

## How to access and assess Portfolios in TK20

- 1) Go to <https://una.tk20.com/campustoolshighered/start.do>
- 2) Log in using your UNA username and password.
- 3) Once logged in, click on "Portfolios" in the purple menu on the left.
- 4) From here you can search for the student or portfolio you wish to assess using the search boxes provided.
- 5) Once you find the correct student and portfolio, click on the name of the student which appears in blue.
- 6) Clicking the name of the student will take you to a split screen with the student's portfolio on the left and the assessment tool(s) on the right. Click on the title of the rubric you wish to complete.
- 7) When you are done filling out the rubric, click the green "Save & Close" button found at the bottom of the rubric on the right side of the split screen. This will take you back to the right screen where the assessment tools are listed.
- 8) If the portfolio needs to be pushed back to the student to edit, an extension can be granted by clicking on the "Extensions" tab at the top of the right split screen then clicking on "Edit Due Date". Note that a comment must be provided in order to submit the changed due date.  
\*Do not click "Submit" at this time. Wait for the student to resubmit their portfolio.
- 9) If there are no other rubrics to complete or extensions to be provided, be sure to click the green "Submit" button in the upper right of the screen.
- 10) If you should have a specific portfolio but do not see it, please e-mail the TK20 unit administrator at [tk20@una.edu](mailto:tk20@una.edu).