MAKING A COPY OF AN EXISTING ARTIFACT
How to make an editable copy of an existing artifact:

Step 1: Log in to Tk20.
Step 2: Navigate to the Artifacts tab.
How to make an editable copy of an existing artifact:

Step 3: This page will list all of your existing artifacts in Tk20. On this page:

1. Place a check mark next to the artifact(s) you want to copy.
2. Click the “Copy” button.
How to make an editable copy of an existing artifact:

Step 4: You will now see a new artifact titled “Copy of [Original Artifact’s Title]”.

Step 5: You may click on the name of the duplicate artifact to open the artifact and make necessary revisions, including changing the title.
To include your revised artifact in a Portfolio or Field Experience Binder

Step 1: Navigate to the **Portfolio** or **Field Experience** tab in the side menu.

Step 2: To open the portfolio or binder in which you would like to include the revised artifact, click into the name of the portfolio or binder.

Step 3: Navigate to the relevant sub-tab of the portfolio or binder and click on “Select” to open the artifact window.
To include your revised artifact in a Portfolio or Field Experience Binder

• Step 4: Click the tab title “Select Existing” and you will see the original artifact as well as the artifact you copied and edited.

• Step 5: Select the relevant artifact from the list by clicking the button next to the artifact’s name.

• Step 6: Click “Add” to attach the artifact to your portfolio or binder.

For any additional questions, please contact your Tk20 Unit Administrator: tk20@westga.edu