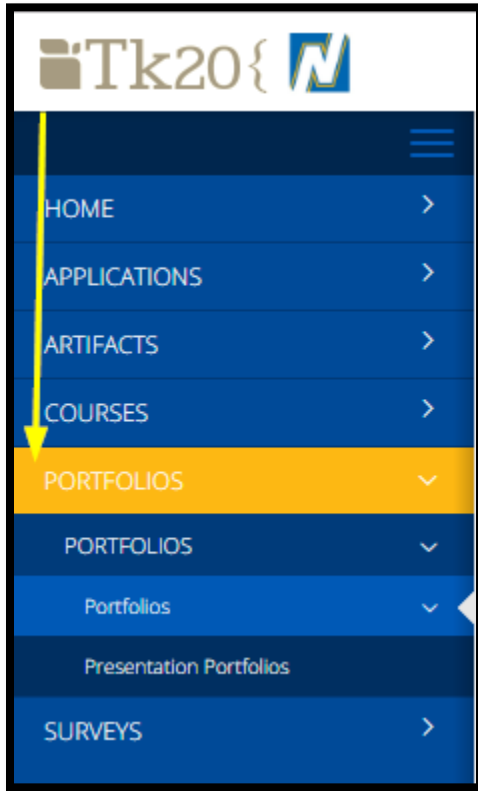
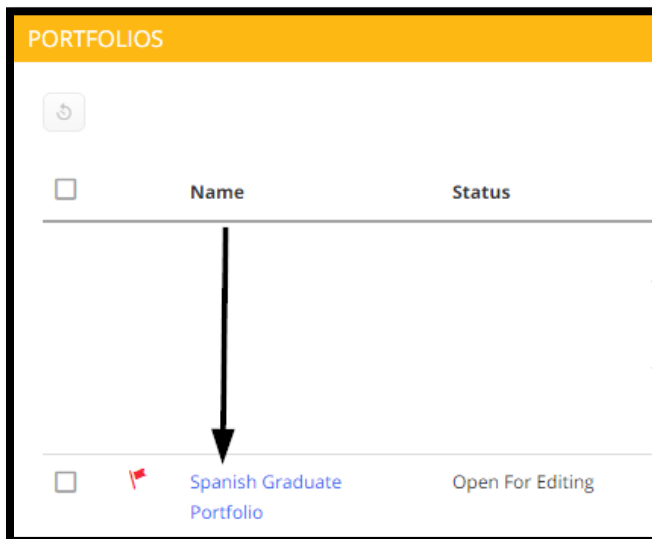


Tk20 Instructions for Spanish Graduate Student Portfolios

1. Logon to Tk20 at <http://neiu.tk20.com>
Note: Use your same username and password that you use for all NEIU resources.
2. Click on the **Portfolios** tab.

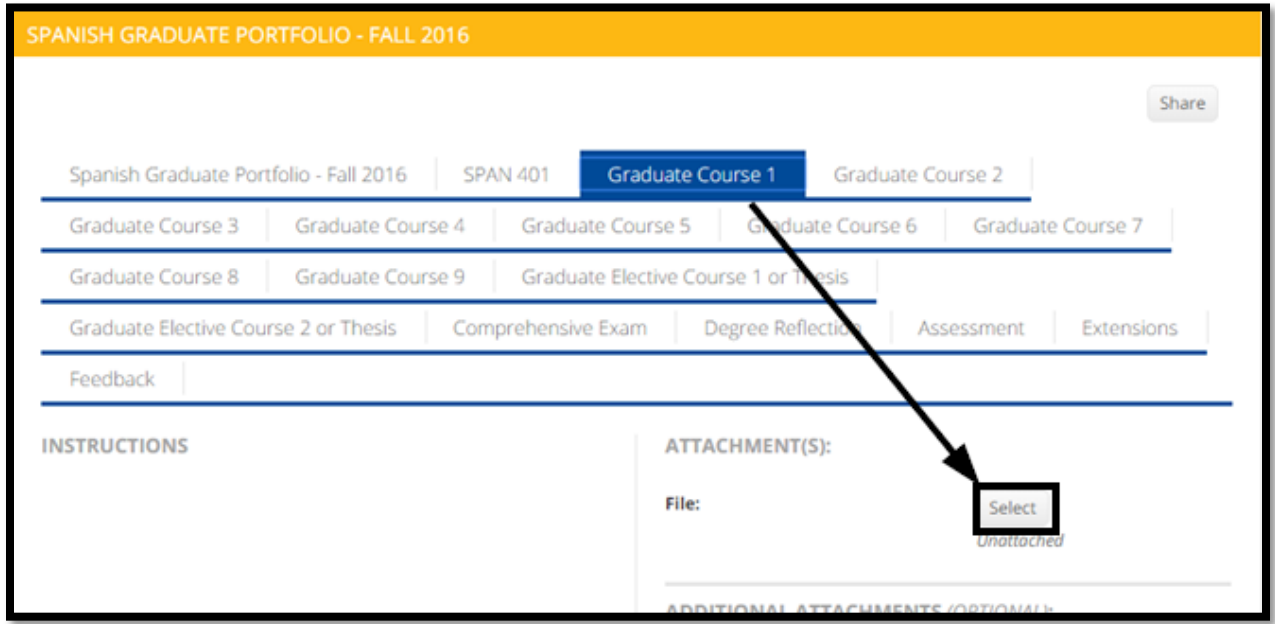


3. Within **Portfolios** there will be portfolio called *Spanish Graduate Portfolio* and you need to *click* that link.

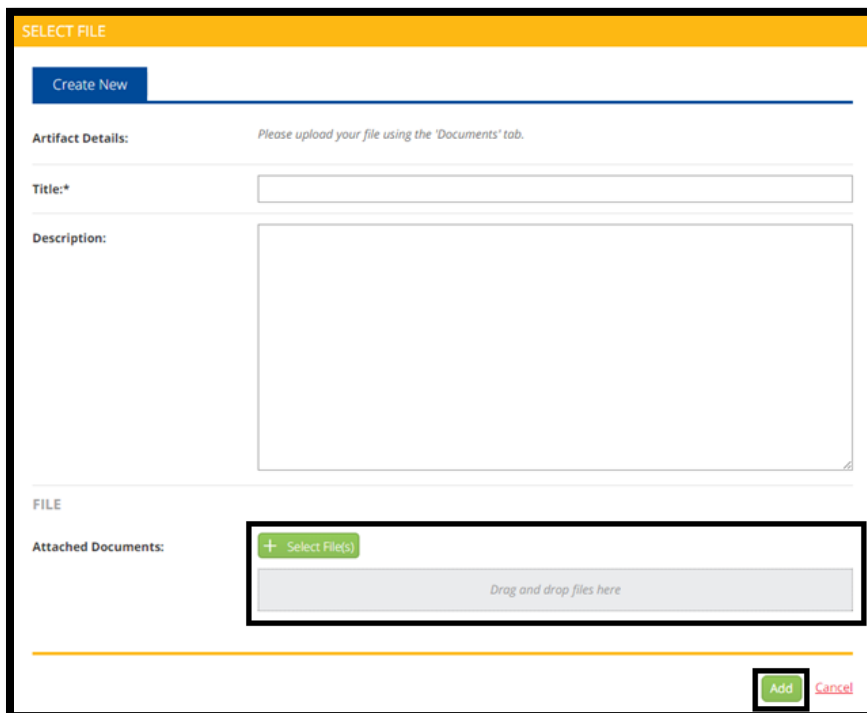


Tk20 Instructions for Spanish Graduate Student Portfolios

- Click on the appropriate tab, e.g. Graduate Course 1



- Click the **Select** button.
- A new window opens which allows you to upload files by browsing to them by clicking on **Select Files** or you can *Drag and Drop files* as well.
Note: You are required to provide a title for the artifact with an *optional description*.



- Click on the green **Add** button in the lower right to add the artifact to your portfolio.
- Repeat this process for each course/tab that is listed in your portfolio template.

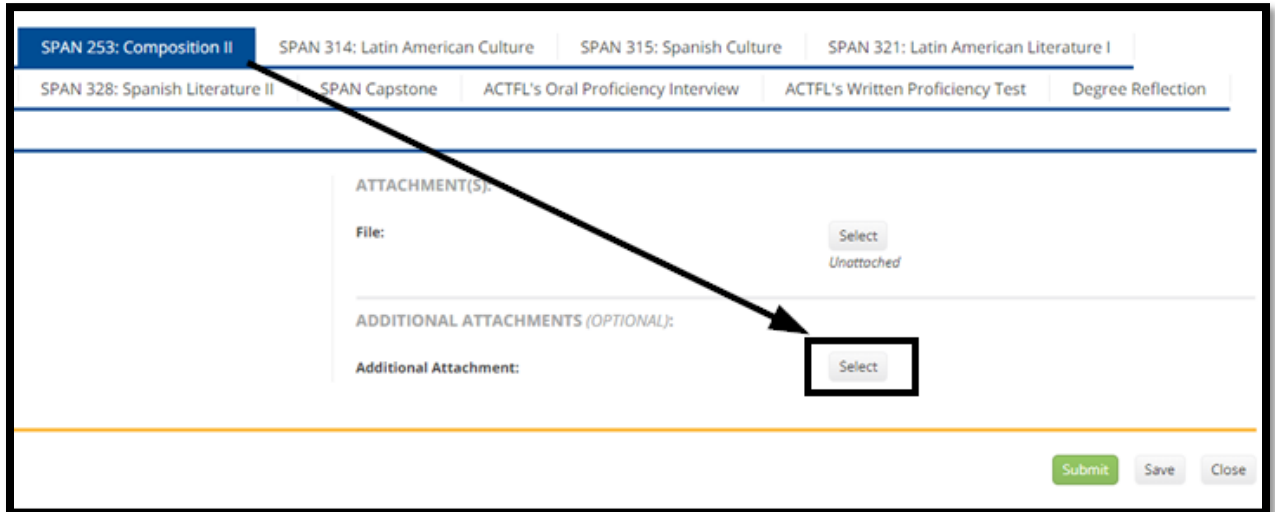
***Do Not Press the Submit button until you are completely finished with your portfolio; click the Save button to Save your work to date.**

Tk20 Instructions for Spanish Graduate Student Portfolios

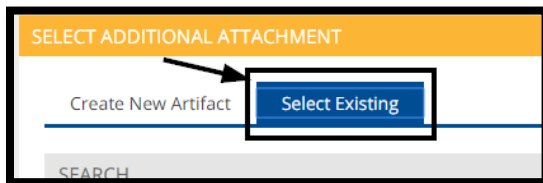
Adding Submitted Assignments from D2L and Assessed Rubrics

After logging onto your portfolio and clicking on the appropriate tab complete the following steps.

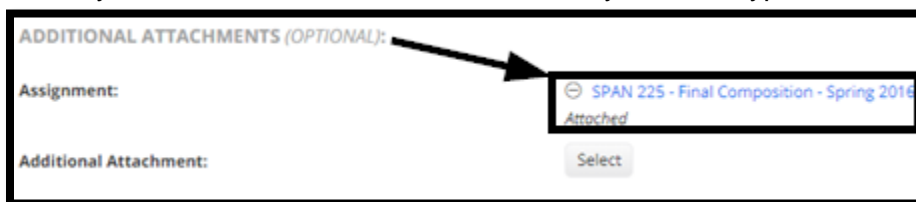
1. Click on the **Select** button under **Additional Attachments** (optional).



2. Click on **Select Existing** tab.



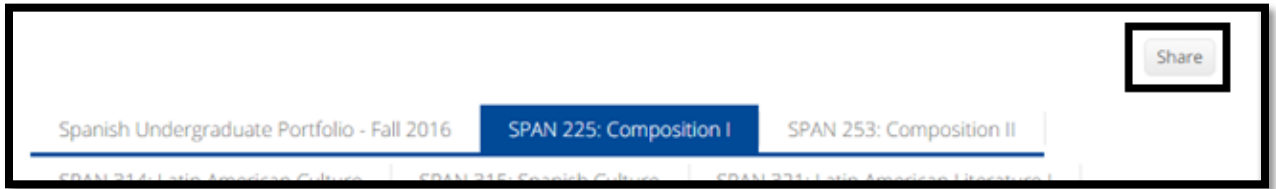
3. Scroll down the page and select the appropriate assignment for the appropriate course.
4. Click on the **Add** button.
5. To verify it is the correct item, click on the newly created hyperlink.



6. Click through the tabs, **Submission(s)**, to view what you submitted originally. Click on **Assessments** tab to view the rubric completed by your instructor.
7. Click on **Save** to save your work.

Tk20 Instructions for Spanish Graduate Student Portfolios
Sharing your Portfolio with someone outside of NEIU

1. Click on the **Share** button to the far right of the last tab.
Note: A new window opens.



2. Type the recipients email addresses in the To field
Note: You can ...
Change Subject, if necessary.
Change which tabs are visible
Select an End Date of when it will no longer be visible
3. Click the **Share** button to share your portfolio with your intended recipients.

Note: All Spanish faculty will be able to view your portfolio throughout the creation process.