

# RioGrande Valley TK20 – Completing an Assessment Portfolio

**(Evaluation of Part-Time Faculty)** The University of Texas Rio Grande Valley

### Log into Tk20:

- 1. Using the latest version of *Firefox or Chrome* browser, go to the following URL: <u>http://utrgv.tk20.com</u>
- 2. Enter your UTRGV credentials.
- 3. You will need to enter them twice in order to log into TK20.

Tk20 { The University of Texas Rio Grande Valley		
Username Password		
LOG INTO YOUR ACCOUNT →	TRGV The University of T Rio Grande Valley	èxas
Resources	Onlin	e Convices Login
Admissions	Sign in with your UTRGV account	By pressing the Sign in button, you agree to: Use the system and data only for official University transactions. Never share your password or access.
	UTRGV Password  Sign in	Help Brownsville: (956) 882–2020 Edinburg: (956) 665–2020
	Can't access your account? To protect your personal information, please close ALL open browser windows when you sign out.	Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

# **Viewing an Assessment Portfolio**

- 1. Click on Portfolios in the sidebar.
- 2. Click on the Name of the Portfolio under Received Portfolios.

M	MY PORTFOLIOS				
	Sen	t Portfo	blios Received Portfolios		
	ঠ				
(		] Name		Status	Sent By
		۴	Part-Time Faculty Evaluation	Open For Editing	Administrator, CEP

### Portfolio Layout

- Portfolio Tabs: each sub-tab represents a different section of the portfolio
- Title & Instructions: title and pertinent instructions are located on the Assessment Portfolio cover page
- Assessment: portfolio evaluator(s) of your work
- Extension: You may be granted an extension on your submission.
- Feedback: Your evaluator may leave feedback

PART-TIME FACULTY EVALUATION				
Part-Time Faculty Evaluation	Documentation Required via Tk20 File Upload Assessment Extensions Feedback			
Portfolio Name:	Part-Time Faculty Evaluation			
Description:	College of Education & P-16 Integration Evaluation of Part-time Lecturer Teaching and Learning			
	Policy statement			
	The College of Education and P-16 Integration will use the following strategies for the mentoring and professional development of part-time lect purpose of evaluation and recommendations for reappointment.			
	Together with course assignments, the Department Chair will provide each part-time lecturer with documentation stating the obligations and ex			

#### **Completing an Assessment Portfolio**

Artifact Attachment

- Click on the sub-tab to the right of the Assessment Portfolio cover page.
- Assessment Portfolios require you to complete files known as Artifacts.
- To complete an artifact, click on the Select button and follow the instructions on the screen.
- All fields with an asterisk (\*) must be filled in before the system will let you add your artifact.

PART-TIME FACULT	Y EVALUATION			
Part Time Facul	by Evaluation	an Required via TK20 Eile Unload Assessment Extensions Feedback		
INSTRUCTIONS		ng via the artifact form below:		
Narrativa Summan (Pa	flaction of Tourching	Select Summary/Reflection of Teaching):: Unattached		
<ul> <li>Please list the cours</li> <li>What are your reflet</li> <li>What are the challet</li> <li>What were your acc</li> <li>Service if applicable</li> </ul>	es taught in this semester or academic es taught in this semester or academic ttions on course evaluations for each o nges in teaching this semester or acad omplishments in teaching this semeste	:year. bourse? emic year? er or academic year?		
ATTACHMENT(S	i):	Select Unattached		
	Artifact Details: Please complete the Narrotive Summary/Reflection of Teaching Form as part of your evaluation.			
	Title:*	CEP- Evaluation of Part-time Lecturer (Narrative Summary/Reflection of Teaching): 1		
	Description:			
	NARRATIVE SUMMARY/REFLECT	ION OF TEACHING		
	Please list the courses taught in this academic year. *	semester or		

## Submitting an Assessment Portfolio

- To save your progress click on the save button located on the lower part of the screen.
- When you are done working on your Assessment Portfolio you can click on Submit.
- You will not be able to submit until all required files are submitted (This does not include Assessment, Extension or Feedback as these pertain to your evaluator).

