



# TK20

## Math/Science Lesson Plan Portfolio Guide

**WCU TK20 Office**

610-436-2085

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

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

**TK20 Helpdesk**

800-311-5656

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

July 2020 v.9.2.4

## WHAT IS TK20?

The College of Education and Social Work (CESW) uses TK20 by Watermark as a comprehensive online data management system for assessments of student learning outcomes and field placements. Tk20 establishes electronic documentation for continuous improvement of our programs and accreditation. Students will use this system to complete key unit and program course assignments, field applications, field experience binders, surveys, and portfolios.

## TK20 STUDENT ACCOUNTS

All students who are enrolled in Educator Preparation Programs that are accredited by the Council for the Accreditation of Educator Preparation (CAEP) are required to have a Tk20 by Watermark account. This includes initial-licensure programs, the M.Ed. Literacy and Reading Specialist Certification, and the Certificate in Autism. Effective August 1, 2018, students who do not have an active account, are required to purchase one.

## TK20 - BEST PRACTICES

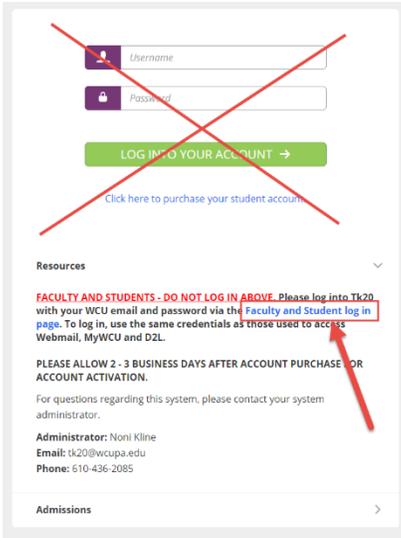
- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser 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> 610-436-2085 <a href="mailto:TK20@wcupa.edu">TK20@wcupa.edu</a> <a href="https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx">https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx</a>	<b>TK20 Helpdesk</b> Phone: 800-311-5656 Mon. - Thurs. 8am - 8pm, Fri. 8am - 7pm. Email: <a href="mailto:support@watermarkinsights.com">support@watermarkinsights.com</a> 24 hours a day, Monday through Friday <a href="http://helpdesk.Tk20.com/">http://helpdesk.Tk20.com/</a>
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## HOW TO ACCESS TK20

1. Type [wcupa.tk20.com](http://wcupa.tk20.com) into your internet browser. Then, click on the **'Faculty and Student log in page'** link. **Do not login using the top portion of this page.**

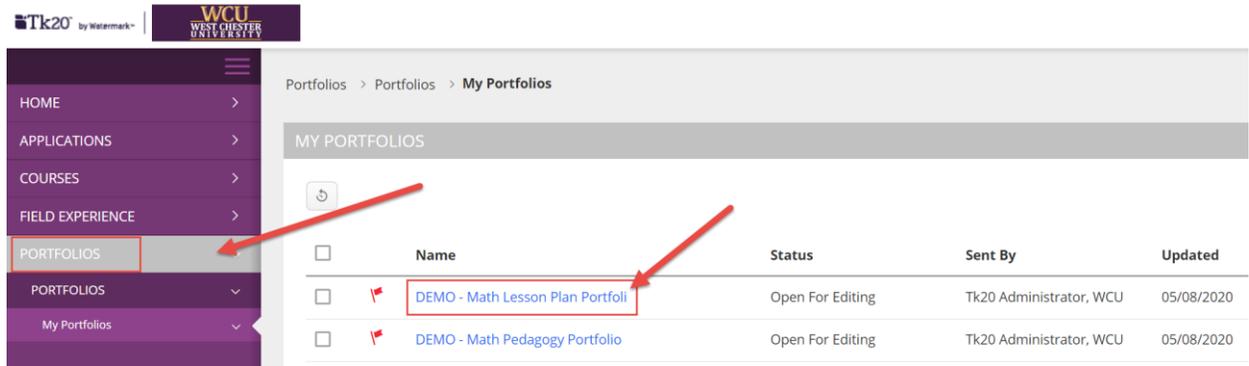


2. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350 ext. 1.*

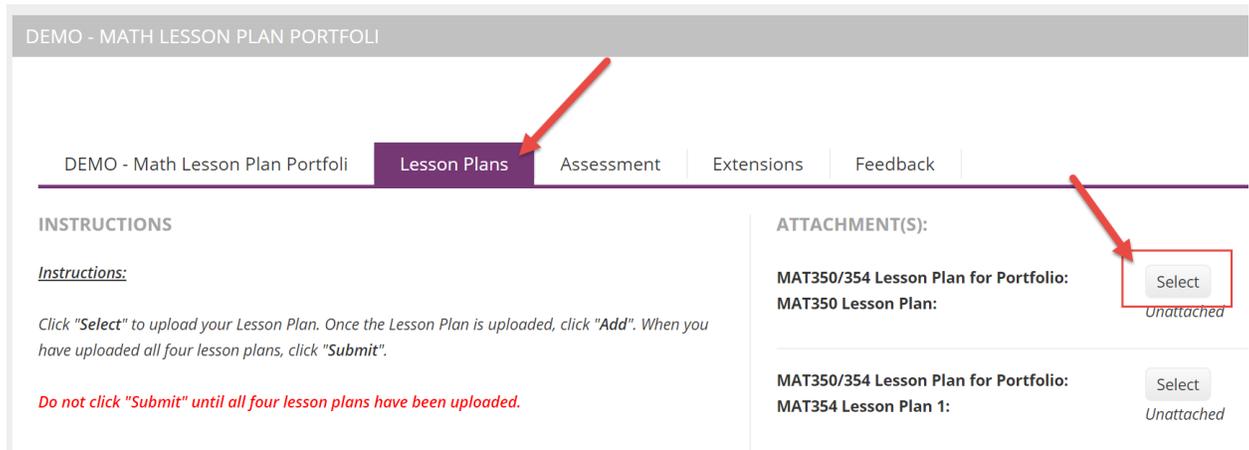
Username = WCU email  
Password = WCU password

## Accessing Your Math/Science Lesson Plan Portfolio

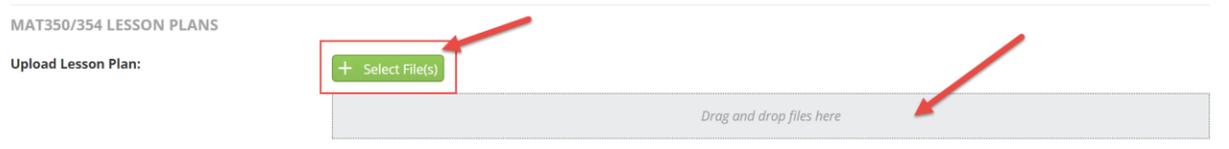
1. To access your portfolio, click **'Portfolios'** on the left side panel. From here, you will see a list of portfolios that have been assigned to you. Click on the blue link for the **Lesson Plan Portfolio**.



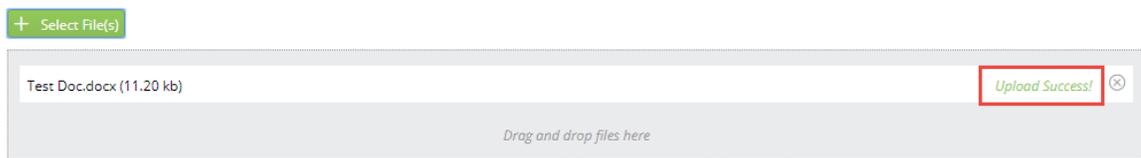
2. Each sub-tab in the portfolio will represent a different section that you need to complete within the portfolio:
  - **Title & Instructions:** The first tab will include the title and any pertinent instructions
  - **Lesson Plans:** This tab is where you will upload your lesson plans
  - **Assessment:** This is where you will access any assessment of your submitted lesson plans
  - **Extensions:** Your instructor may grant you extensions to complete your work
  - **Feedback:** Your instructor may leave feedback about your work
3. To upload your lesson plans, click on the **'Lesson Plans'** tab. Then, click on the **'Select'** button next to the lesson plan you wish to upload. **Remember it is important that you only have Tk20 open in one tab while you upload files. Opening the system in multiple browser tabs can cause errors and loss of data.**



4. From here, you will upload your file(s). You can do this by clicking the green **'Select File(s)'** button and selecting the file from your computer, or by dragging and dropping the file from your desktop to the gray **'Drag and drop files here'** box. You may upload multiple files if necessary.



5. After uploading your files, make sure you see the words **'Upload Success'** in green to the right of the file name. This means your file has uploaded properly to the portfolio.



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



7. You will be brought back to the **'Lesson Plan'** tab. From here, click **'Save'** on the bottom right. **You should save your portfolio every time you add a new file.** After saving your portfolio, if you wish to exit your portfolio and come back to it at another time click **'Close'**. **Do not click the 'Submit' button until you have completed and uploaded all lesson plans and are finished with your portfolio.**

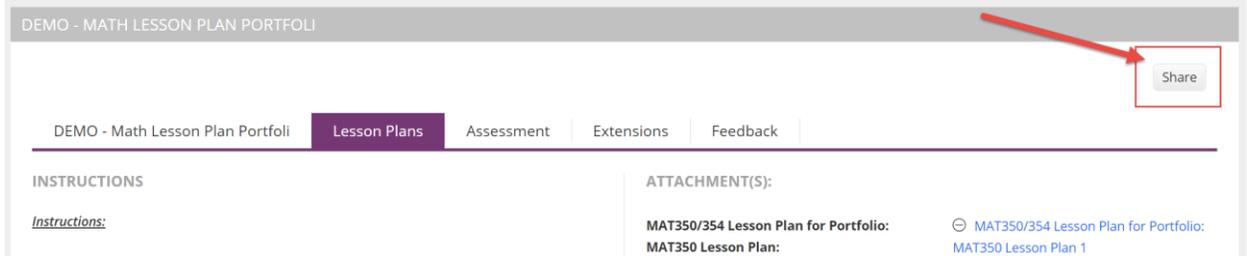


8. You will repeat steps 3-7 for each lesson plan. **Once you have fully completed your portfolio,** you can click the green **'Submit'** button on the bottom right. Please note that by clicking submit, you will be sending your portfolio for review.



## 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 top right-hand corner of your portfolio.



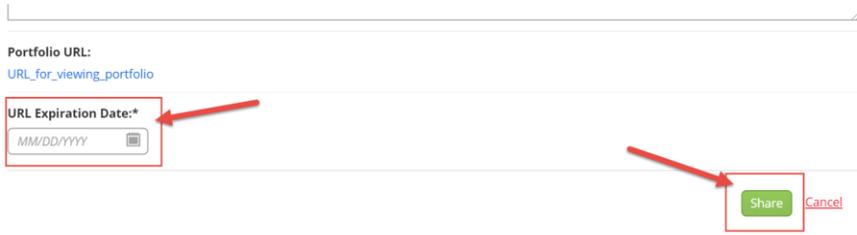
2. Enter the email address for the individual who you want to send the portfolio to. If you want to send this to multiple individuals, separate email addresses with a space.

The screenshot shows a "Share Portfolio" dialog box. The "From:" field is filled with "Tk20 Demo Student". The "To:\*" field is empty and has a red arrow pointing to it. The "To:\*" field has a subtext "(Separate multiple e-mail addresses with a space.)".

3. Enter a subject for your email. You can choose to share the assessments associated with your portfolio. Leave this unchecked if you do not wish to share assessors' comments. Enter a message to include within the body of your email.

The screenshot shows the "Share Portfolio" dialog box with the "Subject:\*" field filled with "Tk20 Demo Student has just shared a portfolio with you." and a red arrow pointing to it. Below the subject field, there is a "Share Tabs:\*" section with a checked checkbox for "Lesson Plans". Underneath, there is a "Select all that apply:" section with two checkboxes: "Share assessments associated with my portfolio" (unchecked and highlighted with a red box) and "Send a copy of this message to my email address" (checked). The "Message:\*" field is filled with "Tk20 Demo Student has just shared a portfolio with you. To view Tk20 Demo Student's portfolio, click on this link or paste it into your web browser." and has a red arrow pointing to it.

4. Select a date for when you want the shared link to expire. When finished, click the green 'Share' button on the bottom right.

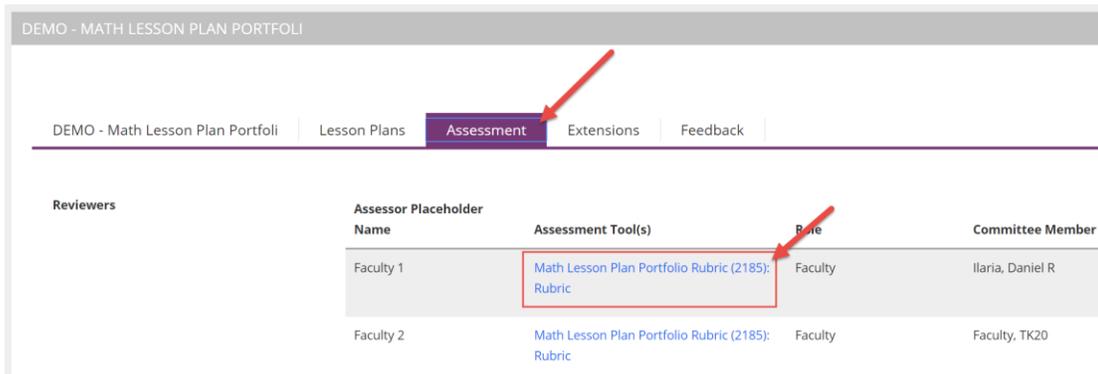


The screenshot shows a sharing interface with the following elements:

- Portfolio URL: [URL\\_for\\_viewing\\_portfolio](#)
- URL Expiration Date: \* (with a date picker icon and a red arrow pointing to it)
- MM/DD/YYYY
- Share (green button, with a red arrow pointing to it)
- Cancel (red text)

## Viewing Portfolio Assessments

1. Click on the 'Assessments' tab in your portfolio. From here, you can select the blue link under **Assessment Tool(s)** next to each assessor's name.



The screenshot shows a portfolio interface with the following elements:

- DEMO - MATH LESSON PLAN PORTFOLIO
- DEMO - Math Lesson Plan Portfoli | Lesson Plans | **Assessment** | Extensions | Feedback
- Reviewers

Assessor Placeholder Name	Assessment Tool(s)	Role	Committee Member
Faculty 1	<a href="#">Math Lesson Plan Portfolio Rubric (2185): Rubric</a>	Faculty	Ilaria, Daniel R
Faculty 2	<a href="#">Math Lesson Plan Portfolio Rubric (2185): Rubric</a>	Faculty	Faculty, TK20