



TK20

BSED Math Pedagogy

Portfolio Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

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

TK20 Helpdesk

512-401-2000

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 for assistance.

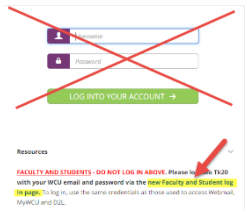
TK20 - BEST PRACTICES

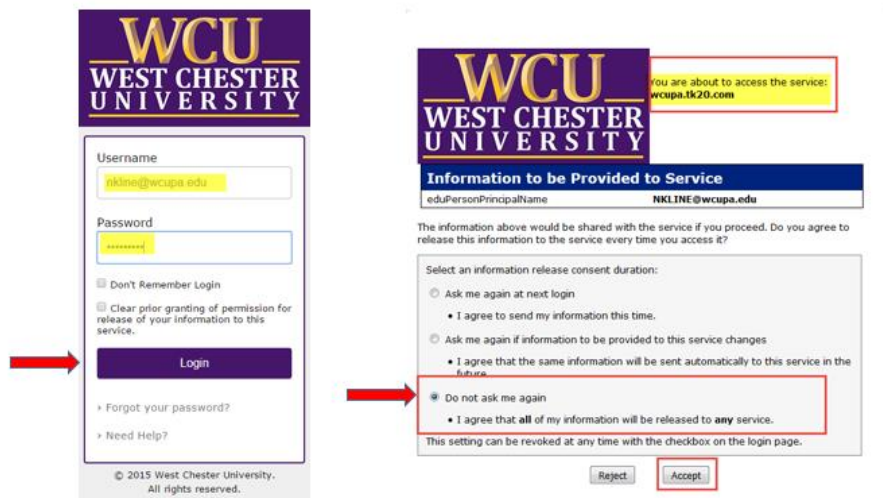
- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser 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.

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

Accessing Your BSED Math Pedagogy Portfolio

- 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 Pedagogy Portfolio**.

Portfolios > Portfolios > Portfolios

PORTFOLIOS

	Name	Status	Sent By	Updated	Due Date
<input type="checkbox"/>	TEST - BSED Math Content Portfolio - (CAEP Standards 2012) - 6-23-17	Open For Editing	Tk20 Administrator, WCU	06/27/2017	06/30/2020 01:00 AM
<input type="checkbox"/>	TEST - BSED Math Pedagogy Portfolio - (NCTM CAEP Standards 2012 - Secondary Initial Preparation) - 6-23-17	Open For Editing	Tk20 Administrator, WCU	06/27/2017	06/30/2020 01:00 AM

- 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
 - **Standard 2-Standard 7:** There will be a tab for each Standard will you will submit required evidence
 - **Assessment:** This is where you will access any assessment of your submitted evidence
 - **Extensions:** Your instructor may grant you extensions to complete your work
 - **Feedback:** Your instructor may leave feedback about your work

8-18-17 BSED MATH PEDAGOGY PORTFOLIO

Share

8-18-17 BSED Math Pedagogy Portfolio

Standard 2: Mathematical Practices Standard 3: Content Pedagogy Standard 4: Mathematical Learning Environment

Standard 5: Impact on Student Learning Standard 6: Professional Knowledge and Skills Standard 7: Secondary Mathematics Field Experiences and Clinical Practice Assessment

Standards Extensions Feedback

Portfolio Name: 8-18-17 BSED Math Pedagogy Portfolio

Description:

The Use of the Assessment in the Program

At the completion of a candidate's student teaching internship, candidates are required to complete a Mathematics Pedagogy Knowledge Portfolio to demonstrate their mastery of the pedagogical knowledge required of the NCTM CAEP Standards. The Mathematics Pedagogy Knowledge Portfolio is an electronic portfolio available to candidates when they declare their major as a BSED in secondary mathematics. Candidates submit artifacts, which include graded coursework such as exams, homework, lesson plans, etc., provide evidence of their mastery of a particular competency.

Two different faculty members, selected randomly from the mathematics educators in the department, grade the Mathematics Pedagogy Knowledge portfolio. Candidates must demonstrate proficiency in each required component of the competency within each standard. Candidates are given an option of which additional standard's competencies they wish to submit artifacts to demonstrate mastery. After an initial review, candidates are given an opportunity to address any areas of concern during their final semester after student teaching.

Alignment to NCTM Standards

The assignment meets the following standards:

- 2a, b, c, d
- 3a, c, d, f
- 4b, d, e
- 5a, c
- 6b, c
- 7c

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.**

8-18-17 BSED MATH PEDAGOGY PORTFOLIO

8-18-17 BSED Math Pedagogy Portfolio | **Standard 2: Mathematical Practices** | Standard 3: Content Pedagogy | Standard 4: Mathematical Learning Environment

Standard 5: Impact on Student Learning | Standard 6: Professional Knowledge and Skills | Standard 7: Secondary Mathematics Field Experiences and Clinical Practice | Assessment

Standards | Extensions | Feedback

INSTRUCTIONS

Standard 2: Mathematical Practices

Effective teachers of secondary mathematics solve problems, represent mathematical ideas, reason, prove, use mathematical models, attend to precision, identify elements of structure, generalize, engage in mathematical communication, and make connections as essential mathematical practices. They understand that these practices intersect with mathematical content and that understanding relies on the ability to demonstrate these practices

ATTACHMENT(S):

NCTM-CAEP Standard: 2a.1: **Select** [Standard\(s\)](#) [Unattached](#)

NCTM-CAEP Standard: 2a.2: **Select**

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

Artifact Details:

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

Title: NCTM-CAEP Standard: 2a.1.1

Description:

MATH PEDAGOGY - NCTM CAEP 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 they have learned the content described. **+ Select File(s)**

Drag and drop files here

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

1) What? Describe the artifact and provide context.

2) How does the artifact demonstrate your understanding or implementation of the element for

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.**

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

NCTM-CAEP Standard: 2b.4:	<div>Select</div> <div>Standard(s)</div> <div>Unattached</div>
NCTM-CAEP Standard: 2b.5:	<div>Select</div> <div>Standard(s)</div> <div>Unattached</div>
NCTM-CAEP Standard: 2c:	<div>Select</div> <div>Standard(s)</div> <div>Unattached</div>
NCTM-CAEP Standard: 2d:	<div>Select</div> <div>Standard(s)</div> <div>Unattached</div>
ADDITIONAL ATTACHMENTS (OPTIONAL):	

Submit

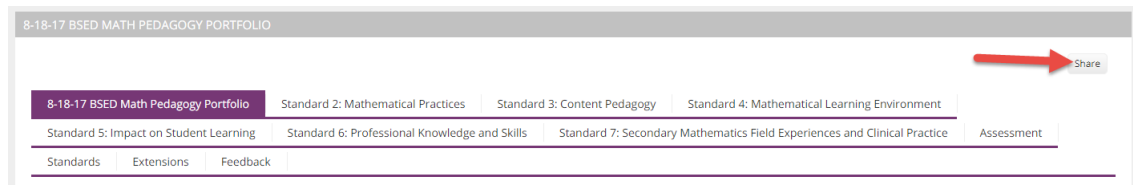
Save

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 your portfolio for review.

Sharing/ Emailing Your Portfolio

1. If you wish to share your portfolio with an external individual, you can do so within your portfolio. Click on 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.

Share Portfolio

From:

TK20 Student

To:*

(Separate multiple e-mail addresses with a space.)

Subject:*

TK20 Student has just shared a portfolio with you.

Share Tabs:*

☒

Standard 2: Mathematical Practices

☒

Standard 3: Content Pedagogy

☒

Standard 4: Mathematical Learning Environment

☒

Standard 5: Impact on Student Learning

☒

Standard 6: Professional Knowledge and Skills

☒

Standard 7: Secondary Mathematics Field Experiences and Clinical Practice

Select all that apply:

☐

Share assessments associated with my portfolio

☒

Send a copy of this message to my email address

Message:*

TK20 Student has just shared a portfolio with you. To view TK20 Student's portfolio, click on this link or paste it into your web browser.

Portfolio URL:

[URL_for_viewing_portfolio](#)

URL Expiration Date:*

MM/DD/YYYY

Share

Cancel

Viewing Assessment on a Submitted Portfolio

1. Click on the **“Portfolios”** tab on the left side panel. Then, click on the **“Assessments”** tab.

The screenshot shows the '8-18-17 BSED MATH PEDAGOGY PORTFOLIO' interface. At the top, there are tabs for 'Standards', 'Extensions', and 'Feedback'. Below these, a row of sub-tabs includes '8-18-17 BSED Math Pedagogy Portfolio', 'Standard 2: Mathematical Practices', 'Standard 3: Content Pedagogy', 'Standard 4: Mathematical Learning Environment', 'Standard 5: Impact on Student Learning', 'Standard 6: Professional Knowledge and Skills', 'Standard 7: Secondary Mathematics Field Experiences and Clinical Practice', and 'Assessment'. A red arrow points to the 'Assessment' tab. Below the tabs, a table lists assessors. A red arrow points to the 'Assessment Tool(s)' column.

Faculty	Assessor Placeholder Name	Assessment Tool(s)	Role	Committee Member
Faculty 1		NCTM CAEP Pedagogy Portfolio Assessment: Rubric	Faculty	
Faculty 2		NCTM CAEP Pedagogy Portfolio Assessment: Rubric	Faculty	Faculty, TK20
Faculty 3		NCTM CAEP Pedagogy Portfolio Assessment: Rubric	Faculty	

2. From here, you can select the blue link under **Assessment Tool(s)** next to each assessor's name.
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: "I am hopeful that together we can create new things about the changing world. It's important to me that they have concern and respect for my students. I want them to be able to trust that I will respect them." A yellow highlight is under the sentence "I am hopeful that together we can create new things about the changing world. It's important to me that they have concern and respect for my students. I want them to be able to trust that I will respect them." A tooltip is visible over the highlighted text, showing the text "Consider revising this sentence" and the name "Marius Martin".