Accessing and completing a student’s eFolio evaluation using Tk20 is very similar to using other Tk20 assessment tools. These instructions will help you transition from the prior evaluation system to the new. The actual eFolio has not changed and is still accessed at portfolio.baylor.edu (in a separate window or tab) and evaluated in Tk20.

These instructions include the following sections:

- Accessing the eFolio Assessment form
  - How to find and open the form in Tk20

- Completing the Assessment form
  - How to complete the various sections of the form
  - Details on how to evaluate each Benchmark
  - How to save the form and exit the binder
Accessing the eFolio Assessment form

1. Log in to Tk20 and access the student’s Field Experience Binder. Instructions for this can be found at https://www.baylor.edu/soe/doc.php/320458.pdf.

2. Click on the SOE - Portfolio Assessment form.
   • The form will be titled according to whether the student is an Intern or TA.
   • The image below shows a Portfolio Assessment for an Intern.
   • Keep in mind that your list of Field Experience Forms may differ from this image.

3. The Portfolio Assessment form will open.
Completing the Assessment form

1. Note the Instructions at the top of the form.

2. Select the appropriate Program Level for the student.
   - 1st Semester
     For year-long candidates in their first semester of their TA or Intern year. This is a formative assessment, only assessing Benchmarks 1-9.
   - 2nd Semester
     For year-long candidates in their second semester of their TA or Intern year. This is a summative assessment, assessing all Benchmarks.
   - One Semester Intern
     For one-semester interns. This is a formative assessment.

3. Evaluate each benchmark. The example given here shows only Benchmark 1. These steps should be repeated for all Benchmarks.

4. Click the radio button for the score of the benchmark. Note that the selected score will automatically be entered into the Score box on the right side of the form.
5. If the Benchmark is not to be assessed, select the NA checkbox below the Benchmark text.

- A Benchmark may not be assessed due to the Program Level. For example, 1st Semester eFolios may only be assessed for Benchmarks 1-9. Therefore, Benchmarks 10-18 would be marked NA.

- Note that selecting NA for a Benchmark removes any previously entered score and comments. It also disables scoring for that Benchmark.

6. Add a comment if applicable. The comment box is below the score on the right side of the form.

- Each comment should be preceded by the date. This allows for viewers of the assessment to see the progression of the eFolio.
7. After scoring each Benchmark, you can review the total and mean score for all Benchmarks at the bottom of the form. There are two locations of these scores.

   • The first is just below the last benchmark

   • The second is below the final Comments text area.

8. The Comments text area at the bottom of the form can be used to summarize the entire assessment.

9. You can ignore the Grade at the bottom of the form. It currently serves no purpose.
10. When finished with the assessment, click the Complete button at the bottom of the form.

11. You can then close the student's binder by clicking the Close button in the top right corner of the window. Once the binder is closed, you can then select another student's binder to complete their eFolio Assessment or other forms.