

## Creating a Syllabus Artifact

1. Log in to Tk20 CampusTools™ HigherEd <https://vsu.tk20.com>.
2. Click the **Artifacts** tab.

VIRGINIA STATE UNIVERSITY  
School of Liberal Arts and Education  
Professional Education Programs

Home Courses **Artifacts** Portfolios Document Room Reports Surveys Advisement Field Experience Course Regi

Home  
 ▸ Messages  
 ▸ Tasks  
 ▸ Preferences  
 ▸ User Groups  
 ▸ Conceptual Framework  
 ▸ Course Catalog  
 ▸ Account Management

Welcome, Michelle Johnson

**Recent Messages**

Name
Survey Teacher Education Graduate Follow Up Survey (May 2005) Sent to Spring 2005 Teacher Education Graduate
Survey Test Survey Sent to Test User Group for Survey Trial
Survey Teacher Education Graduate Follow Up Survey (Summer 2004) Sent to Summer 2004 Teacher Education Gr
Survey Self-Assessment on Culture, Self, and System Sent to EDAS Candidates and Pre-Candidates

**Pending Tasks**

3. Click **Create** on the left side menu.

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Artifacts  
 ▾ Artifacts  
 Browse  
 Create  
 Edit Folders  
 ▸ Application Forms  
 ▸ Artifact Reports

**Artifacts**

**My Artifacts**

View: All Artifacts

Click on an artifact name to edit that artifact. An artifact becomes locked when a portfolio , course work or field experie assessment. Locked artifact cannot be edited or deleted.

🔒 = Locked artifact.

You have used 2.41 MB of your allocated disk space of 50.00 MB.

4. Click the drop-down menu and select Syllabus Artifact.

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Artifacts  
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**Select Artifact**

Select Artifact Type

Please Select the Artifact Type

Cancel

Please Select  
 Please Select  
 Admission Disposition Assessment Scoring Guide  
 Articles in Scholarly Journals  
 Book Chapters  
 Consulting and Advisory Service  
 Creative Activities in the Fine/Performing Arts  
 Faculty Service  
 Journal Editor or Editorial Review Board  
 Presentation of Papers or Invited Speeches  
 Professional Organizations, Boards and Agencies  
 Scholarly Books, Textbooks and Monographs  
 Syllabus Artifact

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5. Complete the form on the first tab.

Artifacts | Portfolios | Document Room | Reports | Surveys | Advisement | Field Experience | Course Registration | Administration

### Create Syllabus Artifact

Artifact | Documents | Standards

#### Basic Information

Title*	Foundations of Education
Description	
Semester	Spring 2006
Course Title	Foundations of Education
Course Number	EDUC 101
Section Number (s)	1
Instructor	Dr. Sapin West
Level	<input checked="" type="radio"/> Undergraduate <input type="radio"/> Graduate
Program	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education <input type="checkbox"/> School Counseling <input type="checkbox"/> Administration and Supervision (M.Ed.) <input type="checkbox"/> Administration and Supervision (Ed.D.)

Save Cancel

6. Click the **Documents** tab.

7. Click **Add New**.

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### Create Syllabus Artifact

Artifact | Documents | Standards

#### Attached Documents

Title	
There are currently no documents associated with this artifact.	

add new delete

Save Cancel Total Space Usage: 2.413/50MB

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8. **Browse** for the file.

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### Attach a New Document

#### Upload Document

Choose a File C:\Documents and Settings\mjohnson\My Doc Browse...

Title\* Spring 2006 Syllabus

Upload Cancel

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9. Name it again beside **Title**.

10. Click **Upload**.

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**Artifacts**

- Artifacts
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**Create Syllabus Artifact**

Artifact Documents Standards

**Attached Documents**

+ add new - delete

Title
<input type="checkbox"/> Spring 2006 Syllabus

Save Cancel Total Space Usage: 2.434/ 50MB

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11. Click the **Standards** tab.

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**Artifacts**

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**Editing Foundations of Education**

Artifact Documents Feedback Standards

**Standards**

+ add new - remove

There are no standards attached.

Save Cancel

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12. Click the drop-down menu to select the standard body that is aligned with your syllabus.

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**Select Standard Body**

Standard Body	Please Select
Standards	

Cancel

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13. Select the standards. You have the option to select all standards, a group of standards or individual standards.

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**Select Standard Body**

Standard Body: VSU Conceptual Framework Candidate Proficiencies: Undergraduate

Standards

Select All

**Knowledge: Competent**

K.1. Candidates will exhibit adequate knowledge of subject specific content in core curriculum.

K.2. Candidates will demonstrate an understanding of the impact of gender, ethnicity race, socioeconomics, exceptionalities and learning styles.

K.3. Candidates will demonstrate an understanding that application of content reflects individual cultures.

K.4. Candidates will exhibit pedagogical instructional competencies.

K.5. Candidates will exhibit knowledge of essential strategies of planning, instruction, and assessment.

K.6. Candidates will exhibit knowledge of performance-based best practices for planning, instruction, and assessment.

K.7. Candidates will exhibit knowledge of appropriate instructional technology and how it may be used to enhance teaching and learning.

K.8. Candidates will demonstrate knowledge of relevant research supported by theoretically sound pedagogy.

K.9. Candidates will exhibit knowledge of essential concepts of classroom management.

K.10. Candidates will exhibit knowledge of current legal trends and ethical issues in education.

K.11. Candidates will demonstrate knowledge of the reflective practitioner's model of a positive learning community.

**Dispositions: Caring**

D.1. Candidates will demonstrate a belief that all students can learn.

14. Click **Add**.

S.12. Candidates will use instructional methods and curriculum materials, based on the reflective practitioner's model of positive learning communities.

S.13. Candidates will demonstrate a level of metacognition to reflect upon instructional strategies.

S.14. Candidates will be able to utilize collaborative decision-making.

S.15. Candidates will be able to efficiently manage resources.

15. You can click **Add New** again and add standards from a different standards body or click **Save**.

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**Editing Foundations of Education**

Artifact | Documents | Feedback | Standards

**Standards**

Standard
<b>VSU Conceptual Framework Candidate Proficiencies: Undergraduate</b>
Knowledge: Competent
<input type="checkbox"/> K.1. Candidates will exhibit adequate knowledge of subject specific content in core curriculum.
<input type="checkbox"/> K.4. Candidates will exhibit pedagogical instructional competencies.
<input type="checkbox"/> K.8. Candidates will demonstrate knowledge of relevant research supported by theoretically sound pedagogy.

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