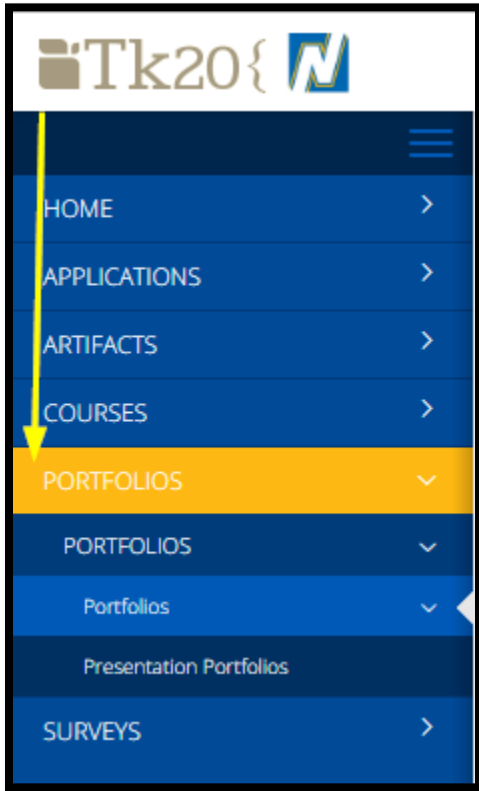
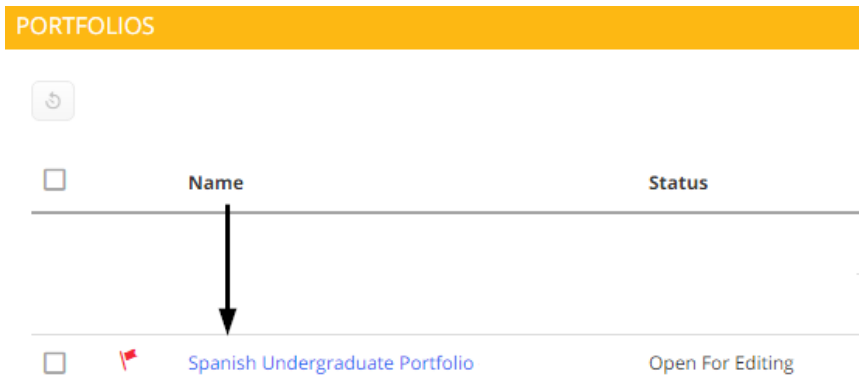


Tk20 Instructions for Spanish Undergraduate Majors' Portfolios

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.

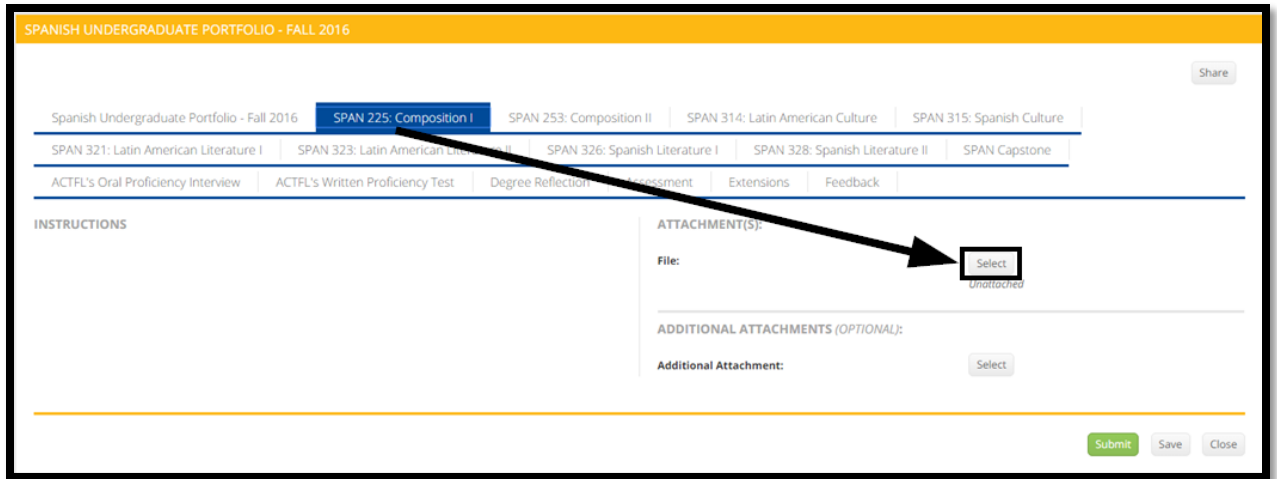


3. Within **Portfolios** there will be portfolio called *Spanish Undergraduate Portfolio* and you need to *click* that link.



4. Click on the appropriate tab, e.g. SPAN 225: Composition 1.
5. Click the **Select** button.

Tk20 Instructions for Spanish Undergraduate Majors' Portfolios



SPANISH UNDERGRADUATE PORTFOLIO - FALL 2016

Spanish Undergraduate Portfolio - Fall 2016 | **SPAN 225: Composition I** | SPAN 253: Composition II | SPAN 314: Latin American Culture | SPAN 315: Spanish Culture | SPAN 321: Latin American Literature I | SPAN 323: Latin American Literature II | SPAN 326: Spanish Literature I | SPAN 328: Spanish Literature II | SPAN Capstone | ACTFL's Oral Proficiency Interview | ACTFL's Written Proficiency Test | Degree Reflection | Assessment | Extensions | Feedback

INSTRUCTIONS

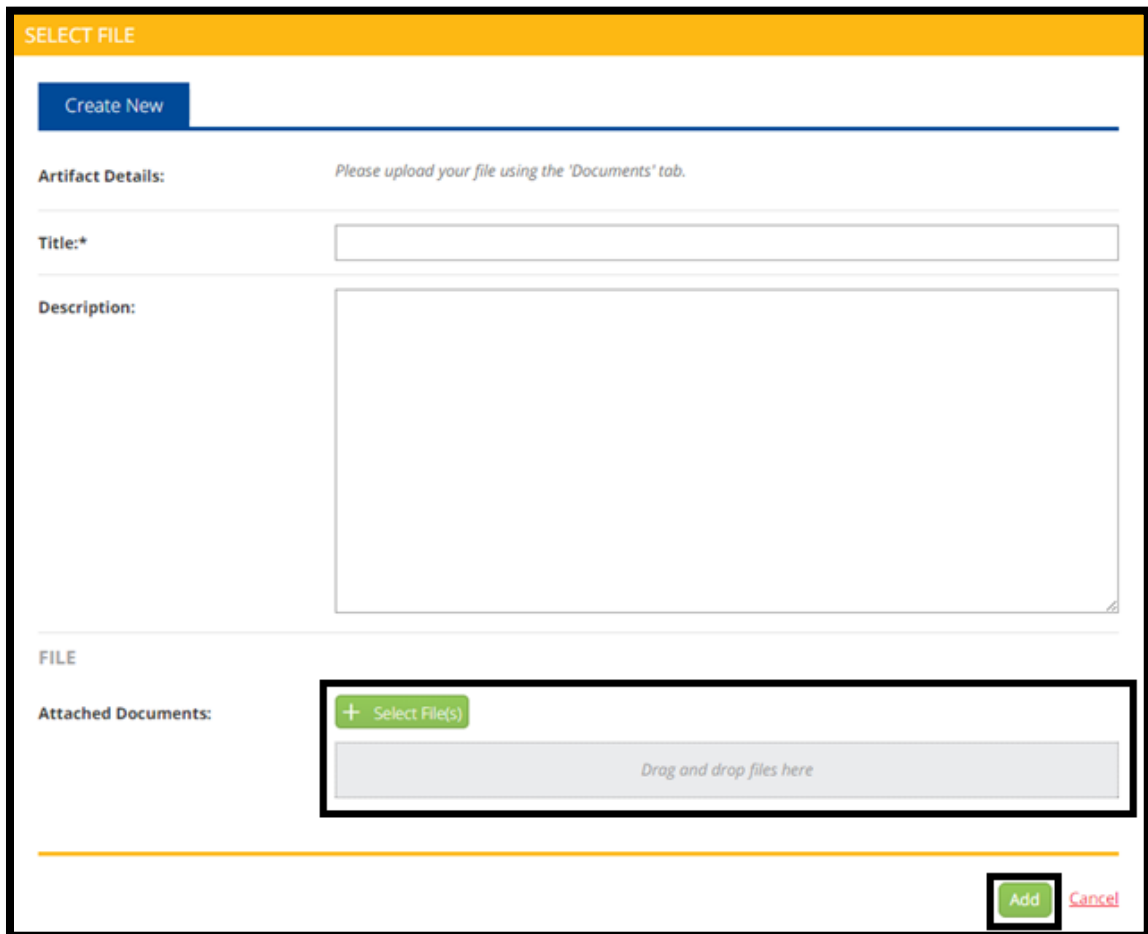
ATTACHMENT(S):

File: untitled

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

6. 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*.



SELECT FILE

Artifact Details: *Please upload your file using the 'Documents' tab.*

Title:*

Description:

FILE

Attached Documents:

Drag and drop files here

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

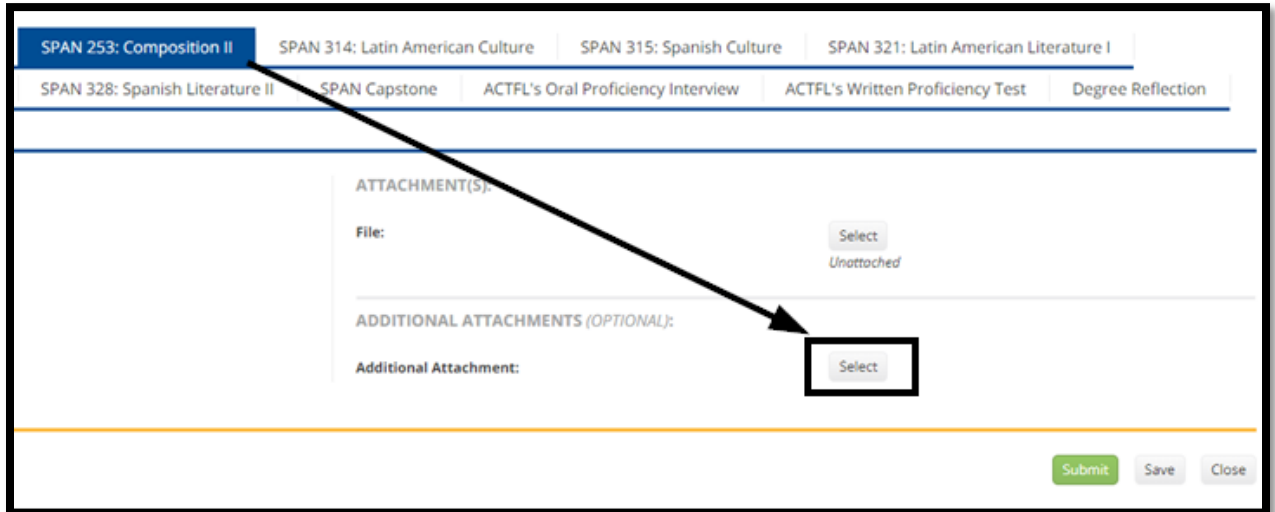
***Do Not Press the Submit button until you are completely finished with your portfolio; click the Save button to Save your work to date.**

Tk20 Instructions for Spanish Undergraduate Majors' Portfolios

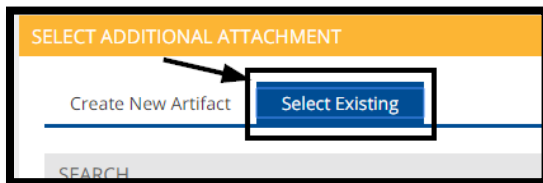
Adding Submitted Assignments from D2L and Assessed Rubrics

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.

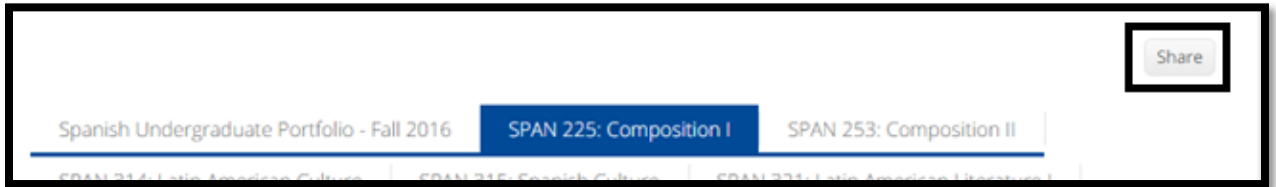


6. Click through the tabs, **Submission(s)**, to view what you submitted originally. Click on **Assessments** tab to view the rubric completed by your instructor.
7. Click on **Save** to save your work.

Tk20 Instructions for Spanish Undergraduate Majors' 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.