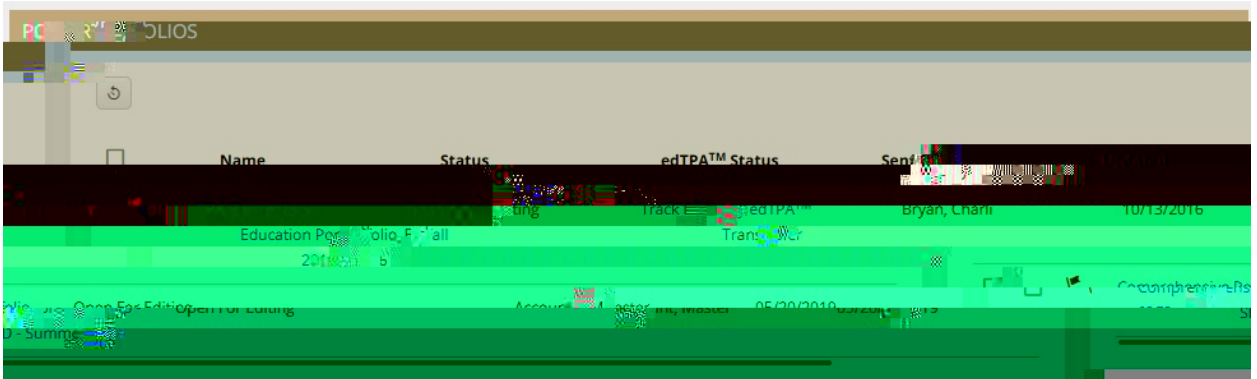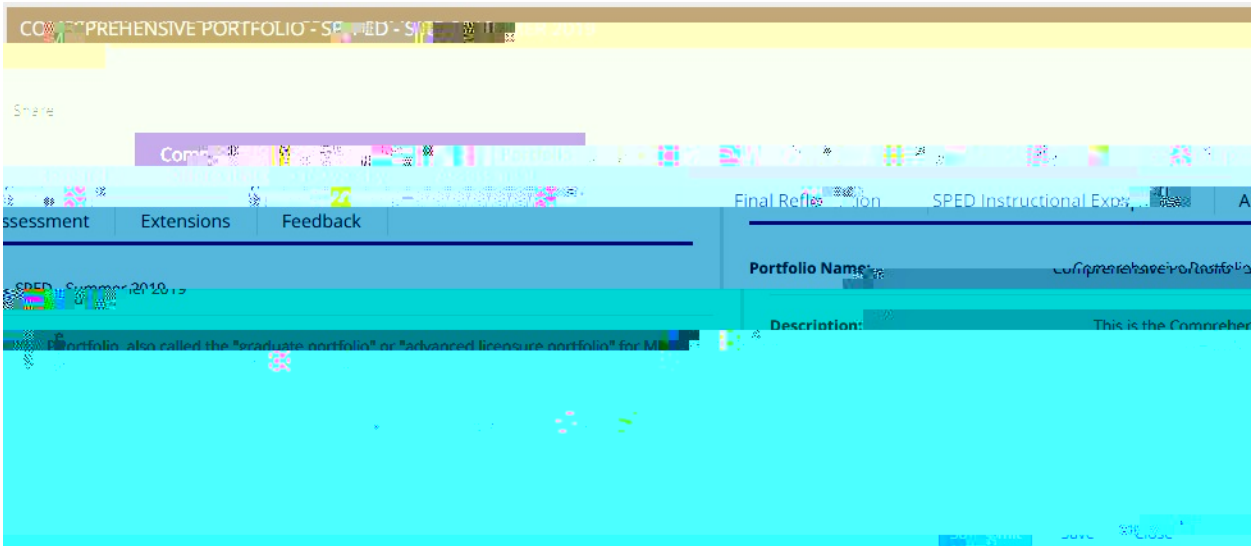# Submitting the Comprehensive Portfolio in Tk20 (a.k.a., Graduate Portfolio)

1. Log in to Tk20
2. Click on the Portfolios tab on the left. You will see a list of all the portfolios available to you.
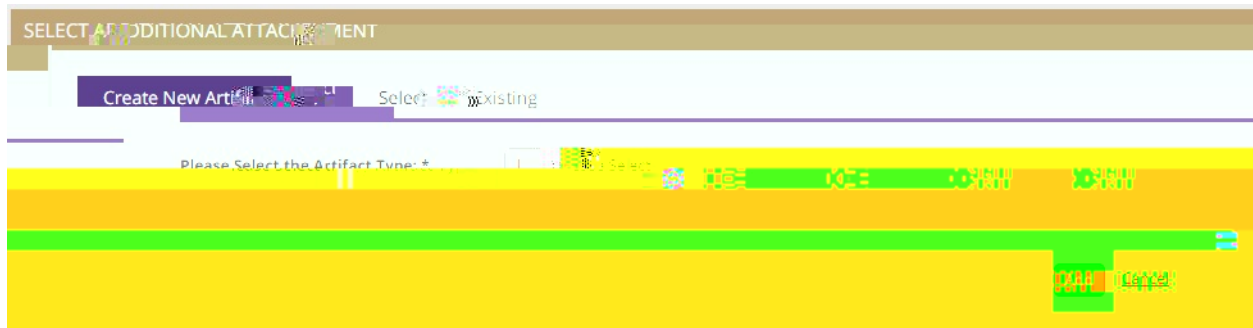3. Click on the Comprehensive Portfolio.

4. In the portfolio, you will see multiple tabs. Click on each to see what items you need to submit within each tab. Each tab may have one or more items you need to submit. The first tab is an introduction. Note that the last three tabs, Assessment, Extensions, and Feedback are where you will find your evaluation results. The first "Assessment" tab is a part of the portfolio you must submit.
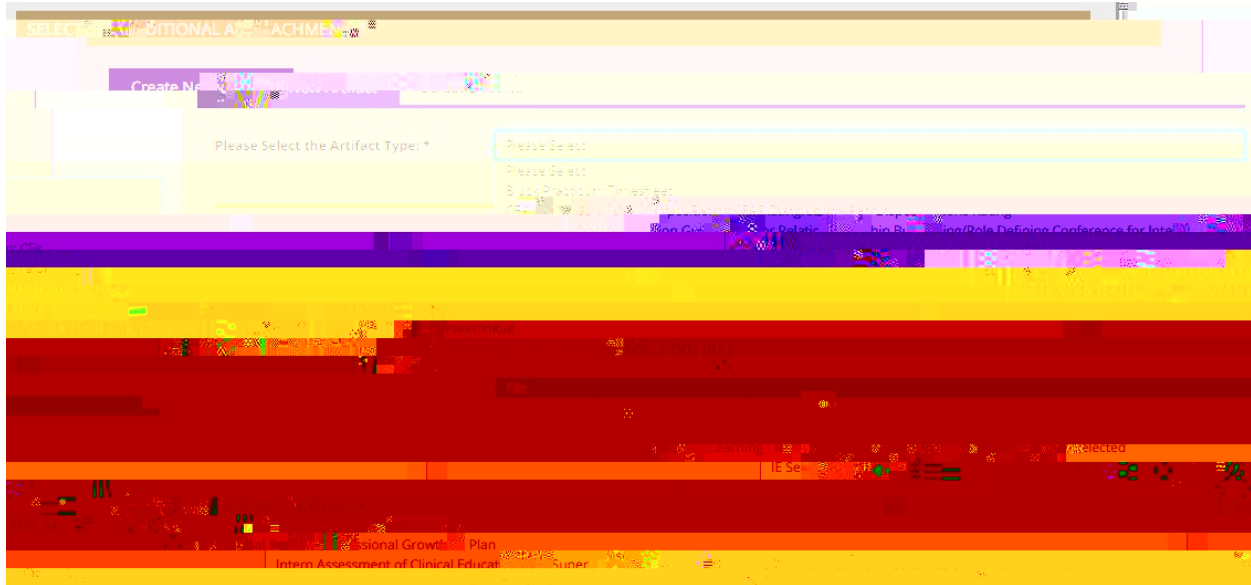
5. When you click on one of the tabs, such as Leadership, you will see an "Attachments" section and an "Additional Attachments" section

    a. If you have taken this class and submitted the assignment in Tk20 evaluation, use the top "Attachment(s)" section to select that assignment and migrate it to this part of your portfolio.

    b. If you did not submit this assignment in Tk20 for evaluation, use the bottom "Additional Attachments" section to upload the file with your assignment. Click on the Select button under "Additional Attachments"

Pick "File" from the drop-down menu.

Then give the file a title and upload it

SELECT ADDITIONAL ATTACHMENT

Create New Artifact	Select Existing

Please Select the Artifact Type: *   File

Please upload your file using the 'D...

Title:*   File 4

Description:

Attached Documents   Select File(s)

Drag and drop files here

6. For the Differentiation/Diversity section, you will only be abl