



## Purpose

This training document is a step by step set of instructions that will familiarize users with common tasks associated with the faculty role in Tk20. In order to follow all of the steps listed in this document, you must have a current Tk20 faculty account and have a sandbox course loaded in both Tk20 and CougarVIEW (Brightspace by Desire2Learn).

## Training Session Part I

### –Assigning Work

We will use Tk20 to assign work to students in a course. Follow the training guide below (Items 1-10).

1. Click on “Courses”. This will open a submenu.

First, let’s see what happens when we don’t have an assignment available to send.

2. Click on “Coursework” and then again on “Send.” *This is how you assign work to students.*
3. On the screen, you can select your course; however, for Item 2, there will be no template to select. So, now let’s get an assignment for students to use.

First let’s check out an assignment to use in your course.

4. Click “Libraries.” This will open another submenu.
5. Assignments are part of a category in Tk20 called templates, so click on “Templates” next.
6. The template screen may be crowded later; however, you may use the **search bar** to find the course.
7. Click next to “SAND 1000 Final Essay Key Assessment” and then click on the star icon in the middle of the screen (left side). Once you complete this task, the assignment will be checked out and available to you.
8. Go back to “Coursework” and then again to “Send.”
9. Select 1) course, 2) the assignment (template), 3) the assessor, and 4) then customize the assignment.

1. SELECT COURSE

2. SELECT TEMPLATE

3. SELECT ASSESSOR(S)

4. SEND

1. The assignment name is what the students see and what will be used in D2L. Make sure the assignment name makes sense in that context. You must name your assignment for Item 4.
2. If you are assigning this with D2L, do not select “Yes” on the “Send Email” option.
3. For most assignments leave the advanced options as they are by default.
4. Click the “Send” button at the bottom.

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**Faculty and Staff Training Guide**

5. You should now see the assignment on your “Assignments” screen under “Coursework”.



## **Training Session Part II**

### **–Add Test Student**

Session II is for training only; not to be used with “live” courses. Courses and students will already be uploaded in Tk20.

Add a test student to your course. Follow the training guide below (Items 1-4).

1. Log into CougarVIEW and select your sandbox.
2. It will be named something like “Dailey Thomas Sandbox CO.”
3. Click “Edit Course” and then select “Course Offering Information.” Make sure the course has a start date but no end date. This will make sure the test student can see the course. Save the information.
4. Enroll “up\_teststudent” in your D2L sandbox course. Click on “Classlist” and then “Add Participants” and “Add Existing Users.” Search for “up\_teststudent” and add student to the course with a student role.



### **Training Session Part III**

#### **–Building a Tk20 Assignment in D2L**

Build the Tk20 assignment in D2L using the external learning tools function.

1. Go back to “Edit Course” and then select “External Learning Tools.” Click “New Link”.
2. The tool title must match the assignment in Tk20 exactly. If you copy and paste, make sure you remove spaces.
3. The URL is always going to be:  
<https://columbusstate.tk20.com/campustoolshighered/ltiAction.do?isapplication=coursework>
4. Make sure “Sign messages with key/secret with” is checked and “Tool consumer key/secret” is selected.
5. Under “Security Settings”, select “Use tool provider security settings”.
6. Save and Close.
7. Click on “Content” and navigate to one of your content modules. Under “Add Existing Activities” and click “External Learning Tools.” Select the tool you made.
8. Click on the tool after it is added to content. When you do, it should open a Tk20 assessment window inside of D2L. When a student completes the work, you can assess it from inside D2L or Tk20.



## Training Session Part IV

### –Assessment and Grade Return (Page 1 of 2)

Students can now log into D2L and complete the assignment. Next we will review the assessment and grade return.

1. After the student has completed the assignment the professor will assess the assignment in Tk20 or D2L.
  - From inside D2L click on the [external learning tools assignment link](#) that you created under content. This will open the same window you will see in Tk20.
  - From inside Tk20, click on “Courses” and then “Dashboard.” A screen that includes all your courses as tabs will appear.

Each tab displays the assigned assessments and shows the number of students who have not turned in the assignment (gray), are waiting to be assessed (yellow), and have been graded (green).

You can select students to assess from this page or follow steps 1 and 2 to get to the same screen as D2L uses:

1. After you are on the “Courses” menu, click on “Coursework” and it will open a list of all your assignments.
2. Click on the assignment you want to grade. The next screen will list out the students and match what you would see embedded in D2L.

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College of Education and Health Professions  
Faculty and Staff Training Guide

**Continued** (Page 2 of 2)

**—Training Session Part IV**

Tk20

2. Once you see the list of students, you can click on a student's name open up the assessment dual screens to grade their work. *Note: To see the dual screen open "Assignment Details" and complete.*
3. On the left dual screen are the students' submissions.

Depending on the submission type, you may need to open up a template by clicking on it to view a student's work. File uploads can be assessed "on screen" without having to download the files. When a student's file attachment is opened, you can select and annotate his/her work as well.

4. On the right side of the screen under "assessment tools" are grading rubrics. Click on the assessment tool name to open the rubric.
5. On the rubric screen (opened on the right) you can score a student's work. The total score and total mean will be computed automatically based on your rubric choices.

D2L

6. If you grade inside of D2L and use the grade return, the blank labeled "Grade" is used for the gradebook and the grade return for D2L.

If you also want to return a grade to D2L, enter in a percentage based grade (integer value between 0 and 100 [%]). You will enter a value in this blank if you want to return a grade.

7. When you have finished grading the student press "Complete" which will close the assessment tool. Next, press the "Submit" button in the upper right corner when you are done.
8. If you are in D2L and grading the assignment you can use the grade return. Press "send grades" on the screen that shows all the students. This will send the graded assignment back to D2L.
9. When you send grades, it will automatically create a new grade column in your D2L gradebook and enter the grades in that column. The grade item is created as a numerical grade out of 100 points. As long as this fit into your grading format, you are done. If a different base number of points is used; e.g., # out of 20, you must use a work around (more below).

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Faculty and Staff Training Guide



### Training Session Part V

#### –Grade Return and Points < or > 100

There is a way to base the grades sent back to D2L so that they count as a number of points out of any total (instead of points earned out of 100 you can use points earned out of 20, for example); however, this requires a work around:

1. Before you start assessing your assignment, enter in a grade of “0” for a student (any student will do, I would pick the first on the list) and press send grades. This will send a message to D2L to create the grade column in D2L.
2. Go to your gradebook and edit the grade item to be the total number of points you desire. For example, I would enter “20”.
3. Go back into the assignment and assess the assignment as normal. Make sure you change the “0” to the correct grade.
4. Press the send grades button once you are done and it will convert your 0-100% that you entered into the grade out of 20 points. So, if you wanted the student to get a 17/20, you would need to enter 85 in the grade blank while assessing the assignment.



## Training Session Part VI

### –Key Assessments, Observations

Complete key assessments and observations.

Sometimes assessments will be on observations rather than submitted assignments. Inside Tk20 these are completed using the observation function.

1. To assess a student, click on “Courses,” “Coursework,” and then “Observations.” This accesses the observation functions.
2. Click on “assess” which will open up the assessment window. First select the rubric in the dropdown labeled “Please Select Your Assessment Template.” Remember, you may need to check out the assessment tool from the library. Select “Training Copy of TE Key: Unit Eval Disposition Evaluation Final.”
3. Include a bullet by the course you would like to assess and click the “next” button.
4. The next screen will show a few options and each student in the course. The *green plus* beside each student is an “add new assessment” button. Click on it.
5. Complete the rubric. If you want to assign a grade, score, you can type in points for each criterion and the rubric will total the score.
6. Once filled out, you can click “save” to save the results without leaving the page. To submit the rubric, click “complete.” Clicking complete will save the rubric and return you to the page with the student list.
7. After completing assessments, be sure to click “Save”. You can complete multiple observations on a student if needed.
8. To review observations that you have already started, select them from the Observations homepage (the one you reach when you click on “Courses,” “Coursework,” and then “Observations”).

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Faculty and Staff Training Guide



**Important Notes for Instructors and Students**

Note 1

Tk20 requires a lot of *clicks* before something is “official.” Students must click through several screens to submit work. Encourage them to keep going until they get a confirmation screen. Same goes for assigning and assessing work.

Note 2

Make sure that you always select options such as “active” and “public” when you want to use, for example, an assessment in a course.