

# Online PRC Binder

## Cheat Sheet for Submitting Faculty

- Access Tk20 from the portal:



### FIRST STEP:

In the upper right corner of the screen, click on your name, and select "PRC Binder Access"

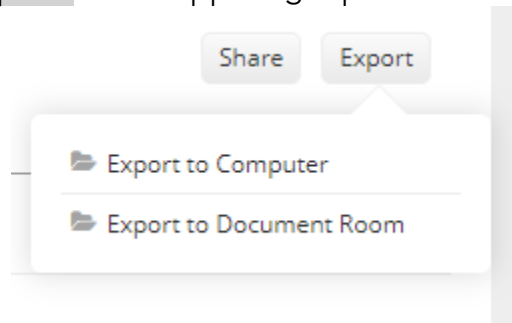
- "Portfolio" / "Dashboard" = the area where you add all your materials
- "Activity" = an item you've added to your portfolio
- Every activity must have a title and at least one "status"
  - If you're not sure what date to list for the status, use the current date
  - The specificity required for status dates varies by activity type - the column header will have that info, eg: Date (mm/dd/yyyy)
  - Some activities require both a start and end date for the status. You can leave the end date blank to indicate an ongoing/current activity
- The vast majority of fields are NOT required—use as many or as few as you wish to enter the information you want to convey. If you leave a field blank, it will not appear on the report that PRC members will be looking at.
- Sometimes, after saving an activity, you will be taken to a blank screen. Don't panic—try scrolling up.
- You can upload any type of file, but it is best to stick with common types that can be opened on most computers. For the most seamless experience for the review committee, use PDFs whenever possible.
- When you have finished entering activities and are ready to submit, email Bev: [westb@wou.edu](mailto:westb@wou.edu)

## Preview your binder / download a copy for yourself:

1. Click on **Reports** on the left side of the screen:



2. Click on **Faculty Qualifications 003: My Activity Portfolio Report**
3. Select the categories and dates you'd like to view (this will filter based on the status dates in each activity)
4. For **Include Display blank entries** select **No**
5. Click the "Generate" button
6. Once the report appears, you can export by clicking **Export** and then **Export to Computer** in the upper right part of the report:



Note: When viewed in Tk20, uploaded documents are viewable, but the exported report does not include uploaded documents. We highly recommend creating a folder in a location that has regular backups (e.g., your network drive, Google Drive, Dropbox), and saving a copy of all uploaded files in that folder.