USER GUIDE
STUDENT

Technical Support and Product Information
Student User Guide V 7.2.0

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Introduction

Tk20 is an online support system created for the collection and evaluation of performance data and for overall management of academic activities at your institution. The conceptual framework, artifacts, portfolio formats, transition points, cooperating schools, and various forms in the system are all unique for your college. The system contains extensive functionality for messaging, coursework, artifacts, portfolios, document storage, surveys, and advisement.

Browser Information

Tk20 is a web-based system and can be accessed using any suitable browser, from any system connected to the Internet. While it works well with most browsers, Tk20 recommends and fully supports the latest two versions of the following browsers for optimal use: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, and Safari. We recommend using Mozilla Firefox browser if you are working on a Linux platform.

For more information on updating to the newest browser versions, you may visit the website www.browsehappy.com. If you have questions about which browser version you are using, you may visit http://thismachine.info/.

Obtain Your Username and Password

Tk20 is a secure, password-protected application. All users require a username and password before they can log into the system. Students are asked to contact their campus unit administrator for support with usernames and passwords if needed.

Log In

Once you have acquired your username and password, you can log into the application by following the steps listed below:

1. Confirm that your system is connected to the Internet.
2. Open the web browser.
3. In the browser's address field, enter the URL for Tk20 and press **Enter**.
4. Enter the Username and Password assigned to you, then click on **Login**.
5. The Change Password page is displayed.
6. Enter your current password, your new password twice, your email address twice, and a secret question and answer.
7. Click on **Save**.

Retrieve Forgotten Password

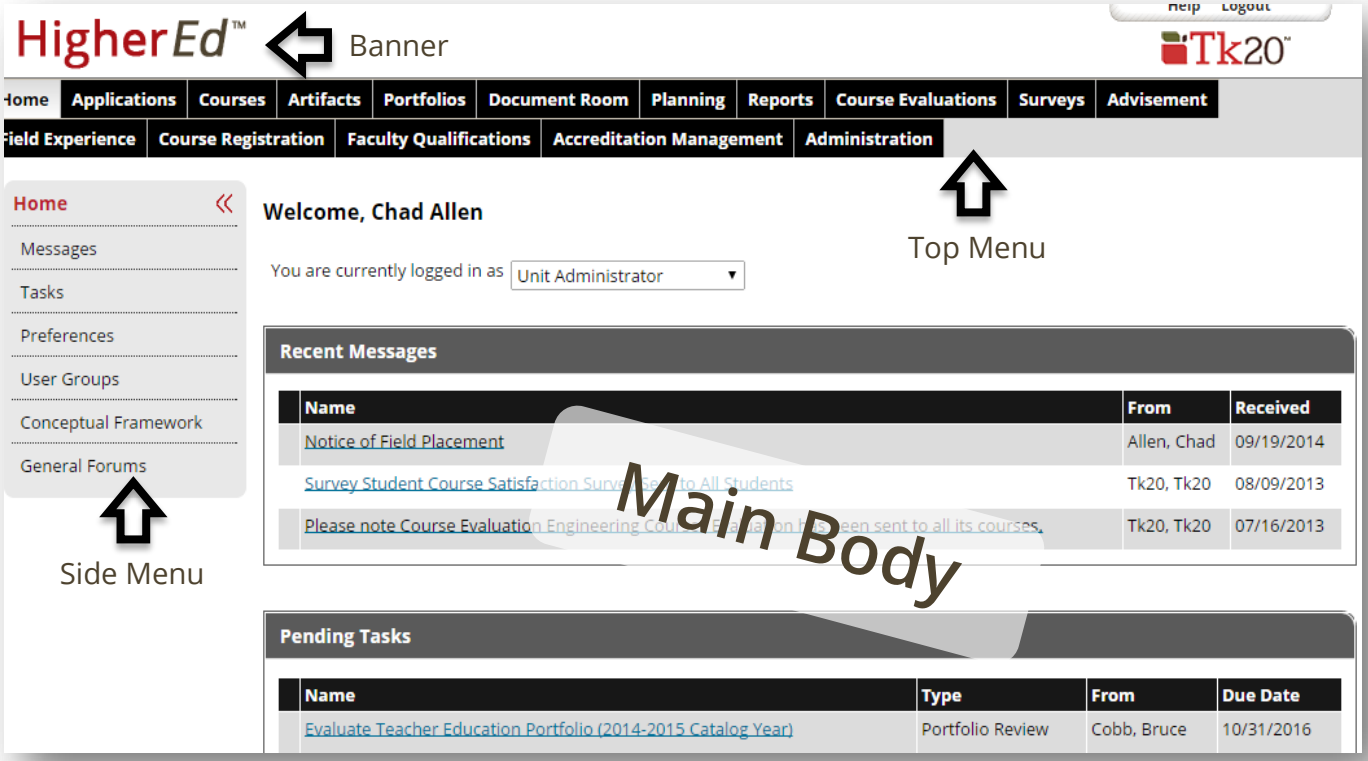
If you forget your password at any time, you can retrieve it from the Login Page by following these steps:

1. Click on Forgot your username or password?
2. Enter the Email Address that was entered at the time of your initial login.
3. Click on **Submit**.
4. Enter the answer to your secret question, then click on **Email My Password**.

You will receive an email indicating that your password has been reset to your campus ID. The next time you login, you will be asked to change your password again.

Application Layout

All application pages in Tk20 are identically laid out. The pages are divided into several areas, each performing a specific function.



Banner

The banner is customized to your institution.

Top Menu

The top menu is divided into tabs located directly under the banner. Depending on the role and privileges of the user, these tabs may include:

- Home
- Applications
- Courses
- Artifacts
- Portfolios
- Document Room
- Planning
- Reports
- Course Evaluations
- Surveys
- Advisement
- Field Experience
- Course Registration
- Faculty Qualifications
- Accreditation Management
- Administration

On the right side of the Top Menu, there are Help and Logout links. For security purposes, you should always log out of the system by clicking on Logout. Failure to use the Logout button could keep your username logged in and make it easier for unauthorized users to access your account.

- **Help** launches the online Tk20 Helpdesk
- **Logout** will log you out of the system

Side Menu

The side menu is located on the left side of the page. The side menu allows navigation within a major section of the application. Clicking on an item will lead you to the section that it represents. It may also present you with a list of sub-items.

Main Body

The main page is located below the top menu and to the right of the side menu. The main page typically has one or more title bars, followed by relevant information below them. Information is often organized into boxes. To navigate to the main page:

1. Click on the appropriate tab from the top menu
2. Click on the appropriate link located in the side menu

Footer

Footers in your application are located at the bottom of the page. On the bottom, right-hand side of the page there is a link to the Tk20 website, the current system date and time, and the current version of your application. It is important to note the current system date and time if you are submitting an assignment, project, quiz, or exam. The time reflected in the footer is the time at which you opened the current page. If your page is open for a while, you have to open a new page to update to the current date and time.

Navigation

Navigation of Tk20 is easy and intuitive. As you have seen in the previous section, every page has an identical structure. In this section, you will see that the elements for navigation are just as consistent.

All of the functions of Tk20 are divided into several modules which are represented by the tabs in the top menu. These are Home, Applications, Courses, Artifacts, Portfolios, and Field Experience. Tabs are displayed selectively depending on the role and privileges of a user. Clicking on any of these tabs will take you to that module within the system.

You can navigate within a module using the items in the side menu. For instance, clicking on **Home** in the top menu takes you to the home screen. Within the home screen, you can navigate to Messages, Tasks, Conceptual Framework, User Groups, and My Preferences by clicking on the corresponding side menu item. Items located in the side menu are available selectively, according to the role and privileges of a user. For example, a student may have a different set of side menu items than a faculty member, and a faculty member may have a different set of side menu items than a system administrator.

In this section, we describe each module of the application, represented by the tabs located in the top menu. Later, each module of Tk20 will be described in detail.

Home

The home screen is displayed automatically when you first log in to the Tk20 system. In this module, you can send and receive messages and tasks, view news posted by system administrators, create simple user groups, view the college's conceptual framework, and participate in discussion threads. In addition, as students you can view your transition points from the home screen.
Applications

Applications

Through the Applications tab you can create and manage applications requested by faculty and staff at your institution.

Courses

The Courses tab contains course-specific information for students and faculty. Students have the ability to complete assignments, projects, quizzes, exams, and course binders. Faculty can post syllabi and other important course information for students to view.

Artifacts

Through the Artifacts tab you can create, upload, and manage artifacts. Artifacts are created primarily to document knowledge, skills, and dispositions of students. It may be used to submit assignments, projects, course binders, and portfolios. Computer files of any type can be attached to artifacts. Tk20 comes pre-configured with artifacts designed specifically for your college.

Portfolios

You can create and build portfolios that are typically assessed at gateway or transition points. Portfolios are structured with tabs into which students insert their artifacts. Artifacts can be aligned with standards and have reflections attached to them by the student. When portfolios are submitted for assessment, they are routed to pre-defined assessors by the system.

Field Experience

The Field Experience tab allows the institution to collect evidences and assessment data from students in a field experience situation. Data is collected in an electronic binder that is sent to the student and each of the assessors.

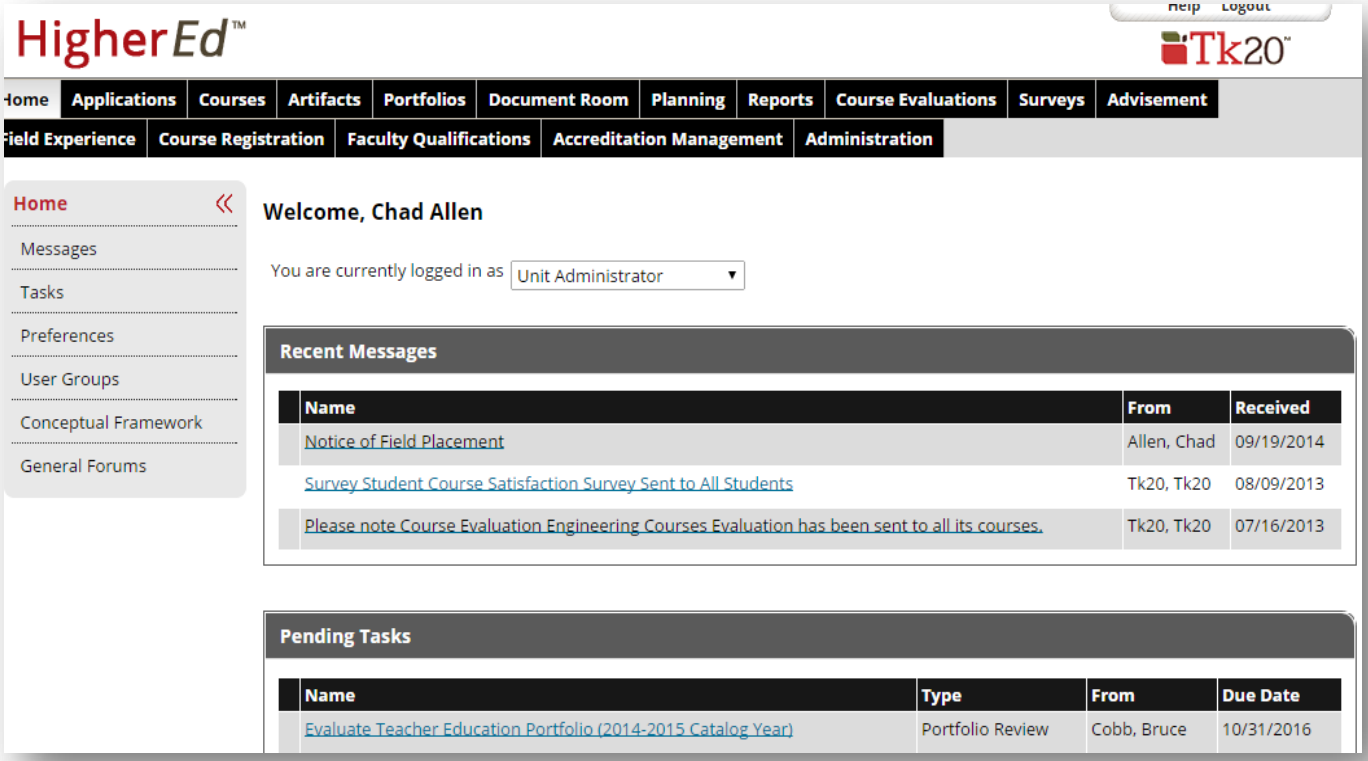
Home

The home screen is displayed automatically when you first log into the system. If you are on some other page, click on the **Home** tab in the Top Menu to access the Home page.

Home screen is available to all Tk20 users when they first log in.

- The side menu displays up to six items: Messages, Tasks, Preferences, User Groups, Conceptual Framework, and General Forums.
- The Main Body of the Home page contains three sections for all users: Recent Messages (displays a list of all messages waiting for the user), Pending Tasks (displays all tasks assigned to the user), and Today's News (displays any news articles posted by system administrators).

Note(s): In addition to these sections, students will also see Transition Points.

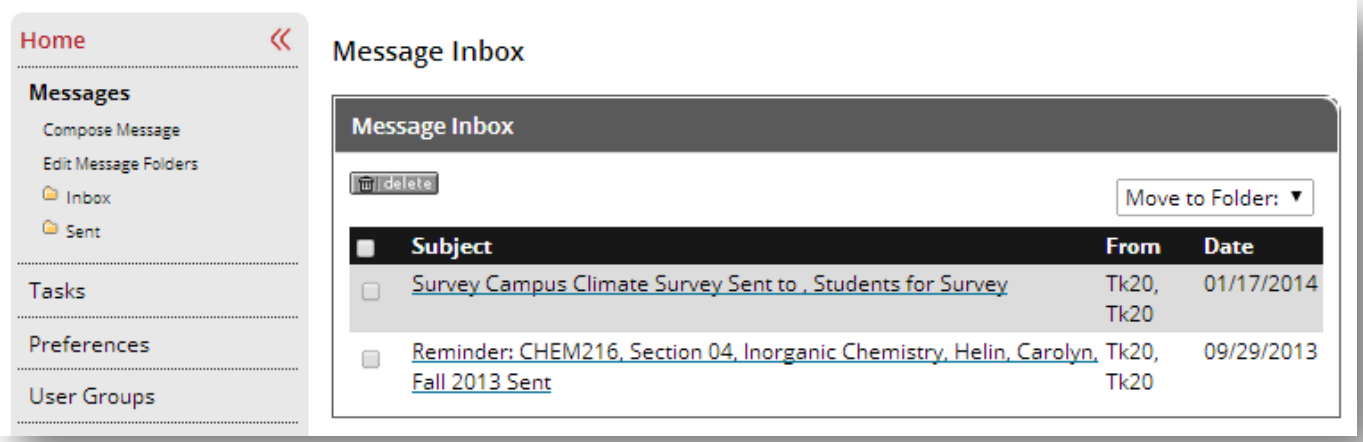


Messages

Messages, located in the side menu, are similar to emails you use. Messages can be sent to a single user, a group of users (which can be created from user groups in side menu), and to users of a particular course.

Message Inbox

1. Click on **Home**.
2. Click on **Messages** located in the side menu.



The Message Inbox contains messages received from other users in the system or from the system itself. The following sections guide you through some of the actions that you can perform from your Message Inbox.

Open your Messages

1. Click on the **Name of the message** to open a detail page of that message. The detail page has two areas: Messages and Artifacts/Documents Attached.
   - **Message**: displays the message and contains information about the message
   - **Artifacts/Documents Attached**: contains links to all items that the sender has attached to the message
2. To exit the message detail page and return to the Message Inbox, click on **Close** located at the bottom of any message detail page.

Open Attachments

1. Click on the **Name of the attachment** in Artifacts/Documents Attached to open attached artifacts and documents.
   a. To view an attached file within an artifact, click on **View and Annotate**.
   b. To download an attached file from within an artifact, click on **Download.**

2. To get back to the message detail page from an attachment detail page, click on **Close**.

Reply to Messages

1. Click on the **Name of the message** to open the message.
2. Click on Reply.
3. See Compose New Messages to select recipients, add a subject and message body, attach files, and send the message.

Delete Messages

1. Select the checkbox corresponding to the message(s) you wish to delete.
2. Click on delete located above the row of checkboxes to delete the selected message(s) permanently from the system.
3. If you select a checkbox in error, click again to remove the selection.

Move Messages

1. Select the checkbox corresponding to the message(s) you wish to move.
2. Select the appropriate folder from the dropdown menu located to the right of the inbox.

Sent Folder

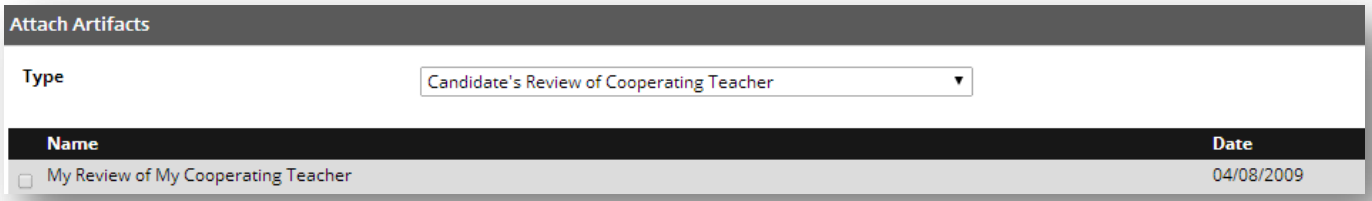
To view sent messages, click on **Sent** in the side menu.

Compose New Messages

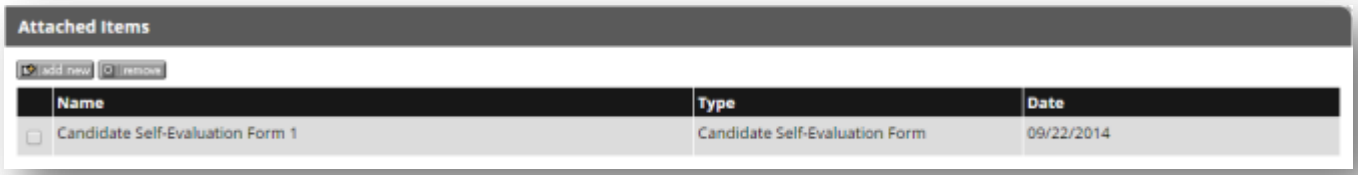
1. Click on **Home**.
2. Click on **Messages** located in the side menu.
3. Click on Compose Message.
4. Select Individual Recipients or Course Recipients.
5. Enter a brief subject for your message in the Subject field. This appears as the Name of the message in the Message Inbox of all recipients.

6. Select a priority for your message using the drop-down menu (optional). If you do not select a priority, by default the message is assigned a Normal priority.
7. Enter text for the body of your message.
8. Attach documents (optional).
   a. To attach documents (optional), click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area.
   b. To remove the file, click the ✕ next to that file.

9. Select **Yes,** if you would like to send an email of the message to each recipient.
10. Click on add new to attach artifacts created in the system to your message (optional).
    a. Select an artifact type using the drop-down menu.
    b. Select the checkbox corresponding to the artifact(s) you wish to attach.
    c. Click on **Add**.



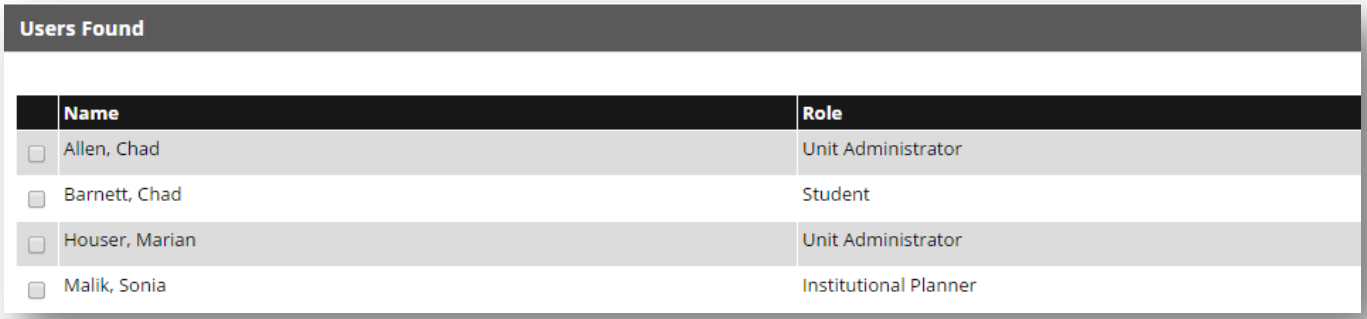
11. To remove an artifact that you have attached to a message:
    a. Select the checkbox corresponding to the artifact(s) you wish to remove.
    b. Click on remove.



12. After you complete your message, click on **Send**.

Individual Recipients

1. To send a message to individual recipients, enter each name separated by a semicolon.
2. Click on check names.
3. Select the checkbox corresponding to the user(s) you wish to add to your message.
4. Click on **Select**.



Course Recipients

1. Choose course(s) from those available or click on **Select More Courses** to search for a course.
2. Select the checkbox corresponding to the course(s) you wish to send the message.
3. Click **Add**.
4. Select the checkbox corresponding to the course(s) you wish to send the message

Edit Message Folders

You can organize your incoming and outgoing messages using message folders. To manage your folders:

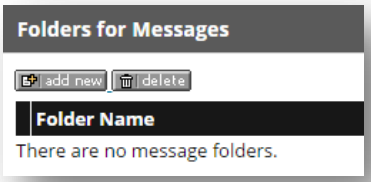
1. Click on **Home**.
2. Click on **Messages** located in the side menu.
3. Click on **Edit Message Folders**.

Note(s):

- In this section, you can create new folders or edit the names of folders that you have already created.
- This is a useful way for you to organize your incoming and outgoing messages so that they are not all in your Inbox.

Create Message Folders

1. Click on add new in the upper left-hand corner of the Folders for Messages box.
2. Enter a **Folder Name**.



Rename Message Folders

1. Click on the name of the folder you wish to change.
2. Edit the folder name.

3. Click on **Save**.

Delete Message Folders

1. Select the checkbox corresponding to the folder(s) you wish to delete.
2. Click on delete to permanently delete the folder and all of its contents.

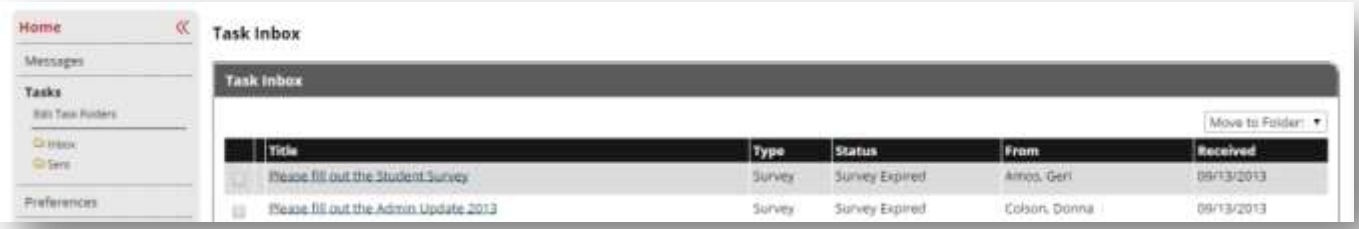
Tasks

Tasks are requests for action for you that are generated by various functions of the Tk20 system. Tasks can include things such as assignments, surveys, course evaluations, field experience binders, or requests for feedback.

Task Inbox

To view tasks that you have been assigned:

1. Click on **Home**.
2. Click on **Tasks** located in the side menu.
3. Select a task **Title**. Every type of task has its own distinct detail page.
4. To exit a task, click on **Cancel**.



Tasks in the Task Inbox come to you from other users in the system. In the sections that follow, we explain some of the actions that you can perform from your Task Inbox.

Respond to Tasks

You will have different response options for each type of task. The following bullets will provide examples of the type of tasks that may appear in your Tasks list:

- **Requests for Feedback:** Your students may ask for feedback on their artifacts. See Response to Requests for Feedback for more information on how to accomplish this task.
- **Surveys**: You may be asked to participate in surveys from time to time. See Complete a Survey for more information on how to accomplish this task.
- **Portfolios:** If you are assigned as an assessor to a portfolio, a link to access the portfolio appears in Tasks when it is your turn to assess.
- **Pending Tasks in Courses:** If an assignment, course binder, or project requires an action, you will see a link here and within Pending Tasks on the home screen. See Courses: Student for more information on how to accomplish these tasks.

Edit Task Folders

You can organize your incoming tasks using folders. To manage folders:

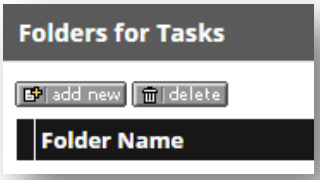
1. Click on **Home**.
2. Click on **Tasks** located in the side menu.
3. Click on **Edit Task Folders**.

Note(s):

- In this section, you can create new folders or edit the names of folders that you have already created.
- This is a useful way for you to organize your tasks so that they are not all in your Inbox.

Create Task Folders

1. Click on add new in the upper left-hand corner of the Folders for Messages box.
2. Enter a **Folder Name**.



Rename Task Folders

1. Click on the name of the folder you wish to change.
2. Edit the folder name.
3. Click on **Save**.

Delete Task Folders

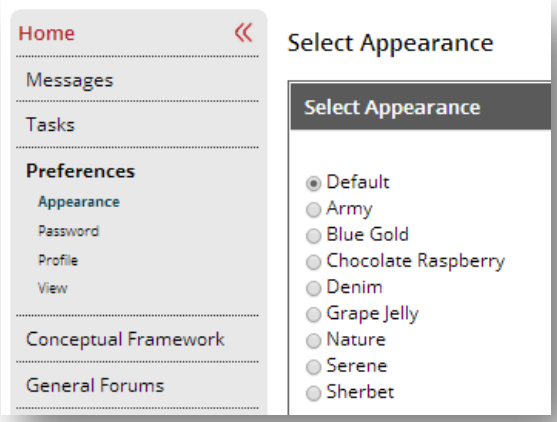
1. Select the checkbox corresponding to the folder(s) you wish to delete.
2. Click on delete to permanently delete the folder and all of its contents.

Preferences

The Preferences section allows you to change your password, change view of the site, and the default role that is seen when logging into the system.

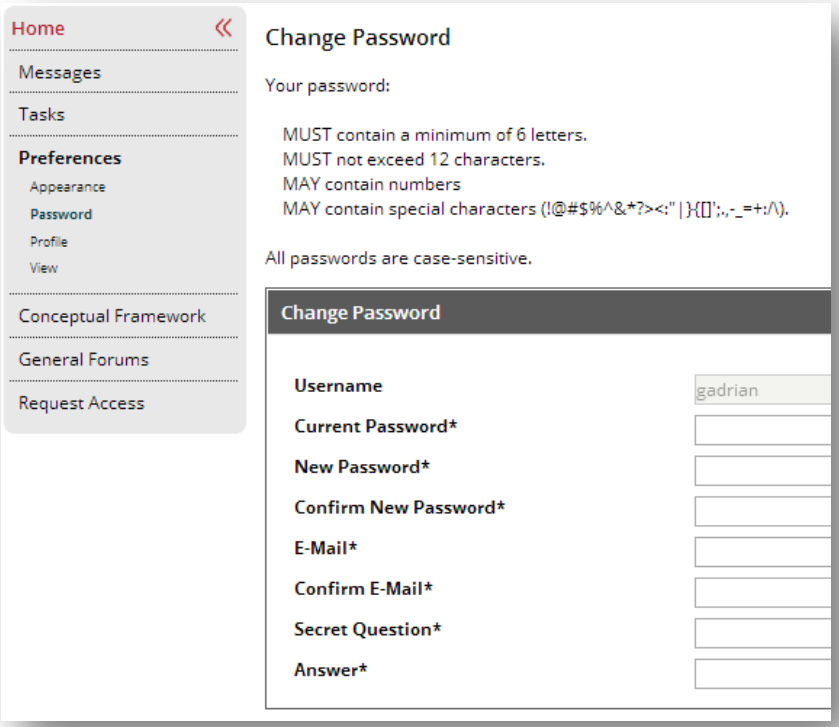
Change Appearances

1. Click on **Home**.
2. Click on **Preferences** located in the side menu.
3. Click on **Appearance**.
4. Select your desired appearance.
5. Click on **Save**.



Change Your Password

1. Click on **Home**.
2. Click on **Preferences** located in the side menu.
3. Click on **Password**.
4. Enter your Current Password, New Password, E-Mail, Secret Question, and Answer into their respective fields. The e-mail you enter is the email used if you forget your password and access the Forgot Username or Password link at a later time.
5. Click **Save**.



Note(s): The system administrator for your school will specify password policies such as number of characters required and what types of characters are required.

Changing View (System Role)

There are two types of views that can be changed in Tk20: Current Session View and Default View. In Tk20 you may be assigned multiple roles depending on your responsibilities in the system. For instance, a user could be a professor at an institution and also be taking classes, which would result in the need to have both a student and faculty role.

- **Default View:** view displayed every time you log in to the application
- **Current Session View:** your current working view

For Example, let us assume that your primary role is that of a faculty and you have been assigned an additional role of student.

- When you log in to the application, the view available to you is that of a faculty.
- To select a different view that you will see next time you log in, Change Default View.
- Next time, you will see the default view selected when you log in.

Change Default View

1. Click on **Home**.
2. Click on **Preferences** located in the side menu.
3. Click on **View**.
4. Select the desired role.
5. Click on **Save**.

Change Current Session View

1. Click on **Home**.
2. Select your desired role from the dropdown menu located near the center of your screen.
3. Once you select a view from the dropdown menu, your working view will instantly change to the selected view for the current session.
4. Additional roles can be configured from the Administration tab by an administrator, using the Add/Change Role found under Users.

General Forums

The General Forums section allows faculty and students to create and participate in forums for discussion. To see all the forums in which you are currently participating in, click on General Forums.

Participate in a Forum

1. Click on **Home**.
2. Click on **General Forums** located in the side menu.
3. Click on **Create**.
4. Click on its **Name**.
5. From the Topic page, you can see all posts in a form. You can type a reply into the Reply box and click on **Submit**.

Create a New Forum

1. Click on **Home**.
2. Click on **General Forums** located in the side menu.
3. Click on **Edit Forums**.
4. Click on add new.
5. Enter a **Forum Name**.
6. Enter a **Description** (optional).
7. Select which roles can create topics in the forum by placing a checkmark in the corresponding checkbox.
8. Click on **Save**.

Applications

There are two types of applications available in Tk20.

- Regular applications are designed to allow you to collect student data for field experience, certification and other areas where students are already established in a program.
- Admissions applications allow you to collect data on students applying to enter a program or the institution. These students do not have an active Tk20 account yet.

Regular Applications

Complete an Application

To complete an application:

1. Applications tab
2. Click on Create located under Applications located in the side menu of the Applications Tab.
3. A dropdown menu appears. Please Select the Application Form.

Choose the appropriate application form from the dropdown menu to display it for completion.

Once you click on an application form, the page displays the form for you to begin completing. At the top of the form you will see the same dropdown menu as you did before. This allows you to choose a different form if you chose the wrong one initially.

Located below the dropdown menu, the Application form chosen is displayed.

1. Complete the form and click on Submit located at the bottom of the form.
2. You may click on Save and return to the form at a later time to complete it; however you must complete all required fields first.
3. Required fields are indicated by an asterisk (*).
4. Click on Cancel to go back to the previous page without saving any of your entries.

Note: After you save the application, all information entered is available through report**s** to administrators. Once the due date passes, the application is locked to avoid further editing.

Admissions Applications

Tk20 Admissions allow you to collect admission data from applicants that do not necessarily have TK20 accounts yet. The admission applications can streamline your admissions process, while also offering data on the makeup of the applicants who apply, those who are accepted, and those who are denied.

Create an Admissions Account

1. Click on the **Admissions** tab located on the right side of your login page.
2. Click on the link: Click here to create your account.
3. Complete any fields indicated by an asterisk (*) and the CAPTCHA (fill in the word) as directed, then click on **Create My Account**.
4. Once you have created an account, your username and password will be provided on the login page.
5. Enter your password, then click on **Login**.

Note: If you already have an active Tk20 account, you do not need to create an admissions account. Contact your school's Tk20 Unit Administrator if you have problems with this step.

Create an Admissions Application

1. Login using your admission account username and password, then click on **Create New Application**.
2. Select the application you wish to complete from the drop down menu, then click on **Continue**.
3. You will see general information and if applicable any checklist items that are required. Click on **Next** to continue to the next page and complete the application.
   a. All fields with an asterisk (*) must be filled in before the system will let you submit.
   b. If you are required to attach a file, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.
4. Click on **Next** when ready to proceed to the next page.
5. Once you reach the last page of the application you will see multiple options:

   Back: return to the previous page
   Save Changes and Exit: save work and return at a later time
   Submit Application Now: submit the application for review
   Cancel: exit the application without saving any changes

Return to a Saved Application

1. Login using your admission account username and password.
2. Select the name of the application you wish to edit from the list of those created.
3. When finished editing, click **Save Changes and Exit** or **Submit Application Now**.

Note: If an application has a 🔒 by it, the application has been submitted and will need to be recalled or reopened for editing by an administrator.

Recall a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Login to your server and locate the Applications section in the middle of the screen to display a list of all application forms you have created.
2. Click on the name of the application you wish to recall > Click on the link.
3. Click the **Recall** button on the upper right-hand area of the screen.
4. Click on **Save** or **Submit** when you have completed making the changes.

Note: If you are unable to recall your application, you will need to contact an administrator for help in reopening your application for editing.

Viewing Reviewed Admissions Applications (Student Perspective)

Once your admission application has been reviewed an automatic notification will be sent to the email you entered when creating your admissions account.

Artifacts

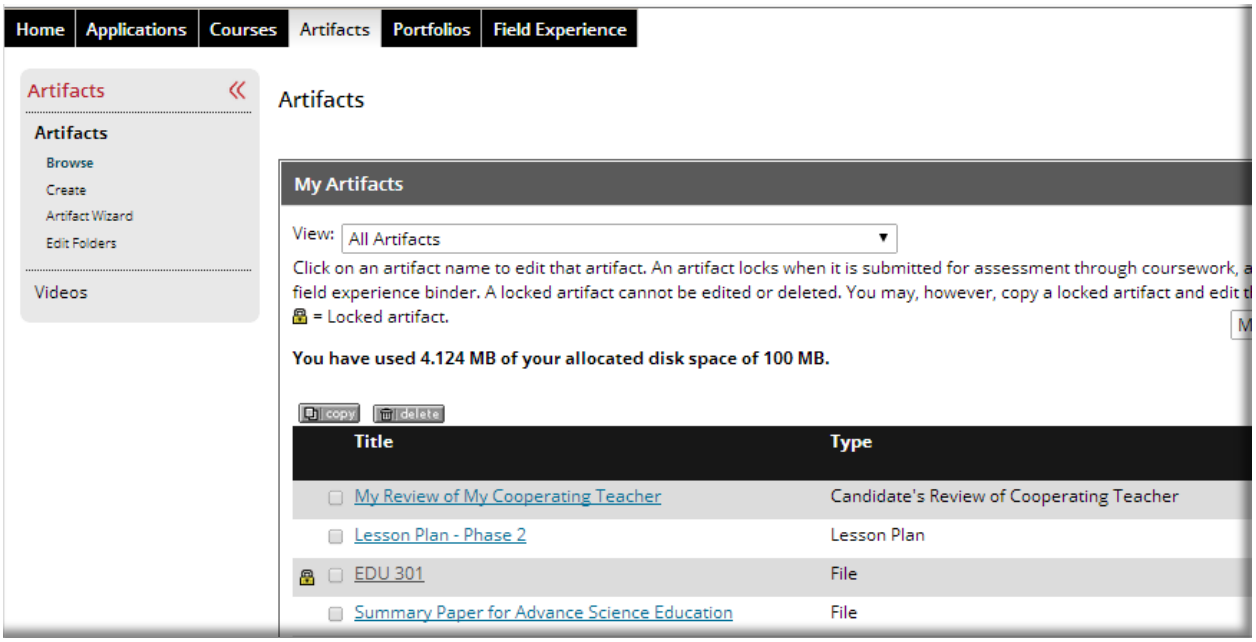
TK20 allows you to create and store various types of artifacts for assignments, projects, course binders, and portfolios and to submit these artifacts for assessment. Your institution defines the artifact types and forms in your system. These artifacts are used to document your knowledge, skills, and dispositions. Artifacts that may be in the system include files, links, lesson plans, and essays. When users click on Artifacts tab, they see a list of all the artifacts that they have created.

Users can request feedback on each type of artifact. The following sections explain how to browse, copy, and delete artifact as well as how to create artifacts and how to request feedback on an artifact.

Functions with Artifacts

Browse Artifacts

When you click on Artifacts tab, you will see a list of all the artifacts that you have created.



To view only a certain type of artifact:

1. Select an artifact type from the View dropdown menu.
2. Artifacts that have been attached to course binders or portfolios are locked and cannot be edited. They can, however, be copied, and you can edit the copy of the artifact.

3. To view an artifact, click on its Title in blue link.

Copy and Delete Artifacts

To copy an artifact:

1. Click on the checkbox located on the left of the Artifact name.
2. Click on copy button located above the row of checkboxes.
3. You can copy locked or unlocked artifacts. You can also edit the copies of locked artifacts.

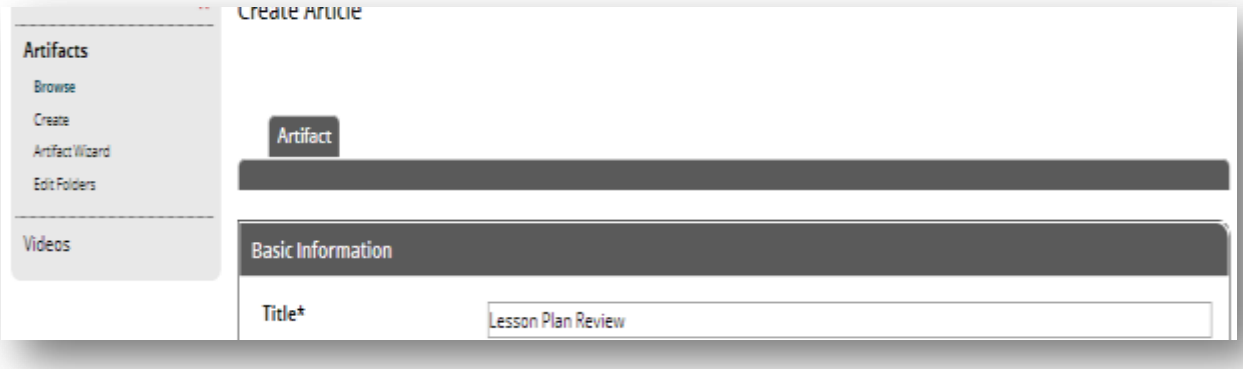
To delete an artifact:

1. Click on checkbox located on the left of the Artifact name in the Artifacts page.
2. Click on delete button located above the row of checkboxes. You will not be able to delete locked artifacts.

Create Artifacts

To create an artifact:

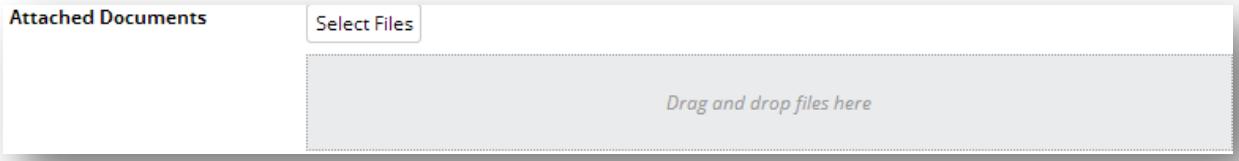
1. Click on Create located in the side menu of the Artifacts tab.
2. Select an artifact type from the dropdown menu to open the Create New Artifact page.



3. The Artifact tab contains the artifact template chosen. At any point while you are creating an artifact, you can click on Save button to save the artifact and return to it at a later time or the Cancel button to exit the artifact without saving.
4. You must enter a Name for the artifact and answer any questions that contain an asterisk before you can save your artifact.

Attach Documents to Artifacts

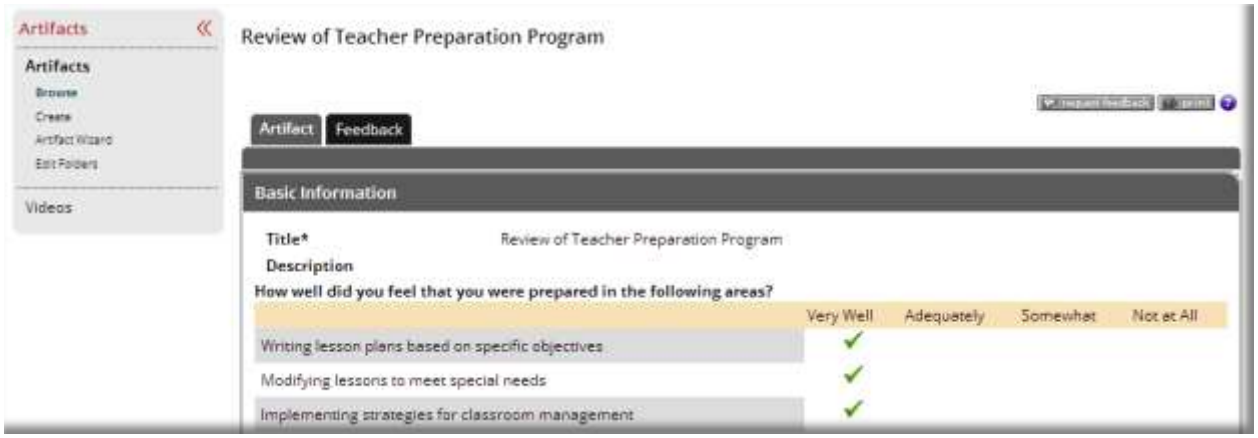
Once you have filled out the Artifact, a document from your computer may be attached. You may either drag and drop a file(s) or search for the file from your computer.



Request Feedback on Artifacts

To request feedback on any type of artifact that you have saved and re-opened:

1. Open the artifact by clicking on its Title on the Artifacts page.
2. You will notice that a Feedback sub-tab appears, and a request feedback button appears in the upper right-hand corner of the artifact.



3. Click on request feedback button to bring up the Request Feedback page.
4. Enter a Title and Message for the feedback request.
5. Enter the full or last name of the users to whom you are sending the request in the Send Request To field. If there is more than one user in the system with one of the names that you enter, you will need to click on check names button to select the appropriate user.
6. To send the request to a user group, highlight the group in the User Groups list. You can select multiple user groups by holding down the Ctrl button on your keyboard.
7. If desired, you can change the Priority of the message and/or attach an Evaluation Tool. Once you have finished entering information into this page, click on Submit.
8. You do not need to save the artifact in order to send the feedback request.
9. You will receive notification of feedback received in the Messages section of your Home tab.

View Results of Feedback Requests

To view the results of a feedback request, go to the Feedback sub-tab of a saved artifact.

1. If the status of a feedback request is Complete, you can view the feedback by clicking on the Name of the person to whom you sent the request.
2. This opens the Feedback page. You can view the answers to questions and comments that the reviewer made.

3. Click on the Back link in the upper left-hand side of the right half of the page when you complete making changes.

Revoke Feedback Requests

To revoke a feedback request:

1. Go to the Feedback sub-tab of an artifact on which you have requested feedback.
2. If the status of a feedback request is Pending, it can be revoked.
3. Click on the checkbox located to the left of the feedback request, then click on the revoke button located above the row of checkboxes.
4. You must save the artifact in order for the revoke to be complete.

Video Artifacts

Video Artifacts allow you to upload and share a video that can be annotated by an assessor or peer. This is an additional functionality that is present only if it has been purchased by your institution.

Video Requirements

Tk20 strongly recommends that all video files, regardless of size, be compressed. Most University-owned computers have video compression software (for example, QuickTime, Window Media Player). If you have questions about video compression, please consult with your institution's IT department.

Your videos can be...

- Up to 100MB in file size
- Variety of file formats (mov,mpg,wmv,avi,mp4,flv)

Your videos should not...

- Exceed 100MB in file size
- Be in HD (High Definition)

Share your Video

A video can be shared at the time of creation if it is created in the Artifacts tab. It can also be shared after it has been created and saved, or submitted to an assignment.

1. Click on the **Artifacts** tab.
2. Click on **Videos** in the side menu.
3. Click on **Edit Options**, beside the video you want to share.
4. Click on the **Sharing** sub-tab.
5. To share with individuals, type their email address or name separated by a semicolon in the People field. To share with a course, make a checkmark next to the course you want to share.
6. If you want to be the only one to see comments added to your video, or if you want others to see comments placed on your video, then select the appropriate **Option**.
7. Click on **Save**.

Troubleshoot

My Video is Not Uploading

- Check that the video is compliant with the file format and file size requirements.

My Video Upload is Slow

- This may be attributed to server location (for example, remote versus on-site). The greater the distance, the longer it will take to upload the file.
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed.
- Users can run a test through http://www.speedtest.net/ to determine upload speed.

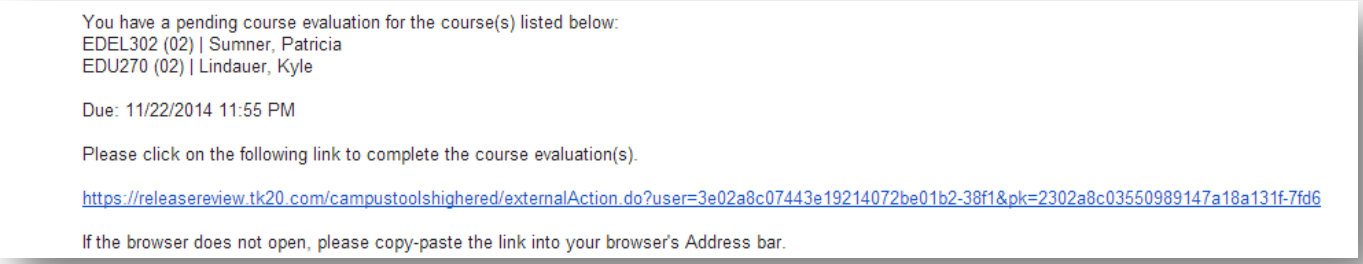
Course Evaluations

Using Tk20 for your course evaluations provides convenience and instant access to high-stakes data on your unit's instructors and courses.

Course Evaluations act as a survey and can be used to gather information about a course or multiple courses, faculty, and so on. Course Evaluations can be sent to all the courses in a specific term or to particular set of courses in a term.

Completing a Course Evaluation

1. Click on the embedded link in your email. If prompted, log into Tk20.


You have a pending course evaluation for the course(s) listed below:
EDEL302 (02) | Sumner, Patricia
EDU270 (02) | Lindauer, Kyle

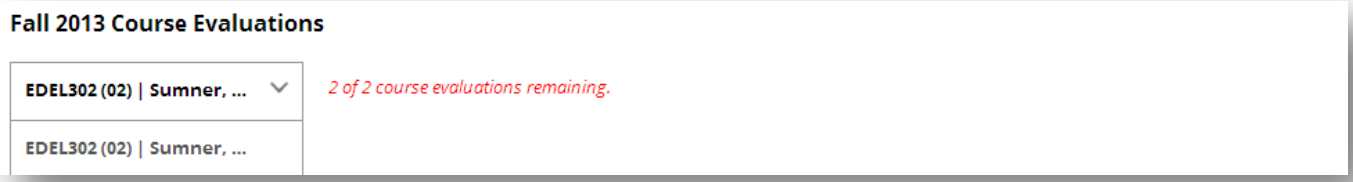
Due: 11/22/2014 11:55 PM

Please click on the following link to complete the course evaluation(s).

https://releasereview.tk20.com/campustoolshighered/externalAction.do?user=3e02a8c07443e19214072be01b2-38f1&pk=2302a8c03550989147a18a131f-7fd6

If the browser does not open, please copy-paste the link into your browser's Address bar.

2. If you have multiple course evaluations to complete, select the one you want to complete first from the drop down menu.



3. Complete the course evaluation form, then click on:

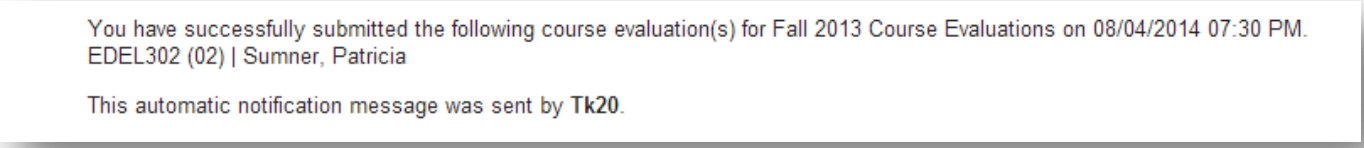
a. **Save**: save your evaluation and return at a later time
b. **Submit**: submit your course evaluation
c. **Submit and Next**: submit your course evaluation and move on to the next
d. **Cancel**: exit the course evaluation without saving any changes

Completing Course Evaluations via logging into Tk20

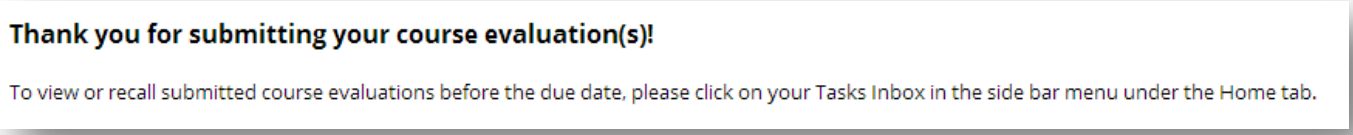
To open your Course Evaluation(s), click on the title under the Pending Tasks section located in the center of your screen, then follow steps two and three outlined above.

Confirming your Submission

You will receive a notification email once you have submitted your course evaluation.



A Tk20 notification will appear when you have submitted all of your course evaluations.



Recalling a Course Evaluation

1. Click on Home.
2. Click on **Tasks** in the side-menu.
3. Click on your **Course Evaluation** from the list of tasks, then select the course evaluation you want to recall from the drop down menu.
4. Click on **Recall**.

Courses

The Courses tab can be used for:

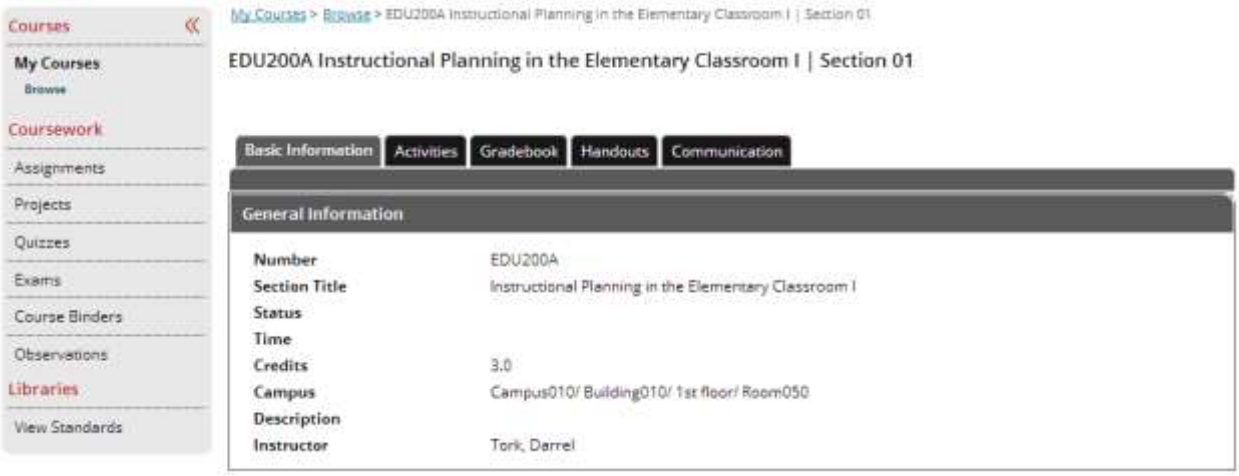
1. Students use the Courses tab to view their courses and complete Assignments, Projects, Quizzes, Exams, and Course Binders for their courses.
2. Instructors create templates for these items and assign them to students. The students, in turn, complete the items and send them back to the faculty member for assessment.
3. Once the items have been assessed, the students view the results of the assessments.
4. A Handouts section is also available in which course syllabi and other important course documents can be posted by instructors and viewed by students.

My Courses

To see My Courses section:

1. Click on the Courses tab.

2. Click on My Courses located in the side menu to see list of all current courses.
3. You can also view previous courses and future courses in the Previous Courses and Future Courses sub-tabs.
4. Click on the Course Number of any course to get more information.



The sub-tabs provide:

Basic Information: The Basic Information sub-tab gives you basic information about the course.

Activities: The Activities sub-tab shows all activities for the course and the status (Assessment Pending, Open for Editing, etc.) for each activity. Click on an activity name to view its detail.

Gradebook: The Gradebook sub-tab shows grades for any course activities that have been graded. Click on a grade to view its detail.

Handouts: The Handouts sub-tab contains course-related documents such as handouts and syllabi that you can download. To download a document, click on its name.

Communication: The Communication sub-tab will show any scheduled course chat sessions or discussion threads for the course.

1. To enter a scheduled chat session, click on the Enter Chatroom Now link in the upper right-hand corner of the calendar. This brings you into the chatroom.
2. To exit the chatroom, click on the Exit Chatroom link on the left-hand side of the page.

To post a topic to a discussion forum:

1. Click on a discussion forum Topic Title in the Communication sub-tab of a course to open a discussion forum.
2. Click on add new button on the upper left-hand corner of the discussion forum to add a new topic.
3. Give the topic a Topic Name and enter text for the topic.
4. When done, click on Submit.
5. To respond to a topic, click on its Topic Name, enter reply text, and click on Submit.

Assignments and Projects

Assignments and projects are assigned by instructors and completed by students. They both work in the same way. The following sections describe and display screen shots from the Assignment section, but everything applies to the Project section also.

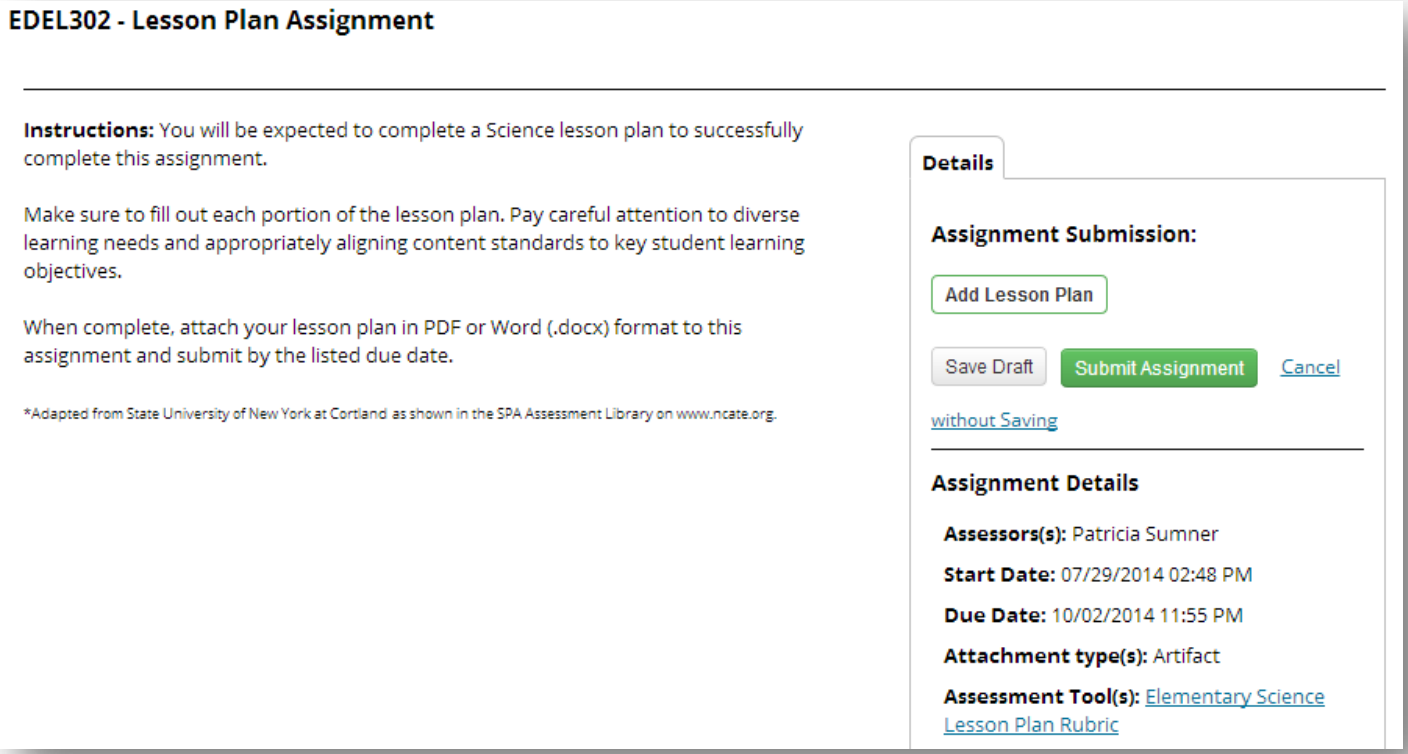
Assignments and Projects appear in the Task Inbox of your Home page when they are assigned to you. Click on the name of an assignment or project task in the Task Inbox to go to that assignment or project in the Courses tab. The figure below shows an assignment. **Note(s):** Although this Quick Guide will refer to Assignments, all steps also apply to Projects.

Viewing an Assignment

To open an **Assignment**, click on its title under the **Pending Tasks** section located in the center of your screen.

Assignment Layout

- **Title & Instructions**: title and all pertinent instructions are located on the left side of the screen
- **Assignment Details:** your instructor, due date, and other details are located on the right side of the screen
- **Attachment Type(s)**: your work attached as text, computer files, or Tk20 artifacts
- **Assessment Tool(s)**: your instructor's assessment of your work



Completing an Assignment

Artifact Attachment

1. Many assignments require you to fill in defined fields known as **Artifacts** in Tk20. If so, click on **Add "Artifact Title"** underneath Assignment Submission. In this example you are adding a Lesson Plan artifact.
    a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.
    b. If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.

1. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath the Add "Artifact Title" button as shown.

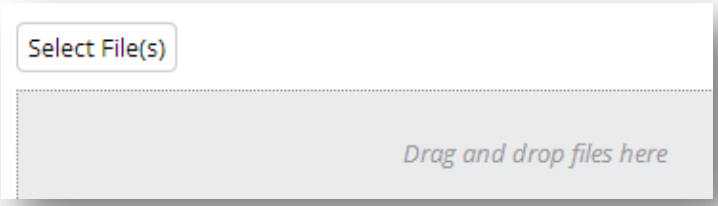
Note(s): If you have previously created an Artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

Text Attachment

1. Many assignments require you to submit text. If so, click on **Create Text** underneath Assignment Submission.
2. Once you have titled and completed your text entry, click on **Add**. Your attachment will be listed underneath the **Create Text** button.

File Attachment

If you are required to attach a document to your assignment, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.



Submitting an Assignment

1. To open an **Assignment**, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your assignment you can click on:
    a. **Save Draft**: save your work and return at a later time
    b. **Submit Assignment**: submit your assignment for review
    c. **Cancel without Saving**: exit the assignment without saving any changes

Recalling a Submitted Assignment

1. Login to your server and click on the **Courses** tab.
2. Click on Assignments in the side menu.
3. Make a checkmark next to the assignment, then click on recall.
4. Click on **Save Draft** or **Submit Assignment** when you have completed making the changes.

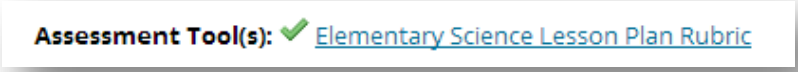
Note(s): If you are unable to recall your assignment, you will need to contact an administrator for help in reopening your course binder for editing.

Reviewing Assessor Feedback

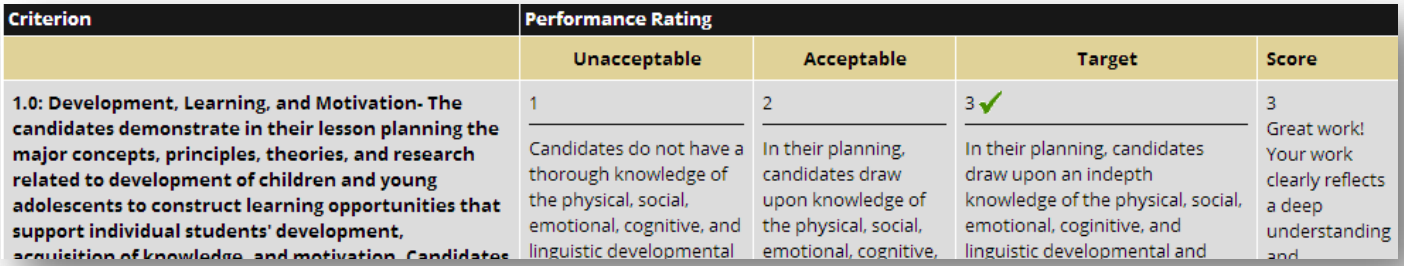
1. Login to your server and click on the **Courses** tab.
2. Click on **Assignments** in the side menu.
3. Click on the **Assignment** you want to view.

Assessment Tool(s)

Click on the **Assessment Tool(s)** link to view your assessment.



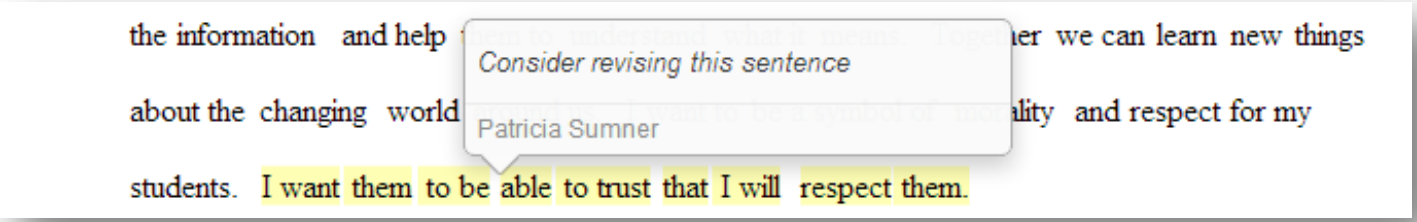
Note(s): Comments from your instructor may appear in the Score column.



Criterion	Performance Rating			
	Unacceptable	Acceptable	Target	Score
1.0: Development, Learning, and Motivation- The candidates demonstrate in their lesson planning the major concepts, principles, theories, and research related to development of children and young adolescents to construct learning opportunities that support individual students' development, acquisition of knowledge, and motivation. Candidates	1 Candidates do not have a thorough knowledge of the physical, social, emotional, cognitive, and linguistic developmental	2 In their planning, candidates draw upon knowledge of the physical, social, emotional, cognitive,	3 In their planning, candidates draw upon an indepth knowledge of the physical, social, emotional, coginitive, and linguistic developmental and	3 Great work! Your work clearly reflects a deep understanding and

File Upload Comments

If you attached files to your assignment, your instructor may have left comments within the file. Click on **View** next to your file to view any comments.



Create and Edit Assignment and Project Folders

To organize your assignments or projects, you can create folders into which they can be placed. To do this:

1. Click on the Edit Folders link under Assignments or Projects to open the Folders page.
2. To add a new folder, click on add new button in the upper left-hand corner of the Folders box. Enter a Folder Name and click on Save.

3. To edit an existing folder, click on the Folder Name in blue link, make changes, and click on Save.
4. To delete a folder, click on the checkbox to the left of the folder name, and then click on delete above the row of checkboxes.

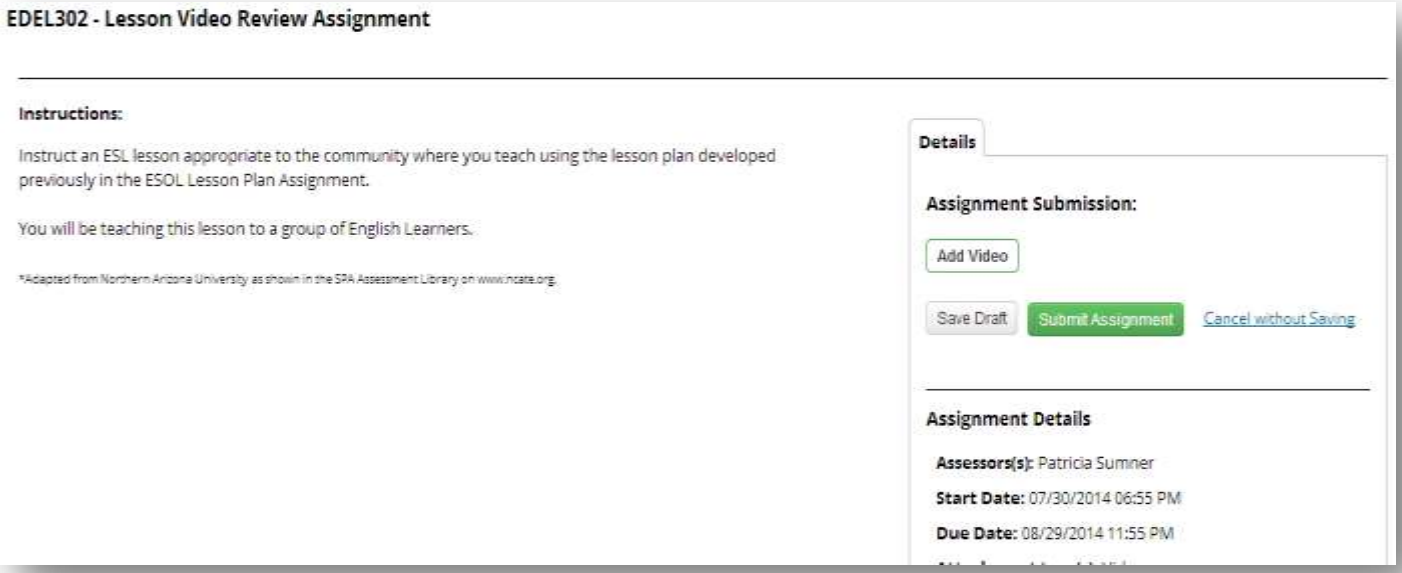
Video Assignments

Viewing a Video Assignment

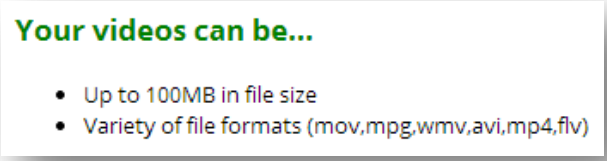
To open an **Assignment**, click on its title under the **Pending Tasks** section located in the center of your screen.

Video Assignment Layout

- **Title & Instructions**: title and all pertinent instructions are located on the left side of the screen
- **Assignment Details:** your instructor, due date, and other details are located on the right side of the screen
- **Assessment Tool(s)**: your instructor's assessment of your work

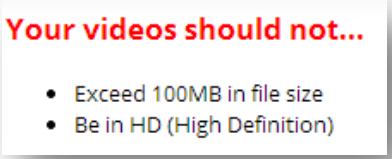


Video Artifacts

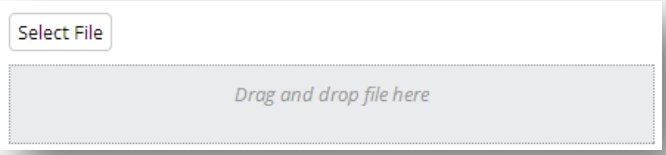


Video Requirements

Tk20 strongly recommends that all video files, regardless of size, be compressed. Most University-owned computers have video compression software (for example, QuickTime, Window Media Player). If you have questions about video compression, please consult with your institution's IT department.

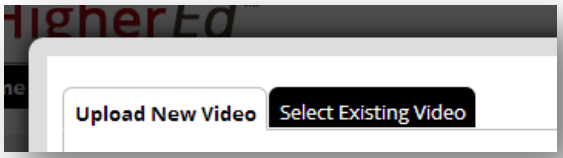


Adding a Video



1. Click on **Add Video** underneath Assignment Submission.
2. Click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.
3. Once you have attached your video, click on **Add**.

Note(s): If you have previously uploaded a video, it can be selected when adding a video to your assignment. Existing videos are located in the attachment sub-tab as shown.



Submitting a Video Assignment

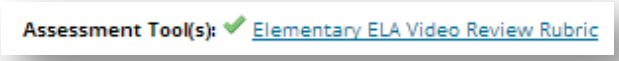
1. To open a **Video Assignment**, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Videos can be edited prior to submission by clicking on the **Video** title.
3. When you are done working on your assignment you can click on:
   a. **Save Draft**: save your work and return at a later time
   b. **Submit Assignment**: submit your assignment for review
   c. **Cancel without Saving**: exit the assignment without saving any changes

Recalling a Submitted Video Assignment

1. Login to your server and click on the **Courses** tab.
2. Click on Assignments in the side menu.
3. Make a checkmark next to the assignment, then click on recall.
4. Click on **Save Draft** or **Submit Assignment** when you have completed making the changes.

Note(s): If you are unable to recall your application, you will need to contact an administrator for help in reopening your application for editing.

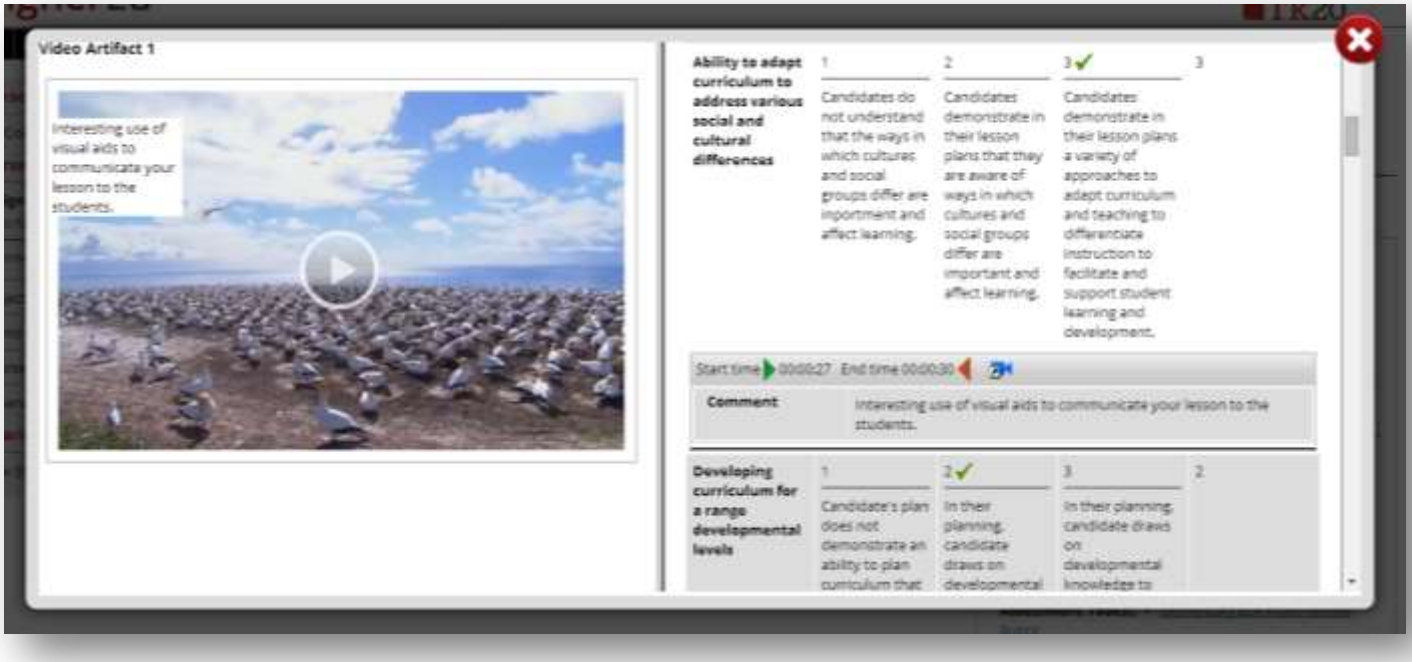
Reviewing Assessor Feedback



1. Login to your server and click on the **Courses** tab.
2. Click on **Assignments** in the side menu.
3. Click on the **Assignment** you want to view.
4. Click on the **Assessment Tool(s)** link to view your assessment.

Note(s):

- Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.
- **Annotations** may appear as the video plays and listed in the assessment tool.



Share your Video

A video can be shared at the time of creation if it is created in the **Artifacts** tab. It can also be shared after it has been created and saved, or submitted to an assignment.

1. Click on the **Artifacts** tab.
2. Click on **Videos** in the side menu.
3. Click on **Edit Options**, beside the video you want to share.

4. Click on the **Sharing** sub-tab.
5. To share with individuals, type their email address or name separated by a semicolon in the **People** field. To share with a course, make a checkmark next to the course you want to share.
6. If you want to be the only one to see comments added to your video, or if you want others to see comments placed on your video, then select the appropriate **Option**.
7. Click on **Save**.

Troubleshoot

My Video is Not Uploading

- Check that the video is compliant with the file format and file size requirements.

My Video Upload is Slow

- This may be attributed to server location (for example, remote versus on-site). The greater the distance, the longer it will take to upload the file.
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed.
- Users can run a test through http://www.speedtest.net/ to determine upload speed.

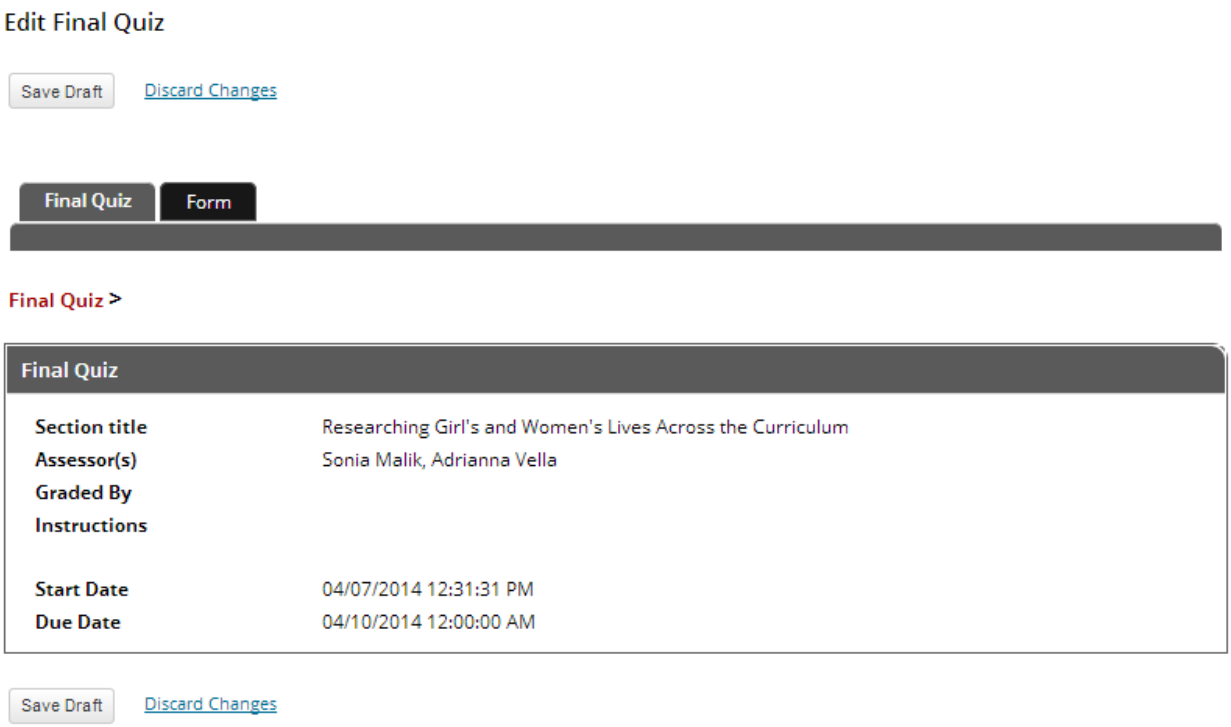
Quizzes and Exams

Quizzes and Exams will be assigned by instructors and completed by students. They work in the same way so, though this guide will describe and show page shots from the Quiz section, everything will apply to the Exam section as well.

Complete a Quiz or Exam

Quizzes and Exams appear in the Task Inbox of your Home page when they are assigned to you.

1. Go to Courses tab and
2. Click on the Name of a quiz or exam task in the Task Inbox to go to a particular quiz or exam.



3. The first sub-tab of a quiz or exam shows details. Read the Instructions section for any special quiz or exam instructions. Pay attention to the Due Date, as the quiz or exam is due by that time.
4. Click on the Form sub-tab to complete the actual quiz or exam.

The Question column shows the question being asked. The Options column gives you a space to answer. If you see checkboxes located next to a question, you may select more than one correct answer for that question. The Weight column shows what weight (either in points or by percentage) a question is worth.

At any point while you are working on a quiz or an exam, you can click on the Save button at the bottom of any sub-tab page to save your work up to that point and return to the quiz or exam later.

To cancel all the work that you have done in the current session, click on the Cancel button (anything that you had previously saved related to this quiz or exam will still be saved).

Once you are finished with the quiz or exam, click on the Submit button to submit the quiz or exam for assessment. You will receive an email notification upon successfully submitting a quiz or an exam.

Edit Quiz or Exam

To re-open the quiz or exam, click on it from your Task Inbox in the Home tab. You can also open it from the Quizzes or Exams page. To open the quiz or exam from the Quizzes or Exams page, click on

the Courses tab, then Quizzes or Exams located in the side menu (whichever is applicable), and then on the Name of the quiz or exam.

Recall Quiz or Exam

If you realize that you have submitted a quiz or exam in error, you will have the option to recall it, so long as the quiz or exam has not already been assessed. To recall a quiz or exam, click in the check box to its left in the Quizzes or Exams page and click on the recall button above the row of check boxes. This will change the Status of the quiz or exam from Assessment Pending to Open for Editing. You can edit the quiz or exam and re-submit it for assessment.

Create and Editing Quiz and Exam Folders

To organize your quizzes or exams, you may want to create folders into which they can be placed. To do this:

1. Click on the Edit Folders link under Quizzes or Exams.
2. To add a new folder, click on add new button in the upper left-hand corner of the Folders box. Enter a Folder Name and click on Save.
3. To edit an existing folder, click on the Folder Name in blue link, make changes, and click on Save.
4. To delete a folder, click on the check box to the left of the folder name, and then click on delete above the row of check boxes.

Course Binders

Course binder templates are created by instructors and are then sent to and completed by students. Students can access course binders assigned to them from the Task Inbox of the Home page or from the My Courses or Course Binders section of the Courses tab.

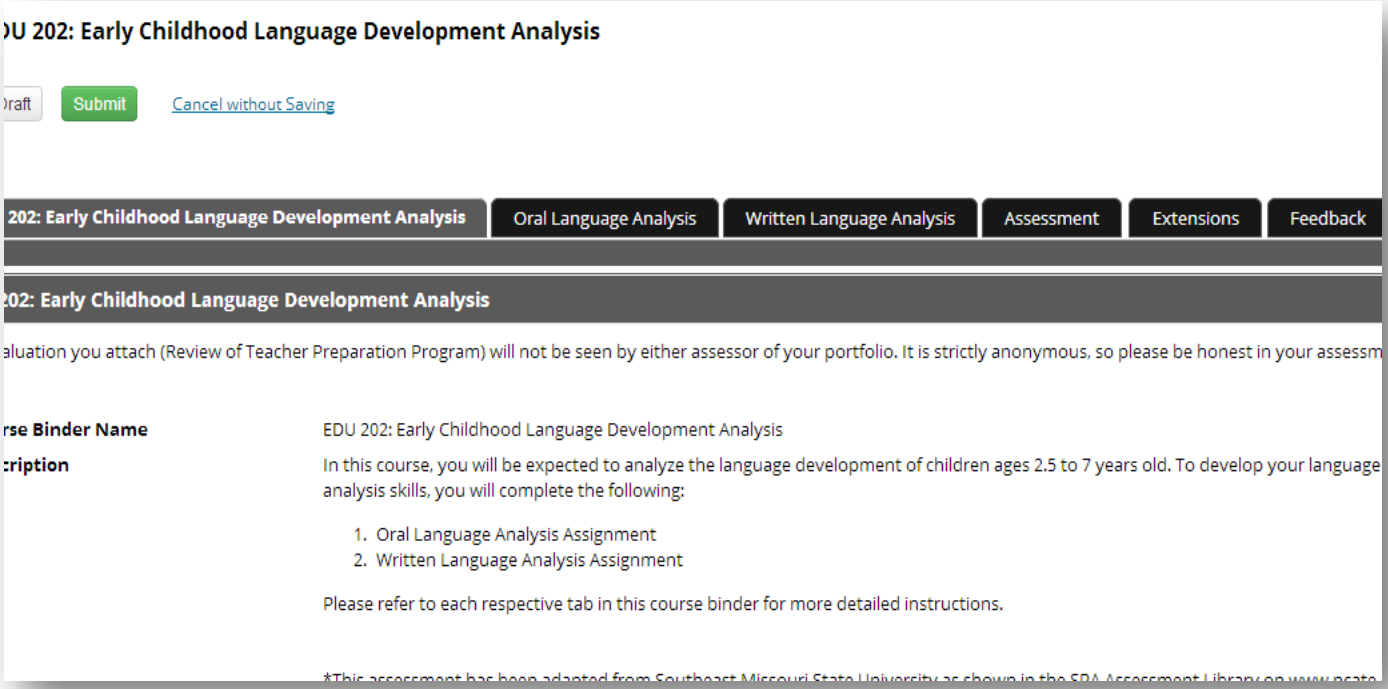
Viewing a Course Binder

To open a Course Binder, click on its title under the **Pending Tasks** section located in the center of your screen.

Course Binder Layout

- **Title & Instructions**: title and all pertinent instructions are located on the Course Binder cover page

- **Binder Tabs:** each sub-tab represents a different section of the binder
- **Assessment**: your instructor's assessment of your work
- **Extension(s)**: your instructor may grant you extensions to complete your work
- **Feedback**: your instructor may leave feedback about your work



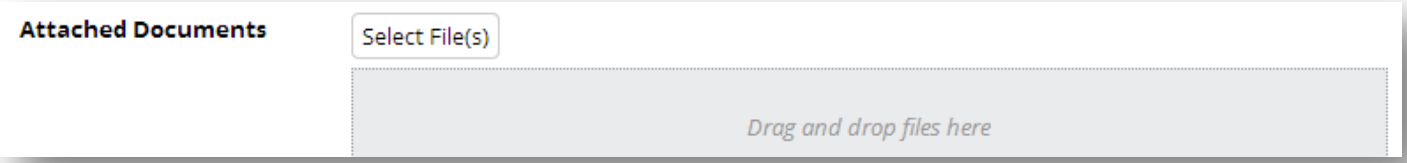
Completing a Course Binder

Artifact Attachment

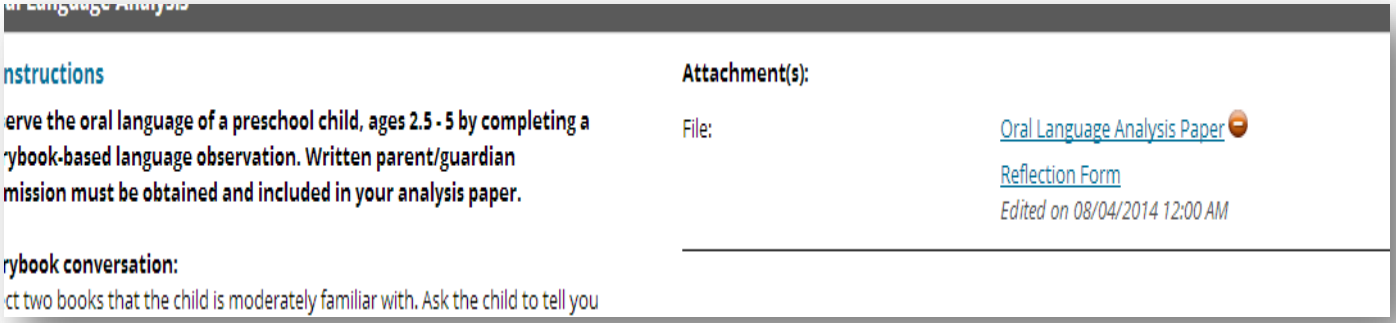
1. Click on the sub-tab to the right of the Course Binder cover page.
2. Course Binders require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).

3. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.

4. If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.



5. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath **Attachment(s)** as shown.



6. Continue in a similar fashion until you have attached all required Artifacts for each sub-tab of the Course Binder.

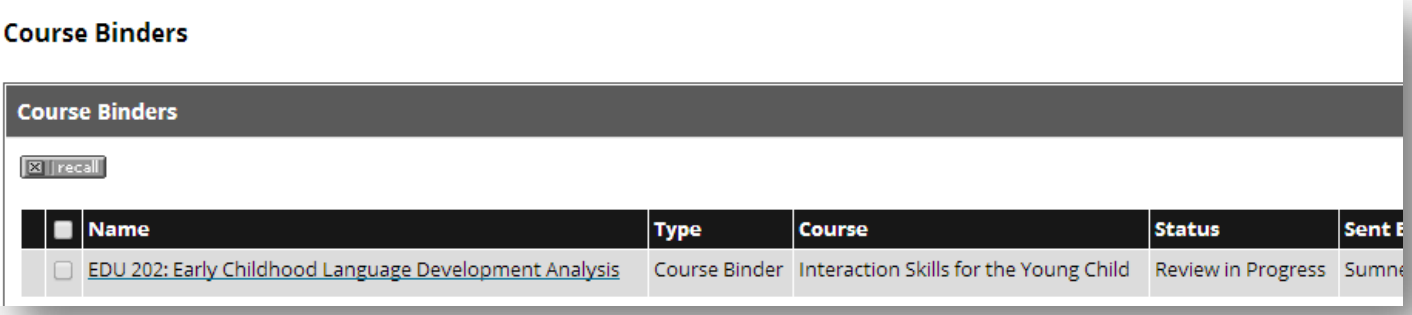
Note(s): If you have previously created an Artifact of the same type, it can be selected when attaching an Artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

Submitting a Course Binder

1. To open a Course Binder, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your course binder you can click on:
   a. **Save Draft**: save your work and return at a later time
   b. **Submit**: submit your course binder for review
   c. **Cancel without Saving**: exit the course binder without saving any changes

Recalling a Submitted Course Binder

1. Login to your server and click on the **Courses** tab.
2. Click on Course Binders in the side menu.
3. Make a checkmark next to the course binder, then click on recall.



4. Click on **Save Draft** or **Submit** when you have completed making the changes.

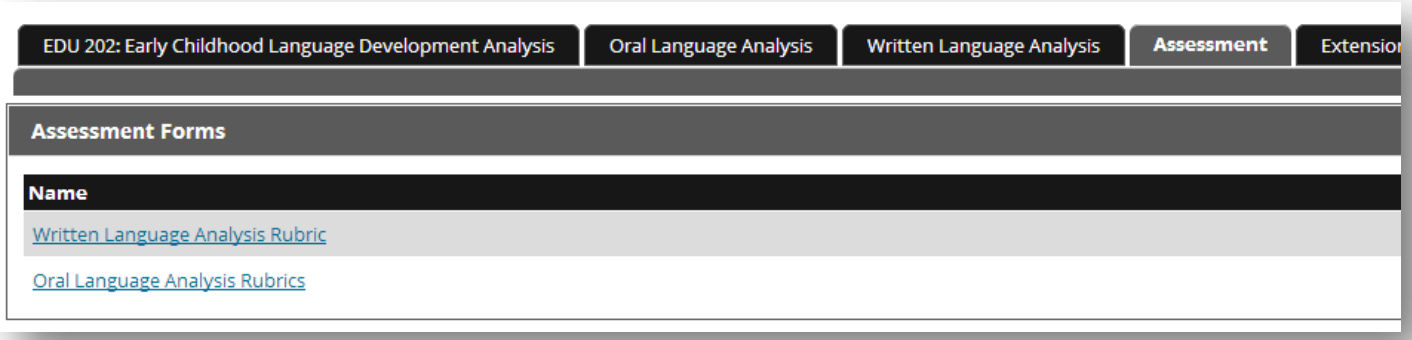
Note(s): If you are unable to recall your course binder, you will need to contact an administrator for help in reopening your course binder for editing.

Reviewing Assessor Feedback

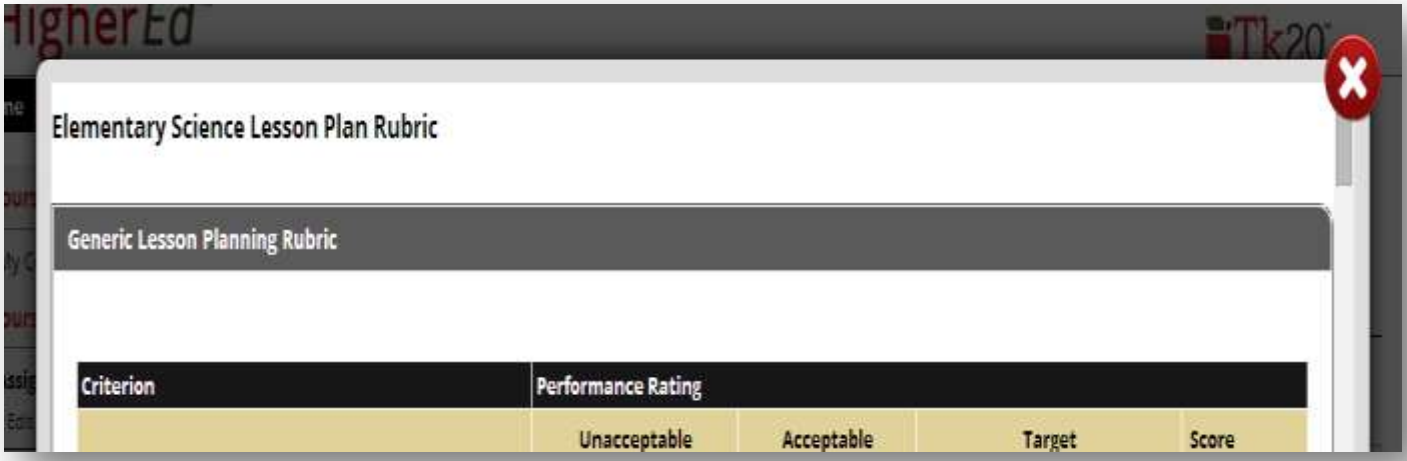
1. Login to your server and click on the **Courses** tab.
2. Click on **Course Binders** in the side menu.
3. Click on the **Course Binder** you want to view.

Assessment Tool(s)

Click on the **Assessment** sub-tab to view your assessment(s).

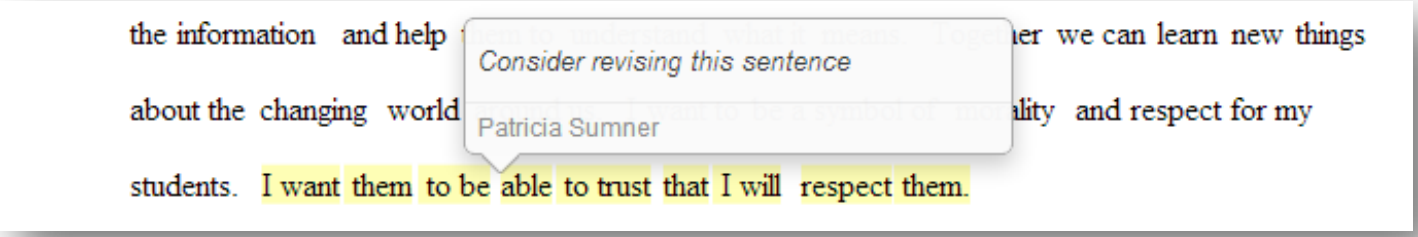


Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.



File Upload Comments

1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the **sub-tab** containing your file.
2. Click on the **attachment title**.
3. Click on **View** next to your file to view any comments.



Create and Edit Course Binder Folders

To organize your course binders, you may want to create folders into which they can be placed. To do so:

1. Click on the Edit Folders link located under Course Binders.
2. To add a new folder, click on add new button in the upper left-hand corner of the Folders box. Enter a Folder Name and click on Save.

To edit an existing folder, click on the Folder Name in blue link, make changes, and click on Save.

To delete a folder:

1. Click on the checkbox to the left of the folder name.
2. Click on delete located above the row of checkboxes.

Observations

The Observations section allows you to view observations of your performance completed by your instructors.

Rubric

Criterion	Performance Rating				
	Accomplished	Competent	Developing	Beginning	Score
Knowledge of Conventions	4 In addition to meeting the requirements for a "3," the writing is essentially error free in terms of mechanics. Models	3 ✓ While there may be minor errors, the paper follows normal conventions of spelling and grammar throughout and has been carefully proofread. Appropriate conventions for style and format are used consistently	2 Frequent errors in spelling, grammar (such as subject/verb agreements and tense), sentence structure and/or other writing conventions distract the reader. Writing does not	1 Writing contains numerous errors in spelling, grammar, and/or sentence structure which interfere with comprehension. Style	3

To access observations:

1. Click on Observations under Coursework located in the side menu of the Courses tab.
2. Click on the name of an observation to view it.
3. You can create folders into which you can place observations by clicking Edit Folders in the side menu.
4. Click on add new in the upper left-hand corner of the Folders box. Give the folder a Name.
5. Click on Save.

To move an observation into a folder:

1. Click on the checkbox to its left in the Browse Observations section, then
2. Choose the appropriate folder from the drop-down located in the upper right-hand side of the Observations box.

Document Room

Depending on your institution's preferences, you will see up to three sections in the Document Room: Documents, Public Documents and Configuration Documents. Each section contains an independent document filing cabinet in which faculty and system administrators can upload, organize, and store all types of documents. The Document Room tab is aptly named, as it effectively eliminates the need for a room full of paper documents. Here, all documents can be stored, organized, and reviewed electronically.

In this section, you will see how to use the document room for viewing and storing documents. Your trainers will demonstrate how to perform a number of functions in the document room.

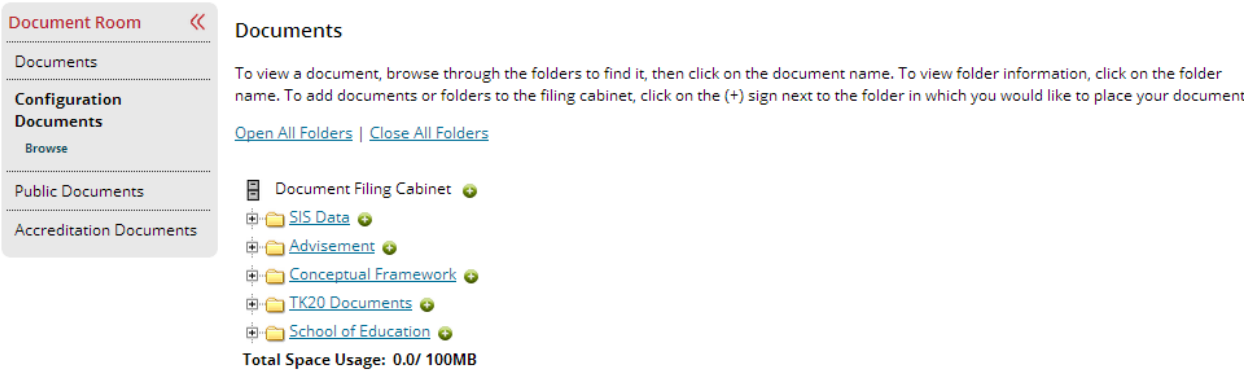
Add Items to Document Room

You can upload documents to the Document Room to share with your colleagues. This can include meeting minutes, reports, results of surveys, committee outcomes, or anything else that is of importance and could be needed later. Documents can be in Microsoft Word, Excel, PowerPoint, Audio, Video, or any other type of format and can be instantly retrieved as needed.

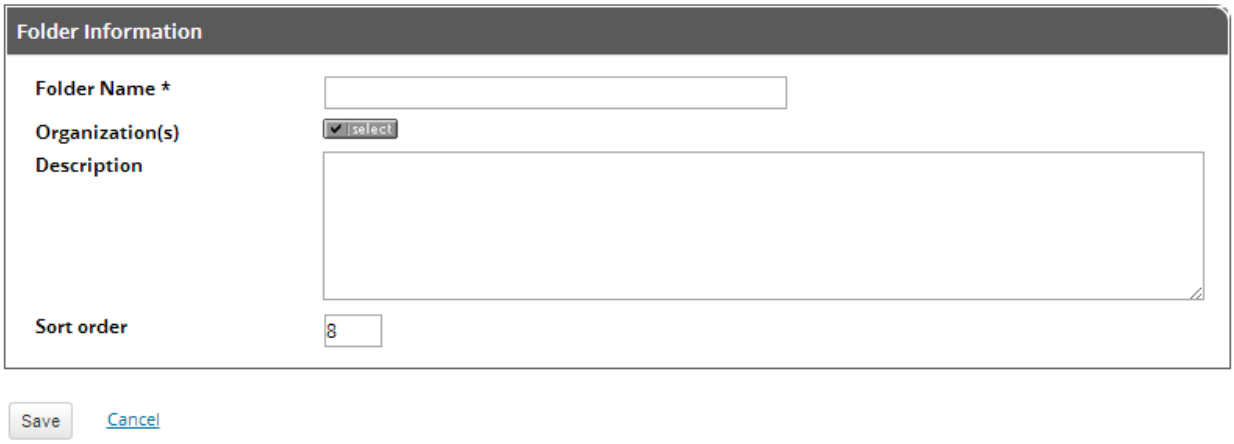
Add a New Folder

To add a new file to the Document Room**:**

1. Go to Document Room tab.
2. Click on Documents located in the side menu.
3. Click on the green plus sign located to the right of the Document Filing Cabinet.



4. Enter a Folder Name and Description.
5. Click on Save.

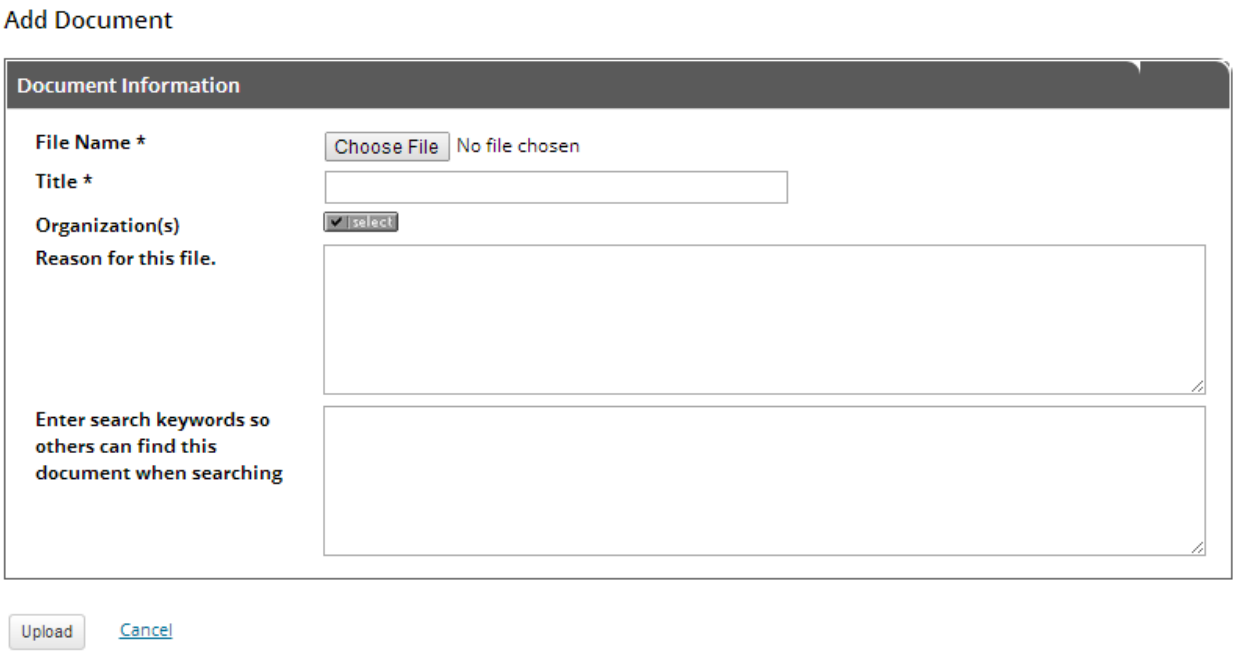


Add a Document

To add a document:

1. Click on the green plus sign located next to the folder you wish to add a document to.
2. Select Computer File from the dropdown menu , then
3. Click Browse to locate the file on your computer.

4. Choose the required file and add a Title.
5. Click on Upload.



View Items in Document Room

To view a document uploaded to the document room,

1. Locate the document and click on the document name.
2. This opens the page with details about the document including the name of the person who uploaded it.
3. Click on Download File located at the bottom of the page.
4. You can select from the option whether you want to save or open the file.

Field Experience

A Field Experience Binder contains a record of a student's work in the field. That work can range from student teaching, to volunteering, to internship. Field Experience Templates are created by administrators and are sent out to students at the appropriate time during the semester.

When students submit a Field Experience Binder, it is reviewed by their university supervisor and cooperating teacher (or any appropriate assessors that have been specified).

Viewing a Field Experience Binder

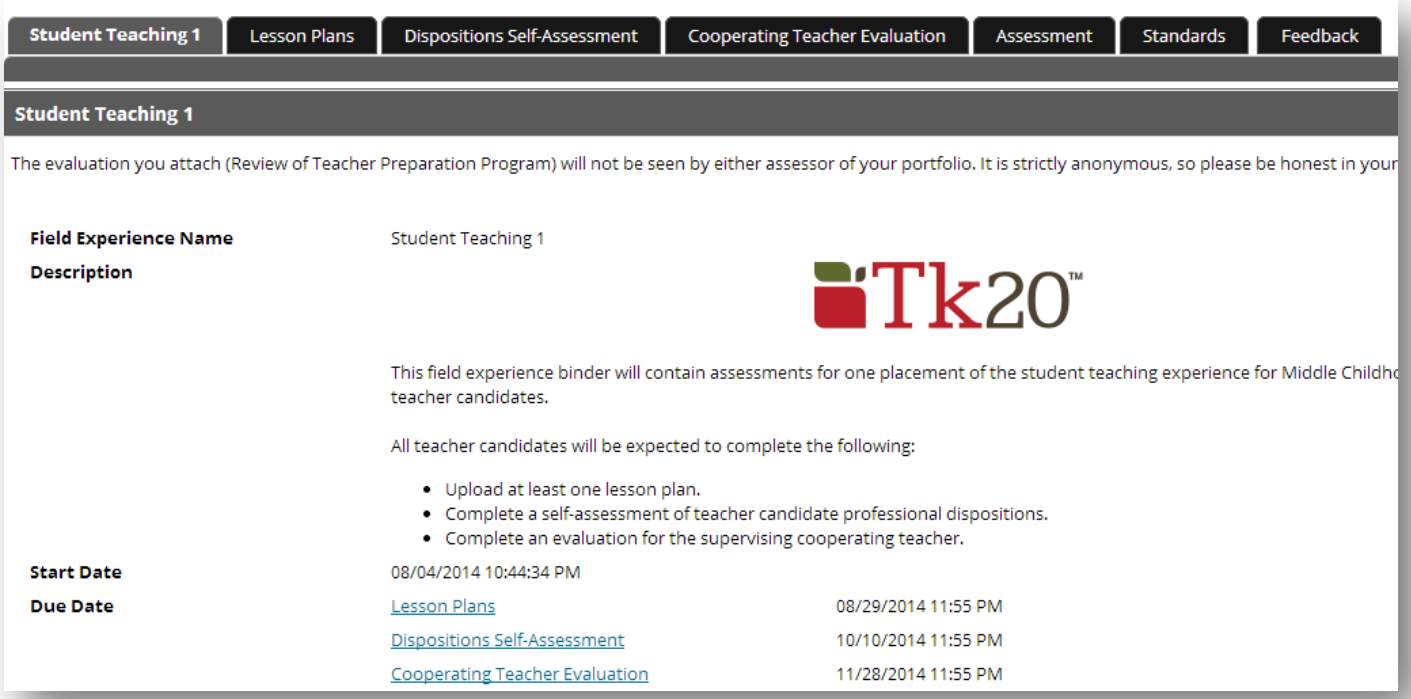
To open a Field Experience Binder, click on its title under the **Pending Tasks** section located in the center of your screen.

Pending Tasks

Name	Type	From	Due Date
Please start the Field Experience Student Teaching 1	Field Experience	Anson, Jeff	multiple

Course Binder Layout

- **Title & Instructions**: title and pertinent instructions are located on the Field Experience Binder cover page
- **Binder Tabs:** each sub-tab represents a different section of the binder
- **Assessment**: instructor and site supervisor(s) assessments of your work
- **Feedback**: your instructor may leave feedback about your work
- **Due Date(s)**: binder, tab, or attachment due dates provided by your instructor
- **Placement Information (not shown)**: relevant placement information and site location details are also provided as you scroll down the page



Student Teaching 1 | Lesson Plans | Dispositions Self-Assessment | Cooperating Teacher Evaluation | Assessment | Standards | Feedback

Student Teaching 1

The evaluation you attach (Review of Teacher Preparation Program) will not be seen by either assessor of your portfolio. It is strictly anonymous, so please be honest in your

Field Experience Name Student Teaching 1

Description

This field experience binder will contain assessments for one placement of the student teaching experience for Middle Childhc teacher candidates.

All teacher candidates will be expected to complete the following:

- Upload at least one lesson plan.
- Complete a self-assessment of teacher candidate professional dispositions.
- Complete an evaluation for the supervising cooperating teacher.

Start Date 08/04/2014 10:44:34 PM

Due Date

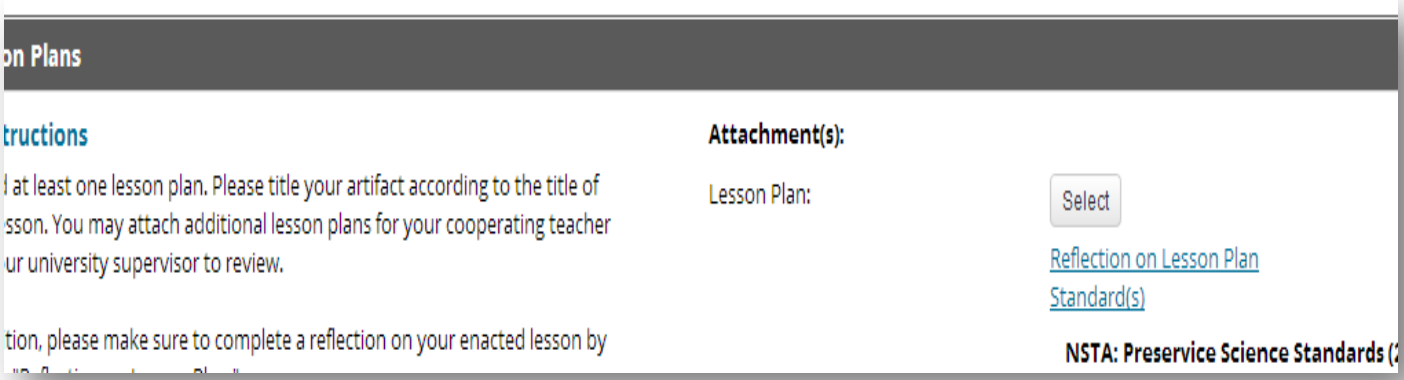
Lesson Plans	08/29/2014 11:55 PM
Dispositions Self-Assessment	10/10/2014 11:55 PM
Cooperating Teacher Evaluation	11/28/2014 11:55 PM

Completing a Field Experience Binder

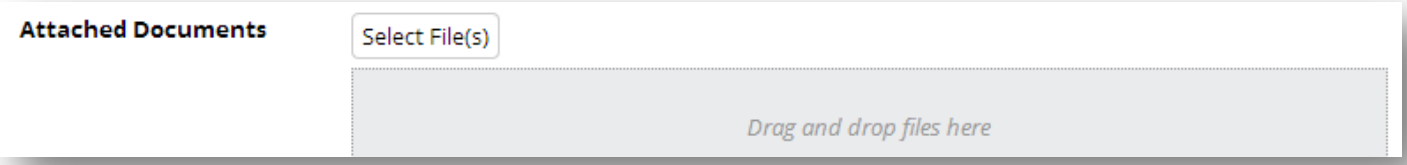
Artifact Attachment

1. Click on the sub-tab to the right of the Field Experience Binder cover page.

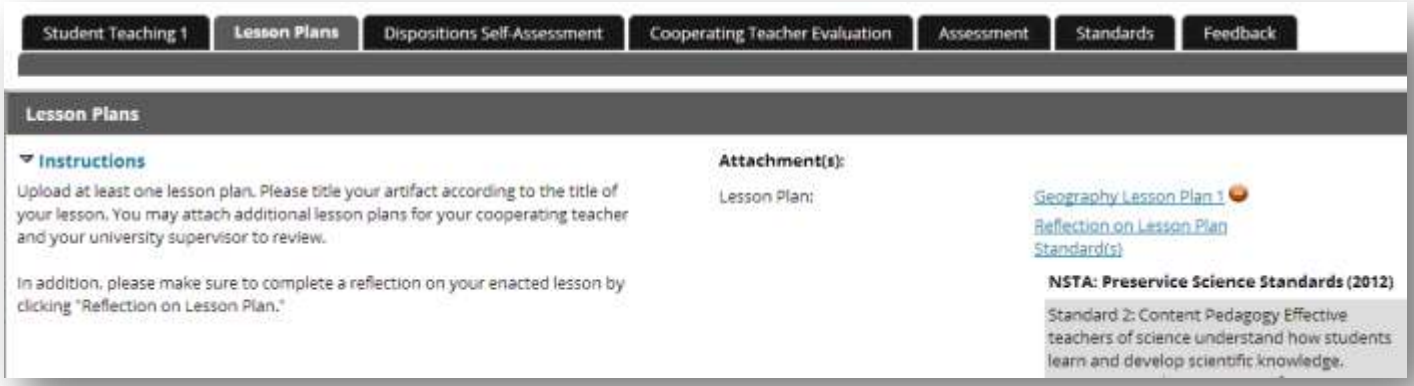
2. Field Experience Binders require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).



   a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.
   b. If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.



3. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath **Attachment(s)** as shown.

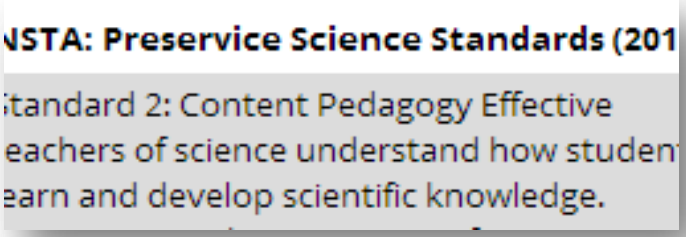


4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Field Experience Binder.

Note(s):

- If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

- If you are required to attach additional standards, click on the **Standard(s)** link for any artifact.
- If you are required to complete reflections of your experience, click on the **reflection form link** for any artifact.



Submitting a Field Experience Binder

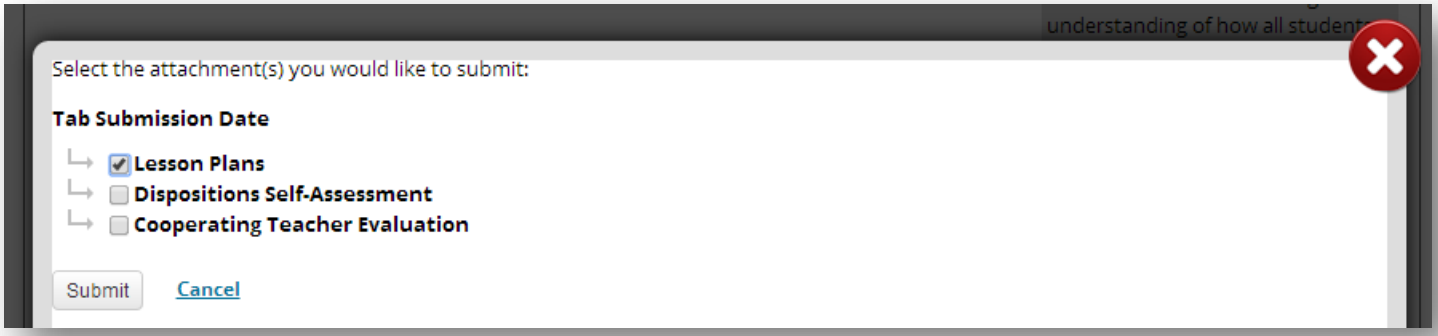
Option 1: Submitting the Binder

1. To open a Field Experience Binder, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your field experience binder you can click on:
    a. **Save Draft**: save your work and return at a later time
    b. **Submit**: submit your field experience binder for review
    c. **Cancel without Saving**: exit the course binder without saving any changes

Option 2: Submitting a Tab within the Binder

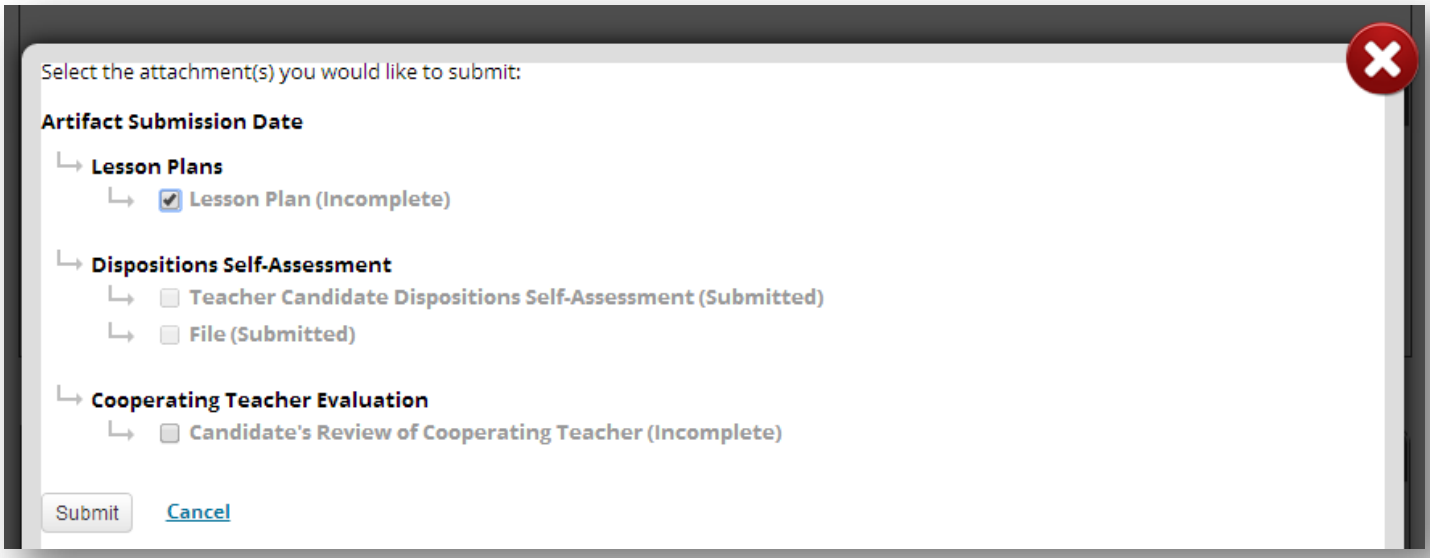
1. To open a Field Experience Binder, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your field experience binder you can click on:
    a. **Discard Changes**: exit the course binder without saving any changes
    b. **Save Draft**: save your work and return at a later time

c. **Submit**: submit the tab(s) within your field experience binder for review by making a checkmark next to the tab(s) you want to submit, then click **Submit**



Option 3: Submitting an Attachment within the Binder

1. To open a Field Experience Binder, click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your field experience binder you can click on:
   a. **Discard Changes**: exit the course binder without saving any changes
   b. **Save Draft**: save your work and return at a later time
   c. **Submit**: submit the attachment(s) within your field experience binder for review by making a checkmark next to the attachment(s) you want to submit, then click **Submit**



Recalling a Submitted Assignment

1. Login to your server and click on the **Field Experience** tab.

2. Make a checkmark next to the **Field Experience Binder**, then click on recall.

	Student Teaching 1	08/04/2014 10:44 PM	multiple	Completed	Anson, Jeff	**Site Staff:** Craft, Steven **University Supervisor:** Sumner, Patricia

3. Click on **Save Draft** or **Submit** when you have completed making the changes.

Note(s): If you are unable to recall your field experience binder, you will need to contact an administrator for help in reopening your field experience binder for editing.

Reviewing Assessor Feedback

1. Login to your server and click on the **Field Experience** tab.
2. Click on the **Field Experience Binder** you want to view.

Assessment Tool(s)

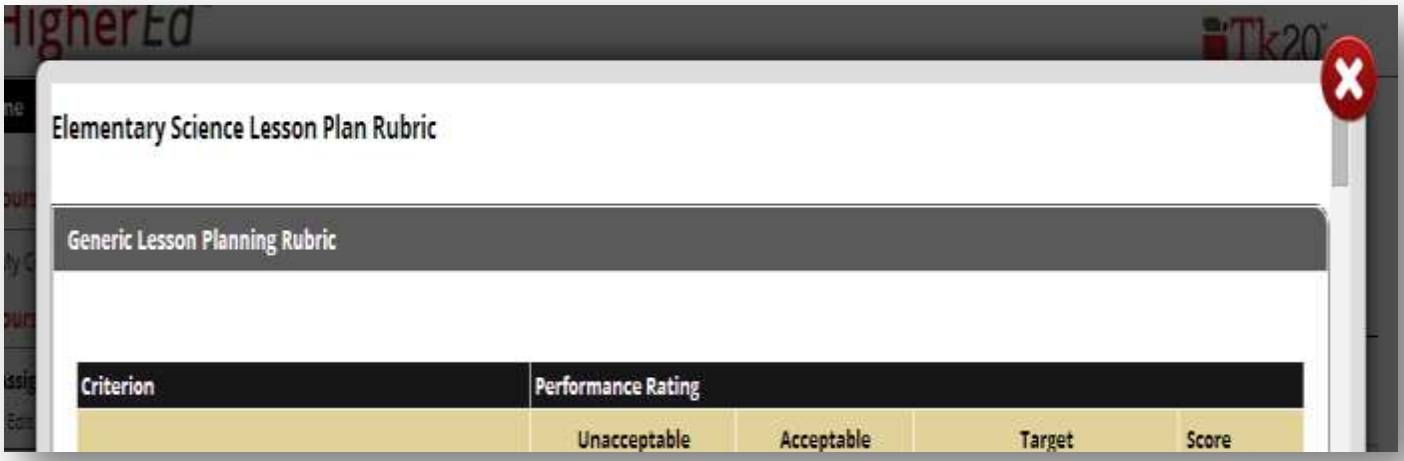
Click on the **Assessment** sub-tab to view your assessment(s).

Student Teaching 1 | Lesson Plans | Dispositions Self-Assessment | Cooperating Teacher Evaluation | **Assessment** | Standards | Feedback

Assessments

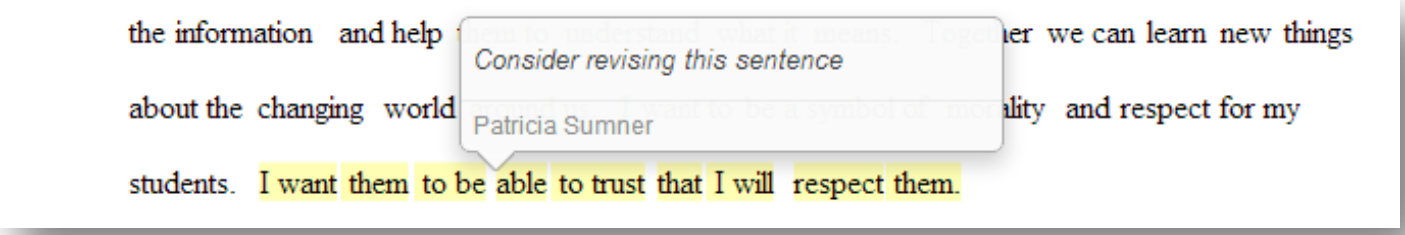
Assessment Templates	Role	Committee Member
Student Teaching Formative Evaluation Student Teaching Summative Evaluation Teacher Candidate Dispositions Assessment	Cooperating Teacher	Craft, Steven
Student Teaching Formative Evaluation Student Teaching Summative Evaluation Teacher Candidate Dispositions Assessment	Faculty	Sumner, Patricia

Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.



File Upload Comments

1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the **sub-tab** containing your file.
2. Click on the **attachment title**.
3. Click on **View** next to your file to view any comments.



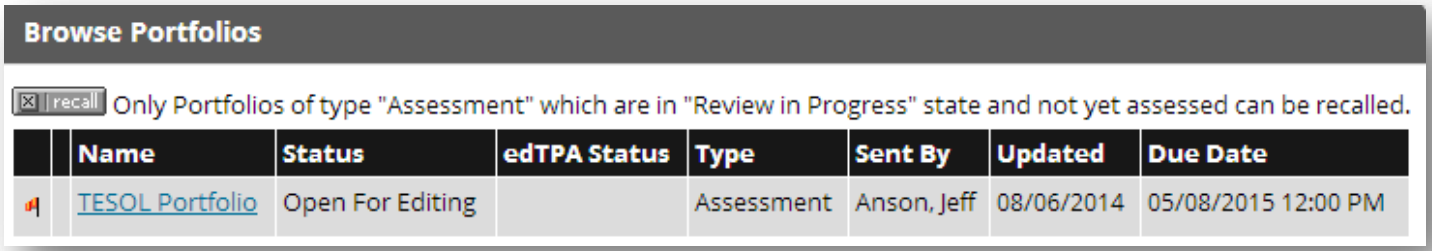
Portfolios

A Portfolio is an accumulation of evidence about individual proficiencies, especially in relation to explicit standards and rubrics, used in evaluation of competency as a teacher or in another professional school role, (From the National Council of Teacher Education Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education).

Tk20 allows you to insert electronic artifacts into an online portfolio, just as you would normally insert paper artifacts into a portfolio. You can align these artifacts with standards and attach reflections to them. Any completed feedback requests associated with the artifacts will be attached to them in the portfolio. When portfolios are submitted, they are routed through the Tk20 system to users that have been predefined as assessors for the student.

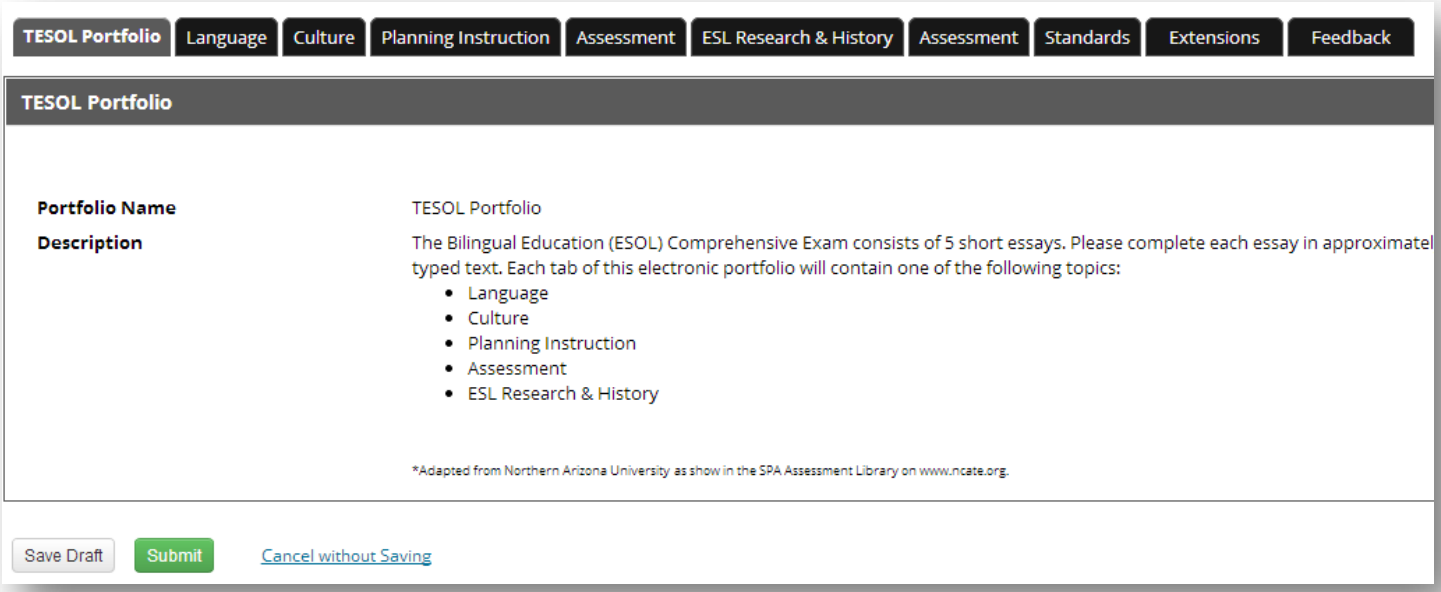
Viewing an Assessment Portfolio

1. Click on **Portfolios**.
2. Click on **Browse** in the side menu.
3. Click on the Portfolio title located in the center of your screen.



Portfolio Layout

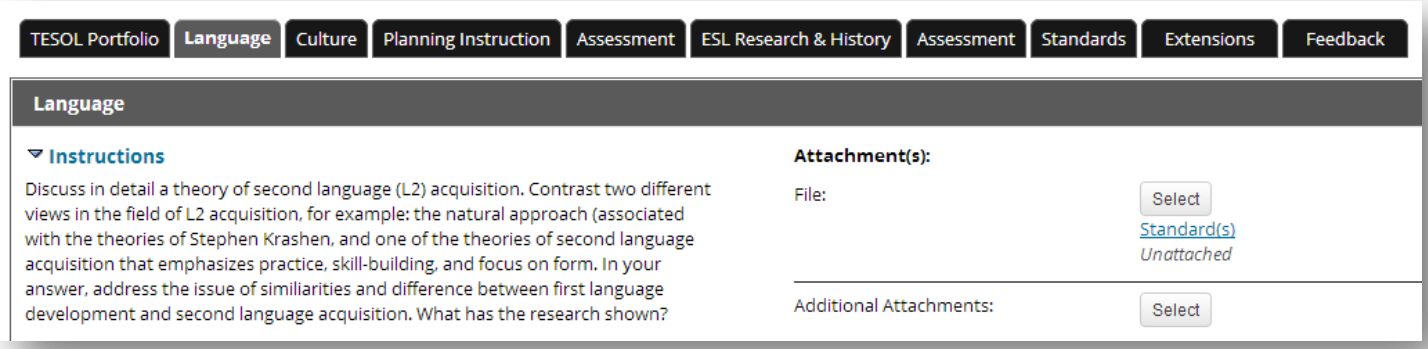
- **Portfolio Tabs:** each sub-tab represents a different section of the portfolio
- **Title & Instructions**: title and pertinent instructions are located on the Assessment Portfolio cover page
- **Assessment**: portfolio grader(s) assessments of your work
- **Extensions**: your instructor may grant you extensions to complete your work
- **Feedback**: your instructor may leave feedback about your work
- **Due Date**: portfolio due date will be provided by your instructor



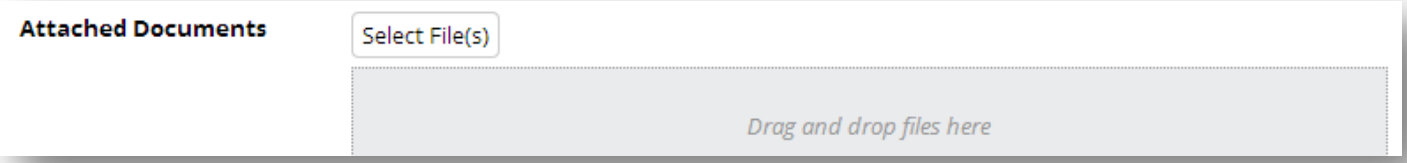
Completing an Assessment Portfolio

Artifact Attachment

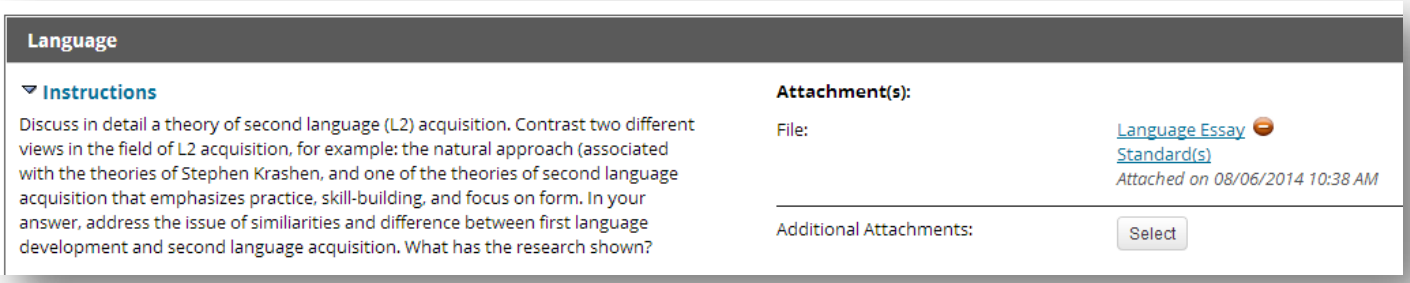
1. Click on the sub-tab to the right of the Assessment Portfolio cover page.
2. Assessment Portfolios require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).



   a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.
   b. If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.



3. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath **Attachment(s)** as shown.

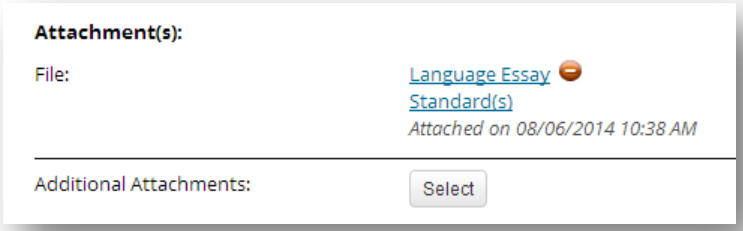


4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Assessment Portfolio.

Note(s):

- If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

- If you are required to attach additional standards, click on the **Standard(s)** link for any artifact.
- Click on **Select** to add Additional Attachments to your portfolio. (optional)

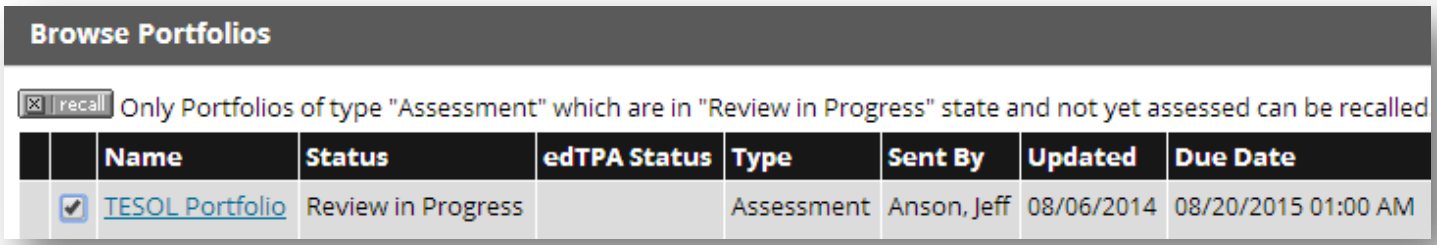


Submitting an Assessment Portfolio

1. Click on **Portfolios**.
2. Click on **Browse** in the side menu.
3. Click on the Portfolio title located in the center of your screen.
4. Attachments can be edited prior to submission by clicking on the attachment title.
5. When you are done working on your Assessment Portfolio you can click on **Submit**.

Recalling a Submitted Portfolio

1. Click on the **Portfolios** tab.
2. Make a checkmark next to the **Assessment Portfolio**, then click on recall.



3. Click on **Save Draft** or **Submit** when you have completed making the changes.

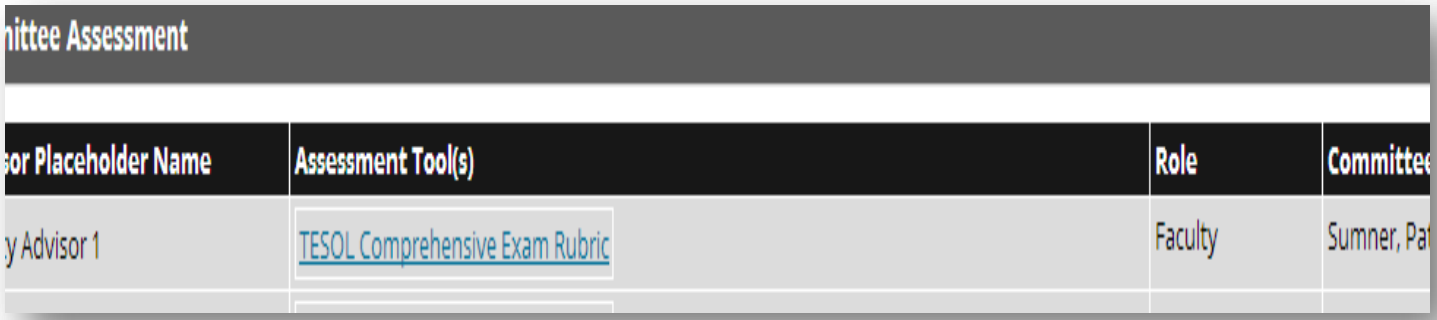
Note(s): If you are unable to recall your Assessment Portfolio, you will need to contact an administrator for help in reopening your Assessment Portfolio for editing.

Reviewing Assessor Feedback

1. Login to your server and click on the **Portfolios** tab.
2. Click on the **Assessment Portfolio** you want to view.

Assessment Tool(s)

Click on the **Assessment** sub-tab to view your assessment(s).

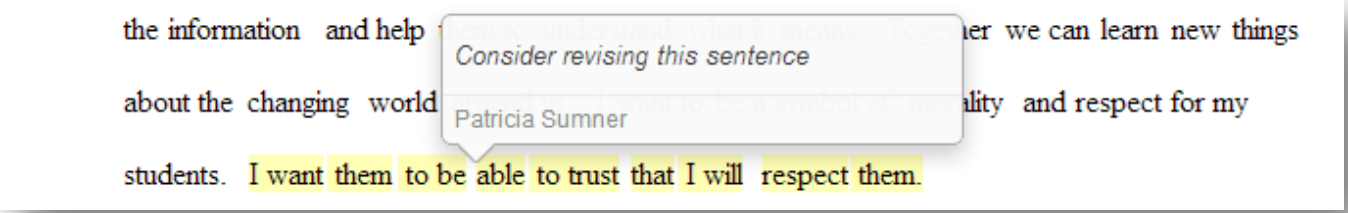


Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.

File Upload Comments

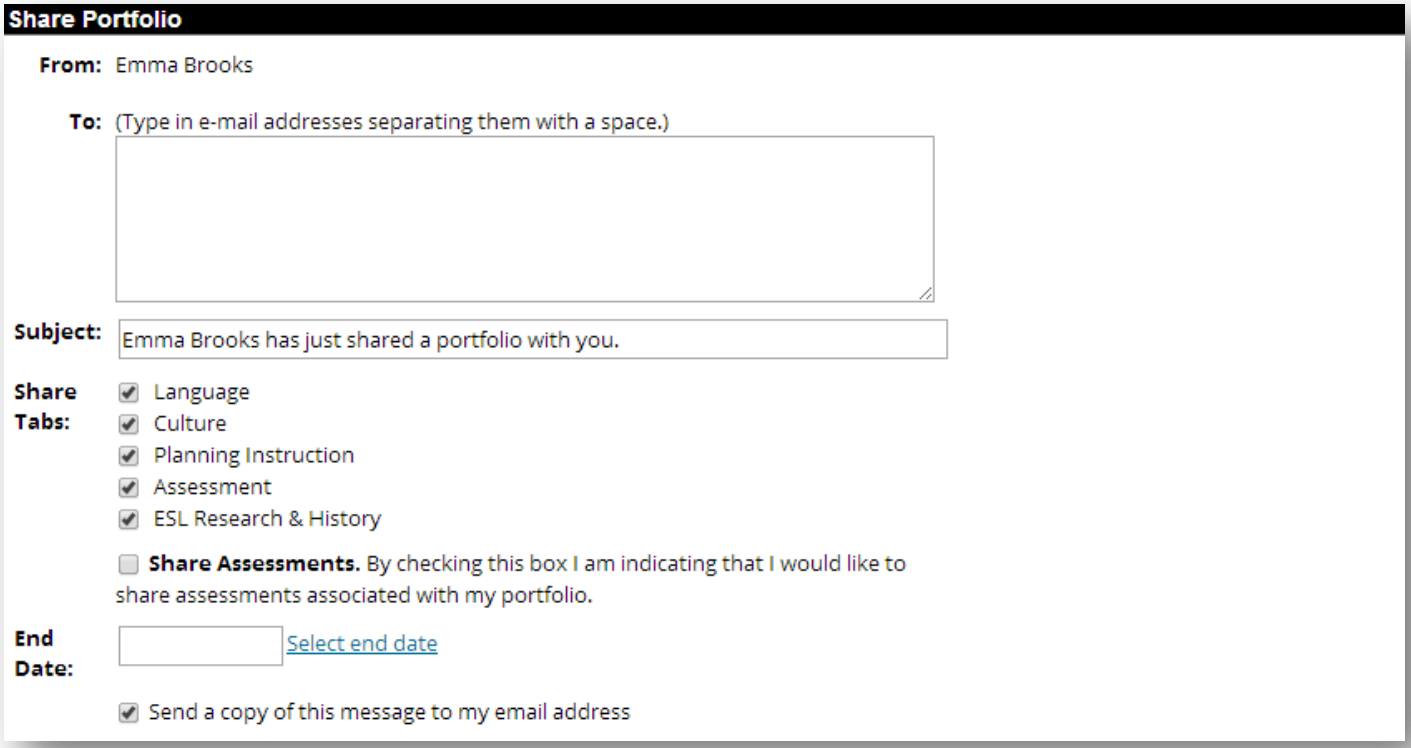
1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the **sub-tab** containing your file.
2. Click on the **attachment title**.

3. Click on **View** next to your file to view any comments.



Share Your Portfolio

1. From Portfolios located in the side menu of the Portfolios tab, click on the name of the portfolio you wish to share.
2. Click on Share located at the top right-hand corner of the portfolio.



3. Choose what to share with others.
   - **Email**: the email address(es) of the person(s) with which you wish to share your portfolio
   - **Subject**: a default subject will be included but may be changed
   - **Share Tabs**: check each tab you want to share
   - **End Date**: choose a date to close the portfolio for external viewing
   - **Message**: body of the email

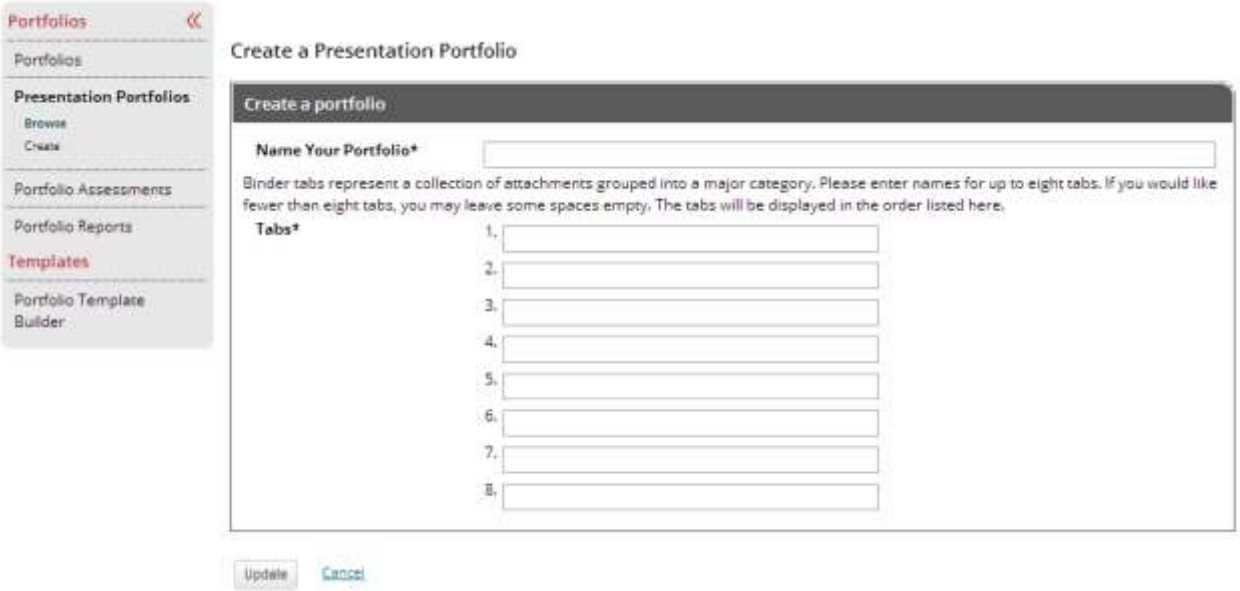
4. Click on **Share**.

Presentation Portfolios

Create Presentation Portfolio

A user can create a Presentation Portfolio from the Presentation Portfolios side menu. This type of portfolio cannot be submitted. It is only used for presentation purposes.

To create a presentation portfolio, select Create under Presentation Portfolios from the side menu. Enter a name for the portfolio and names for as many as eight tabs. Any tabs you do not wish to use can be left blank. Then select update.



Next you will upload artifacts into each tab. Click on the sub-tab you wish to work on, then click on add new to add a new artifact.

This displays an Attachment dropdown menu. You will need to choose the artifact type to upload and give the artifact a specific Title. You must have already created these artifacts to include them in the portfolio.

Once the artifact type has been selected, all artifacts of that type that have been created will be available to add into the portfolio. Select the appropriate attachment and click on Add.

Repeat this process until all desired artifacts have been included for all tabs. At any time, you can choose to Preview the portfolio, Save and continue at another time, or click on Cancel, if you do not wish to save.

Browsing and Edit Presentation Portfolio

You can view and edit presentation portfolios by clicking on Browse under Presentation Portfolios located in the side menu of the Portfolios tab. This displays the Browse Portfolios page, which lists the presentation portfolios you have created. To view or edit a presentation portfolio, click on its name in blue link.

Delete Presentation Portfolios

Only Presentation Portfolios can be deleted. You can delete a presentation portfolio by selecting the checkbox to its left and clicking the delete button.

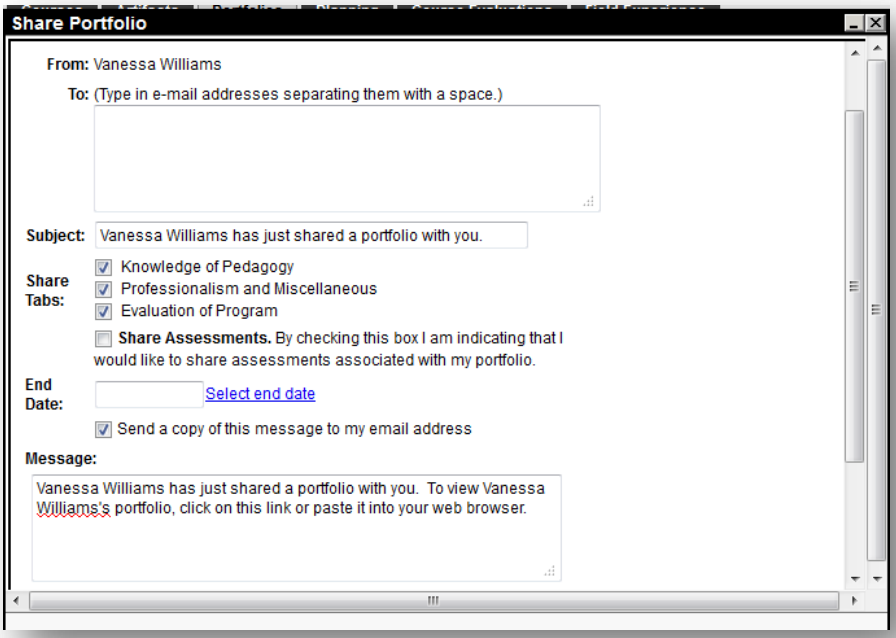
Share Portfolios

Students have the option to share their portfolios containing assessments and presentation portfolios with users outside of the Tk20 system.

To share a portfolio:

1. Click on the name of the portfolio.
2. Select the Share button on the right-hand side of the page.

3. A new page appears, prompting you to enter the email addresses of those who will receive the portfolio.
4. Select a subject line for the e-mail, an end date for when access to the portfolio will expire, choose which portfolio tabs you wish to share and a personal message.
5. In addition, you can also view the portfolio as the user will see it by clicking on the URL shown.
6. Once the information is complete, click on Share to send the portfolio, or click on Cancel to exit without sending.



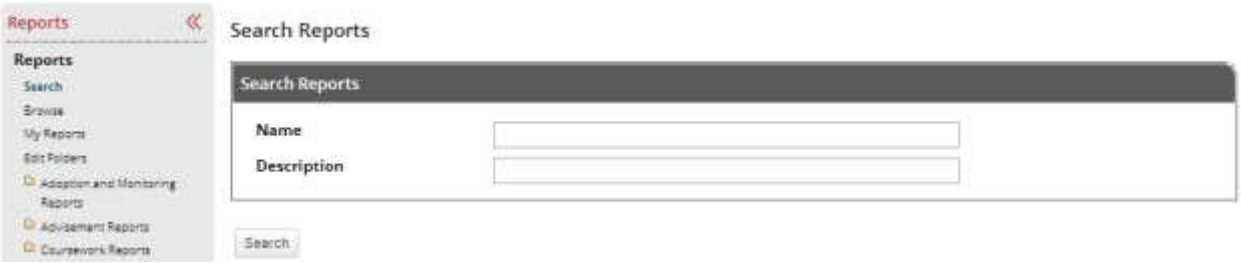
Reports

The Reports section provides users with the ability to view reports based on the data aggregated within the system. This section is made available only to select users and system administrators. Tk20 has an advanced reporting system that allows you to view data in Microsoft Excel format. Using Microsoft Excel, you can export data to a variety of formats and view valuable report documents, including visually effective graphs and charts. Reports are created by system administrators or Tk20 support staff in the Administrator tab.

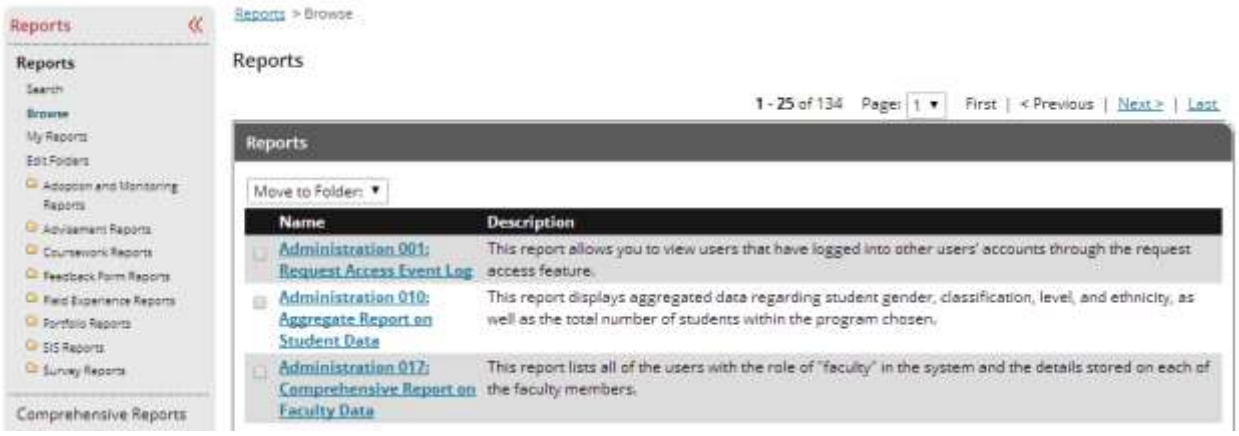
View Reports

To view a report:

1. Click on the Reports tab to open the Search Reports page.



2. Enter the Name and/or Description of the report.
3. Click on the Search button to search for the report. The matching results are displayed below.
4. You can also browse reports by clicking Browse under Reports in the side menu.



5. Depending on the complexity of the report, clicking on the Name of the report in blue link will either display the information gathered by the report in Excel (for simple reports), or launch a detail page for the report (for complex reports).

Manage Report Folders

To organize your reports, you may want to create folders into which they can be placed.

Edit Folders

This area allows a user to organize reports in his/her individual account. This folder organization is only visible in his/her account.

Create Folders

To create a report folder:

1. Click on Edit Folders located in the side menu under Reports to open the Folders for Reports box.
2. Click on add new in the upper left-hand corner of the box. You will be prompted to enter a Folder Name. Click on Save to save the folder.
3. To edit click on its Folder Name in blue link, make the necessary name change, then click on Save.

Delete Folders

To delete Folders:

1. Click on Edit Folders located in the side menu of the Reports tab and
2. Click on the checkbox to the left of its name.
3. Click on delete button above the row of checkboxes.

Global Folders

This area allows an administrator to organize reports for all users in the system. Folders created appear for all users of the system and reports placed in them are housed there for all users who have access to those reports.

Create Global Folders

To create a Global report folder:

1. Click on Edit Global Folders located in the side menu under Reports to open the Global Folders for Reports box.
2. The Global Folder created will be accessible throughout the application on the Admin and Faculty logins and the changes made to Global Folders will be reflected everywhere in the application, on the Faculty and Admin logins.
3. This is not true for Edit Folders.
4. A folder name can be edited by clicking on its Folder Name in blue link, making the necessary name change. Click on Save.

Delete Global Report Folders

To delete Folders:

1. Click on Edit Global Folders located in the side menu of the Reports tab.
2. Click on checkbox to the left of its name and
3. Click on delete button above the row of checkboxes.

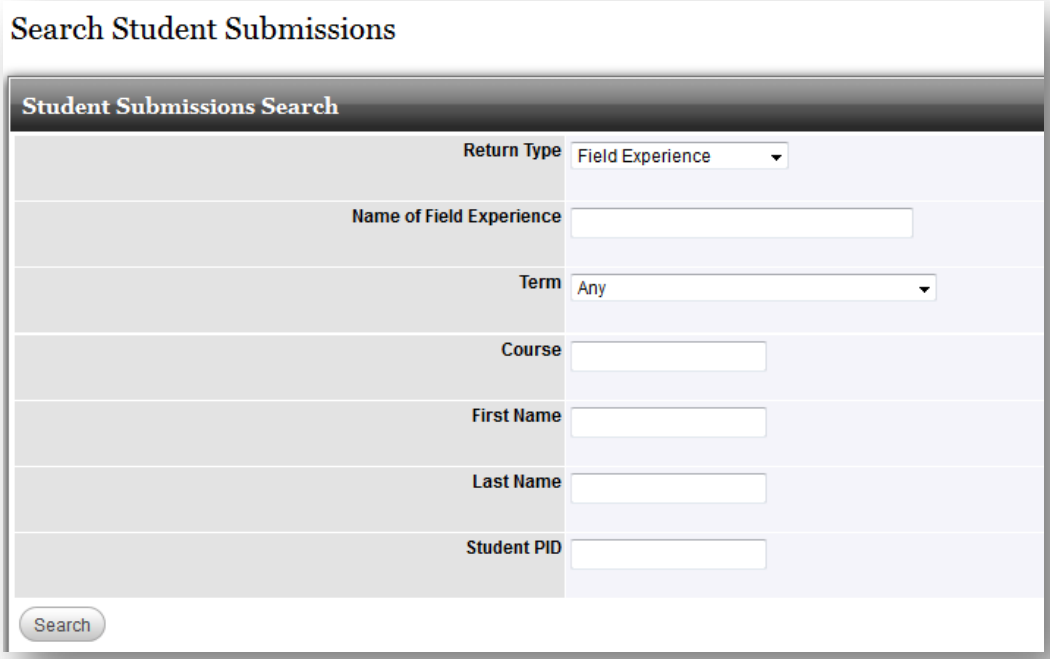
Move Reports to Folders

You can move reports into folders from the Reports page. While viewing reports in the Browse area:

1. Click on the checkbox to the left of a report and select the folder from the dropdown menu above the row of checkboxes to which you want to move the report.
2. You can move multiple reports at the same time by clicking multiple checkboxes.

Comprehensive Reports

Comprehensive Reports allow you to search for a particular student submission. The first search parameter is a dropdown menu named, Return Type. This parameter determines the type of student submission you wish to view. All additional search parameters are determined by the return type chosen. Enter search criteria as desired and click on Search to display a list of all student submissions meeting your search criteria.



Surveys

Complete a Survey

To complete a survey, locate Pending Tasks:

1. On the Home tab and click on the survey link that reads, Please fill out <Survey Name>.
2. Once you click on the survey link you will see two sub-tabs. The Basic sub-tab is displayed by default and will provide information on when the survey is due, as well as any special instructions that may have been provided.

Survey Details will include the sender of the survey, the description of the survey, and the status of the survey, when the student clicks on the pending task or email link to a survey.

To begin the survey, click on the Survey Form sub-tab, complete the survey questions, and then choose from the following options.

- Click on Submit if you have completed the survey.
- Click on Save if you wish to come back to finish at a later time.
- Click on Cancel if you wish to exit without saving any of your answers.

When you Submit the survey, the following message is displayed: By clicking submit, you are indicating that you are ready to submit this survey. Click on OK if you have completed the survey and wish to submit it.

Note:
If you are responding to a Kiosk Survey, you get the following message when you omit any non-required questions: "Some of the questions have not been answered. Please click OK to continue with the submission. If you would like to answer the questions, please click cancel to return to the survey form."
The following question types can be ignored and will not generate the system message about questions that have not been answered:

- Single line of text
- Small text area
- large text area

Appendix A: Help Resources

Website

Tk20 currently provides information at its website about Tk20 and a wide range of other products and services. The information on the Tk20 website is continuously updated with the latest help and training resources. Please visit the Tk20 website at www.tk20.com to access information and request help.

Tk20 Administrators

Your Tk20 administrators will be available to assist you with questions that you may have about Tk20. You may direct general questions to the institution's Tk20 administrator by logging out of the Tk20 application and following the information located on the login page.

Online Helpdesk

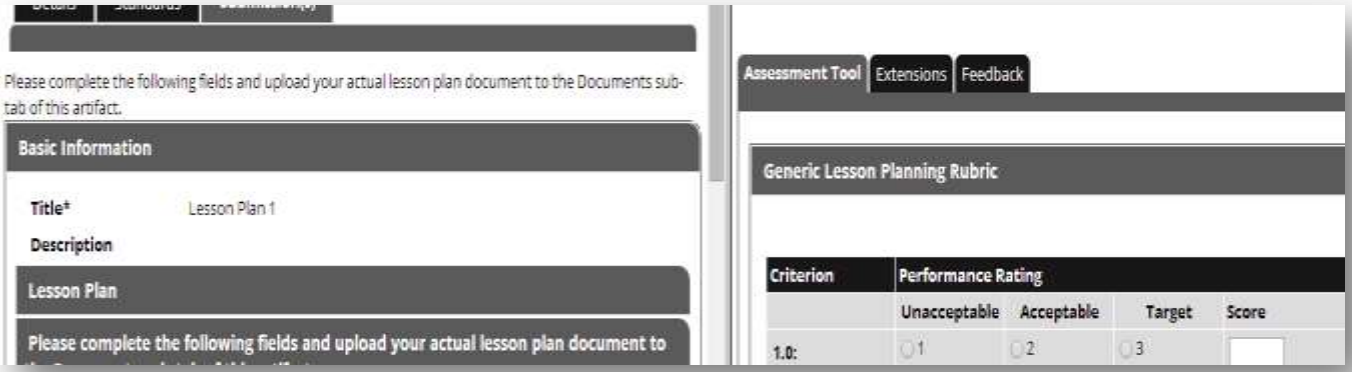
Tk20 has **step-by-step tutorials**, which can be accessed by clicking on **Help** located in the upper right corner of the Tk20 application.

Appendix B: Common Navigation Elements

Icons

add new	Add a new item
remove	Remove something that you have added or attached
check names	Check names for messages, feedback, or verification requests
delete	Delete an item
	Search for items
☑ Instructional Supervision ☐ Leadership Field Experience	Multiple-choice checkboxes: select from choices; allows you to select multiple items
◉ Baker Middle School ○ Mitchell-Baker High School	Multiple-choice radio buttons: select from choices; allows you to select one item at a time
All Artifacts Field Experience Link File Essay Lesson Plan Work Sample Weekly Essay All Artifacts	Multiple-choice drop-down: select from choices; allows you to select one item at a time

Split Screen



Split screens allow you to review an item on the left, and to evaluate the same item on the right side of the page. The bar separating the two sides of the page can be moved to adjust the size.

Appendix C: Glossary

Account management	The process of adding, maintaining, and updating user accounts.
Activation email	The email a student receives within 1-3 business days after purchasing aTk20 account or registering a bookstore purchase. This email confirms the student purchase, provides the student with a username and password, and outlines instructions for contacting the campus Unit Administrator for assistance.
Advisement	Functionality that allows faculty to guide and monitor advisees' academic information and progress through an academic program. The Advisement tab houses Advisement functionality, including transition point management.
Aggregate	To compile previously collected data in order to produce an overview or snapshot.
Aggregate report	A type of core report that generates cumulative results for the parameters specified.
Application	An electronic form used to apply for matriculation into an institution, program, or stage of a program.
Artifact	An electronic form that collects and stores a variety of student and faculty work, from general files to syllabi to lesson plans, which users can attach to assignments, field experience binders, and portfolios.
Artifact template	An outline of an artifact that indicates the fields a user needs to complete.
Assessment	The evaluation, appraisal, or measurement of a student's knowledge and skills.
Assessment planning	The section, located in the Planning tab, where institutions and programs can create a map for measuring the achievement of an outcome, goal, or objective within a specified period of time. The Assessment Plan delineates the means or measures that an institution will use to determine whether and how the outcomes, goals, or objectives have been met, and allows for the analysis of results and the drafting of recommendations for subsequent Assessment plan periods.
Assessment tool	An electronic form in Tk20 used to evaluate student work.
Assessor	Any individual who evaluates student work.

Assignment	Any task, such as an essay, lesson plan, or reflection, assigned to a student and sent through a course.
Assignment and Project Template Builder	Tk20 component used to build templates for assignments and projects.
Best practices	Recommendations for implementing the Tk20 system designed to provide institutions with optimal analytical leverage and reporting capabilities.
CampusWide COMP	The most comprehensive Tk20 software package that provides users with course-based assessments, applications, portfolios, student advisement, and field experience functionalities, as well as with functionalities related to institutional effectiveness, assessment planning, mission statements, goals/outcomes/objectives, and curriculum mapping functionalities. Please refer to the chart below for additional details.
CampusWide IRD	Tk20 software package that provides users with functionality related to institutional research, including the institutional effectiveness, mission statements, goals/outcomes/objectives, assessment planning, and curriculum mapping functionalities. Please refer to the chart below for additional details.
CampusWide RE	Tk20 software package that provides users with functionality related to institutional research, including the assessment planning, mission statements, goals/outcomes/objectives, institutional effectiveness, and curriculum mapping functionalities. It also provides users with faculty activity, surveys, course evaluations, and student retention functionalities. Please refer to the chart below for additional details.
Cheat Sheet	A document containing written instructions for faculty and staff that explain how to use a particular functionality or perform tasks using the Tk20 system.
Complex User Group	A user group consisting of set of usernames not necessarily unified by a shared, single criterion.
Comprehensive Report	A type of core report that generates individual results for the parameters specified.
Conceptual Framework	An underlying structure found in institutions of higher education that gives conceptual meanings through an articulated rationale to the institution's operation, and provides guiding principles to all of the institution's units and activities.
Conceptual Framework Configuration	Uploading or building an institution's conceptual framework in the Tk20 system.

Configuration	The process of building electronic forms and templates, or uploading data into Tk20.
Cooperating Site	A school at which a teacher student completes his/her field work.
Cooperating Teacher	A certified teacher who supervises and mentors student teachers at a placement site.
Core Report	A standard report available in an institution's Tk20 system that generates data pooled from all the collected and imported data within the system according to the specified parameters.
Course-based Assessment (CBA)	Any assessment that evaluates an assignment taking place within a classroom setting or connected to a course.
Course binder	An electronic version of a binder notebook in which students can upload and store artifacts and documents within previously defined binder tabs.
Course Binder Template Builder	The Tk20 component used to build course binder templates and where course binder tabs are defined.
Course Evaluation	An assessment of a course completed by enrolled students.
Coursework	Any task assigned to students within a classroom setting, including assignments, projects, quizzes, observations, and exams.
Course Registration	Tk20 functionality that allows users to search for courses by name, course number, and a variety of other parameters, and to verify and edit course enrollment.
Data Base Extender	Is a form that can be created in the Administration tab that allows users to customize the fields for data are stored in their Tk20 system. For example, Faculty Detail form and the Campus DBE.
DBE	See the entry for Data Base Extender.
Dataload	The act of electronically loading data that has been provided to Tk20 in Excel or pipe delimited format.
Department	Areas of concentration in a specific school.
Document	Any file created or saved by a Tk20 system user.
Document Room	A secure online repository in Tk20 where users can upload documents to share.

Export	To send a file from one virtual/electronic location to another, such as from the Tk20 system to your desktop.
Extension	The provision of additional time in which to complete a task.
Feedback form	A form that a student requests an assessor complete, which provides the student with comments on a submitted artifact.
Field Experience	The stage at which a student completes an internship at a cooperating site.
Field Experience Binder	An electronic form to which students, university supervisors, and cooperating teachers can upload and store documents, assess student work, and provide feedback associated with student field work.
Field Experience Template	A model of the Field Experience Binder that creates place holders for students, university supervisors, and cooperating teachers to upload documents, assess student work, and provide feedback.
Field Experience Template Builder	The Tk20 component used to create Field Experience Binders.
Form builder	The section within the Administration tab where users can build electronic forms, including assessment tools, surveys, and course evaluations.
Functionality	Individual elements of the Tk20 software, such as Planning or Course Based Assessments.
Hierarchy	A visual representation of an institution's research-generating or data-collecting divisions stored within Tk20.
HigherEd	Tk20 software package that provides users with applications, course-based assessments, faculty activity, portfolios, surveys, course evaluations, student retention, student advisement, and field experience functionalities.
Implementation	The process of implementing Tk20 that takes place over the course of at least the first two semesters of system use. Implementation activities continue beyond the first two semesters of system use, as institutions implement additional functionalities or improve upon original implementation activities.
Implementation meeting	A meeting between an institution's stakeholders and Tk20 staff during which goals and expectations for adoption are discussed.
Implementation reports	Reports that assist institutions in monitoring the implementation of their Tk20 system.
General forum	An area within the Tk20 system for general discussion between users.

Goal	An end that an educational institution or program aspires to achieve.
Import	To load a file from one electronic location to another, such as from your desktop to the Tk20 system.
Key Assessments	Those assessments shown to accrediting agencies that demonstrate how an educational institution or program actualizes the outcomes, goals, or objectives that it claims to achieve.
Library	The section within Tk20 where forms, templates, and standards created by administrators are stored for other users to check out for use in their courses.
License Agreement	A contract between the institution and Tk20 which enables use of the Tk20 system.
Major	Academic area in which students may concentrate their studies and earn a degree.
Mapping	The process of connecting a goal, outcome, or objective with another goal, outcome or objective within one organization in an institution's hierarchy or across organizations.
Measure	A quantitative indicator that provides tangible evidence that educational institutions, programs, or departments produce the outcomes or objectives they claim to produce.
Mission	A narrative or formal, written statement of an institution or program's goals.
News	Stories or announcements about the university or the Tk20 system available to system users.
Observation	An assessment of a student delivering a lesson plan or other presentation either in a classroom or as a part of the field experience. Observations are conducted independent from student submissions.
Outcome	The end product an educational institution or program aims to achieve.
Parameter	A factor or variable used to structure data searches.
Pending Task	An assignment or assessment not yet submitted in a user's account.
Personal Identification Number (PID)	The unique identifying number assigned to a user by the user's institution.

Placement	Assigning student teacher students to a specific cooperating site at which the student completes field work.
Placement report	Document detailing where an institution's students are completing their student field experience.
Portfolio	Collection of documents and resource assembled over the course of a student's educational career which can be shared with potential employers.
Portfolio report	Aggregated or comprehensive data pulled from student portfolios.
Portfolio template	A form created for a student portfolio that reserves specific places to attach documents.
Preferences	The area located in the Home tab where an administrator can configure settings for certain aspects of Tk20, such as appearance or password.
Privileges	The area located under Security in the Administration tab where an administrator can determine the visibility of system components based on role.
Profile	Key data about a set group of users.
Quiz and Exam Template Builder	The Tk20 component used to build Quiz and Exam Templates.
Recall	The act of retracting an assignment or assessment from a user's Tk20 account. A user will then be able to edit the recalled item.
Report Builder	The system component used to create aggregated data reports.
Revoke	The act of a faculty member deleting or withdrawing an assignment from an individual student or from an entire course or assessment from a user's Tk20 account. The result will depend on several factors.
Role	Roles, such as student or unit administrator determine which system components Tk20 users can access in order to ensure system security.
Routing	The path a document follows to reach the specified user's account.
Rubric	Criteria used to grade an assignment. A rubric is also the physical document used to score an assignment and to provide feedback to a student.
Rubric Builder	Tk20 component used to create criteria for grading assignments that are not considered key assessments.

Scheduler	An area in the Administration tab where users can view all the activities that have been scheduled to take place in Tk20. These activities include messages, assignments, or surveys scheduled to be sent to system users.
School district	Legal and geographical divisions generally at the county and town-levels that apportion and govern grade schools.
Security	Area of the system that allows for the management of user roles and privileges.
Server	A combination of hardware and software on which clients store and manage electronic data.
Simple user group	Set of usernames unified by a single, shared criterion, such as enrollment in a specific course, used to contact multiple users in Tk20 at once.
Single-sign on	A method of accessing Tk20 where students log in directly to their Tk20 accounts from their institution's website rather than from a Tk20 portal.
Standard	Criterion or measure by which accrediting bodies evaluate the quality of educational institutions, programs, and the graduates they produce.
Student Information System (SIS)	A software application for higher education institutions that helps them to obtain and manage student data. Examples include Banner, Peoplesoft, Jenzebar, and Colleague.
Student placement	The assignment of students to a particular site for field work.
Survey	An electronic questionnaire used to gather data on a particular topic. Survey data is then used to create Tk20 reports.
Task	An item the user needs to complete in the system, such as completing an assignment or submitting an assessment.
Template	An outline of a file or assignment that needs to be created.
Train the Trainer Model	The training process used by Tk20 where Tk20 specialists train a small number of individuals at an institution so that those individuals can, in turn, train others.
Training Server	A server that an institution or program can run demonstrations or training sessions on using either simulated data or their own mirrored data.
Transition Points	Markers that outline the stages of a program through which students must successfully pass.

Tutorial	An online lesson that provides users with a step-by-step explanation of Tk20 functionality. Tutorials for faculty, unit administrators, and students are located on the right-hand side of each school's login page under the Tutorials tab.
Unit Administrator	The principle coordinator and main point of contact for Tk20 – related information for an institution's students, faculty, and administrative staff. Also, the unit administrator is the security role assigned to this individual in the Tk20 system.
University Supervisor	A member of the faculty who oversees student teachers.
User	Anyone using the Tk20 system.
User group builder	Tk20 component that creates user groups.