



TK20

School Counseling 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 Mozilla Firefox, 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

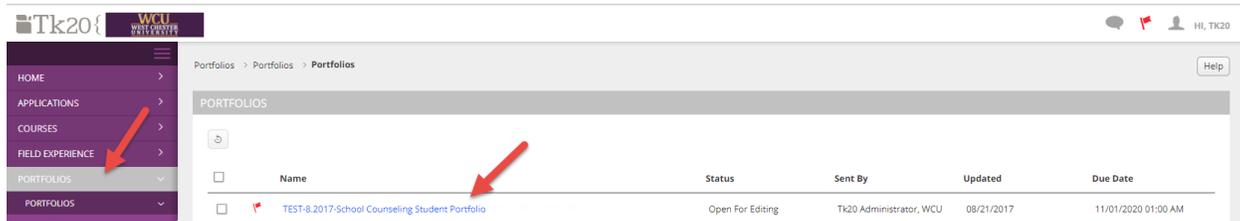
- To access Tk20 directly, type `wcupa.tk20.com` into your internet browser. Then, click on the **“new Faculty Student login page”** link. Do not login using the top portion of this page.
- Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350 ext. 1.*
Username = WCU email
Password = WCU password
- You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.



The image shows two screenshots of the WCU login process. The first screenshot is the login page with the WCU logo at the top. It has fields for Username (containing 'nkline@wcupa.edu') and Password (containing '*****'). Below these are checkboxes for 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.' A red arrow points to the 'Login' button. The second screenshot is the 'Information to be Provided to Service' page. It shows the user's name 'NKLIN, NKLINE@wcupa.edu' and asks for consent to share information. It offers three options: 'Ask me again at next login', 'Ask me again if information to be provided to this service changes', and 'Do not ask me again'. The 'Do not ask me again' option is selected and highlighted with a red box. Below the options are 'Reject' and 'Accept' buttons, with 'Accept' also highlighted with a red box.

Accessing Your School Counseling Student 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 **School Counseling 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
 - **New Student Orientation:** Here you will answer questions in a form regarding your attendance at the new student orientation
 - **Advisement Checklist:** You will upload your advisement checklist here
 - **APS Form:** You will upload your completed APS form with **all** required signatures here
 - **Degree Candidacy:** You will need to upload your Degree Candidacy Form as well as your Unofficial Graduate Transcript
 - **Field Experience:** You will need to upload the following items: EDC590 Intent to Enroll for Practicum form, EDC590 Site Agreement (Contract), EDC601 Intent to Enroll form for Internship, EDC601 Site Agreement (Contract) for Internship, EDC602 Intent to Enroll form for Internship, EDC602 Site Agreement (Contract) for Internship
 - **Praxis/ CPCE Exam:** You will need to upload your Comprehensive Exam (CPCE printout) here. Additionally, you will need to fill out the form regarding your Praxis Exam.
 - **Resume:** Upload your Student Resume here
 - **Assessment:** This is where you will access any assessment of your submitted files
 - **Extensions:** Your instructor may grant you extensions to complete your work
 - **Feedback:** Your instructor may leave feedback about your work

TEST-8.2017-SCHOOL COUNSELING STUDENT PORTFOLIO

Share

TEST-8.2017-School Counseling Student Portfolio | New Student Orientation | Advisement Checklist | APS Form | Degree Candidacy | Field Experience | Praxis/CPCE Exams

Resume | Assessment | Extensions | Feedback

Portfolio Name: TEST-8.2017-School Counseling Student Portfolio

Description:

Submit Save Close

- To add a file or files to a tab, click on the tab at the top of the portfolio. Then, click on the **“Select”** button next to the name of the required item. You will find instructions regarding what is needed on the left side of that tab. **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.**

TEST-8.2017-SCHOOL COUNSELING STUDENT PORTFOLIO

TEST-8.2017-School Counseling Student Portfolio | New Student Orientation | **Advisement Checklist** | APS Form | Degree Candidacy | Field Experience | Praxis/CPCE Exams

Resume | Assessment | Extensions | Feedback

INSTRUCTIONS

INSTRUCTIONS:

Click the **"Select"** button to the right. To the right of **"Upload file"**, click **"Select file(s)"** to upload your "Advisement Checklist". Click the green **"Add"** button and then click **"Save"**.

Do not click "Submit" until the portfolio is complete. Once your portfolio is complete, click the green **"Submit"** button.

ATTACHMENT(S):

Counseling Portfolio: Advisement Checklist: **Select Unattached**

ADDITIONAL ATTACHMENTS (OPTIONAL):

Submit Save Close

- From here, depending on which section of the portfolio you are viewing, you may need to answer a form or add a required file. To add a file click the green **“Select File(s)”** button.

SELECT COUNSELING PORTFOLIO: ADVISEMENT CHECKLIST

Create New

Artifact Details: *To the right of "Upload File", click "Select File(s)" to upload the appropriate file. Do Not add files to the right of "Attached Documents". Once you have uploaded your file, click the green "Add" button on the bottom of the page.*

Title:* Counseling Portfolio: Advisement Checklist 1

Description:

COUNSELOR PORTFOLIO

Upload file: **+ Select File(s)**

Drag and drop files here

DO NOT ATTACH ANY DOCUMENTS BELOW

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

Add Cancel

- From here, click **“Save”** on the bottom right. **Do not click the Submit button until you have completed and uploaded all required files for all tabs. You should save your portfolio every time you add a file or complete a required tab.**

TEST-8.2017-SCHOOL COUNSELING STUDENT PORTFOLIO

Share

TEST-8.2017-School Counseling Student Portfolio | New Student Orientation | **Advisement Checklist** | APS Form | Degree Candidacy | Field Experience | Praxis/CPCE Exams

Resume | Assessment | Extensions | Feedback

INSTRUCTIONS

INSTRUCTIONS:

Click the **“Select”** button to the right. To the right of **“Upload file”**, click **“Select file(s)”** to upload your “Advisement Checklist”. Click the green **“Add”** button and then click **“Save”**.

Do not click “Submit” until the portfolio is complete. Once your portfolio is complete, click the green **“Submit”** button.

ATTACHMENT(S):

Counseling Portfolio: Advisement Checklist:

ADDITIONAL ATTACHMENTS (OPTIONAL):

- 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.

TEST-8.2017-SCHOOL COUNSELING STUDENT PORTFOLIO

TEST-8.2017-School Counseling Student Portfolio | New Student Orientation | Advisement Checklist | APS Form | Degree Candidacy | Field Experience | Praxis/CPCE Exams

Resume | Assessment | Extensions | Feedback

Portfolio Name: TEST-8.2017-School Counseling Student Portfolio

Description:

Submit Save Close

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*
 New Student Orientation
 Advisement Checklist
 APS Form
 Degree Candidacy
 Field Experience
 Praxis/CPCE Exams
 Resume

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.

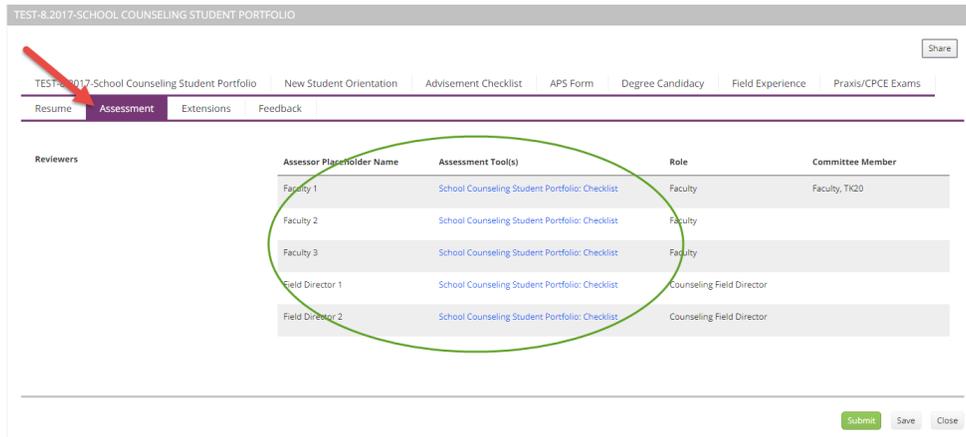
Portfolio URL:
[URL_for_viewing_portfolio](#)

URL Expiration Date*
MM/DD/YYYY

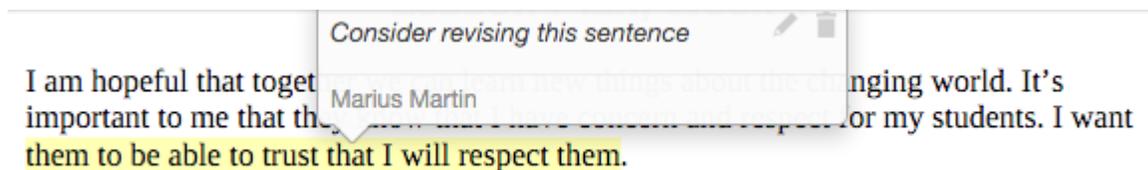
Share Cancel

Viewing Assessment on a Submitted Portfolio

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



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.