

How to Enter My Portfolio Activity in FQ

By Academic Programs and Services

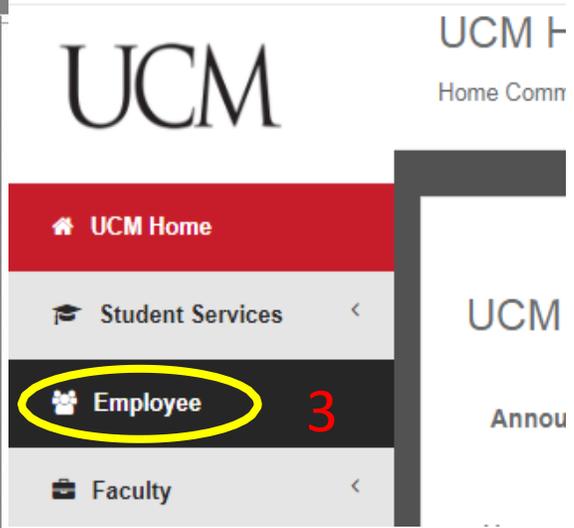
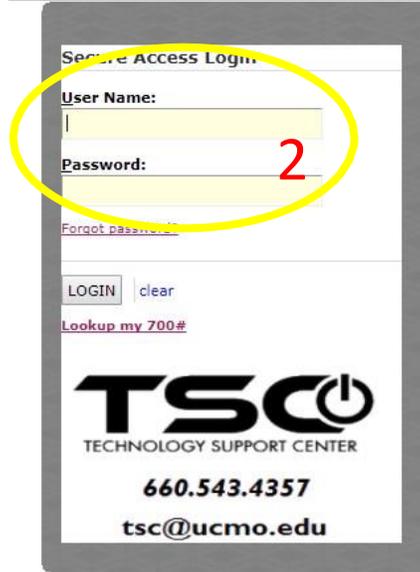


1

• 1. Open UCMO web page and click on My Central Icon.

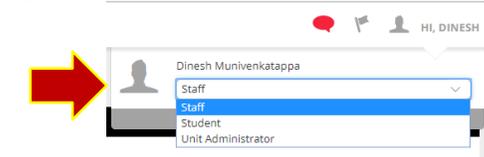


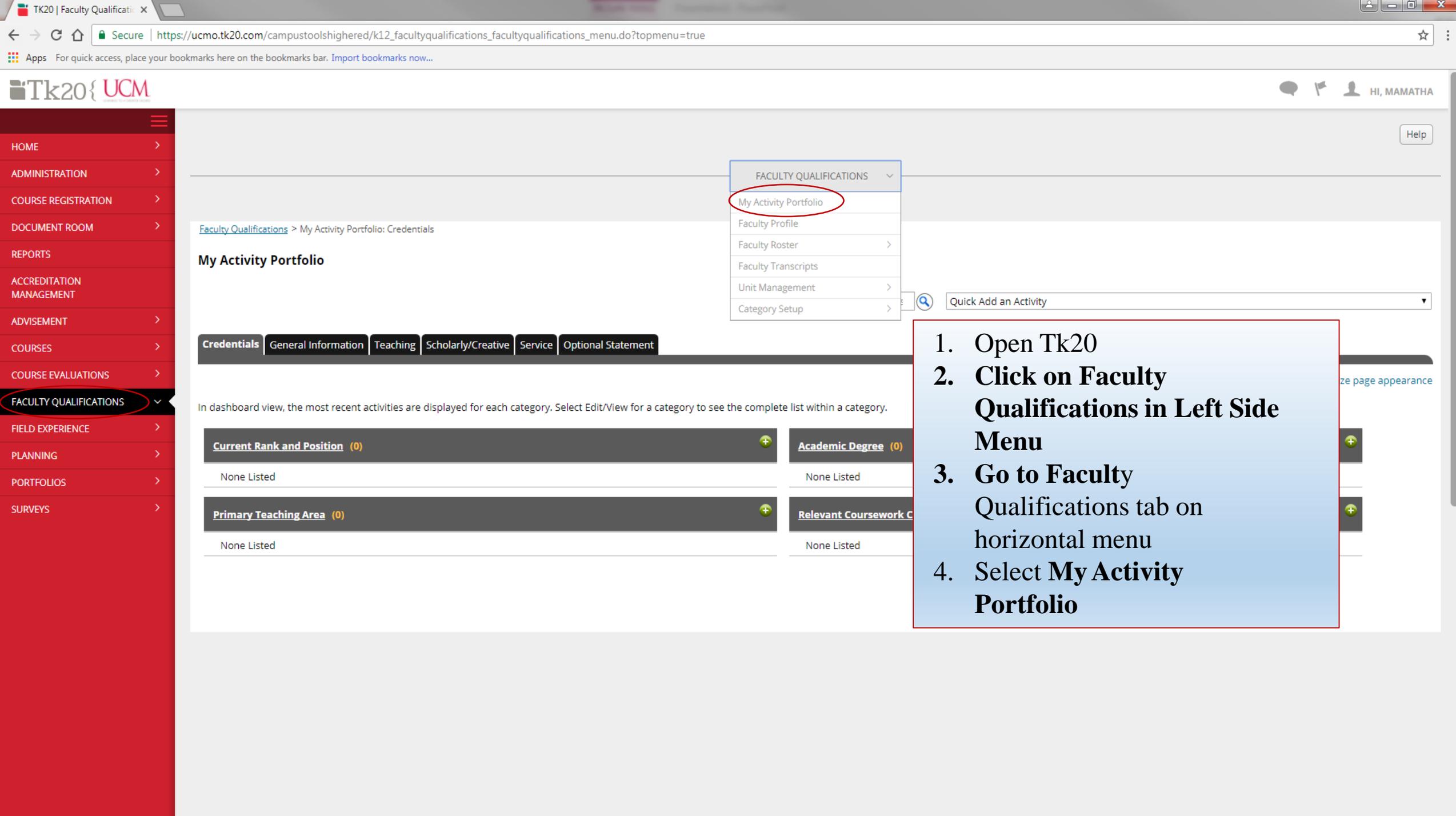
2. Using your 700 number log into my central.
3. Click on employee tab
4. In Employee section, scroll down and you will see link to TK 20 assessment software. Click



Additional. on it and will direct you into TK 20.

If you do not see faculty qualification tab in Tk 20, then go to top right and side corner in Tk 20 change to either Program coordinator / or faculty get the faculty tab to add.





1. Open Tk20
2. Click on Faculty Qualifications in Left Side Menu
3. Go to Faculty Qualifications tab on horizontal menu
4. Select My Activity Portfolio

Activity Portfolio for General Information

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_facultyqualifications_facultyqualifications_menu.do?topmenu=true. The page title is "My Activity Portfolio: General Information".

The left sidebar contains a navigation menu with the following items: HOME, ADMINISTRATION, COURSE REGISTRATION, DOCUMENT ROOM, REPORTS, ACCREDITATION MANAGEMENT, DIVISEMENT, COURSES, COURSE EVALUATIONS, FACULTY QUALIFICATIONS (highlighted), FIELD EXPERIENCE, PLANNING, PORTFOLIOS, and SURVEYS.

The main content area has a breadcrumb trail: [Faculty Qualifications](#) > My Activity Portfolio: General Information. Below this is the heading "My Activity Portfolio" and a search bar with the text "Search titles or author names" and a "Quick Add an Activity" button.

A horizontal menu below the search bar includes tabs for: Credentials, **General Information** (circled in red), Teaching, Scholarly/Creative, Service, and Optional Statement. A red arrow points from this tab to a callout box.

Callout box 1: "1. Select master category (General Information)".

Below the tabs are three category cards: "UCM Professional Teaching Experience (0)", "Non-Teaching Professional Experiences (0)", and "Licenses, Registration, and/or Certification (0)". A red arrow points from the "UCM Professional Teaching Experience" card to a second callout box.

Callout box 2: "2. Select category you would like to add an activity for." A red double-headed arrow points from this box to the "UCM Professional Teaching Experience" card.

The "UCM Professional Teaching Experience" card shows "None Listed". Below it is a section titled "UCM Professional Teaching Experience" with "Instructions:" and two buttons: "+ Add an activity" and "Export". A red arrow points from the "Add an activity" button to a third callout box.

Callout box 3: "3. Click 'Add an activity' to add more professional teaching".

At the bottom, a table header is visible with columns: Year, Name of Professional Teaching Experience, and Status.

Untitled

Save Cancel without Saving

* Indicates a required field.

Name of Professional Teaching Experience*

test

Enter "Name of Professional Teaching Experience" here.

Status*

+ Add status update

Status History

Date (mm/yyyy)

In Progress

mm/yyyy

Select status of your activity and enter date.

Professional Teaching Experience

* Description of Position

test

[Rich Text Formatting](#)

Enter "Description of Position" here

* Entity/Institution Where Position Was Held

test

Enter "Entity/Institution where position was held" here

Attachments
Select File(s)

Click here to add any supporting documents for your activity

Save

Click "Save" to save the activity.

Saved activity appears below.

UCM Professional Teaching Experience

Instructions:

➕ Add an activity

To add other activity, click here

Year	Name of Professional Teaching Experience	Status	
2018	test	In Progress	

Close

What do the icons on this page mean?

To edit the existing activity, click here

- HOME >
- ADMINISTRATION >
- COURSE REGISTRATION >
- DOCUMENT ROOM >
- REPORTS
- ACCREDITATION MANAGEMENT
- ADVISEMENT >
- COURSES >
- COURSE EVALUATIONS >
- FACULTY QUALIFICATIONS >
- FIELD EXPERIENCE >
- PLANNING >
- PORTFOLIOS >
- SURVEYS >

FACULTY QUALIFICATIONS

[Faculty Qualifications](#) > [Edit Faculty Activities: General Information](#) > Mamatha Kamath: UCM Professional Teaching Experience

Edit Faculty Activities

Search titles or author names: Quick Add an Activity

- Credentials
- General Information**
- Teaching
- Scholarly/Creative
- Service
- Optional Statement

[What do the icons on this page mean?](#)

UCM Professional Teaching Experience

Select other categories and follow the same instructions from slides 3 to 5.

Instructions:

[+ Add an activity](#) [Export](#)

Year	Name of Professional Teaching Experience	Status	
2018	Test	In Progress	

Close

Activity Portfolio for Credentials

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_facultyqualifications_facultyqualifications_menu.do?topmenu=true. The page title is "TK20 { UCM". The user is logged in as "HI, MAMATHA". The main navigation menu on the left includes: HOME, ADMINISTRATION, COURSE REGISTRATION, DOCUMENT ROOM, REPORTS, ACCREDITATION MANAGEMENT, ADVISEMENT, COURSES, COURSE EVALUATIONS, FACULTY QUALIFICATIONS (selected), FIELD EXPERIENCE, PLANNING, PORTFOLIOS, and SURVEYS. The "FACULTY QUALIFICATIONS" dropdown menu is open, showing: CREDENTIALS (circled in red), General Information, Teaching, Scholarly/Creative, Service, and Optional Statement. The "My Activity Portfolio" section for "Credentials" is displayed, showing four categories: "Current Rank and Position (0)", "Academic Degree (0)", "Primary Teaching Area (0)", and "Relevant Coursework Completed (if degree is not in primary teaching area) (0)". Each category shows "None Listed" and has a green plus icon to add an activity. A red arrow points to the plus icon for "Current Rank and Position". A blue callout box contains the instructions: "->Go to My Activity Portfolio as shown in Slide 3. ->Select 'Credentials' ->Click any category." A "Personalize page appearance" link is visible on the right.

->Go to My Activity Portfolio as shown in Slide 3.
->Select "Credentials"
->Click any category.

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Current Rank and Position (0) +	Academic Degree (0) +
None Listed	None Listed
Primary Teaching Area (0) +	Relevant Coursework Completed (if degree is not in primary teaching area) (0) +
None Listed	None Listed

[Faculty Qualifications](#) > [Edit Faculty Activities: Credentials](#) > Mamatha Kamath: Current Rank and Position

Edit Faculty Activities

Search titles or author names:



Quick Add an Activity

Credentials | General Information | Teaching | Scholarly/Creative | Service | Optional Statement

[? What do the icons on this page mean?](#)

Current Rank and Position

Click "Add an activity" to add activity under

- HOME >
- ADMINISTRATION >
- COURSE REGISTRATION >
- DOCUMENT ROOM >
- REPORTS
- ACCREDITATION MANAGEMENT
- ADVISEMENT >
- COURSES >
- COURSE EVALUATIONS >
- FACULTY QUALIFICATIONS >
- FIELD EXPERIENCE >
- PLANNING >
- PORTFOLIOS >
- SURVEYS >

FACULTY QUALIFICATIONS

Faculty Qualifications > My Activity Portfolio: Credentials

My Activity Portfolio

Search titles or author names: Quick Add an Activity

- Credentials
- General Information
- Teaching
- Scholarly/Creative
- Service
- Optional Statement

Select other categories and add activities under it. Follow instructions in Slides 7 for the same

Personalize page appearance

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category

<p>Current Rank and Position (0)</p> <p>None Listed</p>	<p>Academic Degree (0)</p> <p>None Listed</p>
<p>Primary Teaching Area (0)</p> <p>None Listed</p>	<p>Relevant Coursework Completed (if degree is not in primary teaching area) (0)</p> <p>None Listed</p>

Activity Portfolio for Teaching

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_facultyqualifications_facultyqualifications_menu.do?topmenu=true. The page title is "TK20 { UCM". The user is logged in as "HI, MAMATHA". A navigation menu on the left lists various options, with "FACULTY QUALIFICATIONS" selected. The main content area shows "My Activity Portfolio" with a breadcrumb "Faculty Qualifications > My Activity Portfolio: Teaching". A horizontal tab bar contains "Credentials", "General Information", "Teaching" (circled in red), "Scholarly/Creative", "Service", and "Optional Statement". Below the tabs, a message states: "In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category." The page displays a grid of activity categories, each with a count of 0 and a plus icon for expansion:

- Courses Taught at This Institution (0)**
- Additional course taught if not in system (0)**
- Supervision (0)**
- Student Counseling and Advising (0)**
- Thesis or Dissertations Directed (0)**
- Graduate Committee Memberships (0)**
- Research Problems, Special Projects, Readings, Honors Projects (0)**
- Contributions to Course and Curriculum Development (0)**
- Preparation of Instructional Media (0)**
- Experimentation and/or Research in Instructional Methods and Techniques (0)**

Each category currently shows "None Listed". A "Personalize page appearance" link is visible in the bottom right corner.

->Go to My Activity Portfolio as shown in Slide 3.
->Select "Teaching"
->Click any category other than "Courses Taught at this institution" as information will be loaded automatically from Banner.

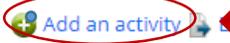
Edit Faculty Activities

Search titles or author names: Quick Add an Activity

- Credentials
- General Information
- Teaching
- Scholarly/Creative
- Service
- Optional Statement

[? What do the icons on this page mean?](#)

Additional course taught if not in system

Instructions:
 

Click "Add an activity" to add activity under current category and click "Close".

Year

Status



Select other categories and add activities under it. Follow instructions in Slides 9 and 10 for the same

My Activity Portfolio



Search titles or author names: Quick Add an Activity

- Credentials
- General Information
- Teaching
- Scholarly/Creative
- Service
- Optional Statement

 [Personalize page appearance](#)

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Courses Taught at This Institution (0) 	Additional course taught if not in system (0) 
None Listed	None Listed
Supervision (0) 	Student Counseling and Advising (0) 
None Listed	None Listed
Thesis or Dissertations Directed (0) 	Graduate Committee Memberships (0) 
None Listed	None Listed
Research Problems, Special Projects, Readings, Honors Projects (0) 	Contributions to Course and Curriculum Development (0) 

Activity Portfolio for Scholarly/Creative

FACULTY QUALIFICATIONS

Faculty Qualifications > My Activity Portfolio: Scholarly/Creative

My Activity Portfolio

Credentials | General Information | Teaching | **Scholarly/Creative** | Service | Optional Statement

->Go to My Activity Portfolio as shown in Slide 3.
->Select “Scholarly/Creative”
->Click any category.

Personalize page appearance

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Publications (0) +

None Listed

Production or Exhibition of Creative Work (0) +

None Listed

Other Evidence of Quality Scholarship (0) +

None Listed

Presentations and Papers (0) +

None Listed

Grants and Awards (0) +

None Listed

Professional Development that Contributes to Scholarly/Creative Activity (0) +

None Listed

Faculty Qualifications > Edit Faculty Activities: Scholarly/Creative > Mamatha Kamath: Publications

Edit Faculty Activities

Search titles or author names: Quick Add an Activity

Credentials | General Information | Teaching | **Scholarly/Creative** | Service | Optional Statement

Click “Add an activity” to add activity

What do the icons on this page mean?

FACULTY QUALIFICATIONS

Select other categories and add activities under it. Follow instructions in Slide 11 for the same

[Faculty Qualifications](#) > My Activity Portfolio: Scholarly/Creative

My Activity Portfolio

Search titles or author names: Quick Add an Activity

- Credentials
- General Information
- Teaching
- Scholarly/Creative**
- Service
- Optional Statement

[Personalize page appearance](#)

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Publications (0)

None Listed

Presentations and Papers (0)

None Listed

Production or Exhibition of Creative Work (0)

None Listed

Grants and Awards (0)

None Listed

Other Evidence of Quality Scholarship (0)

None Listed

Professional Development that Contributes to Scholarly/Creative Activity (0)

None Listed

Activity Portfolio for Service

My Activity Portfolio

Credentials General Information Teaching Scholarly/Creative **Service** Optional Statement

->Go to My Activity Portfolio as shown in Slide 3.
->Select "Service"
->Click any category.

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Governance (0)

None Listed

Programs Sponsored by the University (0)

None Listed

Non-Compensated Teaching Overload (0)

None Listed

Coaching (0)

None Listed

Service to Professional Organizations (0)

None Listed

Professional Development Related to Service (0)

None Listed

Committees (Groups elected or appointed to serve a specific function) (0)

None Listed

Sponsorship of University Societies include Fraternities, sororities, clubs, student organizations, etc. (0)

None Listed

Recruitment of Students (0)

None Listed

Other University Activities (0)

None Listed

Memberships (0)

None Listed

Credentials General Information Teaching Scholarly/Creative **Service** Optional Statement

My Activity Portfolio

Search titles or author names

Quick Add an Activity

Credentials General Information Teaching Scholarly/Creative **Service** Optional Statement

Select other categories and add activities under it. Follow instructions in Slide 13 for the same

Personalize page appearance

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see

Governance (0)



None Listed

Programs Sponsored by the University (0)



None Listed

Non-Compensated Teaching Overload (0)



None Listed

Coaching (0)



None Listed

Service to Professional Organizations (0)



None Listed

Professional Development Related to Service (0)



None Listed

Committees (Groups elected or appointed to serve a specific function) (0)



None Listed

Sponsorship of University Societies include Fraternities, sororities, clubs, student organizations, etc. (0)



None Listed

Recruitment of Students (0)



None Listed

Other University Activities (0)



None Listed

Memberships (0)



None Listed

Activity Portfolio for Optional Statement

[Faculty Qualifications](#) > My Activity Portfolio: Optional Statement

My Activity Portfolio

[Credentials](#) [General Information](#) [Teaching](#) [Scholarly/Creative](#) [Service](#) **[Optional Statement](#)**

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to

Optional Statement (0)

None Listed

[Faculty Qualifications](#) > [Edit Faculty Activities: Optional Statement](#) > Mamatha Kamath: Optional Statement

Edit Faculty Activities

Search titles or author names:

[Credentials](#) [General Information](#) [Teaching](#) [Scholarly/Creative](#) [Service](#) **[Optional Statement](#)**

Optional Statement

Instructions:

[+ Add an activity](#)

Click "Add an activity" to add activity under current category and click "Close".

->Go to My Activity Portfolio as shown in Slide 3.

->Select "Optional Statement"

->Click "Optional Statement" category under it.

 [Personalize page appearance](#)

 [What do the icons on this page mean?](#)

Status