Tk20™

Faculty Guidelines

for **Assessing Candidate Work**

and

Using the Advisement Tab

2016-2017

Table of Contents

- Assessing Candidate Work options
- APPENDICES

Appendix A - Creating a New Assignment Template
Appendix B – Sending an Assignment
Appendix C - Assessing an Assignment/Project
Appendix D – Observations - Entering Rubric Ratings as an “Observation”
Appendix E – Candidate Instructions for Completing an Assignment
Appendix F – Using the Advisement Tab

Faculty Guidelines for Entering Ratings on Assessed Candidate Work

If you are teaching a course that has a designated key assessment, the ratings from the rubric associated with that key assessment must be entered into Tk20. There are 2 options for entering this data.

Begin by logging into Tk20 at fitchburgstate.tk20.com. Your username & password are the same as your email username & password. If your ID is 5 digits or less, you must enter leading zeros to the left to make it a 6 digit number. For example, "FS-12345" would become "FS-012345"

There are two options for entering candidate ratings from key assessment rubrics into Tk20:

Option One	Option Two
The instructor creates and sends an assignment to their class roster. Candidates complete the assignment by uploading their work into Tk20. The instructor completes the assessment using the associated rubric. *Advantages*: 1. Candidates upload their work into Tk20, making it available to Fitchburg State and the candidate for many years. 2. The candidate can see the completed rubric and any notes that the instructor has included regarding the assessed assignment. 3. The candidate can create portfolios of their uploaded work. *Disadvantage*: 1. Initial time for the instructor in creating the assignment template. 2. Supporting candidates with the upload process, who may be doing this for the first time.	The instructor enters the candidate ratings from the rubric directly into Tk20. No assignment is sent to the candidate through Tk20 to complete. *Advantage*: Direct route to data entry, saving instructor time. *Disadvantages*: 1. Candidates' are not asked to participate in the process, so do not become familiar with Tk20's advantages for them. *2.* Fitchburg State does not have access to examples of candidate work.
Faculty steps: 1. Create an Assignment Template (Appendix A) 2. Send out the Assignment (Appendix B) 3. Assess the Assignment (Appendix C)	**Faculty steps**: 1. Completing an assessment as an "Observation" - Entering Rubric Ratings when no assignment was sent (Appendix D)
Candidate steps: 1. Candidate Instructions for Completing an Assignment (Appendix E)	**Candidate steps**: *none*

The above documents can be found at www.fitchburgstate.edu/edunit >Faculty Resources >Forms Library >Tk20

Important note: All ratings must be entered into Tk20 within one week of the semester's end. Check with your program chair/coordinator for information and support.

Appendix A - Creating a New Assignment Template

Creating an Assignment Template

- Although this Quick Guide will refer to Assignments, all steps also apply to Projects.
- Before a Template can be created, the necessary Artifact Templates and Assessment Tools need to be created from the Administration tab.

Create a New Assignment Template

1. Click on **Courses** in the side menu.
2. Click on **My Templates** located in the side menu below.
3. Click on **Assignment and Project Templates** located in the side menu below
4. Click on **Create New Assignment and Project Template**.

Step 1: Define Template

1. Select an **Assignment** as **Template Type** from the dropdown menu.
2. Enter a **Title** for the template**.**
3. Enter an **Instructions** (optional).
4. Choose template **Visibility**.
5. **Private**: Only you can see and use the template.
6. **Public**: Template is available for others to use.
7. Place a checkmark next to the **Student Submission Type(s)** you want attached.
8. If you choose **Artifact**, you must also select an available artifact template.
9. Click Next.

   Note(s):
   - **File**: a file type attachment (e.g., .docx, .pdf, .xlsx)
   - **Text**: a rich text type entry
   - **Artifact**: a preconfigured form for data collection

Step 2: Standards (optional)

1. Click **Add New**.
2. Select standard(s) from those available that this assignment is meant to achieve.
3. Click **Next**.

Step 3: Select Assessment Tool(s)

1. Select the **Assessment Tool(s)** that will be used by the assessor by placing a **checkmark** next to the corresponding form.
2. Click **Next**.

   Note: If the Assessment Tool has been configured but is not listed, you have to make the assessment tool available to you (see **Courses Libraries**).

Step 4: Review

1. Make the Assignment Template active, by selecting **Yes**.
2. Click **Finish**. *NOTES:*
   - If you select **Save**, it will save the work and the user will remain on the page.
   - If you select **Finish**, it will save the work and the user will go to the Assignment Templates page.
   - If you select **Close**, it will prompt you that asks you if you would like to save before closing.
   - You cannot send an assignment based on the template unless it is active.
   - If your templates for different assignments vary slightly, you can copy a template, make adjustments, and then rename the template accordingly.

Appendix B – Sending an Assignment

Tk20 Sending an Assignment

- Although this Quick Guide will refer to Assignments, all steps also apply to Projects.
- Note: You must have access to **an active Assignment template** in order to send an Assignment.
  Assignment templates can be accessed in the Libraries > Templates sub-menu under Courses.

<u>Step 1: Select Course(s)</u>

1. Click on **Courses** in the side menu.
2. Click on **Coursework** located in the side menu below.
3. Click on **Assignments** located in the side menu below
4. Click on **Send**.
5. Choose your course from those available **or** click **Add New** to search for a course.
6. Place a **check mark** next to the courses you want to send the Assignment and click **Add**.
7. When you are finished searching, place a **check mark** next to all the courses you have added and click **Next**.

<u>Step 2: Select Template</u>

1. Select the template you want to send from those available.
2. Click **Next**.

   Note*: If the Template has been configured by a user but is not listed, you have to make the template available to you (see* ***Courses Libraries****).*

<u>Step 3: Select Assessor(s)</u>

By default, the instructor(s) of the course will be added as potential assessor(s). To add additional assessors:

1. Click **Add New**.
2. Search for your assessor.
3. Place a **check mark** next to the assessor(s) you wish to add, and click **Add**.
4. Click **Next**.

<u>Step 4: Send</u>

1. Name the **Assignment**.
2. Select a **Due Date/Time**.
3. Select **Yes**, if you would like to send an email to the students receiving the assignment.
4. If you would like to see additional options, click on **Advanced Options:**
   a. Entering **Grade Weight (points)** <u>is not recommend</u>.
   b. If you wish to send the Assignment at a later time, select **Send Later** and enter the **Start Date/Start Time.**
   c. If you would like to automatically send this Assignment to students who enroll at a later time, select **Yes**.
   d. If you would like to add a reminder, click **Select**.
   e. If you want the assessor to be able to assess this Assignment or send feedback at any stage, select **Yes**.
5. Click **Send**.

<u>Modifying a Sent Assignment</u>

Entire Course

1. Check off the Assignment you want to modify on the Assignment list.
2. Click to **delete** the Assignment for the **entire course**.
3. Click to **edit** the Assignment due date for the **entire course**.

<u>Individual Student</u>

1. Click on the name of the Assignment that was sent to the student. .
   a. Click to **delete** a Assignment for the **corresponding student**.
   b. Select the student and click to **edit** the Assignment due date for the corresponding student.
      i. Enter a **New Due Date/Time**. Click **Update.**

Appendix C - Assessing an Assignment/Project

Assessing an Assignment and Granting an Extension

Getting Started: Course Dashboard

1. Click on **Courses** in the side menu.
2. Click on **Courses** located in the side menu below.
3. Click on **Dashboard** located in the side menu below.
4. Select the **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 to open a split screen.
   a. On the left, you can view the assignment details, any attached standards and the student's submission.
   b. On the right, you will be able to view the assignment's assessment tool(s).

Viewing Student Submissions

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 it to your computer, or you can click on *View and Annotate* to open the document in your internet browser.
   a. Select the text you wish to annotate
   b. Then, click on **Edit** to leave an annotated comment. Click **Save** to add your annotated comment.
   c. Hover your mouse over the annotated area. Click on **Edit** to edit your comment or **Delete** to delete it.

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 **Complete** or **Save**.
   a. If you select **Save**, you save the entry and will remain in the Assessment Tool.
   b. If you click **Complete**, you save the entry and it will prompt 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.

Granting an Extension to the Student

An extension may be granted to an assignment with a status of **Not submitted**, **Assessment pending**, or **Assessed**. The steps below are for an assignment submitted and assessed, as this requires an initial step of revoking the assignment. For assignments with a status of Not submitted or Assessment pending, the revoke step below (7 b.) is not needed, but an extension may still be granted.

1. Click on **Courses** in the side menu.
2. Click on **Courses** located in the side menu below.
3. Click on **Dashboard** located in the side menu below. If you are unable to access the **Courses Dashboard**, you will need to contact your campus Unit Administrator for help.
4. Select the **Term** from the drop down menu. The current term is selected by default.
5. Click on the **Course** sub-tab that contains the assignment you want to assess.
6. Click on the number located below the **Assessment** portion of the assignment (indicated in green) to view the students who have submitted their assignments.
7. Click on the **name of the student** you want to grant an extension to open a split screen.
   a. If only one assessment tool is used for the assignment, it will open on the right. If more than one assessment tool is used, click on the name of the assessment tool to open.
   b. Click on **Revoke** on the upper right.
   c. Click on the **Extensions** sub-tab.
   d. Click on **Edit Due Date**.
   e. Enter a **New Due Date/Time** and **Comments** and click **Update.**

Appendix D – Completing an Assessment when no Assignment is sent:

Entering Rubric Ratings as an "Observation"

Completing an Observation

Before you can create an observation, you need to **check out an assessment tool**.

1. Click on **Courses** in the side menu.
2. Click on **Libraries** located in the side menu below.
3. Click on **Assessment Tools** located in the side menu below.
4. You have the option to search for a specific assessment tool.
5. Below the search option, you may browse for the assessment tool.
6. When you have found the assessment tool that you would like to use in your template, check the box Make Assessment Tool Available

Create and Complete an Observation

1. Click on **Courses** in the side menu.
2. Click on **Coursework** located in the side menu below.
3. Select **Observations** located in the side menu below.
4. Click on **Assess** located in the side menu below.
5. Select your **Assessment Tool.**
6. In the **Select Course** section, click on **Add New** to add course(s).
    a. Enter the appropriate course information and click **Search**.
    b. Check the box next to the course you would like to add and click on **Add**.
7. Check the radio button next to the name of the course(s) you added to be included in your new Observation. If you added more than one course, you can only select one before proceeding to the next step.
8. Click on **Next**.
9. On the **Assessment Information** page, add observations for each student by clicking on **Add New** next to their name.
    a. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **Complete**, **Save** or **Close.**
        i. If you select **Save**, you save the entry and will remain in the Assessment Tool.
        ii. If you click **Complete**, you save the entry and it will prompt to the previous page.
        iii. If you click **Close**, it will open a text box asking you if you would like to save changes before closing. After selecting yes or no, it will prompt you to the previous page. If you select **Save**, you save the entry and will remain in the Assessment Tool. If you click **Complete**, you save the entry and it will prompt to the previous page.
10. When you are finished adding observations, you may choose one of the following actions:
    - **Save**: Save the completed observations.
    - **Close**: Exit the assessment information screen without saving any changes.

Appendix E – Candidate Instructions for Completing an Assignment

Completing an Assignment - Candidate Instructions

Opening an Assignment

To open an Assignment, you may click on its title under the **Pending Tasks** section located in the center of your Home screen. Or, click on the flag icon in the upper right corner of the page to open an overview **Pending Tasks**, as show below and select the assignment you want to view from this list. If you don't see the assignment you need, you can click **View All Tasks** to go view your full list of pending tasks.

Completing an Assignment

Artifact Attachment

1. Many assignments require you to fill in defined fields known as **Artifacts** in Tk20. If so, click on **Select** underneath Assignment Submission.
   a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.
   b. If you are required to attach additional documentation to your artifact, click on the **Select File** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the **Delete** button next to that file.
2. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath Attachment(s).
3. Continue in a similar fashion until you have attached all required Artifacts for each sub-tab of the Assignment.

   Note(s): *If you have previously created an Artifact of the same type, it can be selected when attaching an Artifact. Click on **Select** underneath Assignment Submission and click on the sub-tab **Select Existing**.*

Text Attachment

1. Many assignments require you to submit text. If so, click on **Select** next to **Text** underneath Assignment Submission.
2. Once you have titled and completed your text entry, click on **Add**. Your attachment will be listed next to the **Text** button.

File Attachment

If you are required to attach a document to your assignment, click on the **Select** button next to **File** to upload a file(s) on your computer. To remove the file, click **Delete** next to that file.

Submitting an Assignment

1. To open an Assignment, click on it under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your assignment you can click on:
   a. **Submit**: Submit your assignment for review.
   b. **Save**: Save your work and return at a later time.
   c. **Close**: Exit the assignment without saving any changes

Recalling a Submitted Assignment

Follow these steps to recall an assignment that you have already submitted but has not been assessed:

1. Login to your server and click on the **Courses** side menu**.**
2. Click on **Coursework** in the side menu below
3. Click on **Assignments** in the side menu below.
4. Make a **check mark** next to the Assignments, then click on **Recall.**

Appendix F – Using the Advisement Tab

Using the Advisement Tab

From the Advisement Tab, you can view your advisees':

- basic information (user name, Banner ID, etc.);
- MTEL scores;
- Candidate Disposition status;
- Stage Review Status;
- Candidate's transcript and courses;
- Candidate's Prepracticum Placement history;
- Candidate's Key Assessment results.
- Additionally, you can make notations from discussions with the candidate.

To access the information available in the Advisement Tab:

1. Click on **Advisement** in the side menu.
2. Click on **Students** under Advisement located in the side menu below.
3. Enter the Candidate's name or ID.
4. Click **Search** on the right side of the screen.
5. Click on the **Candidate's name.**
6. You will see a split screen, which can be expanded using the arrows in the middle of the screen.
7. On the left side of the screen are the available tabs.
8. Click on the informational tab to view information.

Some important notes:

- Please keep in mind that information in Tk20 is sent from our Banner system at critical times during the academic year (including after MTEL score reports, before advising, after drop/add, and after the registration period).
- Tk20 is not "live" as are our on-campus programs such as Banner, Degree Works and the Student Success Collaborative Advising Platform. If you feel that the Test Score screen is not current, contact the Dean's Office who can access Banner for your advising needs.
- The Transition Point tab is for data entry by the Coordinator of Field Experience and Director of Licensure only. Please make no entries into these transition points.
- For Key Assessments to be visible, they must be designated as such when the rubric is created. If a Key Assessment is not visible and should, be please contact Jason Miles or Ann Hogan.