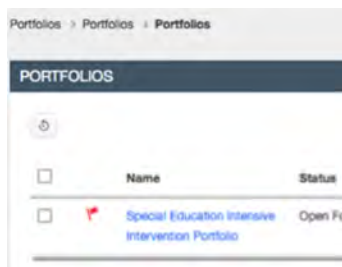
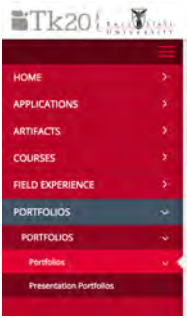


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STEP 1: GETTING STARTED

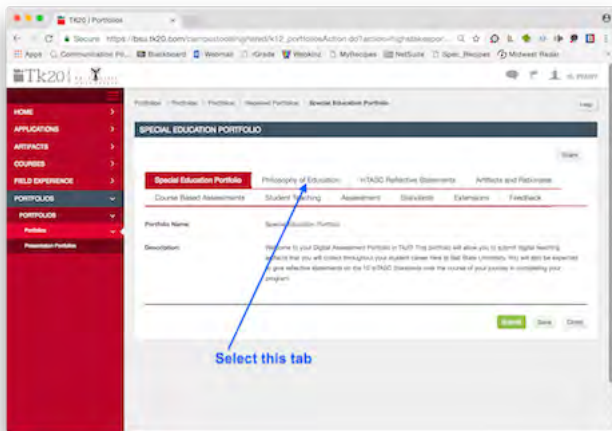


Log into Tk20 at <http://tc.bsu.edu/icare>

Once in Tk20, click the word Portfolio on the red column to the left.

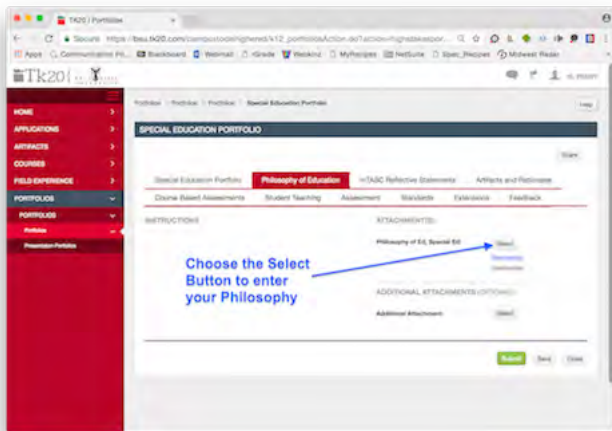
Be sure that the second “Portfolios” is highlighted

Click the blue text under **Name** to enter your portfolio



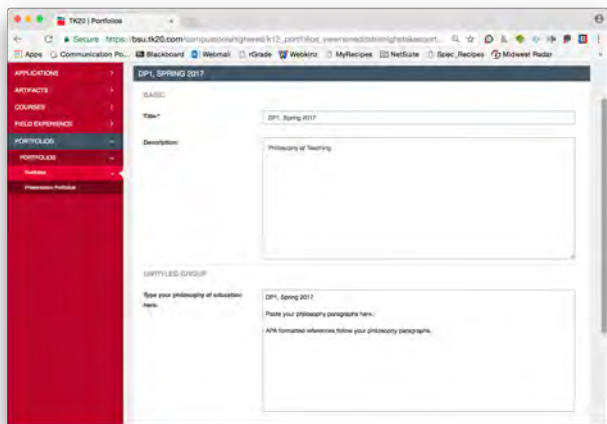
Select the first tab in the list at the top of the page that appears (About Me or Philosophy).

Dual majors – your philosophy goes on the About Me page



Press the Select button next to Philosophy of Education

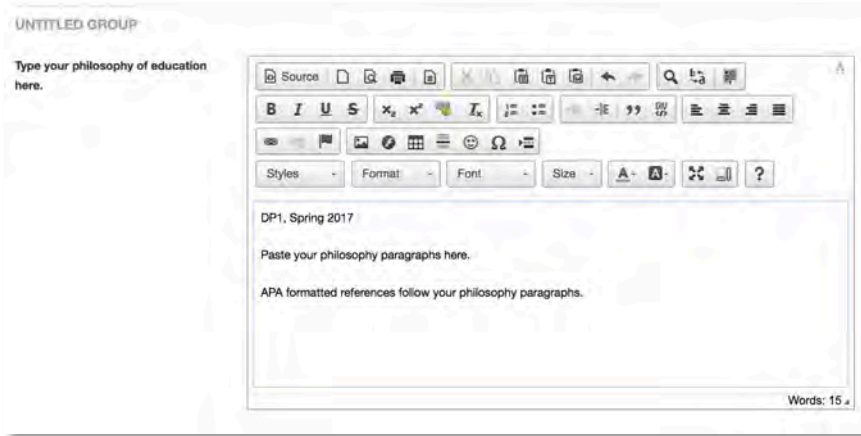
The next page will show you three blank boxes.



Title *MUST BE* decision point and semester. (ex.: DP1, Spring 2017)

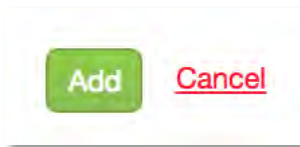
Description should be “Philosophy of Teaching”

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Retype your Title as the first line in the Philosophy of Education box.
(ex. DP1, Spring 2017)

Type or paste your philosophy beginning on the next line. Follow your philosophy with the APA formatted references used to support your ideas.

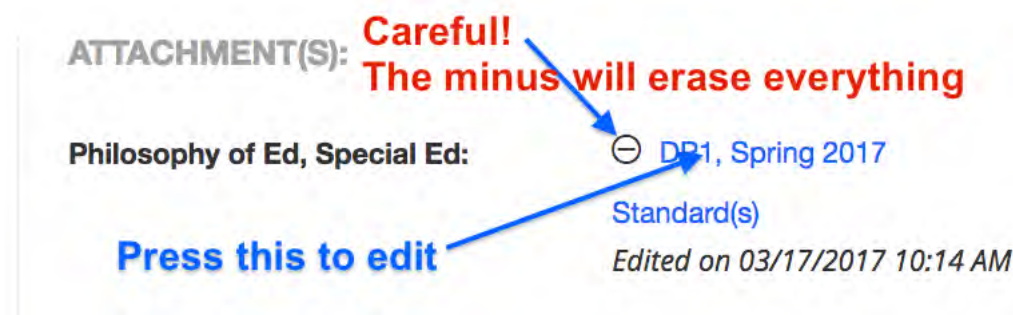


Click the "Add" button submit/save your work

IMPORTANT: Newer decision points go ON TOP of the previous decision point. The new philosophy pushes the old philosophy down the page. **DO NOT ERASE** your philosophy or edit a previous philosophy. Paste a **NEW/UPDATED VERSION** as a new paragraph entry for each decision point.

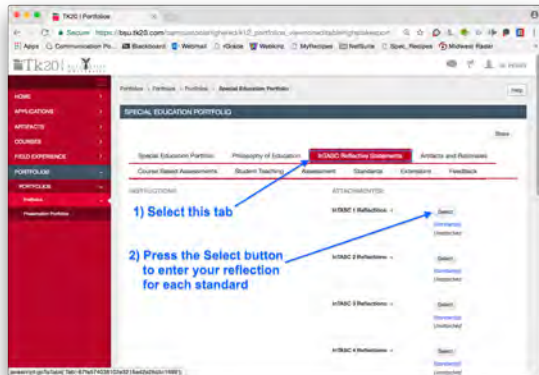
If you need to edit your Philosophy, click the blue title, make your edits, then click update. When you are ready for your next decision point, you will follow this same process. Just remember to paste your new version above the old version.

Click the **Save** option after adding content.

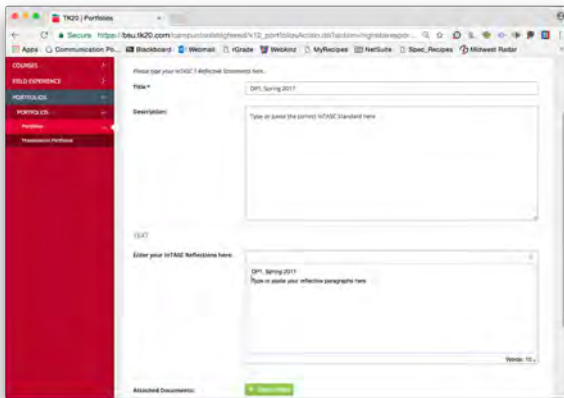


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STEP 2: WORKING WITH YOUR InTASC STANDARDS REFLECTIONS



Select the tab for InTASC Standards then choose the “Select” button next to the standard on which you wish to work.



Title ***MUST BE*** decision point and semester. (ex.: DP1, Spring 2017)

Description should be the actual InTASC Standard

Retype your Title (DP#, Semester year) as the first line in the reflection box. The next line will begin your reflection.

Click “Add” to save your work.

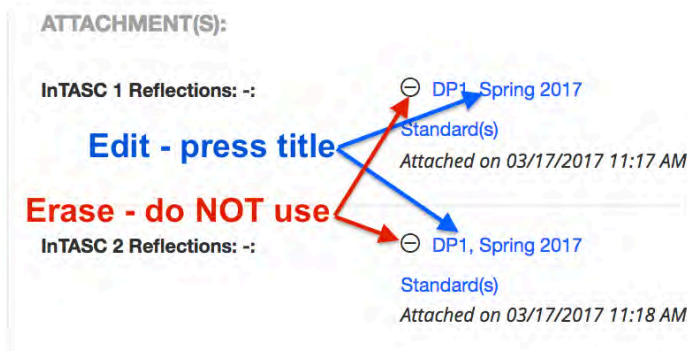
IMPORTANT: Newer decision point items ALWAYS go ON TOP of the previous decision point. The new reflection pushes the old reflection down the page. DO NOT ERASE your previous reflections. Do NOT EDIT your previous reflections. **Paste a NEW/UPDATED VERSION as a new entry above the old entry for each decision point.** Each standard will eventually have three reflections visible, each labeled by decision point and semester.

Add

Cancel

When finished, click the Add button. Continue editing each standard until all 10 are completed.

Click the **Save** option after adding content.



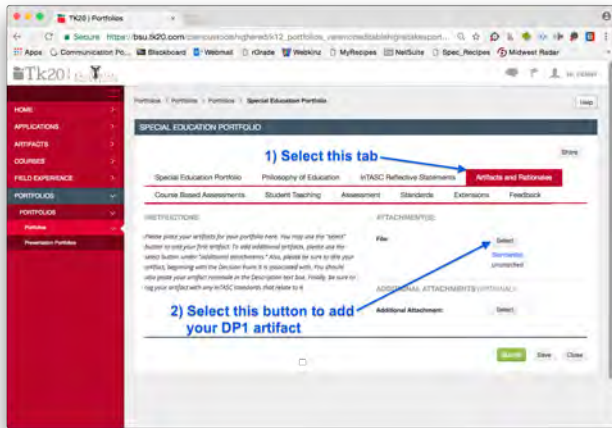
If you need to stop midway or find an error, to edit, press the blue title.

The minus button will ERASE everything – do NOT use the minus.

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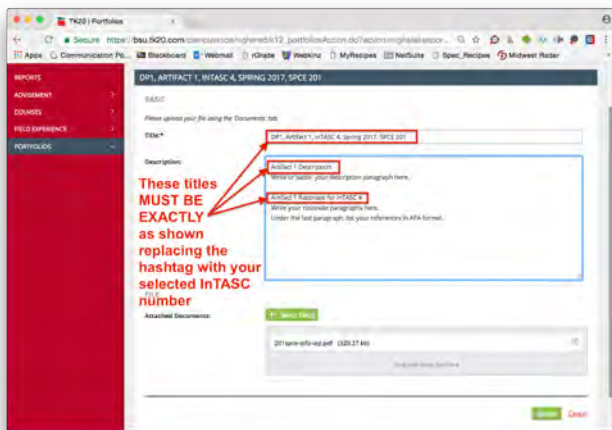
STEP 3: ADDING YOUR DP1 ARTIFACT

The **DP1 artifact** is a bit different from additional artifacts. There is just one text box for BOTH the description and rationale paragraphs.



Choose “Artifacts and Rationales” tab.

Choose the “Select” button to add your DP1 artifact



The title of your artifact **MUST BE EXACTLY** in this order

DP1, Artifact 1, InTASC #X, Semester Year, Course Number

Example:

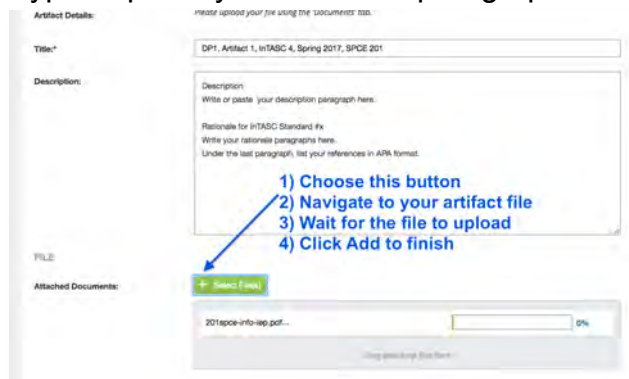
DP1, Artifact 1, InTASC #3, Spring 2017, SPCE 201

In the Description box, type the words “**Artifact 1 Description**” on the first line. On the second line, type or paste your artifact description paragraph.

Leave one or two blank lines after the end of your description and then identify your rationale paragraphs by adding the title “**DP#, Artifact #, InTASC #, Semester year, Course #**” (see picture above for clearer view)
ex. DP1, Artifact 1, InTASC 3, Spring 2017, SPCE 201

Type or paste your rationale paragraphs below the required title. If you used research to support

your ideas, APA formatted references follow the rationale paragraph.

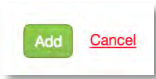


To add the actual artifact, use the “Select File” button to open your files

Navigate to your chosen artifact, click Choose

Wait for the file to load and then click Add to add the artifact and rationale to your portfolio.

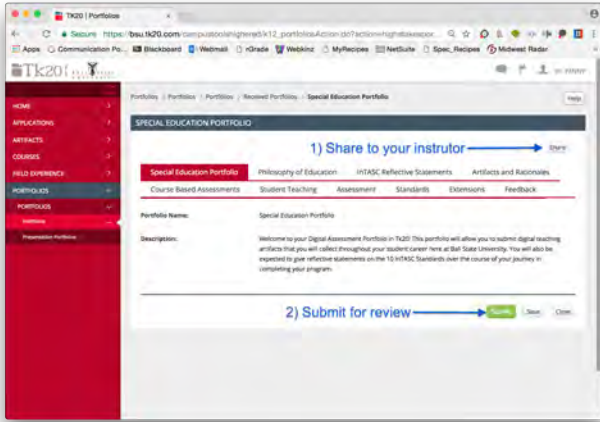
How to Create Your DP1 Special Education Teaching Portfolio



Click the “Add” button to finish adding your first artifact.

Click the **Save** option after adding content.

FINAL TWO STEPS



1) Click the “**Share**” button in the top right corner. Share your portfolio to your decision point course instructor.

2) Once you have shared your portfolio to your instructor, you are ready to **submit** for review. Click the **Submit** button in the lower right corner. Tk20 will give you a pop-up that asks you to confirm you are ready (turn off your pop-up blocker). Click OK on that pop-up and wait for your evaluation.

IMPORTANT THINGS TO REMEMBER:

If you made an error or need to come back to add more to any page, be sure to **click the blue link, NOT the minus sign**. Once you have edited or made your changes, click the Update button to save those changes.

Files larger than 1 MB will be downloadable, but will not automatically show on the portfolio for your evaluation. Best practice is to reduce the file size to below 1 MB so the artifact is easily visible. See the iCare Corner for help with file size reduction.

NEVER use the minus sign! Once you click it, the content is gone.

Keep all reflections, descriptions, and rationales in a document on your laptop or in the cloud.

Newer items go at the top of all text boxes. When you move to DP2 and DP3, the instructions change just a bit.

Each artifact and reflection needs to be “tagged” to a standard – we will do this together as a class at DP1 but you will have to do this independently afterwards.

Click the **Save** option after adding content to each page. If you fail to save, the content last added may or may not be retained.