

# Education Accountability System (EAS) via Tk20 Guide to Share Portfolio

**Step 1:** Visit EAS site at  
“<http://umbc.tk20.com>”

**Step 2:** Enter your EAS via  
Tk20 username and  
password and click “Login”

The screenshot shows a web browser window with the address bar containing the URL <https://umbc.tk20.com/campustoolshighered/start.do>. The page header features the Tk20 and UMBC logos. The main content area is a white login form with a grey background. The form includes a username field with a person icon, a password field with a lock icon, and a green button labeled "LOG INTO YOUR ACCOUNT" with a right-pointing arrow. Below the button are two links: "Click here to purchase your student account" and "Register your account". At the bottom of the form are two menu items: "Resources" and "Admissions", each with a right-pointing arrow.

**Step 3:** Click on Portfolios tab and click a portfolio name

Portfolios > Portfolios > Portfolios

<input type="checkbox"/>	Name	Status	edTPA™ Status	Sent By	Updated
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - Spring 2014	Review in Progress		Saien, Nageeb	02/24/2016
<input type="checkbox"/>	Secondary Social Studies TeachingFolio - Test for Review	Review in Progress		Kanuri, Anusha	04/06/2016
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio	Open For Editing		Admin, UMB	10/12/2015
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - TEST	Open For Editing		Ruparella, Megha	02/25/2016
<input type="checkbox"/>	EDUC 451782 Early Childhood TeachingFolio - TEST	Open For Editing		Schaffer, Justin	03/07/2016
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - Holly Stein - Spring 2012	Open For Editing		MOOLNGOEN, SURATTANA	07/15/2016
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio Test	Review in Progress		Admin, UMB	07/18/2016

**Step 4:** Click on the “Share” button located at the rightmost of the screen highlighted in the screenshot

Portfolios > Portfolios > Portfolios > Received Portfolios > EDUC 792L ESOL TeachingFolio

EDUC 792L ESOL TEACHINGFOLIO

EDUC 792L ESOL TeachingFolio Introduction Teaching Philosophy TESOL Domain 1 TESOL Domain 2  
TESOL Domain 3 TESOL Domain 4 TESOL Domain 5 Maryland Teacher Technology Standards  
Maryland Institutional Performance Criteria Assessment Standards Extensions Feedback

Portfolio Name: EDUC 792L ESOL TeachingFolio

Description: TeachingFolio

Welcome to your TeachingFolio! This Folio is your place for presenting and explaining experiences during your Internship as well as for demonstrating your knowledge and skills in the areas identified as essential for ESOL teacher candidates. What you select for inclusion in your TeachingFolio will serve to illustrate your developing knowledge and skills as an ESOL teacher. You must complete all sections of this TeachingFolio. Every section of the TeachingFolio will have instructions for what is needed.

Submit Save Close

**Step 5:** Enter the email addresses of the recipients with whom you would like to share your portfolio (The recipient will receive an email containing a portfolio URL/link).

**Step 6:** Re-enter the subject as you wish.

**Step 7:** Select an end date (this date will be the last day that a recipient(s) can access your profile through URL).

**Step 8:** Type a message as you wish.

**Step 9:** Click Share

The screenshot shows the 'Share Portfolio' form in the Tk20 UMBC system. The form is titled 'Share Portfolio' and has a close button (X) in the top right corner. The 'From:' field is filled with 'Lovely Jenny'. The 'To:' field is empty. The 'Subject:' field is filled with 'Lovely Jenny has just shared a portfolio with you.'. The 'Share Tabs:' section has a list of items with checkboxes: Introduction, Teaching Philosophy, TESOL Domain 1, TESOL Domain 2, TESOL Domain 3, TESOL Domain 4, TESOL Domain 5, Maryland Teacher Technology Standards, and Maryland Institutional Performance Criteria. The 'Select all that apply:' section has two checkboxes: 'Share assessments associated with my portfolio' (unchecked) and 'Send a copy of this message to my email address' (checked). The 'Message:' text area contains the text: 'Lovely Jenny has just shared a portfolio with you. To view Lovely Jenny's portfolio, click on this link or paste it into your web browser.'. Below the form are two fields: 'Portfolio URL:' with a blue link 'URL\_for\_viewing\_portfolio' and 'URL Expiration Date:' with a date input field showing 'MM/DD/YYYY'. At the bottom right, there is a green 'Share' button and a red 'Cancel' button.