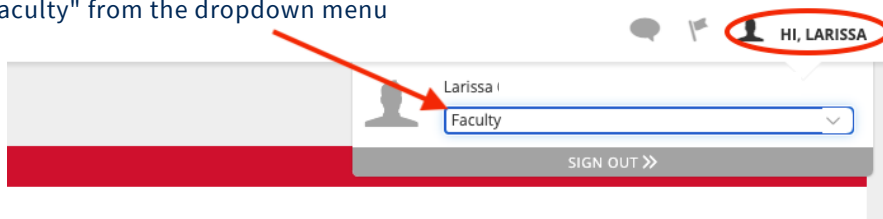


# TK20 FACULTY GUIDE

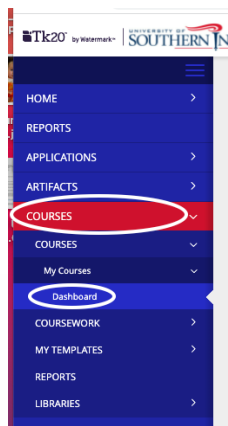
## HOW TO ASSESS AN ASSIGNMENT

### GETTING STARTED: COURSE DASHBOARD

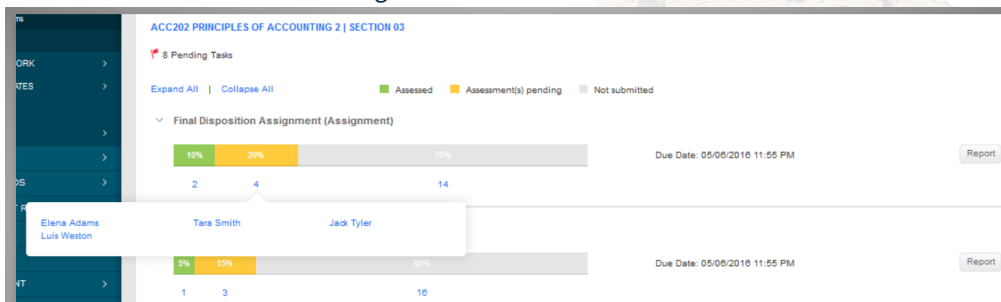
1. Log in to TK20
2. Confirm "**Faculty**" role is selected if you have more than one role designated in Tk20
  - a. Click on your name in the top right corner
  - b. Select "Faculty" from the dropdown menu



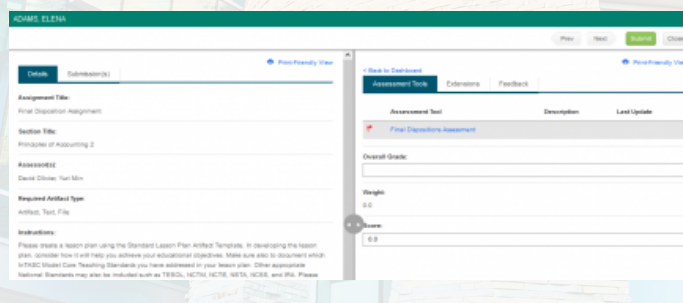
3. Click "**COURSES**" then click on "**Dashboard**" under "**My Courses**" on the left-hand side menu



4. Select **Term** from the drop-down menu
5. Click on the **Course** sub-tab that contains the assignment you want to assess
6. Click on the number located below the **Assessment(s)-pending** portion of the assignment you want to assess to view the students who have submitted their assignments



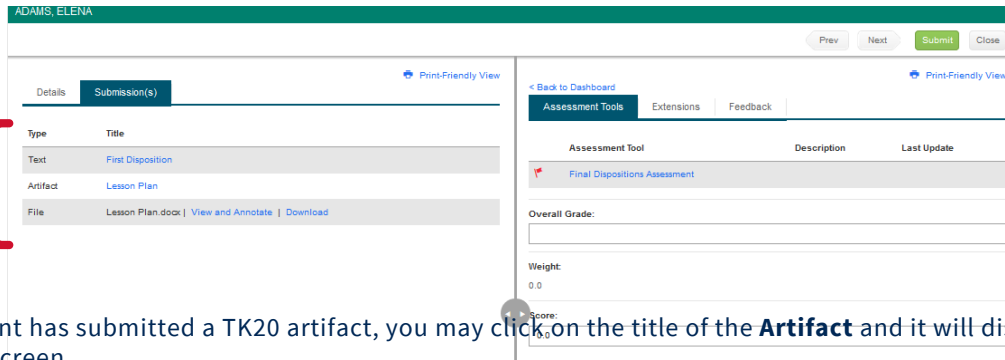
7. Click on the **name of the student** you want to assess
  - o On the left, you will be able to view the assignment details, any attached standards and the student's submission
  - o On the right, you will be able to view the assignment's assessment tool(s)



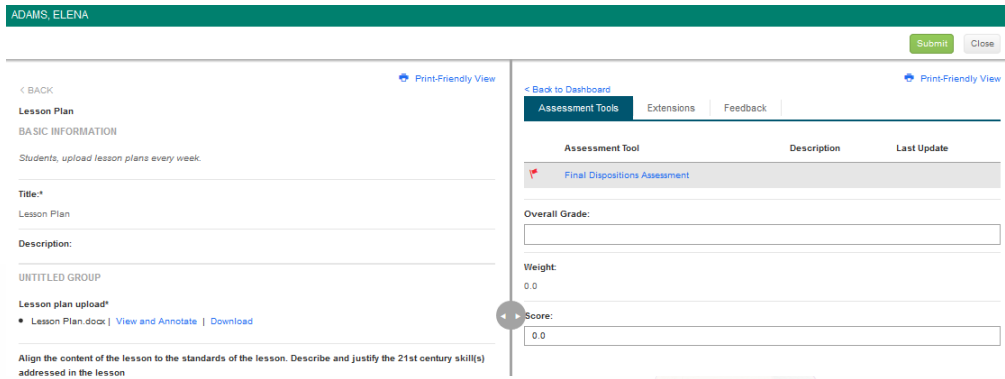
# TK20 FACULTY GUIDE

## HOW TO ASSESS AN ASSIGNMENT VIEWING STUDENT SUBMISSIONS

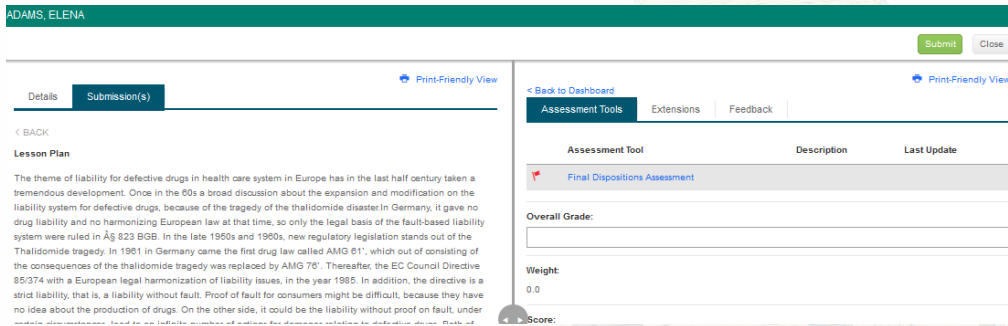
Students have the option to attach three different types of work. These will be visible under the Submission(s) sub-tab.



1. If the student has submitted a TK20 artifact, you may click on the title of the **Artifact** and it will display on the left side of the screen



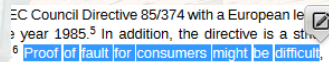
2. If the student has submitted a TK20 text, you may click on the title of the **Text** and it will display on the left side of the screen



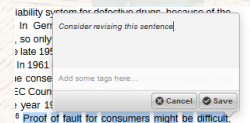
3. If the student has submitted a file upload, you may click on download to save to your computer, or you can click on view and annotate to open the document In your Internet browser.

Type	Title
File	Lesson Plan.docx   <a href="#">View and Annotate</a>   <a href="#">Download</a>

a. Select the text you wish to annotate



b. Then **Edit** to leave an annotated comment. Click **Save** to add your annotated comment



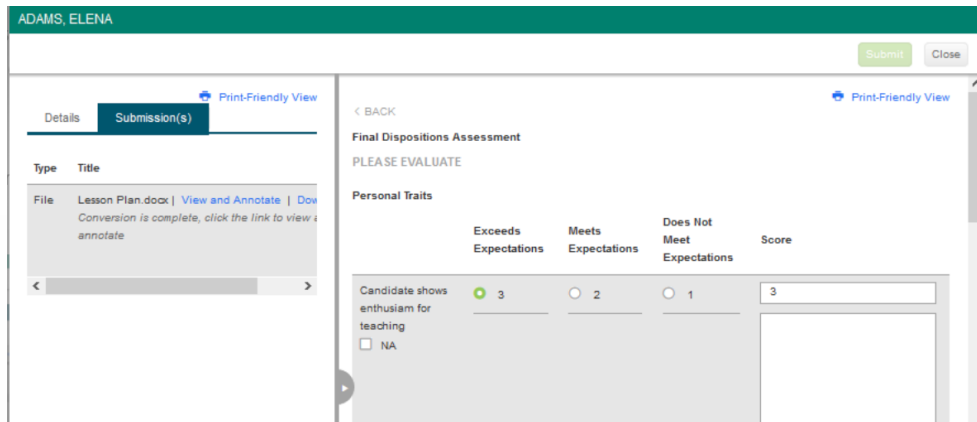
c. Hover with your mouse over the annotated area. Click on **Edit** to edit your comment or **Delete** to delete it.

# TK20 FACULTY GUIDE

## HOW TO ASSESS AN ASSIGNMENT

### ASSESSING STUDENT SUBMISSIONS

1. Click on the name of the **Assessment Tool**
  
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions, and click **Save & Close** or **Save**
  - If you select **Save**, you save the entry and will remain in the Assessment Tool
  - If you click **Save & Close**, you save the entry and you will return to the previous page
  
3. After you have completed the assessment tool(s), choose one of the following actions
  - **Submit**: Submit the assessment for the student to see
  - **Close**: Exit the assessment tool without saving any changes (if you clicked save in the assessment tool previously, these changes will be saved).
  - **NOTE(S)**: If available, comments may be left for each criterion within the score column of the rubric.



- A grade may be entered for the student based on the Total Score

**GRADE**

**Total Score:**

**Total Mean:**

**Grade:**

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