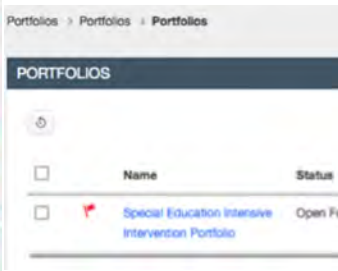
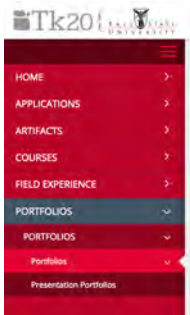


How to Create Your Special Education Portfolio for DP2

STEP 1: GETTING STARTED

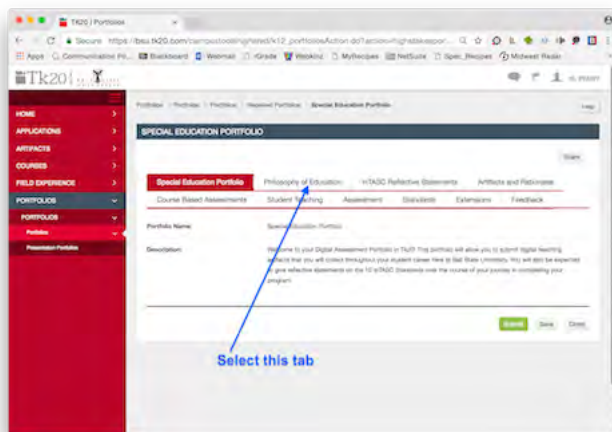


Log into Tk20 at <http://tc.bsu.edu/icare>

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

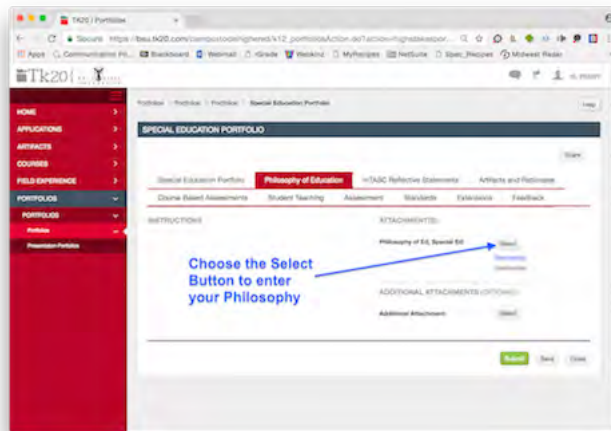
Be sure that the second “Portfolios” is highlighted

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



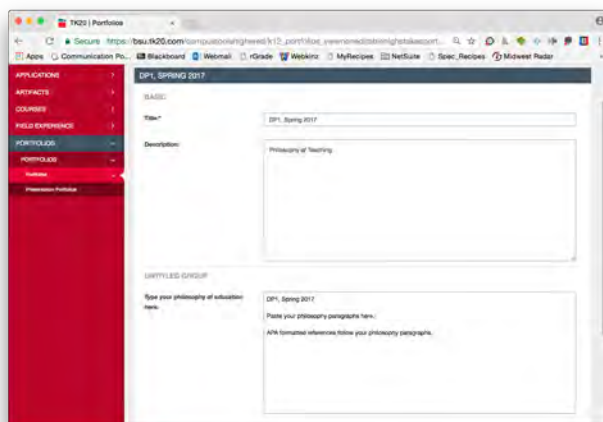
Select the first tab in the list at the top of the page that appears (About Me or Philosophy). Paste your Philosophy of Education on that page.

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.

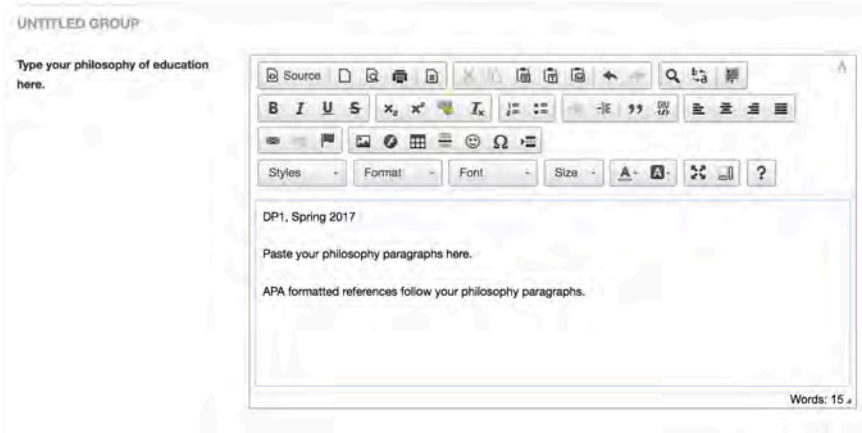


Title MUST BE decision point and semester. (ex.: DP1, Spring 2017)

Description should be “Philosophy of Teaching”

*Note: Newer work goes on top of older work. DP1 philosophy will go below your DP2 philosophy.

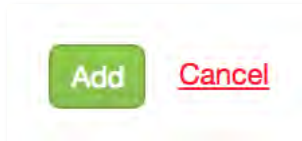
How to Create Your Special Education Portfolio for DP2



Retype your Title as the first line in the Philosophy of Education box.
(ex. DP2, Spring 2017)

The next line will begin your DP2 philosophy and hold all paragraphs. Follow your philosophy with the APA formatted references used to support your ideas.

Directly BELOW your DP2 Philosophy, ***paste your DP1 Philosophy and References.*** Do NOT edit what was posted in RapidWeaver – simply paste it into the Philosophy of Education **AT THE BOTTOM OF THE NEW DP2** Philosophy.



Click the "Add" button submit/save your work

Click the **Save** option once you have added all the content

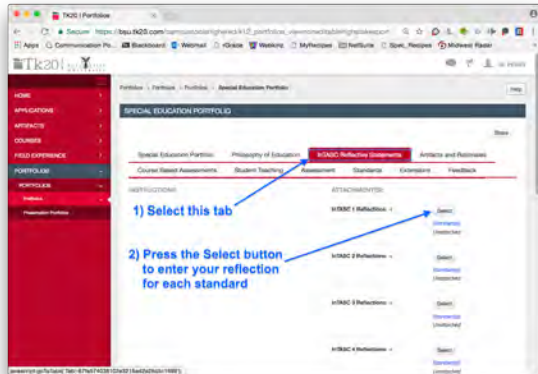
IMPORTANT: Newer decision points go **ON TOP** of the previous decision point. The new philosophy pushes the old philosophy down the page. **DO NOT ERASE** your philosophy. **DO NOT EDIT** your previous philosophy. Paste a **NEW/UPDATED VERSION** as a new entry on top of what is already there for each decision point.

If you need to edit your Philosophy after submitting, 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.

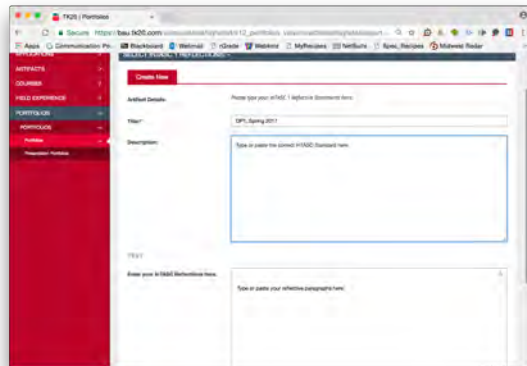


How to Create Your Special Education Portfolio for DP2

STEP 2: WORKING WITH YOUR InTASC STANDARD 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 InTASC Standard

Retype your Title (DP#, Semester year) as the first line in the reflection box. The next line will begin your current DP2 reflection.

Type or Paste your **CURRENT DP2 REFLECTION** at the top of the Reflection box. Leave a blank line or two type the **TITLE FOR YOUR DP1 Reflection** (DP1, Semester year) then **PASTE** your DP1 Reflection EXACTLY AS IT WAS in RapidWeaver.

Both reflections should be visible. DP1 reflection is near the bottom of the text box and DP2 is at the top of the text box. BOTH are labeled with decision point, semester, and year.

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



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



To edit a completed reflection, press the blue title.

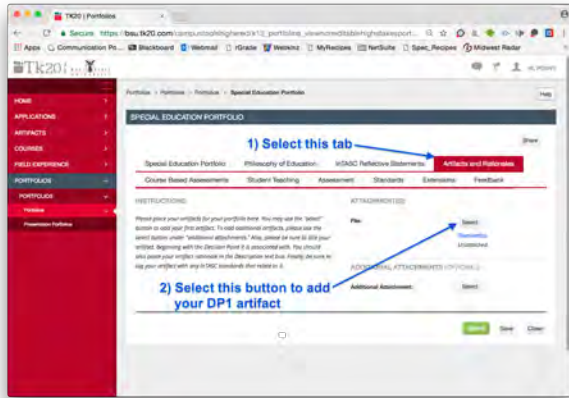
The minus button will ERASE everything – do NOT use the minus.

How to Create Your Special Education Portfolio for DP2

ADDING ARTIFACTS

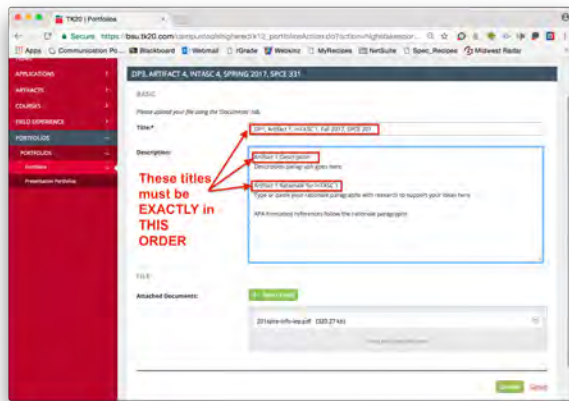
DP1 Artifact and 2 NEW DP2 Artifacts

You must **FIRST** add your **DP1 artifact** to Tk20. The **DP1 artifact** is a bit different from additional artifacts. There is just one text box for BOTH the description and rationale paragraphs. You will **COPY EXACTLY WHAT YOU HAD IN RAPIDWEAVER** for this artifact.



Select “Artifacts and Rationales” tab.

Select the “Select” button to add your DP1 artifact

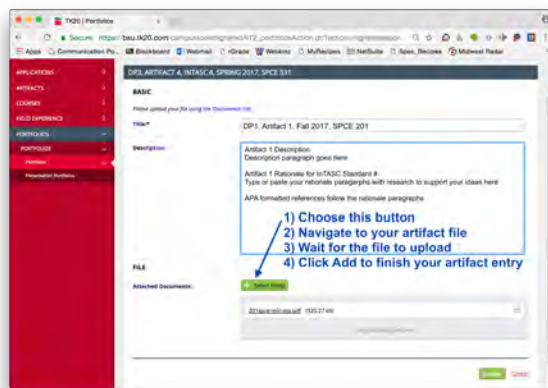


The **TITLE** of your artifact **MUST BE EXACTLY** in this order
DP#, Artifact #, InTASC #, Semester year, Course #

Example:
DP1, Artifact 1, InTASC 3, Spring 2017, SPCE 266

In the Description box, type the words **“Artifact 1 Description”** as the first line of text. On the next line, type or paste your artifact description paragraph.

Leave a blank line and then identify your rationale paragraphs by adding the **EXACT TITLE “Artifact 1 Rationale for InTASC Standard #”** (see picture above). On the next line, type or paste your DP1 artifact rationale from RapidWeaver.

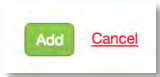


To add your artifact, use the “Select File” button to find your file.

Navigate to your chosen artifact, click “Choose”

Wait for the file to load

How to Create Your Special Education Portfolio for DP2



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

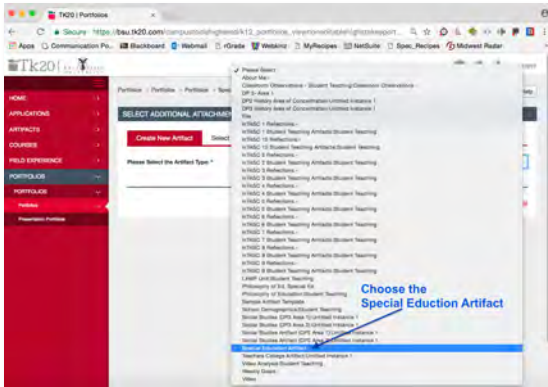
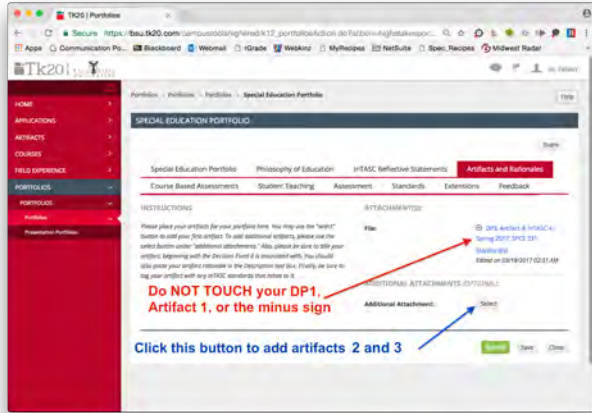
Click the **Save** option once you have added all the content.

ADDING DP2 ARTIFACTS

DP2 artifact additions are a bit different from the DP1 entry.

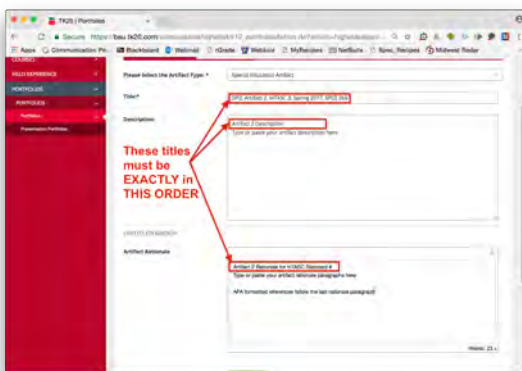
Begin with the Artifacts and Rationales tab, then click “Select” next to Additional Attachments (*Optional*).

Do not remove, edit, or change your DP1 artifact.



Use the drop-down to select the correct department artifact. Look for **Special Education Artifact** near the bottom of the list.

The Artifact Type should say, “Special Education Artifact” at the top of the page.



IMPORTANT: In the Title line, the title of your artifact **MUST** follow this pattern
DP#, Artifact #, InTASC #, Semester year, Course #

Example:
DP2, Artifact 3, InTASC 10, Spring 2017, SPCE 202

How to Create Your Special Education Portfolio for DP2

In the first line of the Description box, type the words, “Artifact 2 Description” in the first line (ex. Artifact 2 Description)

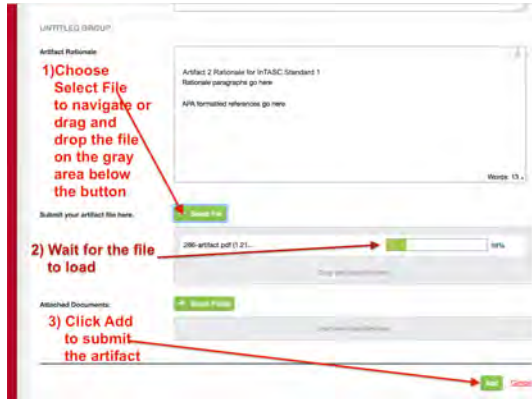
Below the description title, type or paste your artifact description paragraph

In the Artifact Rationale box, type the words “Artifact 2 Rationale for InTASC Standard #x.” You Choose the InTASC Standard number to fill in the x.

(ex. Artifact 2 Rationale for InTASC 3)

Following the rationale title, type or paste your artifact rationale paragraphs.

If using references, APA formatted references should follow the rationale paragraphs.



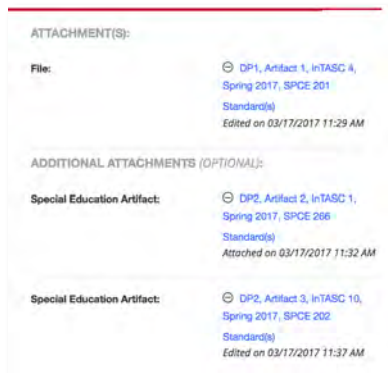
The last step is to add the actual artifact.

Select your Artifact by clicking the Select File button next to “Submit your artifact here.”

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

NOTE: 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. See the iCare Corner for help with file size reduction.

If you made an error or need to come back to add more to any artifact page, be sure to click the Update button to save those changes.



Repeat the process for your second DP2 artifact. The artifact number for your third artifact is **Artifact 3**.

You will now see 3 artifacts visible on the Artifacts and Rationales page.

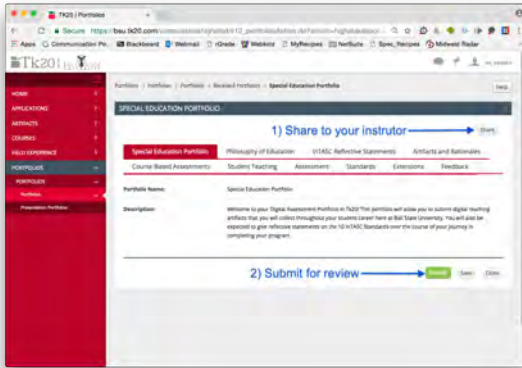
If you made an error or need to come back to add more to any artifact page, Click the blue link to return to the edit page. Be sure to click the Update button to save those changes.

Click the **Save** option once you have added all the content.

How to Create Your Special Education Portfolio for DP2

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. Video files are the only acceptable large files. Everything else needs to be resized. See the iCare Corner for help with file size reduction.

NEVER use the minus sign! Once you click it, the content is gone and not recoverable!

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. Never erase any entry. Never edit any entry. Only add new materials at the top of the text boxes.

Each artifact and reflection needs to be “tagged” to a standard. This area is presently under construction but should be available before your portfolio evaluation due date. Be sure to check and make those links before submitting.

Remember to click the **Save** option after adding content. If you fail to save, the content last added may or may not be complete.