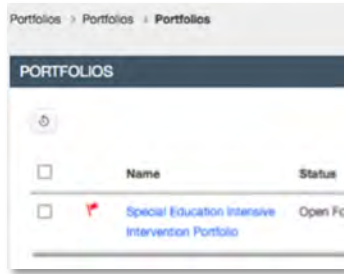
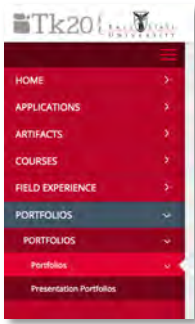


# How to Create Your Special Education Portfolio for DP3

## STEP 1: GETTING STARTED

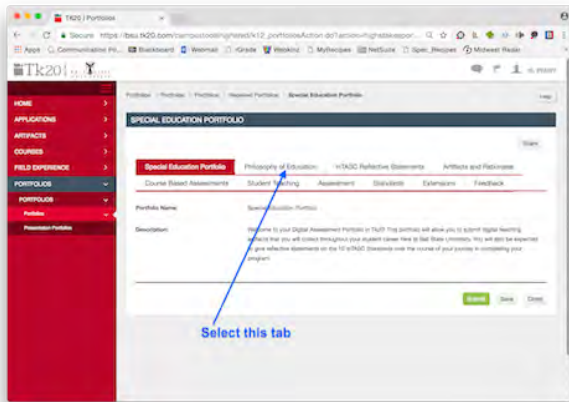


Log into Tk20 at <http://tc.bsu.edu/icare>

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

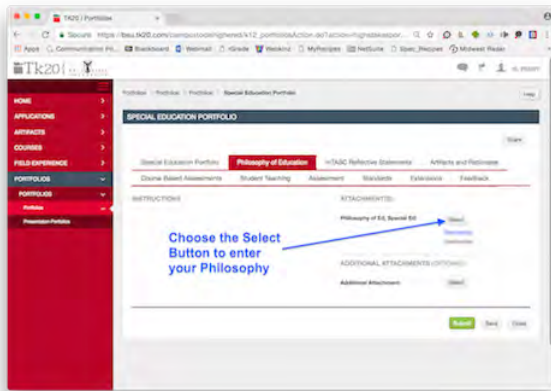
Be sure that the second “Portfolios” is highlighted

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



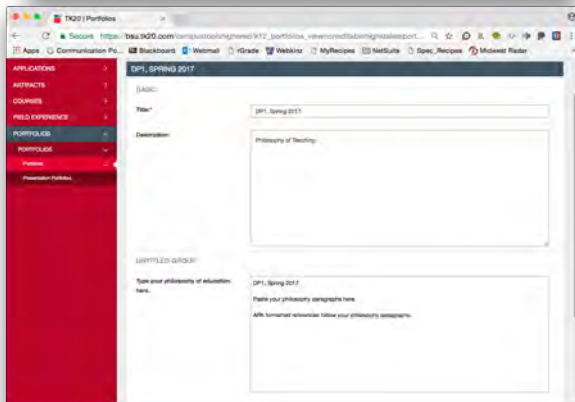
Select the first tab in the list at the top of the page that appears (About Me or Philosophy). This is where you will type or paste your Philosophy of Education on that page.

Dual majors – your philosophy goes on the About Me page



Press the Select button next to Philosophy of Education

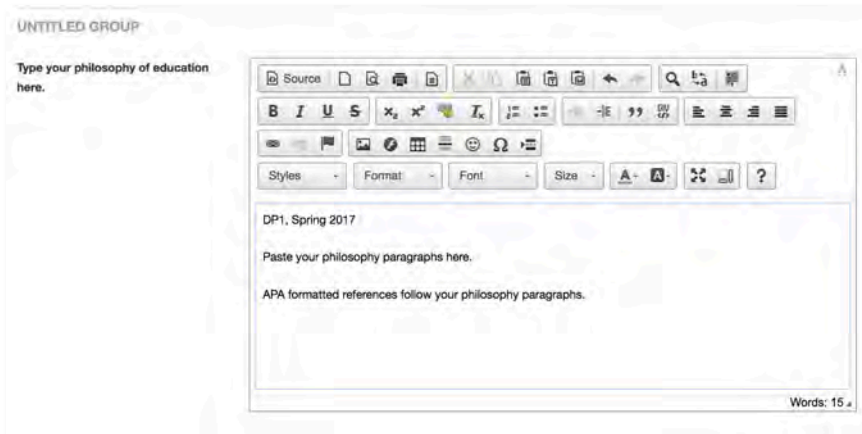
The next page will show you three blank boxes.



**Title *MUST BE*** decision point and semester. (ex.: DP3, Spring 2017)

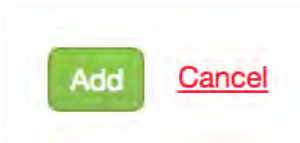
**Description** should be “Philosophy of Teaching”

## How to Create Your Special Education Portfolio for DP3



**Retype your Title as the first line in the Philosophy of Education box.**  
(ex. DP3, Spring 2017)

Begin your DP3 philosophy 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

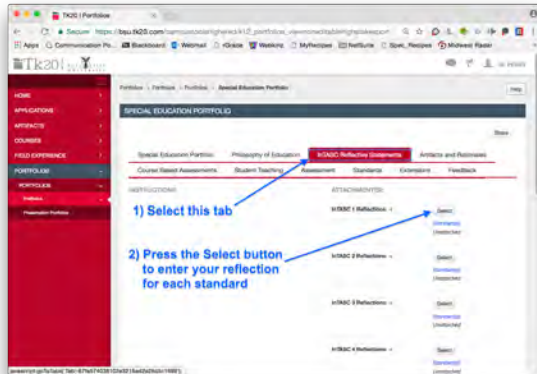
Click the **Save** option once you have added all the content.

If you need to edit your Philosophy after submitting, click the blue title, make your edits, then click the Update button. Do NOT click the minus button – that will erase everything!

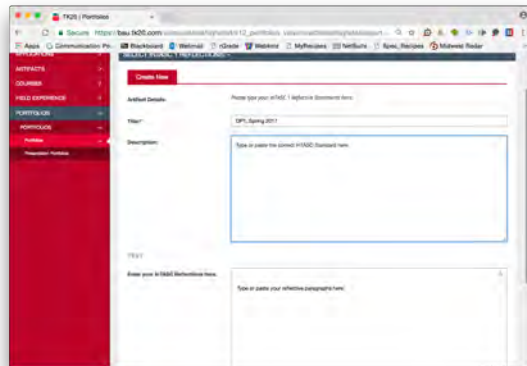


## How to Create Your Special Education Portfolio for DP3

### STEP 2: WORKING WITH YOUR InTASC STANDARD REFLECTIONS



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



Title **MUST BE** decision point and semester. (ex.: DP3, Spring 2017)

Description should be the entire InTASC Standard

Retype your Title (DP#, Semester year) as the first line in the reflection box. The next line will begin your current DP3 reflection.

**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.**

**Add** **Cancel**

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.

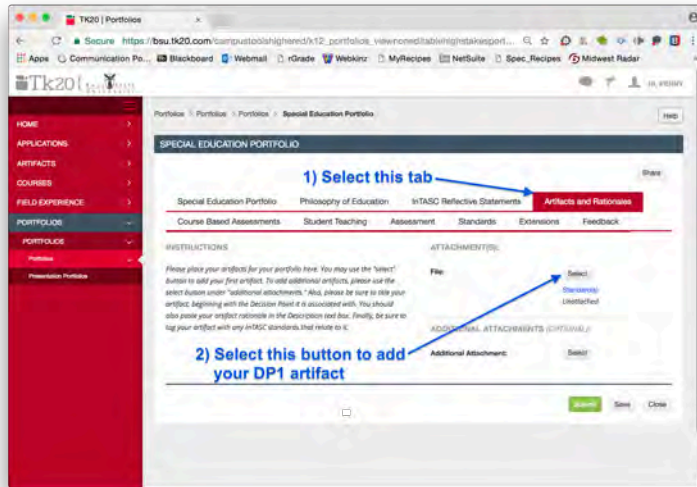
Click the **Save** option once you have added all the content.

## How to Create Your Special Education Portfolio for DP3

### Step 3: Adding Remaining Artifacts

#### 4 New Artifacts for DP3 - Linked to previously unused InTASC Standards

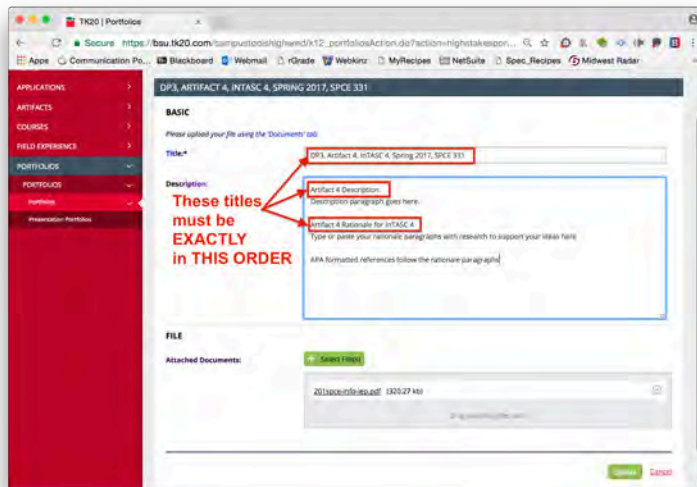
Your **FIRST** artifact will look different from your other artifacts. There is just one text box for BOTH the description and rationale paragraphs for your first artifact.



Select “Artifacts and Rationales” tab.

Choose the “Select” button to add your first DP3 artifact

This artifact will be **Artifact 4** (You have previously passed DP1 and DP2 with your first three artifacts.)



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

Example:  
DP3, Artifact 4, InTASC 3, Spring 2017, SPCE 331

In the Description box, type the words “Artifact 4 Description” as the first line of text. On the next line, type or paste your artifact description paragraph.

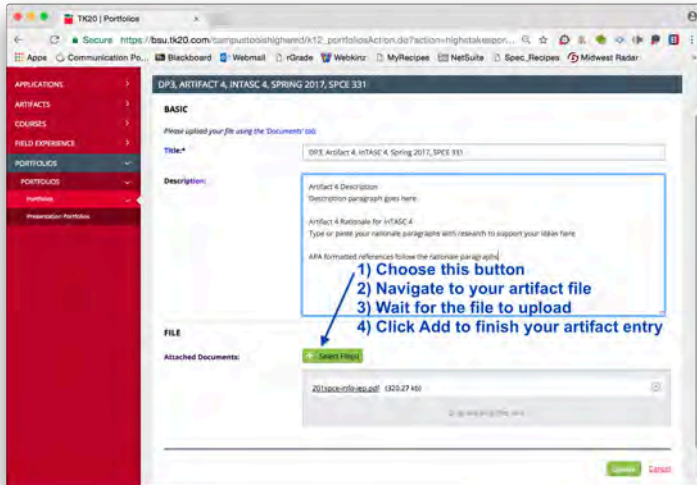
Leave a blank line and then identify your rationale paragraphs by adding the **EXACT TITLE** “**Artifact 4 Rationale for InTASC Standard #**” (see picture above).

You choose the correct InTASC number for your own work.

(ex. Artifact 4 Rationale for InTASC Standard 3)

On the next line, type or paste your DP3 artifact rationale for the selected artifact 4.

## How to Create Your Special Education Portfolio for DP3



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

Navigate to your chosen artifact, click “Choose”

Wait for the file to load.



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

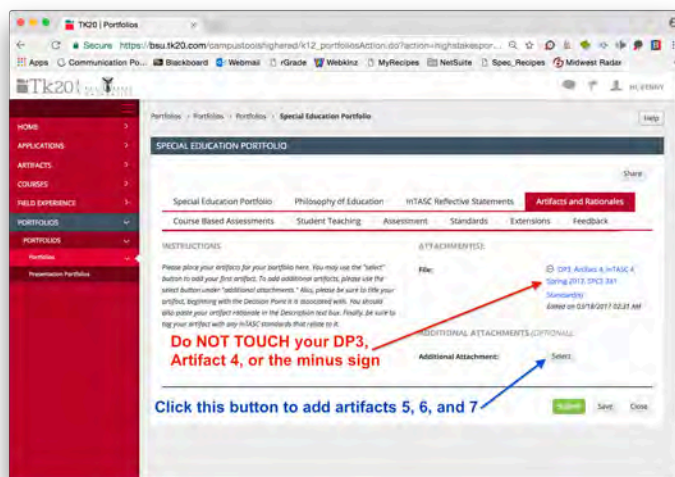
If you made an error or need to come back to add more to any artifact page, be sure to click the blue link, NOT the minus sign. Once you have edited or made your changes, click the Update button to save those changes.

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 so the artifact is easily visible. See the iCare Corner for help with file size reduction.

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

### Adding DP3 Artifacts 5 through 7

DP3 artifact numbers 5, 6 and 7 are a bit different from the first artifact entry.

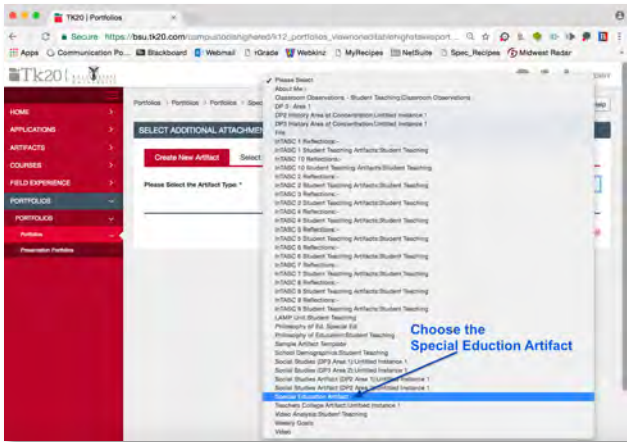


Begin with the Artifacts and Rationales tab, then click “Select” next to Additional Attachments (*Optional*).

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

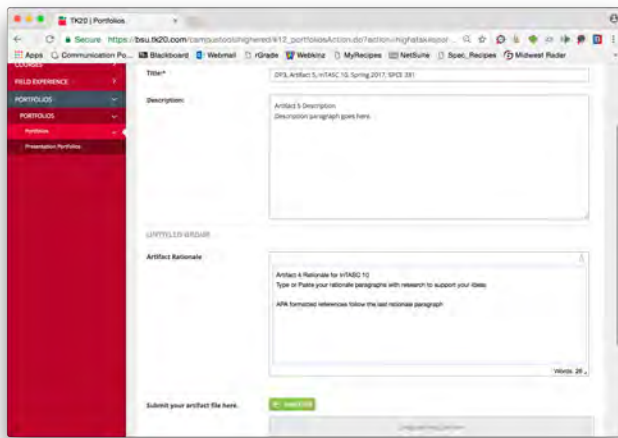
Double check to see that it is labeled as **DP4, Artifact 4, InTASC #, Semester year, Course**  
You select the InTASC number, semester, year, and course number.

## How to Create Your Special Education Portfolio for DP3



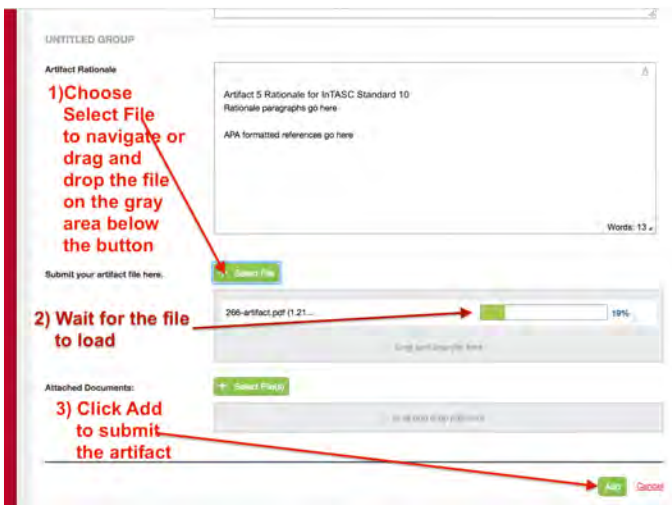
Use the drop-down to select the correct department artifact. Look for **Special Education Artifact** near the bottom of the list.

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



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

Example:  
DP3, Artifact 5, InTASC 10, Spring 2017, SPCE 331



In the first line of the Description box, type the words, “Artifact # Description” in the first line  
(ex. Artifact 5 Description)

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

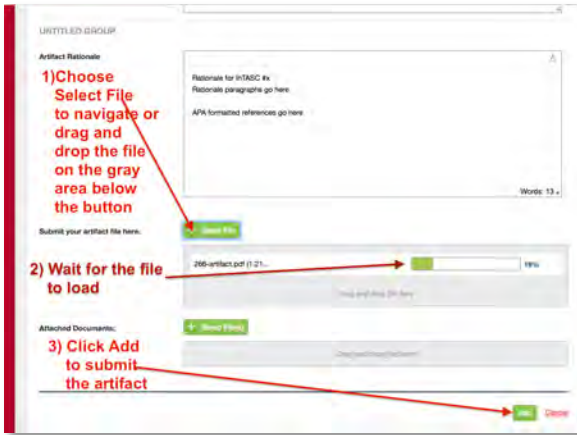
In the Artifact Rationale box, type the words **Artifact # Rationale for InTASC Standard #**  
(ex. Artifact 5 Rationale for InTASC 10)

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.

## How to Create Your Special Education Portfolio for DP3



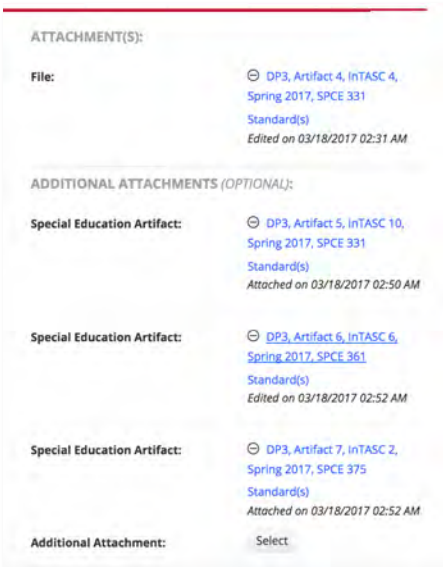
Select your Artifact by clicking the Select File button next to “Submit your artifact here.”

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.

To upload files, click the “OK” button on the small pop-up window.

Click the **Save** option once you have added the content to each page.



Repeat the process for your third (Artifact 6) and fourth (Artifact 7) DP3 artifact. You will now see 4 artifacts visible on the Artifacts and Rationales page.

Double-check the titles to be sure they EXACTLY MATCH the required wording. Click on the title to edit as needed.

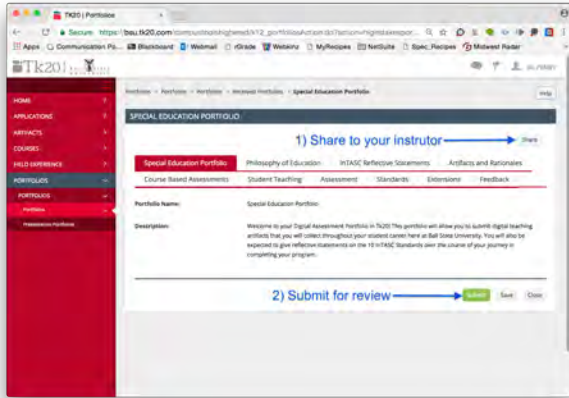
If you made an error or need to come back to add more to any artifact page, be sure to click the Update button to save those changes.

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

## How to Create Your Special Education Portfolio for DP3

### FINAL THREE STEPS

When you believe your portfolio is ready for review, click the **Save** button at the bottom of the page. Once you have saved, you are ready to **Share and Submit**.



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 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.