



# **TK20**

## **BSED Math Content Portfolio Guide**

**WCU TK20 Office**

Recitation Hall

610-436-2085

[Tk20@wcupa.edu](mailto:Tk20@wcupa.edu)

<http://www.wcupa.edu/education-socialWork/tk20.aspx>

**TK20 Helpdesk**

512-401-2000

[support@Tk20.com](mailto:support@Tk20.com)

August 2017 v.9.1

## WHAT IS TK20?


The College of Education and Social Work (CESW) uses TK20 as a comprehensive online data management system for assessment of student learning outcomes and field placements. TK20 establishes electronic documentation for continuous improvement of our programs.

## TK20 STUDENT ACCOUNTS

CESW will purchase Tk20 accounts for students that require access. Tk20 accounts will be accessible for 7 years from the date of activation.

Students should **NOT** purchase their own accounts. If you try to access TK20 and receive a message that you do not have an account, **DO NOT PURCHASE A TK20 ACCOUNT!** Please contact the WCU TK20 Office at 610-436-2085 or [Tk20@wcupa.edu](mailto:Tk20@wcupa.edu) for assistance.

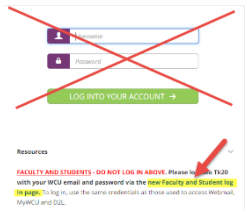
## TK20 - BEST PRACTICES

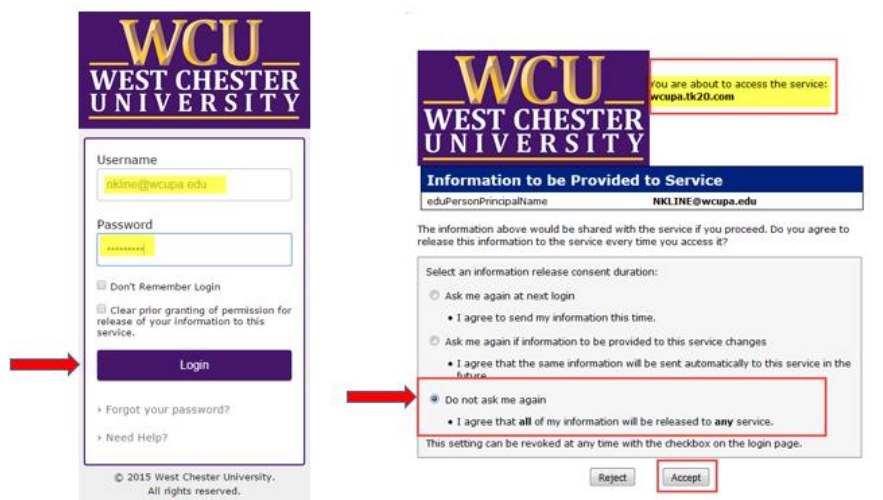
- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- **DO NOT sign into TK20 in multiple tabs or windows.**
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*  

- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (\*, ', ", &) in the name when you save the file for upload in Tk20.

<b>WCU TK20 Office</b> Hours: M – F (7:30am – 4:00pm) Recitation Hall, Room 203D 610-436-2085 <a href="mailto:TK20@wcupa.edu">TK20@wcupa.edu</a> <a href="http://www.wcupa.edu/academics/coe/Tk20.aspx">http://www.wcupa.edu/academics/coe/Tk20.aspx</a>	<b>TK20 Helpdesk</b> Phone: 512-401-2000 (M – F, 8am – 8pm) Email: <a href="mailto:support@tk20.com">support@tk20.com</a> (M – F available 24/7, Sat - Sun 12:30pm – 10pm) <a href="http://helpdesk.Tk20.com/">http://helpdesk.Tk20.com/</a>
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## HOW TO ACCESS TK20

Students can log into TK20 in one of two ways:

1. Via a link in your D2L course
  - a. From within your course in D2L, click on **“Content”** in the gray navigation bar.
  - b. Click on the **“TK20”** module located along the left side of the page.
  - c. On the right side of the page, click on **“TK20 Homepage”**.
  - d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.
2. Via Tk20 homepage
  - a. To access Tk20 directly, type `wcupa.tk20.com` into your internet browser. Then, click on the **“new Faculty Student login page”** link. Do not login using the top portion of this page.
  - b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350 ext. 1.*  
Username = WCU email  
Password = WCU password
  - c. You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.



**WCU WEST CHESTER UNIVERSITY**

Username  
`nkline@wcupa.edu`

Password  
`*****`

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

Login

Forgot your password?

Need Help?

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**WCU WEST CHESTER UNIVERSITY**

You are about to access the service:  
`wcupa.tk20.com`

**Information to be Provided to Service**

eduPersonPrincipalName NKLINE@wcupa.edu

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

☐ Ask me again at next login

- I agree to send my information this time.

☐ Ask me again if information to be provided to this service changes

- I agree that the same information will be sent automatically to this service in the future.

☒ Do not ask me again

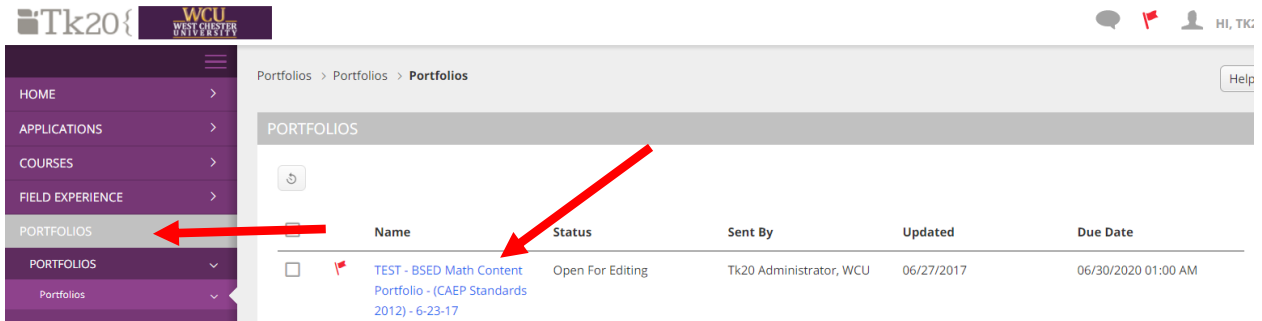
- I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

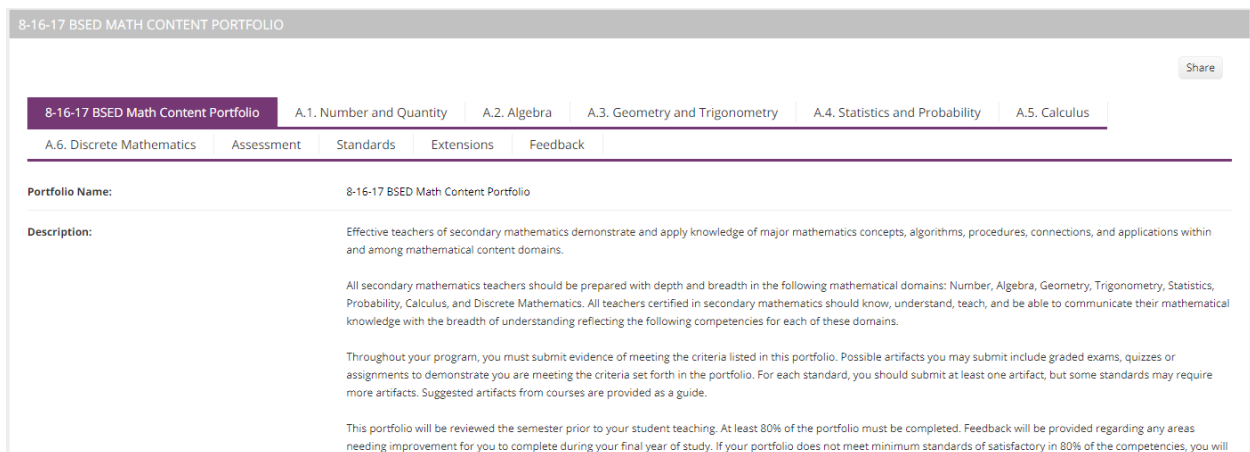
Reject Accept

## BSED Math Content Portfolio Instructions

1. To access your portfolio, click **“Portfolios”** on the left side panel. From here, you will see a list of portfolios that have been assigned to you. Click on the blue link for **BSED Math Content Portfolio**.



2. Each sub-tab in the portfolio will represent a different section that you need to complete within the portfolio:
  - **Title & Instructions:** The first tab will include the title and any pertinent instructions
  - **A.1-A.6:** There will be a tab for each Standard where you will submit required evidence
  - **Assessment:** This is where you will access any assessment of your submitted evidence
  - **Standards:** This will show your submitted evidence as well as which standards that evidence applies to
  - **Extensions:** This tab will be utilized if you need to be granted an extension
  - **Feedback:** You may access feedback regarding your portfolio here



3. To add evidence to a standard, click on the tab for that standard. Then, click on the **“Select”** button next to the sub-standard to upload an artifact. **Remember it is important that you only have Tk20 open in one tab while you upload evidence. Opening the system in multiple browser tabs can cause errors and loss of data.**

8-16-17 BSED MATH CONTENT PORTFOLIO

8-16-17 BSED Math Content Portfolio | **A.1. Number and Quantity** | A.2. Algebra | A.3. Geometry and Trigonometry | A.4. Statistics and Probability | A.5. Calculus

A.6. Discrete Mathematics | Assessment | Standards | Extensions | Feedback

**INSTRUCTIONS**

**A.1. NUMBER AND QUANTITY**  
To be prepared to develop student mathematical proficiency, all secondary mathematics teachers should know the following topics related to number and quantity with their content understanding and mathematical practices supported by appropriate technology and varied representational tools, including concrete models:

Standards:

**ATTACHMENT(S):**

**NCTM Content for Secondary Standard: A.1.1:** **Select**  
Standard(s)  
Unattached

**NCTM Content for Secondary Standard: A.1.2:** **Select**

4. From here, click **“Select File(s)”** to upload a file. Below, you will be asked to provide justification for your submission.

SELECT NCTM CONTENT FOR SECONDARY STANDARD: A.1.1

Create New | Select Existing

**Artifact Details:** *Instructions: Candidate should upload a graded artifact from a course that demonstrates you have learned the content described and answer all questions. Note that all fields are mandatory.*

**Title:\*** NCTM Content for Secondary Standard: A.1.1.3

**Description:**

**MATH CONTENT - NCTM CONTENT FOR SECONDARY STANDARDS (2012)**  
*Please address the following questions for your artifact.*

**Evidence of Meeting Standard - Candidate should upload a graded artifact from a course that demonstrates you have learned the content described. \*** **+ Select File(s)**

Drag and drop files here

**JUSTIFICATION OF ARTIFACT - Please address the following questions for your artifact.**

**What course did the graded artifact come from? \***

**What is the artifact? \***

5. You do not need to attach additional files below your justification. When you are finished, click the green **“Add”** button on the bottom right.

Add Cancel

6. You will be brought back to the standard that you were working on. From here, click **“Save”** on the bottom right. **Do not click the Submit button until you have completed and uploaded artifacts for each standard. You should save your portfolio every time you add evidence or a new artifact.**

**Standards:**

- **A.1.1** - Structure, properties, relationships, operations, and representations including standard and non-standard algorithms, of numbers and number systems including integer, rational, irrational, real, and complex numbers. *Suggested courses: MAT 200 or 411 or 441*
- **A.1.2** - Fundamental ideas of number theory (divisors, factors and factorization, primes, composite numbers, greatest common factor, least common multiple, and modular arithmetic). *Suggested courses: MAT 200 or 411 or 414*
- **A.1.3** - Quantitative reasoning and relationships that include ratio, rate, and proportion and the use of units in problem situations. *Suggested courses: MAT 161 or 162 or 350*
- **A.1.4** - Vector and matrix operations, modeling, and applications. *Suggested course: MAT 311*
- **A.1.5** - Historical development and perspectives of number, number systems, and quantity including contributions of significant figures and diverse cultures. *Suggested course: MAT 401*

**CANDIDATE INSTRUCTIONS**

Next to each Math standard listed (ex. Standard A.1.1), click **“Select”**. Upload a graded artifact from a course that demonstrates you have learned the content described and answer all the Justification of Artifact questions. Note that all questions are mandatory. When you have finished, click the **“Add”** button and then **“Save”**.

**DO NOT CLICK “SUBMIT” UNTIL THE ENTIRE BINDER HAS BEEN COMPLETED!!**

NCTM Content for Secondary Standard: A.1.2:

Select

Standard(s)

Unattached

NCTM Content for Secondary Standard: A.1.3:

Select

Standard(s)

Unattached

NCTM Content for Secondary Standard: A.1.4:

Select

Standard(s)

Unattached

NCTM Content for Secondary Standard: A.1.5:

Select

Standard(s)

Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

Submit

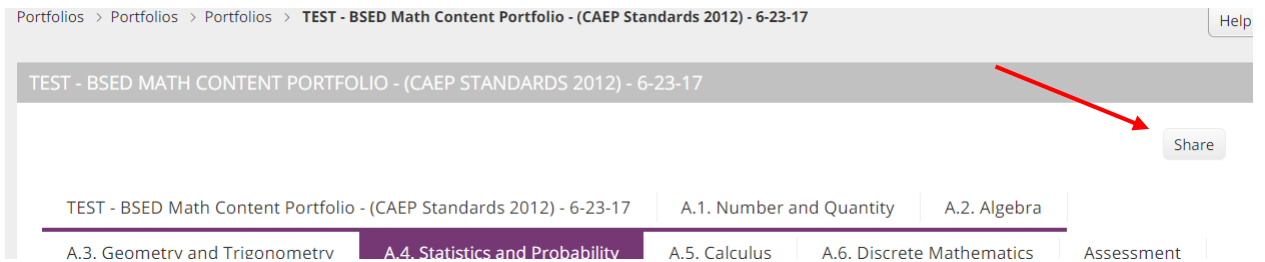
Save

Close

7. **Once you have fully completed your portfolio**, you can click **“Submit”** on the bottom right. Please note that by clicking submit, you will be sending in your portfolio for review.

## Sharing/ Emailing Your Portfolio

1. If you wish to share your portfolio with an external individual, you can do so by clicking the **“Share”** button on the right-hand side of your portfolio.



2. Enter the email address for the individual who you want to send the portfolio to. If you want to send this to multiple individuals, separate email addresses with a space.
3. Enter a subject for your email. Then, select the tabs that you wish to share. You can choose to share some or all of the tabs within the portfolio.
4. You can choose to share the assessments associated with your portfolio. Leave this unchecked if you do not wish to share assessors' comments.
5. Enter a message to include within the body of your email.
6. Select a date for when you want the shared link to expire.
7. When finished, click the green **“Share”** button on the bottom right.

A screenshot of a 'Share Portfolio' form. The form has a title bar 'Share Portfolio' with a close button 'X'. The 'From:' field is pre-filled with 'Tk20 Student 3'. The 'To:\*' field has a placeholder '(Separate multiple e-mail addresses with a space.)'. The 'Subject:\*' field has a pre-filled value 'Tk20 Student 3 has just shared a portfolio with you.'. The 'Share Tabs:\*' section has a list of checkboxes, all of which are checked: 'A.1. Number and Quantity', 'A.2. Algebra', 'A.3. Geometry and Trigonometry', 'A.4. Statistics and Probability', 'A.5. Calculus', and 'A.6. Discrete Mathematics'. The 'Select all that apply:' section has two checkboxes: 'Share assessments associated with my portfolio' (unchecked) and 'Send a copy of this message to my email address' (checked). The 'Message:\*' field is a large text area. The 'Portfolio URL:' field has a pre-filled value 'URL\_for\_viewing\_portfolio'. The 'URL Expiration Date:\*' field has a date picker set to 'MM/DD/YYYY'. At the bottom right, there are two buttons: 'Share' (green) and 'Cancel' (red).

## Viewing Assessment on a Submitted Portfolio

1. Click on the **“Portfolios”** tab on the left side panel. Then, click on the **“Assessments”** tab.
2. From here, you can select the blue link under **Assessment Tool(s)** next to each assessor’s name.

The screenshot shows the '8-16-17 BSED MATH CONTENT PORTFOLIO' interface. At the top, there are tabs for '8-16-17 BSED Math Content Portfolio', 'A.1. Number and Quantity', 'A.2. Algebra', 'A.3. Geometry and Trigonometry', 'A.4. Statistics and Probability', and 'A.5. Calculus'. Below these, there are sub-tabs for 'A.6. Discrete Mathematics', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. The 'Assessment' tab is selected. Below the tabs, there is a table with the following columns: 'Faculty', 'Assessor Placeholder Name', 'Assessment Tool(s)', 'Role', and 'Committee Member'. The table contains three rows of data for Faculty 1, Faculty 2, and Faculty 3. Each row has a blue link in the 'Assessment Tool(s)' column that reads 'BSED Math Content Portfolio Assessment: Rubric'. Red arrows point to the 'Assessment' tab and the blue link in the table.

Faculty	Assessor Placeholder Name	Assessment Tool(s)	Role	Committee Member
Faculty 1		<a href="#">BSED Math Content Portfolio Assessment: Rubric</a>	Faculty	
Faculty 2		<a href="#">BSED Math Content Portfolio Assessment: Rubric</a>	Faculty	Faculty, TK20
Faculty 3		<a href="#">BSED Math Content Portfolio Assessment: Rubric</a>	Faculty	

3. Your assessor(s) may have also left comments within your uploaded evidence. To view these comments, click on the sub-tab for the standard containing your evidence.
4. Then, click on the attachment title.
5. Click **“View”** next to your file to view any comments. Comments will show up as highlighted text. Hover your mouse over the highlighted text in order to read the comment.

The screenshot shows a comment box with the text 'Consider revising this sentence' and a pencil icon. Below the text, the name 'Marius Martin' is displayed. The comment is overlaid on a document snippet that reads: 'I am hopeful that together we can create new things about the changing world. It's important to me that they have a strong foundation and support for my students. I want them to be able to trust that I will respect them.'