

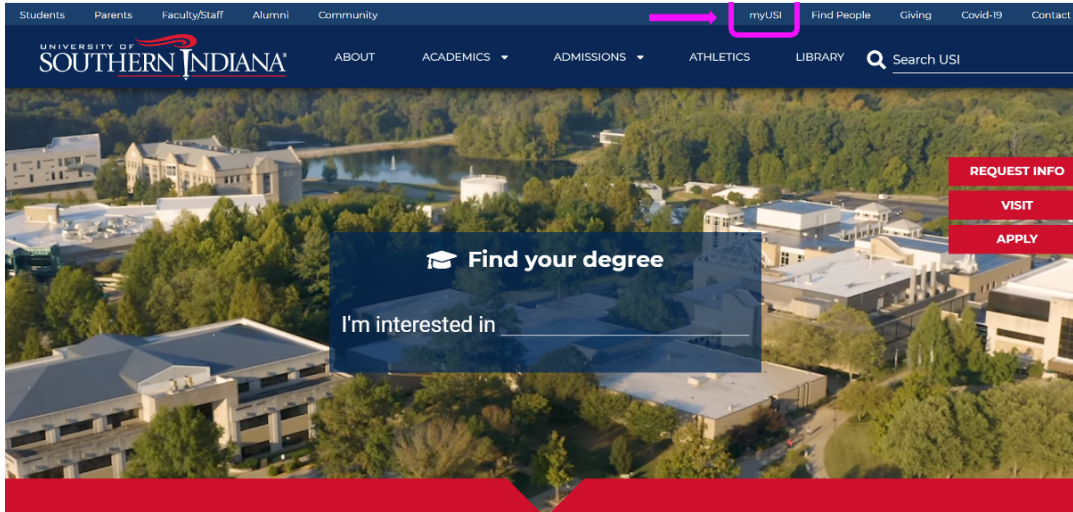


Tk20 Tutorial

Scoring Core Curriculum Assignments in Tk20

1. Using Google Chrome, Log in to my.usi.edu

- If you cannot log into myUSI, contact the **USI IT HelpDesk at 812-465-1080**

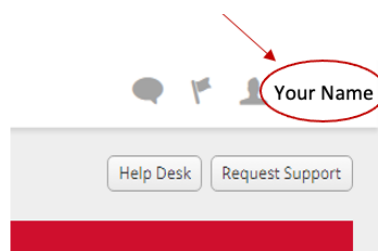


2. Once you log into my.usi.edu, click on the Tk20 icon from the list of icons

- Note: There are some known errors that occur if you have multiple windows/tabs open, so when you get beyond this step, please close out of any unused windows or tabs.



3. Once you log into Tk20 homepage, look at the upper right-hand corner. Click on your name. Your role is listed under your name. Click on the small down arrow to see if you have more than one role in Tk20. If you have more than one role, click on the **“Faculty”** role



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4. Click on **“Courses”** on the left-hand side menu
5. Click on **“Coursework”**
6. Click on **“Observations”**




7. You should now see a screen that lists the rubric(s), term, course, section title, and section. In this example, HIST 298 uses three rubrics to score student key assignments. Click on the name of the first rubric to begin scoring.

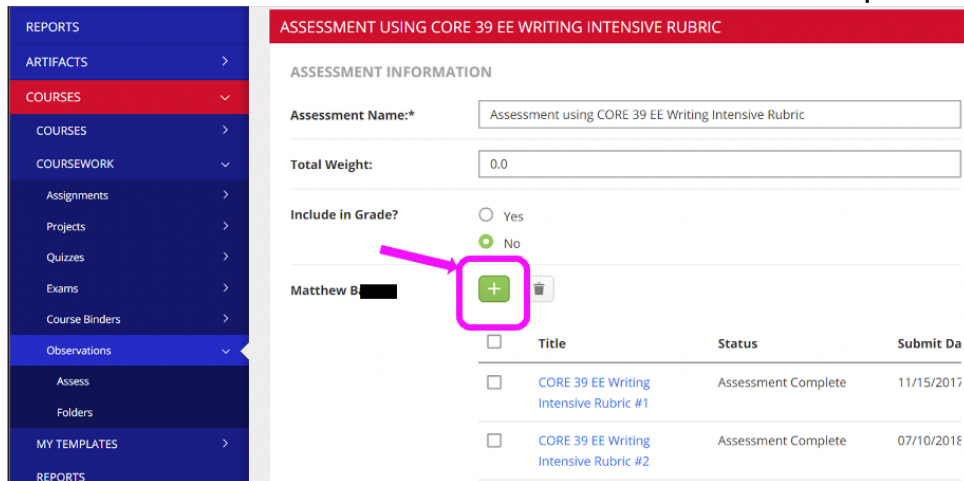
<input type="checkbox"/>	Title ▲	Term ▼	Course Number ▼	Section Title ▼	Seci
<input type="checkbox"/>	Assessment using CORE 39 EE Writing Intensive Rubric	Fall 2011	HIST 298.	Historical Methods	001
<input type="checkbox"/>	Assessment using CORE 39 Ways of Knowing: HI Rubric	Fall 2011	HIST 298.	Historical Methods	001
<input type="checkbox"/>	Assessment using CORE 39 Ways of Knowing Outcome 2	Fall 2011	HIST 298.	Historical Methods	001



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8. You will now see the list of students. To score the student's work using this rubric, click on the green "Add New"  button next to the student's name to open the rubric.




ASSESSMENT USING CORE 39 EE WRITING INTENSIVE RUBRIC

ASSESSMENT INFORMATION

Assessment Name:*

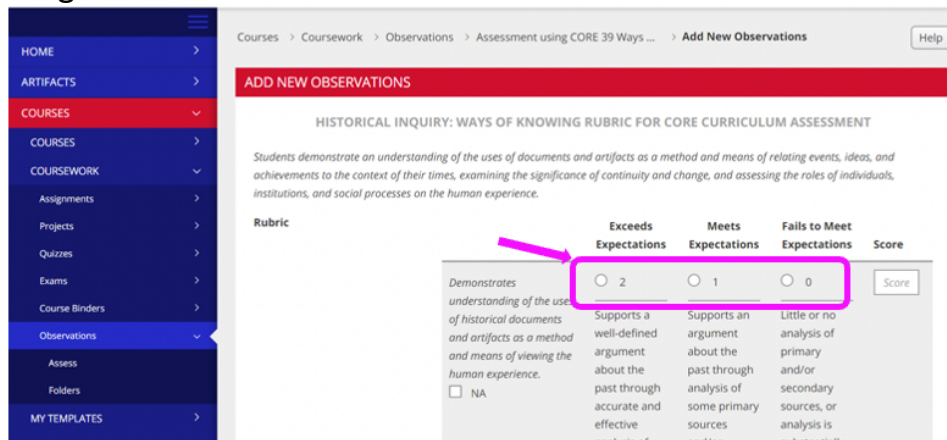
Total Weight:

Include in Grade? Yes No

Matthew B. 

<input type="checkbox"/>	Title	Status	Submit Da
<input type="checkbox"/>	CORE 39 EE Writing Intensive Rubric #1	Assessment Complete	11/15/2017
<input type="checkbox"/>	CORE 39 EE Writing Intensive Rubric #2	Assessment Complete	07/10/2018

9. Score the student's work by clicking on the button that BEST reflects their performance on the key assignment. Be sure to score the student for EVERY criterion on the rubric.



Courses > Coursework > Observations > Assessment using CORE 39 Ways ... > Add New Observations

ADD NEW OBSERVATIONS

HISTORICAL INQUIRY: WAYS OF KNOWING RUBRIC FOR CORE CURRICULUM ASSESSMENT

Students demonstrate an understanding of the uses of documents and artifacts as a method and means of relating events, ideas, and achievements to the context of their times, examining the significance of continuity and change, and assessing the roles of individuals, institutions, and social processes on the human experience.

Rubric	Exceeds Expectations	Meets Expectations	Fails to Meet Expectations	Score
Demonstrates understanding of the use of historical documents and artifacts as a method and means of viewing the human experience.	<input checked="" type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="text" value=""/>
<input type="checkbox"/> NA				

10. After you have scored all of the criteria on the rubric, scroll to the bottom of the page and click "Submit"- do not complete the other fields. This will return you to the student roster. Repeat for additional students.

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GRADE

Record Name:*

Grade:

Rubrics Total:

Total Mean:

Score:

11. After scoring every student for that rubric, scroll to the bottom of the page and click “Save”

<input type="checkbox"/>	Title	Status	Submit Date	Grade	Score
<input type="checkbox"/>	CORE 39 EE Writing Intensive Rubric #1	Assessment Complete	05/23/2021		0.0

12. To begin scoring the next rubric, click on “Observations” to return to the list of rubrics. Select the next rubric and complete the scoring.

USI

HOME >

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Observations >

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 Folders >

MY TEMPLATES >

Courses > Coursework > Observations

OBSERVATIONS

<input type="checkbox"/>	Assessment using CORE 39 EE Writing, Intensive Rubric	Spring 2021	HIST 298.	Historical Methods
<input type="checkbox"/>	Assessment using CORE 39 Ways of Knowing: HI Rubric	Spring 2021	HIST 298.	Historical Methods
<input type="checkbox"/>	Assessment using CORE 39 Ways of Knowing Outcome 2	Spring 2021	HIST 298.	Historical Methods



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Scoring Core Curriculum Assignments in Tk20 Common Questions for Scoring Key Assignments

1. When I open Tk20 to score the student work, the list of students doesn't match my current class roster.
 - The class lists for Core 39 assessment are created earlier in the semester; once they are created, they can't be changed. This means that some students who dropped the class may still appear on the roster; see the scoring instructions sent to you by your CCAF to see what do about these students. In very rare cases, if a student joined the class after the rosters were set, the student's name will not appear on your class list. If either of these cases happen to you, don't worry these won't skew your data.
2. What if a student did not submit the assignment?
 - We always assume that some students may not complete the assignment. This will not skew your data.
3. What are the due dates for the Core 39 Assessment?
 - For on-campus faculty, the assignment must be administered by the end of finals, and they must be scored by the date when final grades are due. CAP instructors have an extended deadline because the high school and USI calendars do not coincide. However, we request that the scores be entered as soon as possible before the end of your academic semester.
4. Am I required to submit my students' work as part of assessment?
 - YES. Please collect work from all of them in digital format and email them to your USI Core Curriculum liaison. These are collected and stored on our secure servers; they will be deleted after USI's next accreditation review. The only people who might look at the student work would be USI's accreditors.
5. Who sees the results of this assessment?
 - After the data is correlated by USI's Office of Planning, Research, and Assessment, individual data sheets for each teacher will be generated that show their students' performance and offer comparisons to the performance of all students who were assessed on these criteria during this same semester. This data is only sent to the teacher, since it's an assessment of the students' mastery of key skills, not an assessment of the faculty member. Individual class data for CAP instructors is not provided to school administrators.



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Additional Questions? Contact your Core Curriculum Assessment Liaison

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