



TK20

NCSS Professional

Portfolio Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

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

TK20 Helpdesk

800-311-5656

support@Tk20.com

April 2018 v.9.1.4

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.

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 - BEST PRACTICES

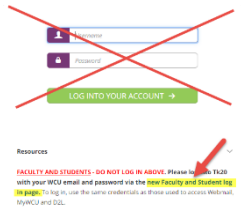
- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser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

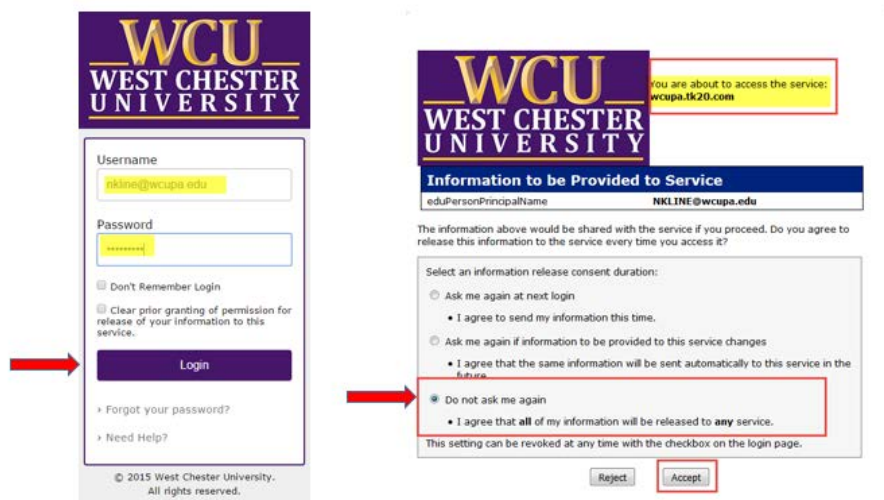
- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (*, ', ", & , ?) in the name when you save the file for upload in Tk20.

WCU TK20 Office Hours: M – F (7:30am – 4pm) Recitation Hall, Room 203D 610-436-2085 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	TK20 Helpdesk Hours: (M – Th, 8am – 8pm, F 8am-7pm, Su 5pm-10pm) Phone: 800-311-5656 Email: support@tk20.com 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.*
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.

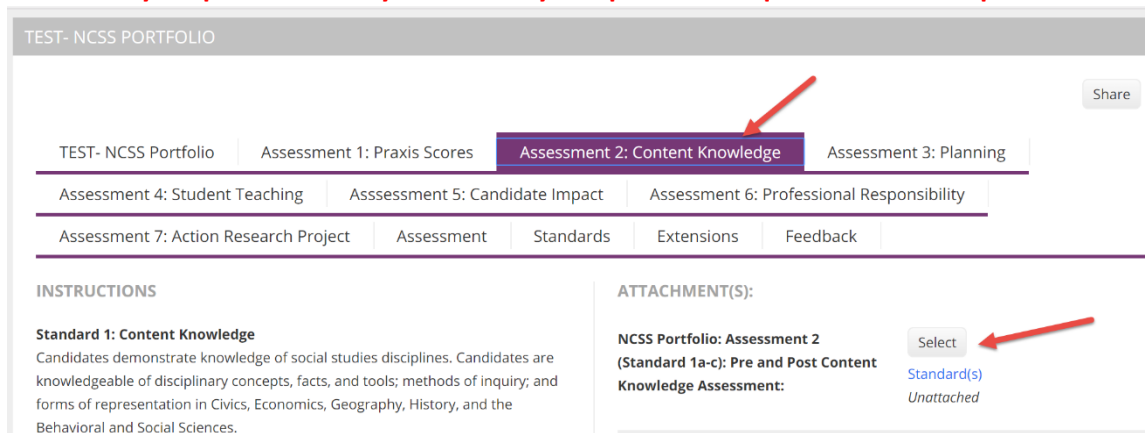
Reject Accept

Accessing Your NCSS Professional Portfolio

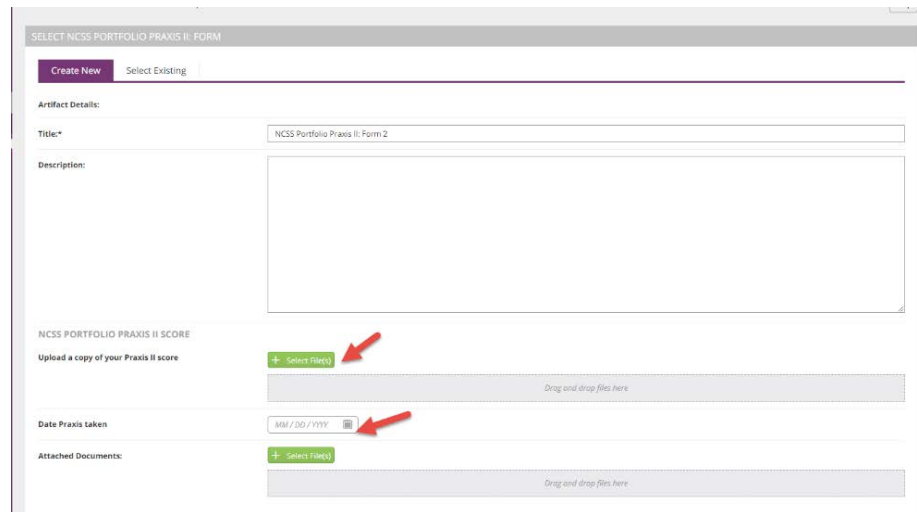
1. To access your portfolio, click **“Portfolios”** on the left side panel. From here, you will see a list of portfolios that have been assigned to you. Click on the blue link for your **NCSS Professional Portfolio**.



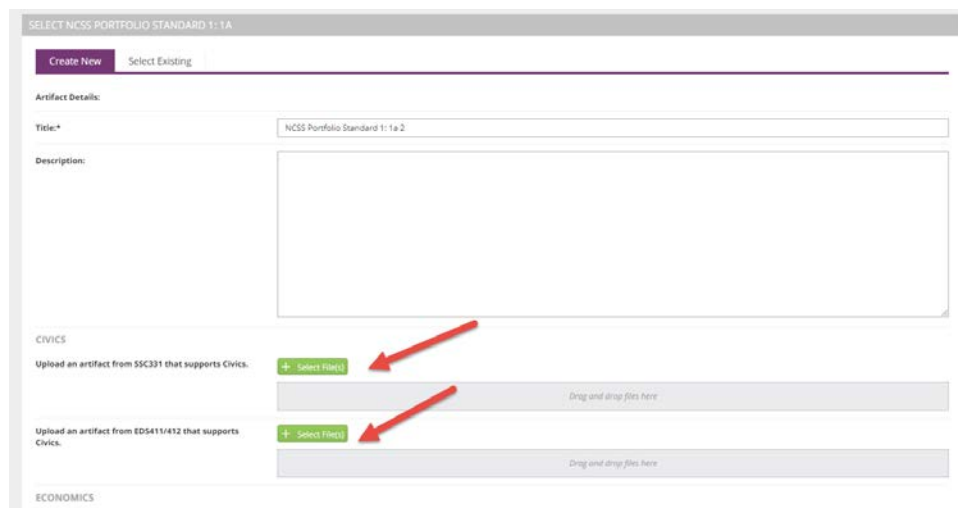
2. Each sub-tab in the portfolio will represent a different section that you need to complete within the portfolio:
 - **Title & Instructions:** The first tab will include the title and any pertinent instructions
 - **Assessment 1-Assessment 5:** There will be a tab for each Assessment where you will submit required artifacts and evidence
 - **Assessment:** This is where you will access any assessment of your submitted evidence
 - **Standards:** You will see all of the standards that you have attached to your uploaded evidence
 - **Extensions:** Your instructor may grant you an extension to complete your work
 - **Feedback:** Your instructor may leave additional feedback about your work
3. To add evidence to an assessment, click on the tab for that assessment. Then, click on the **“Select”** button next to the appropriate heading on the right side of the page to upload your required artifact(s). It is important that you review the instructions on the left side of the screen so that you know what assignments or evidence you need to upload. **Remember, it is important that you only have Tk20 open in one browser tab while you upload evidence. Opening the system in multiple browser tabs can cause errors and loss of data. Additionally, you will want to make sure that you are always saving your portfolio as artifacts are added. You will not submit your portfolio until you have fully completed all requirements of the portfolio.**



4. From here, a new window will open up with an upload space for each required artifact. Click **“Select File(s)”** to upload a file. For the Praxis Score requirement, you will upload a copy of your Praxis scores as well as indicate the date that you took the test. For other requirements, you will see a space where you will upload multiple files to support the requirements of that tab.

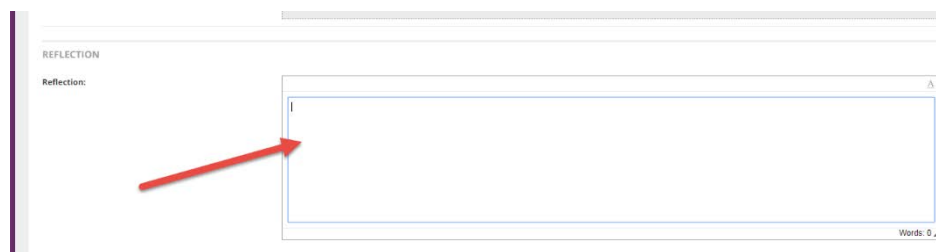


Example of file upload for Praxis Scores



Example of file uploads for multiple artifact requirements

5. On some artifacts, you will be required to submit a reflection. Type your reflection directly into the space provided.



6. When you are finished, click the green **“Add”** button on the bottom right.

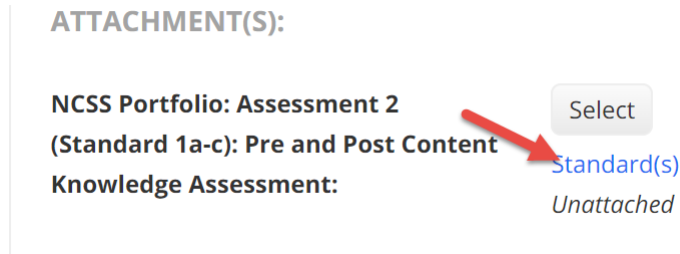


7. You will be brought back to the tab that you were working on. From here, click **“Save”** on the bottom right. **Do not click the Submit button until you have completed and uploaded all required artifacts for each tab. You should save your portfolio every time you add evidence or a new artifact.**

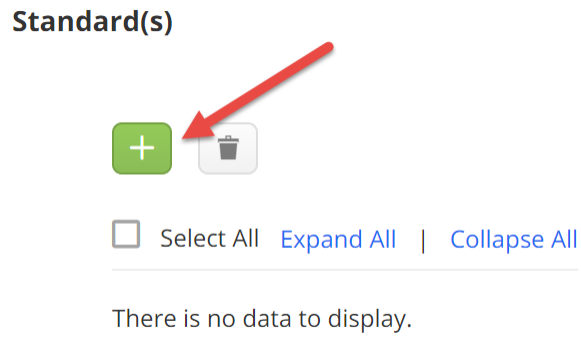


ADDING STANDARDS TO ARTIFACTS

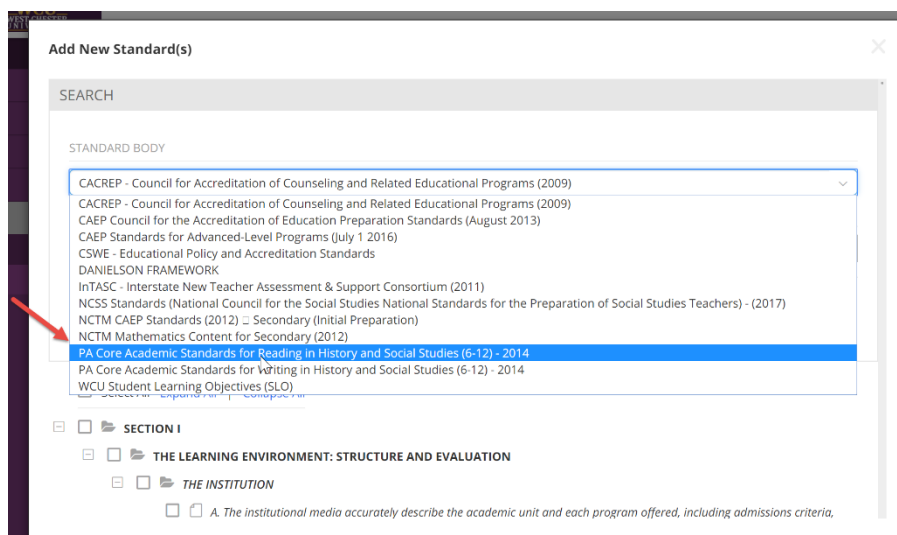
1. To add standards to your uploaded evidence on each tab, click on the “Standards” button under the artifact.



2. Please note that this may take a minute to load. From here, click the “+” sign to add standards.



3. Once this screen fully loads, click on the dropdown under “Standard Body” and select either the *PA Core Academic Standards for Reading in History and Social Studies* or the *PA Core Academic Standards for Writing in History and Social Studies*.



4. Then, click **“Search.”** It may take some time for the standard body to load.

SEARCH

STANDARD BODY

PA Core Academic Standards for Reading in History and Social Studies (6-12) - 2014

STANDARD TEXT

 Search [Clear](#)

5. Once loaded, click on the checkbox next to the appropriate standard name and then click **“Add.”**

☐ Select All [Expand All](#) | [Collapse All](#)

☒  **8.5 Reading Informational Text**
Students read, understand, and respond to informational text – with emphasis on comprehension, making connections among ideas and between texts with focus on textual evidence.

☒  **GRADE 6-8**

☒  **Key Ideas and Details**

☒  CC.8.5.6-8.A.
Cite specific textual evidence to support analysis of primary and secondary sources.

☒  CC.8.5.6-8.B.
Determine the central ideas or information of a primary or secondary source; provide an accurate summary of the source distinct from prior knowledge or opinions.

☒  CC.8.5.6-8.C.
Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).

☒  **Craft and Structure**

6. Finally, click **“Update.”**

of an idea or event, noting discrepancies among sources.

el of Complex Texts

*1-12.J.By the end of grade 12, read and comprehend history/social studies texts in the grades 11–CCR text
i independently and proficiently.*

 Update

[Cancel](#)

7. You can check the standards that you have uploaded to each tab by clicking on the **“Standards”** tab. Then, select the blue link next to the appropriate artifact.

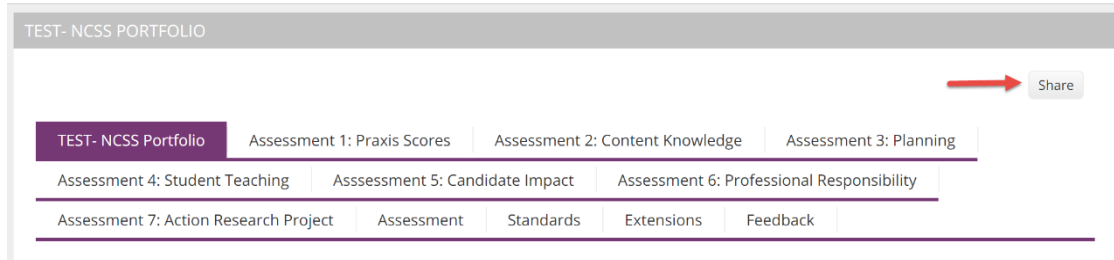
TEST- NCSS Portfolio	Assessment 1: Praxis Scores	Assessment 2: Content Knowledge	Assessment 3: Planning
Assessment 4: Student Teaching	Assessment 5: Candidate Impact	Assessment 6: Professional Responsibility	
Assessment 7: Action Research Project	Assessment	Standards	Extensions Feedback

Attachment Name	Type	Standards
Artifact not attached.	NCSS Portfolio: Assessment 1 - Praxis II (Standard 1a): Form	Standard(s)
Artifact not attached.	NCSS Portfolio: Assessment 2 (Standard 1a-c): Pre and Post Content Knowledge Assessment	Standard(s)
Artifact not attached.	NCSS Portfolio: Assessment 3 (Standard 2a-e): Unit Plan (Design)	Standard(s)

8. **Once you have fully completed all requirements of 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.

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 appropriate blue link under **Assessment Tool(s)** next to each assessor’s name to view each rubric.

TEST- NCSS Portfolio				
Assessment 1: Praxis Scores		Assessment 2: Content Knowledge		Assessment 3: Planning
Assessment 4: Student Teaching		Assessment 5: Candidate Impact		Assessment 6: Professional Responsibility
Assessment 7: Action Research Project		Assessment	Standards	Extensions
			Feedback	

Faculty	Assessor Placeholder Name	Assessment Tool(s)	Role	Committee Member
	Faculty 1	NCSS Assessment 1: Praxis II Scores (Standard 1a): Rubric NCSS Assessment 2: Assessment of Content	Faculty	Faculty, TK20

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.

