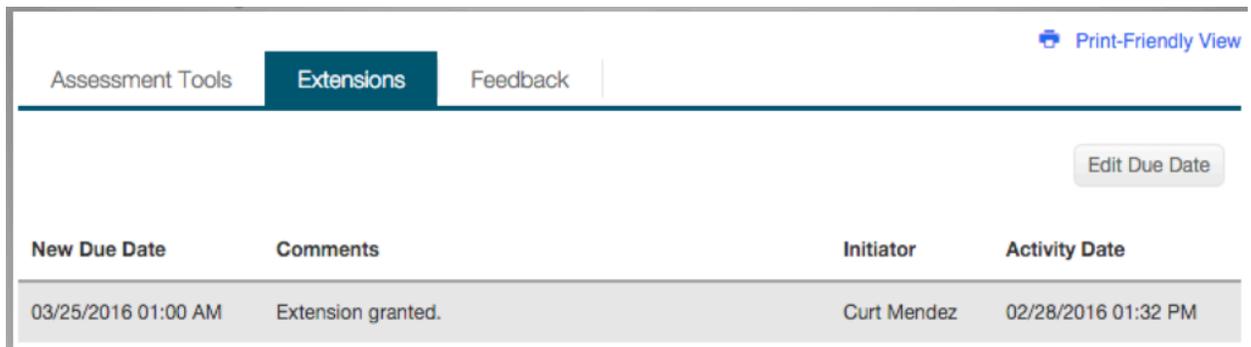
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#### Extend the Due Date

1. Click on the **Extensions** tab on the right half of the split screen.
2. Click **Edit Due Date**.



The screenshot shows the 'Extensions' tab selected in the interface. A table displays a record of an extension granted. The table has four columns: 'New Due Date', 'Comments', 'Initiator', and 'Activity Date'. The data row shows a new due date of 03/25/2016 01:00 AM, a comment 'Extension granted.', initiator 'Curt Mendez', and activity date 02/28/2016 01:32 PM. An 'Edit Due Date' button is visible in the top right corner of the table area.

New Due Date	Comments	Initiator	Activity Date
03/25/2016 01:00 AM	Extension granted.	Curt Mendez	02/28/2016 01:32 PM

#### Editing Due Date

3. Select a new due date and time.
4. Enter a **Comment**.
5. Click **Update**.