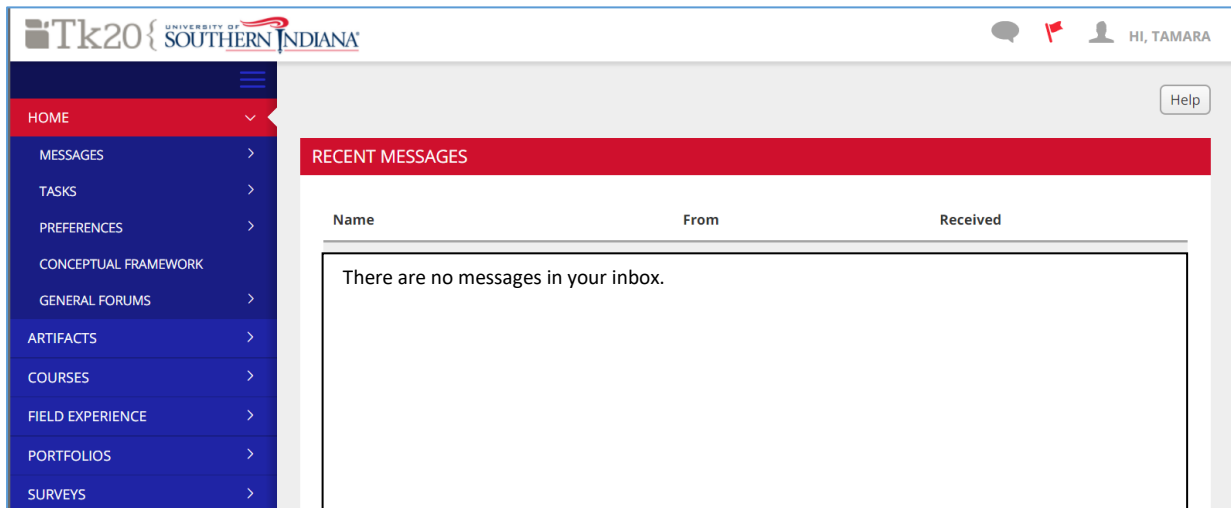
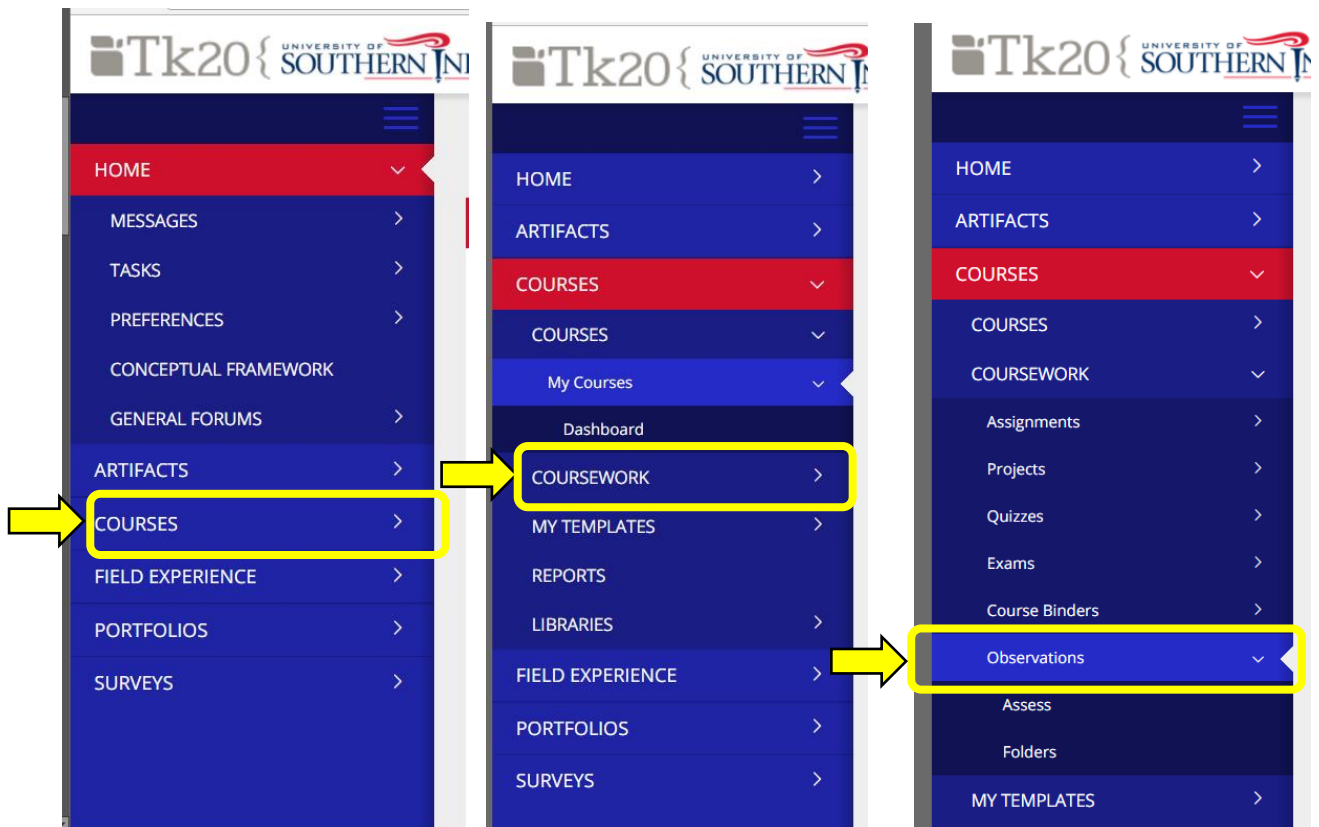


Completing an Observation in Tk20

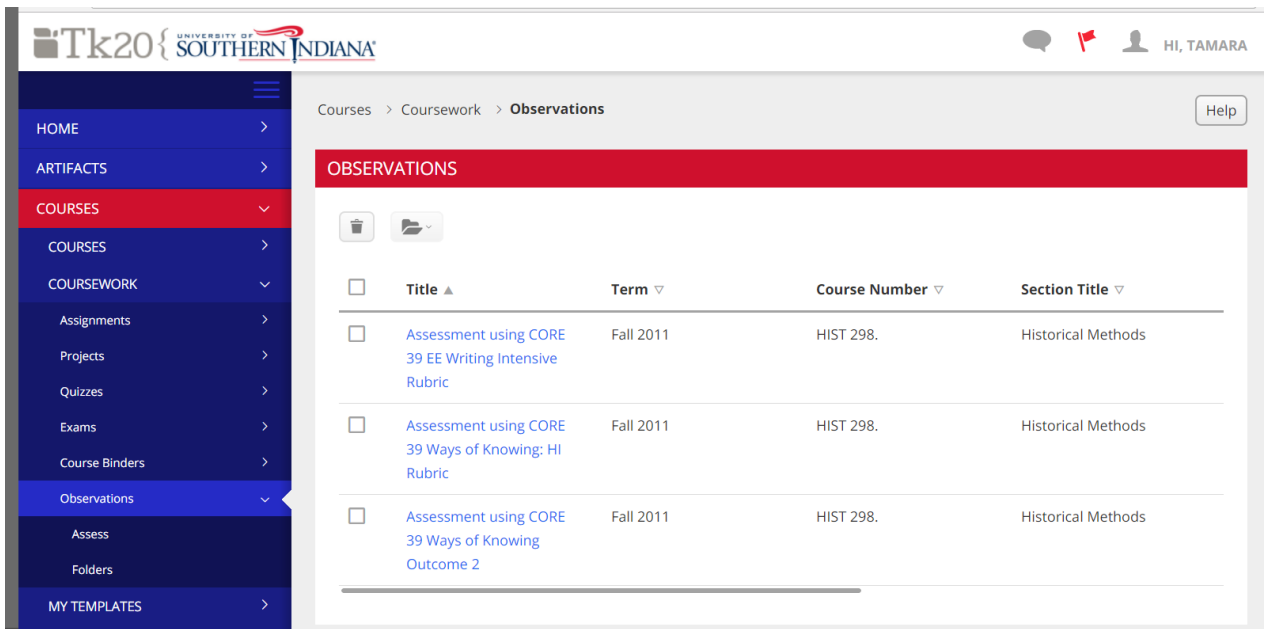
- 1) Log into My USI.
- 2) Click on the Tk20 icon. You should see this screen.



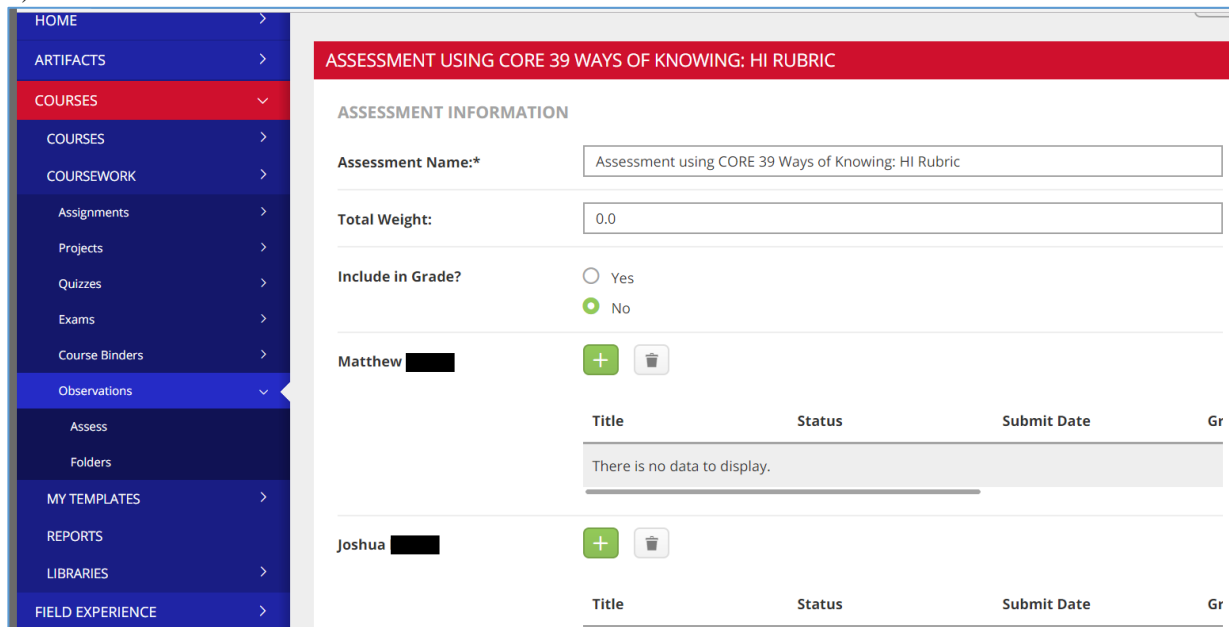
- 3) Click on the tab at left labeled "Courses." Click on "Coursework." Click on "Observations."




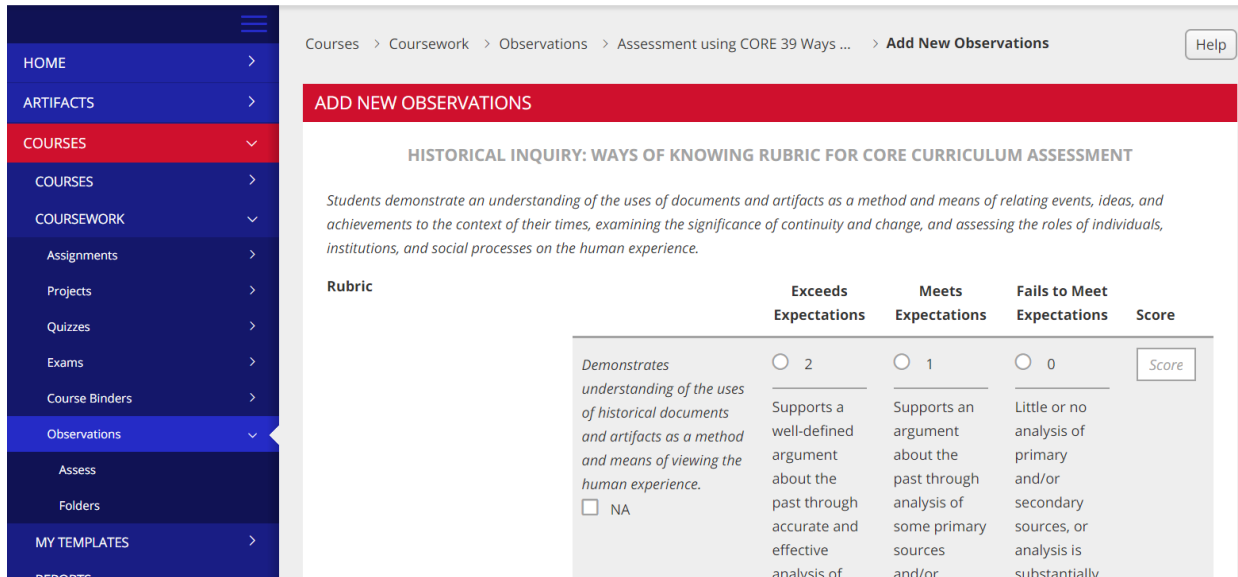
4) All Ways of Knowing courses will be scored using multiple rubrics. Select the rubric you will use first in evaluating student coursework by clicking on it.



5) You will now see a screen that lists each student in the course as in the screen below.



- 6) To complete an observation for each student click green "Add New" button  next to the student's name and the Rubric will open. Complete the rubric for the student being sure to only click the radial buttons to indicate the student's level of performance for each criteria. The score field will be filled in automatically, so do not enter anything into the field. You may add comments if so desired, but most students are unlikely to read it (unless they regularly go into Tk20).



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

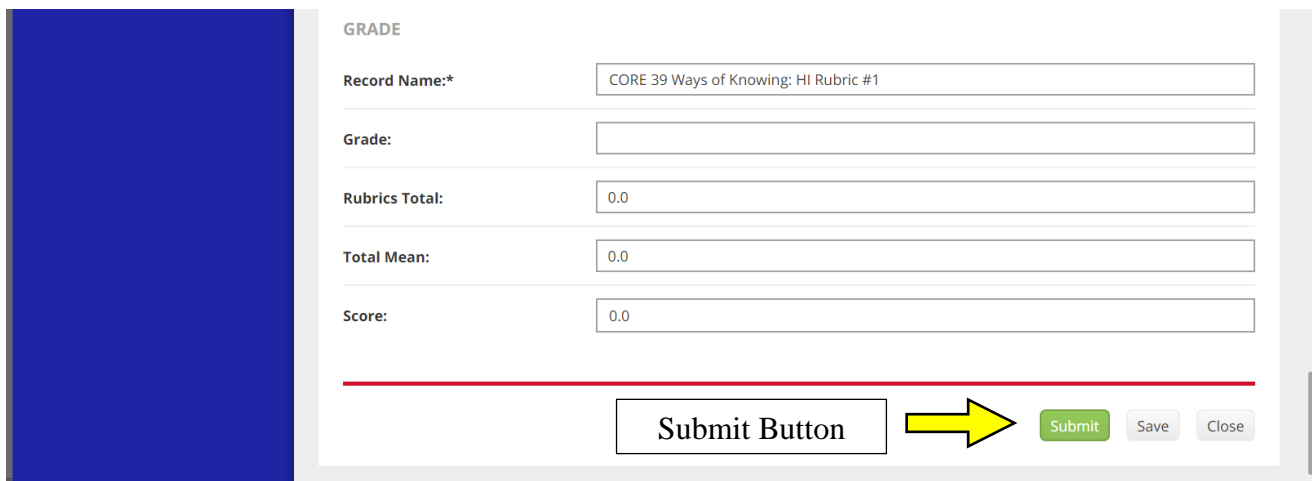
ADD NEW OBSERVATIONS

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
<i>Demonstrates understanding of the uses of historical documents and artifacts as a method and means of viewing the human experience.</i> <input type="checkbox"/> NA	<input type="radio"/> 2 Supports a well-defined argument about the past through accurate and effective analysis of	<input type="radio"/> 1 Supports an argument about the past through analysis of some primary sources and/or	<input type="radio"/> 0 Little or no analysis of primary and/or secondary sources, or analysis is substantially	<input type="text" value="Score"/>

- 7) After you have scored the rubric, scroll to the bottom of the page and click "Submit" - *do not complete the other fields.*



GRADE


Record Name:*

Grade:

Rubrics Total:

Total Mean:

Score:

Submit Button 

Repeat for the entire class. If a student does not complete the exam, we might ask that you start the observation, but do not complete the rubric, so that we can measure the non-completers.

You can change the scoring for an individual student after you have previously submitted the assessment by following these steps.

- a. Click in the box next to the rubric that you want to revise.
- b. Click on the “Delete” icon.
- c. Re-score the student’s work and be sure to click “Submit” at the bottom again.

TK20 UNIVERSITY OF SOUTHERN INDIANA

HI, TAMARA

Courses > Coursework > Observations > Assessment using CORE 39 EE Writi... Help

ASSESSMENT USING CORE 39 EE WRITING INTENSIVE RUBRIC

ASSESSMENT INFORMATION

Assessment Name:* Assessment using CORE 39 EE Writing Intensive Rubric

Total Weight: 0.0

Include in Grade? Yes No

Matthew

Title	Status	Submit Date
CORE 39 EE Writing Intensive Rubric #1	Assessment Complete	

b. Delete

a. Select rubric