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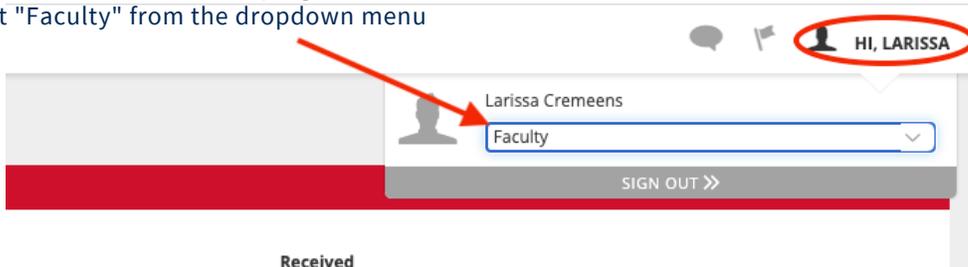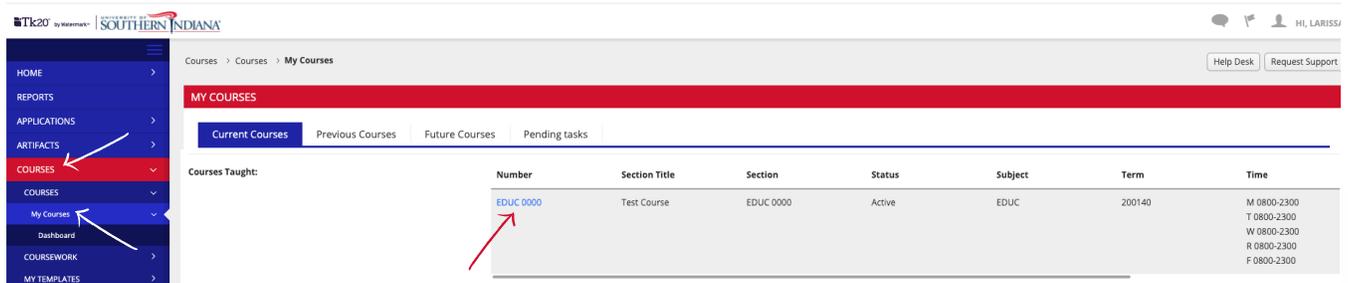
1. Log in to TK20
2. Confirm "Faculty" role is selected if you have more than one role designated in Tk20
   a. Click on your name in the top right corner
   b. Select "Faculty" from the dropdown menu

3. Click "COURSES" >> "My Courses" on the left-hand menu
   a. This screen will display any courses assigned for the current semester and provide access to any previous course taught

4. Select the hyperlinked course number displayed
   a. The tabs of the course screen provide access to the following;
      ○ Activities- Any course-based assessment tool offered for the course
      ○ Students- Enrollment list
      ○ Assessors- Person(s) authorized to complete assessment rubric (you have access to add additional staff members by clicking on the green "+" sign)
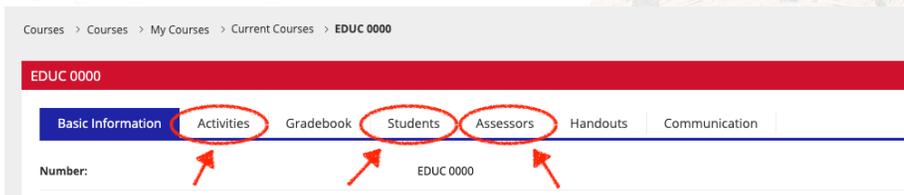
5. Click on the "Students" tab
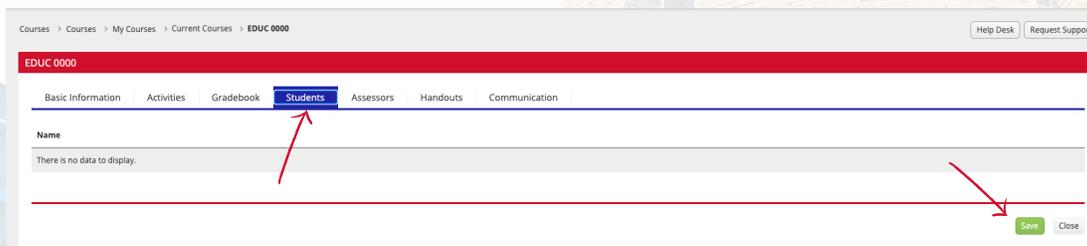
6. Cross check the students listed with your "Finalized Class List" submitted to Banner
7. If the class list In TK20 is:
   • Correct: Click "Close" button >> "Yes" to save
   • Incorrect: Email jmoore@usi.edu the following
      ○ Name of the student(s) for removal or addition
      ○ Course and Section Numbers
      ○ Course Title
      ○ Subject Line: Please update the Enrollment List in Tk20