

- 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



Received

- 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

Tk20 by Matemat- SOUTHERN	NDIANA							🕨 🥙 🧘 HI, LARISS/
	Courses → Courses → My Courses					H	lelp Desk Request Support	
REPORTS	MY COURSES							
APPLICATIONS >	Current Courses Previous Courses Future Course	es Pending tasks						
COURSES K	Courses Taught:	Number	Section Title	Section	Status	Subject	Term	Time
COURSES ~		EDUC 0000	Test Course	EDUC 0000	Active	EDUC	200140	M 0800-2300 T 0800-2300
Dashboard		$\sim$						W 0800-2300 R 0800-2300
COURSEWORK >	/							F 0800-2300

- 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)

by clicking c	in the green ' Sign)		
Course	s > Courses > My Courses > Current Courses > EDUC 0000		
EDU	C 0000		
	Basic Information ( Activities ) Gradebook ( Students )	Assessors Handouts Communication	
Nur	nber: FDUC 000	0	
Click on the "St	udents" tab		
Courses → Courses → M	ly Courses -> Current Courses -> EDUC 0000		Help Desk Request Support
EDUC 0000			
Basic Information	n Activities Gradebook Students Assessors Handouts Commun	nication	
Name	1		
There is no data to dis	play.		
	/		
			Save Close
. Cross check the	students listed with your "Finalized	d Class List" submitted to Banner	
. If the class list I	n TK20 is:		
<ul> <li>Correct: Click</li> </ul>	"Close" button >> "Yes" to save		
<ul> <li>Incorrect: Ema</li> </ul>	il jmoore@usi.edu the following		
<ul> <li>Name of th</li> </ul>	e student(s) for removal or additio	n	
<ul> <li>Course and</li> </ul>	d Section Numbers		
<ul> <li>Course Tit</li> </ul>	le		
a Subject Lin	a: Plaze undate the Enrollment Li	st in Tk20	

Subject Line: Please update the Enrollment List in Tk20