



BAYLOR
UNIVERSITY
SCHOOL OF EDUCATION



eFolio Assessment

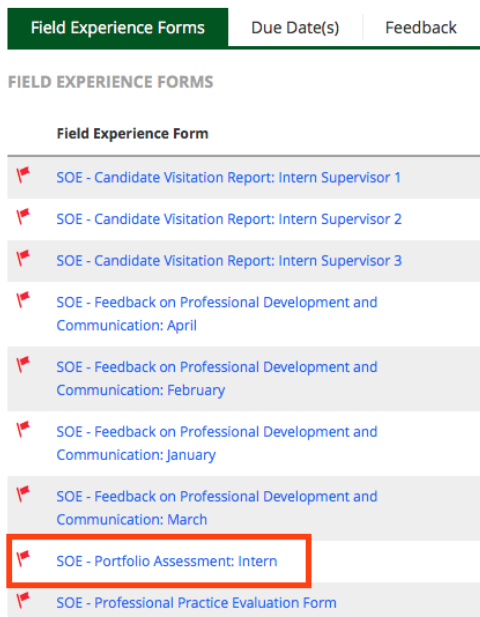
Accessing and completing a student's eFolio evaluation using Tk20 is very similar to using other Tk20 assessment tools. These instructions will help you transition from the prior evaluation system to the new. The actual eFolio has not changed and is still accessed at portfolio.baylor.edu (in a separate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

Student: test student [Print-Friendly View](#)

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

< BACK

SOE - Portfolio Assessment: Intern

Instructions

- Keep in mind scores can be altered over the semester. Make sure the final scores are entered at the end of the semester.
- Use the box below the Score field (on the right side of the rubric) for comments on individual Benchmarks.
- While commenting, please include a date for each comment so they are clearly marked. This allows you and the student to see the progression of the portfolio over time.
- Please be sure to mark Benchmarks that are not being assessed as "NA".

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 9 Benchmarks.
 - 2nd Semester
For year-long candidates in their second semester of their TA or Intern year. This is a summative assessment once you click Complete, assessing all Benchmarks.
 - One Semester Interns
For one-semester interns. This is a summative assessment of all 18 benchmarks once you click Complete.

Program Level*

- Please Select
- 1st Semester
- 2nd Semester
- One Semester Intern (Intern Only)

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.

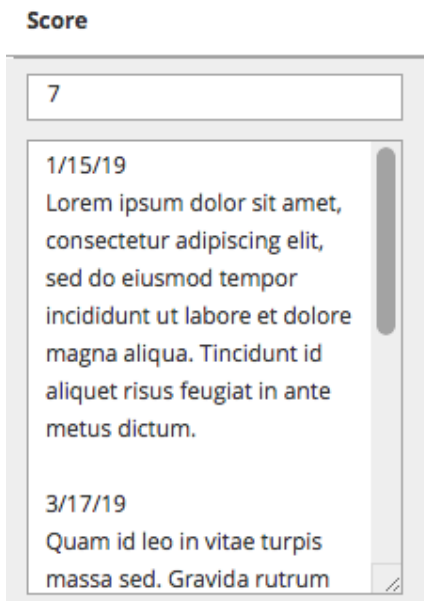
	Insufficient Evidence	Developing	Competent	Proficient	Score
Benchmark 1	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 4	<input checked="" type="radio"/> 7	7
Establishes expectations	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 5	<input type="radio"/> 6	
<input type="checkbox"/> NA				<input type="radio"/> 8	
				<input type="radio"/> 9	

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 9 Benchmarks. Therefore, the other 9 benchmarks that were not assessed 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.



The screenshot shows a form for 'Benchmark 1'. It features a row of radio buttons for scores 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9. Below the radio buttons, there is a checkbox labeled 'NA' which is checked with a green checkmark. To the right of the radio buttons is a text input field labeled 'Score'. Below the 'Score' field is a large, empty text area for comments.

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.



The screenshot shows a 'Score' field containing the number '7'. Below the score field is a comment box with a vertical scrollbar. The comment box contains two entries, each starting with a date:

1/15/19
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Tincidunt id aliquet risus feugiat in ante metus dictum.

3/17/19
Quam id leo in vitae turpis massa sed. Gravida rutrum

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

Rubric Score:	54
Rubric Mean:	6

- The second is below the final Comments text area.

GRADE

Total Score:
54

Total Mean:
6

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

Comments:

Nisi est sit amet facilisis magna etiam tempor. Egestas quis ipsum suspendisse ultrices gravida. At tellus at urna condimentum mattis. Viverra maecenas accumsan lacus vel facilisis volutpat est velit. Odio eu feugiat pretium nibh ipsum consequat. Volutpat odio facilisis mauris sit amet massa vitae tortor condimentum. Urna porttitor rhoncus dolor purus non enim praesent elementum facilisis. Et netus et malesuada fames ac turpis egestas integer. Neque gravida in fermentum et sollicitudin ac orci phasellus. Pharetra pharetra massa massa ultricies mi. Nisi condimentum id venenatis a condimentum vitae sapien.

9. You can ignore the Grade at the bottom of the form. It currently serves no purpose.

Grade:

10. When finished with the assessment, click the Complete button at the bottom of the form at the end of the semester.



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.