



## How-to Guide: Assessing Portfolios

### Purpose

This guide is a step-by-step set of instructions to assist faculty in assessing student assessment portfolios (including local evaluation of edTPA portfolios).

This guide is a draft and may contain mistakes or steps that are not clear. Please let us know if you are not able to generate a report using these steps. Please report any mistakes to [tk20@columbusstate.edu](mailto:tk20@columbusstate.edu).

### Assumptions

This guide assumes that you have a faculty role or higher in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that an assessment portfolio has already been sent out to a set of students and that they have completed the portfolio and submitted it for assessment. Finally, this guide also assumes that you have been assigned as the assessor for student work in the assessment portfolio (including edTPA portfolios).

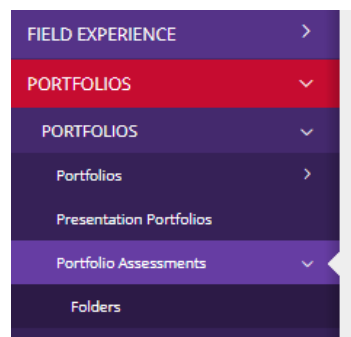
### Step by Step Instructions

To assess a student in Tk20, first you will need to login.

**Step 1:** Open your internet browser. If you are in Internet Explorer, make sure you switch to Firefox or Chrome before trying to use Tk20. Tk20 does not work well in Internet Explorer. Go to the web address <https://columbusstate.tk20.com> to log into Tk20.

**Step 2:** Use the same username and password that you use to log onto your other CSU applications. After you click on the big green button labeled “LOG INTO YOUR ACCOUNT,” you may be directed to enter in a username and password again. If this pops up, enter the same username and password again.

**Step 3:** Once you have logged in successfully, you will be on Tk20’s “HOME” screen. From there, click on “PORTFOLIOS” in the left hand menu. This should automatically expand to put you on the “Portfolio Assessments” screen, but if it doesn’t, you can select “Portfolio Assessments” from the expanded menu (as shown). You should see a search box that says “PORTFOLIO ASSESSEMENTS” in a red bar at the top. On this screen, you will have a list of students to assess. If the student’s name has a red flag, there are assessments to be completed. Once the student’s portfolio can be assessed, you’ll be able to click on the student’s name (this may depend on options selected when the portfolio was sent out).



**Step 4:** Click on a student’s name to access their portfolio and open the portfolio assessment screen. You’ll see all the assessment forms (rubrics) you will need to fill out on the right side of

the screen. The student's portfolio will be on the left. All of the rubrics that you need to complete should have a red flag next to them.

**Step 5:** Fill out each rubric or form to complete the assessment. Make sure to complete all blanks, especially ones marked with an "\*" as these are required fields.

**Step 6:** Make sure to click "Complete" after you finish each form or rubric. This button will be in the lower right part of the screen -- you may have to scroll all the way down. You can click "Save" if you haven't finished filling in the rubric or form and want to complete it later. As you complete each one, the red flag goes away.

**Step 7:** When you have finished all of the forms and rubrics, click "Submit" at the top right to submit all of the student's assessments. This will submit all of your forms and rubrics into the system. You will need to repeat the process for each student.

**If you have any problems during the process, check the Q&A below. If you have any technical problems with the system, contact the Tk20 Coordinator: Thomas Dailey @ 706-507-8738 or tk20@columbusstate.edu.**

### Common Questions and Answers

**Question: When I go to the "PORTFOLIOS" screen, it says "There is no data to display" where the students should be. Where is the list of students I need to assess?**

Check with the portfolio administrator (the one that sent it out) to make sure you are listed as the faculty assessor for the students. Though you may be assigned as the instructor for the course, you'll also need to be assigned as the assessor for each student in his/her portfolio.

Another solution may be your active role in Tk20. If you have more than one role (program administrator for example), you will need to click on your name in the upper right corner of the screen and switch your role to "faculty." The university assessor role for the portfolio is set to be a faculty member, so only the faculty role can assess a student's portfolio.

**Question: When I try to submit I'm getting a message pop-up that says: "columbusstate.tk20.com says: Please complete the required field(s) in:" and then lists forms. What do I need to do?**

On some forms, there are required fields that must be filled out. The form will save with no issues, but when you try to submit the entire binder, you'll get the pop-up error along with a list of every form that has a required field that is missing. Any field marked with an "\*" is required and must be filled out. Go back and check each form listed and look for missing required fields.

**Question: I filled out the required form, but it will not let me submit the form. Tk20 says I need to fill out the form. Why can't I submit?**

The "Submit" button is only used when you have completed all of the assessment forms. The system will not allow you to submit unless you have completed all of your forms. When you complete the first form, just save it. Once all forms have been completed and saved, then you can submit without a problem.

**Question: I'm done with the rubric, but when I try to click the "Submit" button, I can't because it's grayed out. How do I submit the rubric?**

The submit button is only used when you have completed all of the assessment forms and is grayed out when you are inside of a rubric. Scroll all the way down to the bottom of the rubric and you'll find the "Complete" and "Save" button. Click "Complete" to finish the rubric or "Save" to save your work and return to it later to complete.

**Question: When I hit complete, Tk20 says, "The inputted score does not match the value of the performance rating for the following rubric(s):" What do I do?**

Check to be sure that the rubric score functions will be used. These should be automatically completed if the function is used. If you entered values into these blanks, just go back and delete the value or enter a 0 for each one. This will allow you to complete the rubric.

**Question: There is a blank for "score" on the rubric. What should I enter in for the score?**

The "score" blanks on the rubrics may not be used. If they aren't being used, just leave them empty and you will not have any issues completing the rubric. If you accidentally do enter in a value, just change it to 0 or delete it. If they are being used, they should auto populate when you select a rubric level for each criterion.