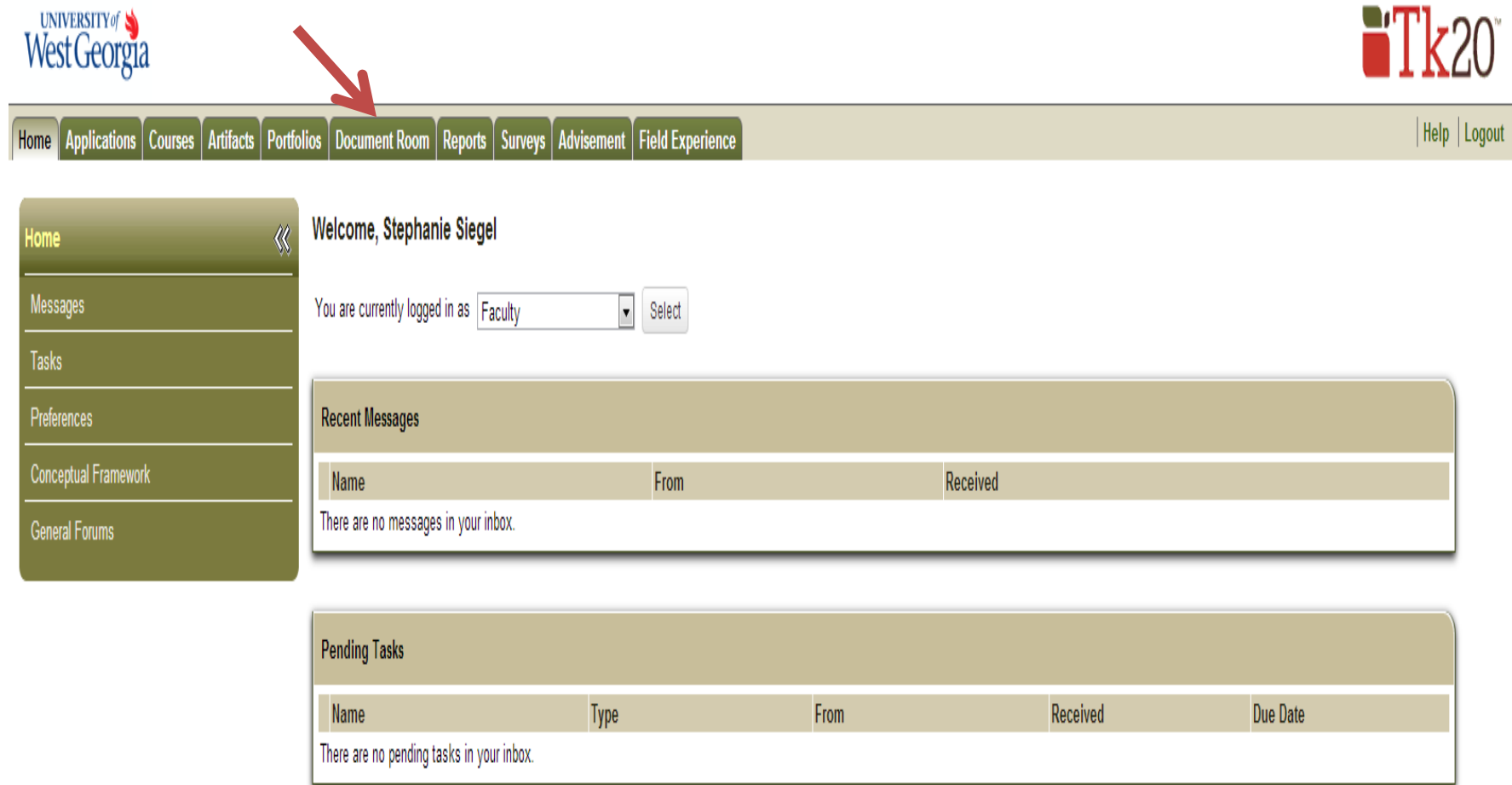


# How to find the edTPA handbooks in Tk20:

First, click on the Document Room tab:



The screenshot shows the Tk20 user interface. At the top left is the University of West Georgia logo. At the top right is the Tk20 logo. Below these is a navigation bar with tabs: Home, Applications, Courses, Artifacts, Portfolios, Document Room, Reports, Surveys, Advisement, and Field Experience. A red arrow points to the Document Room tab. To the right of the navigation bar are links for Help and Logout. Below the navigation bar is a sidebar with a 'Home' button and a list of menu items: Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area displays a welcome message for Stephanie Siegel, a login status indicator showing 'Faculty' in a dropdown menu, and two sections: 'Recent Messages' and 'Pending Tasks'. Both sections have a table header and a message stating 'There are no messages/tasks in your inbox.'

UNIVERSITY of West Georgia

Tk20™

Home Applications Courses Artifacts Portfolios Document Room Reports Surveys Advisement Field Experience Help Logout

Home <<

Welcome, Stephanie Siegel

You are currently logged in as Faculty Select

Recent Messages

Name	From	Received
There are no messages in your inbox.		

Pending Tasks

Name	Type	From	Received	Due Date
There are no pending tasks in your inbox.				

Then, click on Public Documents in the side menu on the left:



Home Applications Courses Artifacts Portfolios Document Room Reports Surveys Advisement Field Experience

Document Room



Documents

Public Documents

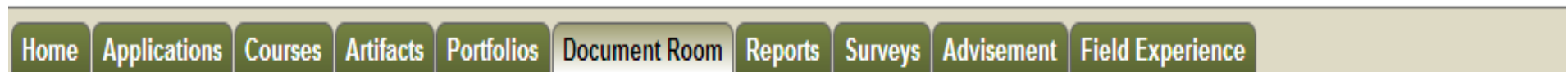
## Document Room

The Document Room gives you the ability to aggregate all your institutional documents in one location.

Upload documents, such as meeting minutes, reports, survey results, committee outcomes, and any additional items to share with colleagues, accreditation reviewers, and other stakeholders. A wide range of file formats are accepted.

The system contains three document rooms that can be organized independently, with folders and subfolders. Access to each of the three document rooms is controlled by the system.

Next, click on the **+** to the left of the folder called “edTPA Fall 2013:”



**Document Room** <<

---

Documents

---

Public Documents  
Browse

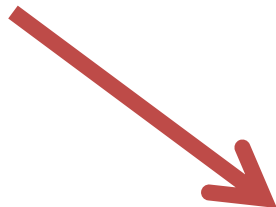
## Documents

To view a document, browse through the folders to find it, then click on the document name. To view folder information, the folder in which you would like to place your document.

[Open All Folders](#) | [Close All Folders](#)

- [-] Document Filing Cabinet +
- + [-] NCATE Focused Visit: Standard 2. Spring 2013 + -
- + [-] On-Site Exhibit Requests +
- + [-] List of Exhibits +
- + [-] Closing the Loop 08.12.13 +
- + [-] edTPA +
- + [-] edTPA Fall 2013 +

Total Space Usage: 69.903/ 100MB



This will open up the folder. You'll need to choose which sub-folder you need to open, and then click on the **+** to the left of it:



- Home
- Applications
- Courses
- Artifacts
- Portfolios
- Document Room
- Reports
- Surveys
- Advisement
- Field Experience

### Document Room

Documents

Public Documents

Browse

### Documents

To view a document, browse through the folders to find it, then click on the document name. To view folder information, click on the folder in which you would like to place your document.

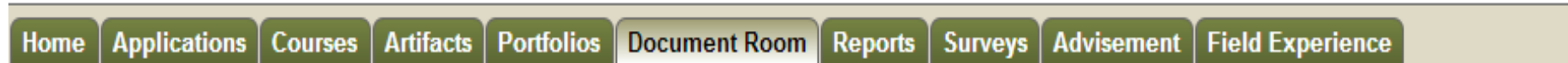
[Open All Folders](#) | [Close All Folders](#)

- Document Filing Cabinet +
- + NCATE Focused Visit: Standard 2, Spring 2013 + -
- + On-Site Exhibit Requests +
- + List of Exhibits +
- + Closing the Loop 08.12.13 +
- + edTPA +
- edTPA Fall 2013 +
  - + Elementary Education, v2 +
  - + K-12 Physical Education, v3 +
  - + Secondary English-Language Arts, v2 +
  - + Secondary History-Social Studies, v2 +
  - + Secondary Mathematics, v2 +
  - + Secondary Science, v2 +
  - + Visual Arts, v2 +
  - + Local Eval Rubrics + -
  - + Special Education +
  - + World Language +
  - + Library Specialist +
  - + Business Education, v2 +
  - + Educational Technology Specialist, v2 +
  - + Secondary Science (Version 2) +
  - edTPA\_Errata
  - Tk20 Guide for edTPA Candidates
  - User Guidelines for Video Uploads

Total Space Usage: 69.903/ 100MB



This will open the sub-folder to reveal the documents inside. Choose the document marked “Handbook” at the end, and click on it:



### Document Room

Documents

Public Documents

Browse

### Documents

To view a document, browse through the folders to find it, then click on the document name. To view the folder in which you would like to place your document.

[Open All Folders](#) | [Close All Folders](#)

- [-] Document Filing Cabinet +
- [+] [Folder] [NCATE Focused Visit: Standard 2, Spring 2013](#) + -
- [+] [Folder] [On-Site Exhibit Requests](#) +
- [+] [Folder] [List of Exhibits](#) +
- [+] [Folder] [Closing the Loop 08.12.13](#) +
- [+] [Folder] [edTPA](#) +
- [+] [Folder] [edTPA Fall 2013](#) +
- [-] [Folder] [Elementary Education, v2](#) +
  - [+] [edTPA\\_ELE\\_Handbook](#)
  - [+] [edTPA\\_ELE\\_Instruction\\_Commentary](#)
  - [+] [edTPA\\_ELE\\_LIT\\_Assessment\\_Commentary](#)
  - [+] [edTPA\\_ELE\\_LIT\\_Context\\_For\\_Learning](#)
  - [+] [edTPA\\_ELE\\_MTH\\_Assessment\\_Commentary](#)
  - [+] [edTPA\\_ELE\\_MTH\\_Context\\_For\\_Learning](#)
  - [+] [edTPA\\_ELE\\_MTH\\_Learning\\_Segment\\_Overview](#)
  - [+] [edTPA\\_ELE\\_Planning\\_Commentary](#)



You'll see this screen next, and from here, click the "Download File" button:

**Document Room** << edTPA\_ELE\_Handbook

Documents

Public Documents  
Browse

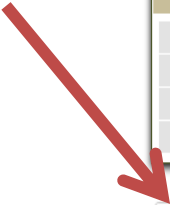
**Document Information**

Document title	edTPA_ELE_Handbook
Organization(s)	
Keywords	
Document type	Public File
Date Filed	09/06/2013
Filed By	ataload, Dataload
Role	Configurator
Reasons	
Location	edTPA Fall 2013/Elementary Education, v2

edTPA\_ELE\_Handbook

File Name	edTPA_ELE_Handbook
File Size	1.26831055 MB
Extension	pdf
Date Uploaded	09/06/2013

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Once you click this button, the document will open in another window. For assistance with this process or any other questions, please e-mail [Tk20@westga.edu](mailto:Tk20@westga.edu) or call 678-839-6104.