

RECALL PORTFOLIO

In case you accidentally submit your portfolio, you can recall it. However, if your instructor already completed the rubrics then you CAN NOT recall it back. You would need to contact Office of Assessment to reopen your portfolio. Our contact information is education@umbc.edu and 410-455-2380/410-4558023.

Step 1: Click on the Portfolio tab

Step 2: Select a Checkbox in front of the portfolio and click the recall button above.

The screenshot shows the Tk20 UMBC web application interface. The sidebar on the left has the 'PORTFOLIOS' tab selected. The main content area displays a table of portfolios. A recall button (a circular arrow icon) is visible above the table. The table has the following data:

	Name	Status	edTPA™ Status	Sent By	Updated
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - Spring 2014	Review in Progress		Saien, Naqeeb	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 Test	Open For Editing		Admin, UMBC	02/24/2016
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio	Open For Editing		Admin, UMBC	10/12/2015
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - TEST	Open For Editing		Ruparella, Megha	02/25/2016
<input type="checkbox"/>	EDUC 451/782 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		MOOLINGOEN, SURATTANA	07/15/2016

Step 3: You can red Flag in front of the portfolio again.

You can reattach your revised portfolio

The screenshot shows the same Tk20 UMBC web application interface. The 'PORTFOLIOS' tab is still selected. In the table, the portfolio 'EDUC 792L ESOL TeachingFolio Test' now has a red flag icon next to its checkbox, indicating it has been flagged for recall.

	Name	Status	edTPA™ Status	Sent By	Updated
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - Spring 2014	Review in Progress		Saien, Naqeeb	02/24/2016
<input type="checkbox"/>	Secondary Social Studies TeachingFolio - Test for Review	Review in Progress		Kanuri, Anusha	04/06/2016
<input checked="" type="checkbox"/>	EDUC 792L ESOL TeachingFolio Test	Open For Editing		Admin, UMBC	02/24/2016
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio	Open For Editing		Admin, UMBC	10/12/2015
<input type="checkbox"/>	EDUC 792L ESOL TeachingFolio - TEST	Open For Editing		Ruparella, Megha	02/25/2016
<input type="checkbox"/>	EDUC 451/782 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		MOOLINGOEN, SURATTANA	07/15/2016