

INSTRUCTIONS FOR CREATING AN E-PORTFOLIO using Tk20

One of the greatest benefits of the Tk20 system for students and alumni is the ability to create a professional electronic portfolio by using the Tk20 Presentation Portfolio module. You can use the portfolio module to showcase academic achievements and create portfolios that can be shared with potential employers or colleagues—all from the convenience of a centralized online location that is fully customizable and accessible 24/7. You can continue to create professional e-portfolios for job interviews and to show growth over time for tenure or other purposes . Your TK20 portfolio will be accessible for 10 years after date of purchase.

The Tk20 Presentation Portfolio module enables you to:

- Upload documents, image files, and media files into Tk20
- Highlight your relevant experience, including field work, student teaching, and key academic or professional projects you have completed
- Organize your information in electronic format
- Easily share this information with employers or colleagues

Current Students: Open your account as before via BC Webcentral.

Alumni: Once your account status has been changed to Brooklyn College Alumnus/Alumnae, you no longer need to login in through BC WebCentral. You can login directly to your TK20 account at <http://tk20.brooklyn.cuny.edu>. Your username and password will be the same as when you log into Brooklyn College Web Central.

Please take a look at an example of a Presentation Portfolio made by the University of New Mexico:

Click here: [Presentation Portfolio Example](#) or go to https://coeunm.tk20.com/campustoolshighered/k12_portfolios_sharedportfolio_menu.do?portfolioshare=7c01a8c01f21aa913ecc01ae1c46f2

Misconceptions about the Tk20 Presentation Portfolio module:

While the Tk20 Presentation Portfolio module enables you to share your portfolio with others, it is very important to remember that your presentation portfolio is the ONLY thing you will be sharing with others. Never, at any point, will you be granting anyone access to your Tk20 account. It is a common misconception that “sharing your portfolio” means granting someone access to log into your Tk20 account. When a portfolio is saved and published, a link is generated that directs the viewer to a unique webpage *outside of the Tk20 system*, where they can only view the contents of the portfolio you have chosen to share. The contents of your Tk20 account remain secure and inaccessible to anyone other than you.

Tk20 Presentation Portfolio Quick Guide.

Matriculated Students: Log on through Brooklyn College Web Central Account

Graduated Student: login using WebCentral Username and Password at

<http://tk20.brooklyn.cuny.edu>

Presentation Portfolio

Prepare to Create a Presentation Portfolio

Prior to creating a presentation portfolio, please ensure you have created artifacts for all items you wish to place in your presentation portfolio. You can attach a number of things to your portfolio. In addition to new artifacts, you can also place completed

- Assignments
- Course Binders
- Exams
- Quizzes
- Field Experience Binders

Create a New Artifact

1. Click on the Artifacts tab. Click on Artifact Wizard located in the side menu. You will be presented with 2 options: Attach an Existing Artifact or Create a New Artifact. Choose the option to Create a New Artifact. Click on Continue.

2. Choose the type of artifact you wish to create (*i.e. Presentation Portfolio Template*) from the dropdown that appears. This will present you with a blank artifact template of the type indicated in the portfolio placeholder where you can complete the form or upload a file as needed.

3. To upload an additional file, click on the link attach another file located beside the Browse button.

4. When you have finished creating your artifact, click on Save.

**Alternatively, you may choose Create from the side menu. From this area, you can complete the form in the first sub-tab and click on the Documents sub-tab to add any documents that need to be uploaded.

Edit an Artifact

An artifact may be edited as long as it has not yet been submitted as part of an assignment, assessment portfolio, or field experience binder. A lock icon appears beside any artifact that cannot be edited.

To edit an artifact:

1. Go to the Artifacts tab.
2. Select the artifact you wish to edit by clicking on its name. Tk20 Quick Guide

3. Make changes as needed. To add or remove uploaded documents, you will need to click on the Documents sub-tab.

4. Click on Save.

Create a Presentation Portfolio

1. Click on the Portfolios tab. Click on Create under Presentation Portfolios located in the side menu.
2. Give your portfolio a name. Name each of the tabs you wish to include in your portfolio. Tabs act as a way to organize the information you wish to include in your portfolio.
3. Click on Update.
4. Click on the first tab you wish to add an item to.
5. Adding an artifact:
 - a. Click on add new.
 - b. Choose the type of artifact you wish to attach from the dropdown, provide a title for the artifact, and click on Add. This displays a list of existing artifacts of the type chosen.
 - c. Choose the radio button beside attachment you wish to attach and click on Add.
6. Adding Text/Image:
 - a. Click on add new.
 - b. Choose Text/Image from the dropdown and click on Add.
 - c. A text box appears. Click on the small arrow at the top right-hand corner of the text box to open a rich text formatting toolbar. This allows you to enter text, enter links to other sites, etc.
 - d. Click on Add.
7. In addition to artifacts and text, you can also upload your transcripts and test scores by choosing either option from the dropdown that appears after clicking add new. You will not be able to edit your test scores or transcripts.
8. When you have finished creating your portfolio, click on Save.

Share Your Portfolio

1. From Presentation Portfolios located in the side menu of the Portfolios tab, click on the name of the presentation portfolio you wish to share.
2. Click on the Share button located at the top right-hand corner of the portfolio.
 - a. Email: Type the email address of the person with which you wish to share your portfolio. You can include multiple addresses by placing a comma between each address.
 - b. Subject: A default subject is included and may be changed if desired.
 - c. Share Tabs: Mark the checkbox beside each tab you wish to share. Tk20 Quick Guide
 - d. End Date: Choose a date after which you wish the shared portfolio no longer be available to the person you shared it with.
 - e. If you choose, you may opt to send a copy of the email to yourself as well.
 - f. Message: Type the message you wish to include in the body of the email.
3. Click on the Share button.

Help Resources

Online Tutorials

Tk20 has step-by-step tutorials, which can be accessed by clicking on Help located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator

Contact information can be found on the right side of your institution's Tk20 login page and/or you can contact Tk20@brooklyn.cuny.edu