## Initial Teacher Certification Portfolio

The Initial Teacher Certification Portfolio is used to track your progress along the path to certification. You will use this portfolio several times throughout your program and will submit it at or near the completion of student teaching.

1. The Initial Teacher Certification Portfolio is accessed via Tk20 (<u>https://go.uta.edu/tk20</u>). Log into Tk20 using your UTA NetID and password and then select the Portfolio tab on the left-hand menu.

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2. If you have been issued a portfolio, it should appear on this page. Click on the Name of the portfolio to open it.

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- 3. The ITC portfolio consists of several tabs of information:
  - Portfolio Name

- This is the main landing page for the portfolio.
- UTA/TEA Required Documents
  - This tab contains four documents required for certification.
- TEA Required Trainings
  - Documentation that provides evidence that you have completed the required training modules. There are six of these training modules.
- Cooperating Teacher Documents
  - Submission space for most documents requiring input or a signature from the cooperating teacher. There are seven of these documents.
- UTA Supervisor Documents
  - Submission space for the three Teacher Observation Records completed by your university field supervisor during student teaching.
- Assessment
  - This tab is not currently being used.
- Extensions
  - This tab is not currently being used.
- Feedback
  - This tab is not currently being used.

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Portfolios 🗸	Portfolio Name:	ITC EP Portfolio 8-12-2019 @ 10:10 PM
	Description:	This portfolio is used for all Initial Teacher Candidates.
		On each of the tabs of this portfolio you will find different documents that need to be submitted over the course of your program. Each document submission has three areas in common: title, description, and additional documentation as well as items unique to each submission. You do <b>not</b> need to adjust the title of any of your submissions and you will not need to enter a description. The additional documentation area is available for you to upload any supporting documents that you might encounter for each step. For example, during one of your Observation Log submissions you might have notes, lessons plans, or a seating chart from your observation. You can upload that additional information in the area provided at the bottom of the submission.
		We will not be using the Assessment, Extensions, and Feedback tabs of this portfolio.
		Click "save" once you have completed each task; do not click "submit" until all components in portfolio have been completed.
		If you have a paper copy of a document. you can use the mobile app Microsoft Office Lens to turn the document into a PDF. See https://www.microsoft.com/en-us/p/office-lens/9wzdncrfj3t8 for more information on installing and using this app on your mobile device.
		If you experience a technical issue, please email tk20@uta.edu for assistance. If you have a question about a document, please email coedfield@uta.edu.

4. Each tab has a list of the documents and/or forms that need to be completed. You will access each document and/or form by clicking the "Select" button next to the document or form you wish to add to your portfolio. The "Submit" button will only be used once all documents are uploaded to the **entire** portfolio. Use the "Save" button to save progress until you have uploaded all forms and/or documents. Only then will you use the "Submit" button.

ITC EP Portfolio 8-12-2019 @ 10:10 PM	ITA/TEA Required Documents	TEA Required Trainings	
Cooperating Teacher Documents UTA Su	upervisor Documents Asse	essment Extensions Fee	edback
INSTRUCTIONS	AT	TACHMENT(S):	
This section contains documentation that is required by TEA successfully complete an educator preparation program.	Hau	knowledgement of Clinical Teaching ndbook, Liability Insurance, and aiver of Liability:	Select Unattached
Click "save" once you have completed each task; do not cli components in portfolio have been completed.	FER	RPA Consent to Release Educational cords and Information:	Select
If you have a paper copy of a document, you can use the mo Lens to use your phone or tablet to turn the document into a	bbile app Microsoft Office a PDF. See	cords and information:	Unattached
https://www.microsoft.com/en-us/p/office-lens/9wzdncrfj3t8 installing and using this app.	Pro	ofessional Disposition knowledgement:	Select Unattached
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			Submit Save Close

5. Each document and/or form may have areas for you to upload attachments, make selections, or type in short answers (i.e., your name). Each document and/or form has an extra area at the bottom which allows for additional documentation to be added to your portfolio. For example, during a field observation you might be given a copy of the lesson plan, seating chart, or handouts. These are appropriate additional documents that could be uploaded along with the field observation log.

Name:	Brian Brown
Please type your full name to pro electronic agreement to policies above. *	
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