

Note(s): Although this Quick Guide will refer to Assignments, all steps also apply to Projects.

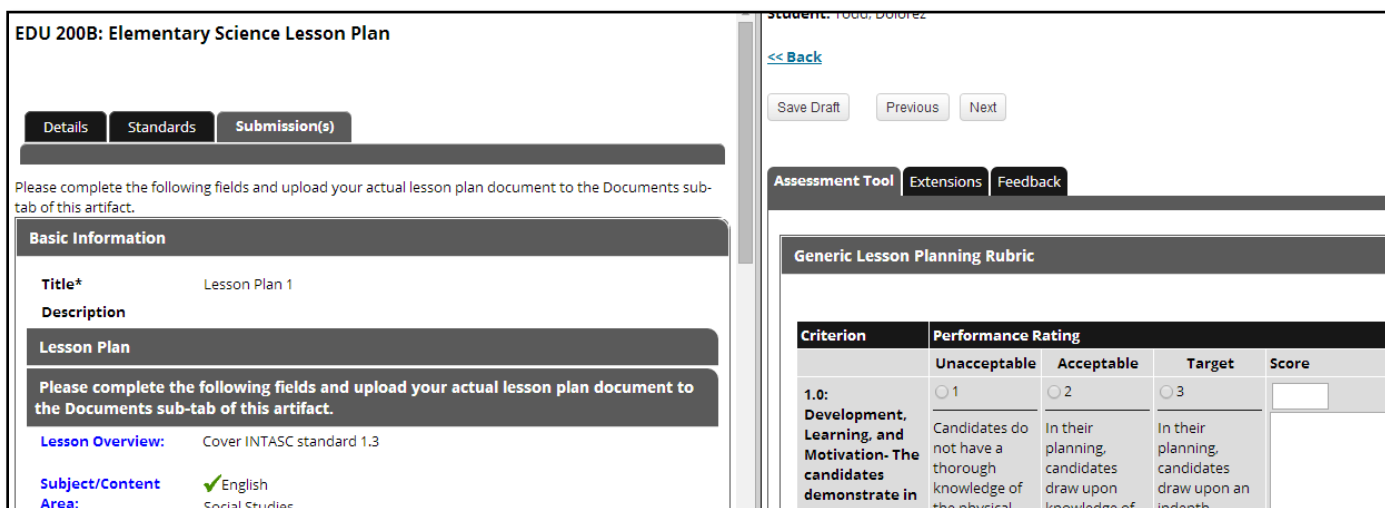
Getting Started: Course Dashboard

1. Click on the **Courses** tab.
2. Click on **Dashboard** in the side menu. If you are unable to access the **Courses Dashboard**, you will need to contact your campus Unit Administrator for help.
3. Select the **Term** from the drop down menu. The current term is selected by default.
4. Click on the **Course** sub-tab that contains the assignment you want to assess.
5. Mouseover 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.



The screenshot shows two assignments in a course dashboard. The first assignment is 'EDU 200B: Elementary Science Lesson Plan (Assignment)' with a progress bar showing 11.11% (1 student), 33.33% (3 students), and 55.56% (5 students). The due date is 09/19/2014 11:00 PM. The second assignment is 'EDEL302 - L...' with a progress bar showing 55.56% (5 students), 11.11% (1 student), and 33.33% (3 students). The due date is 08/29/2014 11:55 PM. A green box highlights the student names 'Valerie Adams', 'Saleema Addisu', and 'Dolores Todd' associated with the second assignment.

6. Click on the **name of the student** you want to assess to open a split screen.
 - a. On the left, you will be able to 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).



The screenshot shows a split-screen view for a student named Dolores Todd. The left pane displays the assignment details for 'EDU 200B: Elementary Science Lesson Plan'. It includes tabs for 'Details', 'Standards', and 'Submission(s)'. The 'Submission(s)' tab is active, showing a 'Basic Information' section with fields for 'Title*' (Lesson Plan 1) and 'Description' (Lesson Plan). Below this is a 'Lesson Overview' section with the text 'Cover INTASC standard 1.3' and a 'Subject/Content Area' section with 'English' and 'Social Studies'. The right pane shows the 'Assessment Tool' section, which includes a 'Generic Lesson Planning Rubric' table.

Criterion	Performance Rating			Score
	Unacceptable	Acceptable	Target	
1.0: Development, Learning, and Motivation- The candidates demonstrate in	○ 1 Candidates do not have a thorough knowledge of the physical	○ 2 In their planning, candidates draw upon knowledge of	○ 3 In their planning, candidates draw upon an in-depth	

Viewing Student Submissions

Students have the option to attach three different types of work.

1. If the student has submitted a Tk20 artifact, it will be automatically displayed on the left side of the screen.


Lesson Plan	
Please complete the following fields and upload your actual lesson plan document to the Documents sub-tab of this artifact.	
Lesson Overview:	Cover INTASC standard 1.3
Subject/Content Area:	<input checked="" type="checkbox"/> English <input type="checkbox"/> Social Studies <input type="checkbox"/> Math
(Please select all that apply)	

2. If the student has submitted a Tk20 text entry, it will be automatically displayed on the left side of the screen.



Educational Philosophy
As an educator I must strive to prepare my students for the real world. They must be able to leave my classroom knowing they can succeed with the skills they have developed. I want to know they

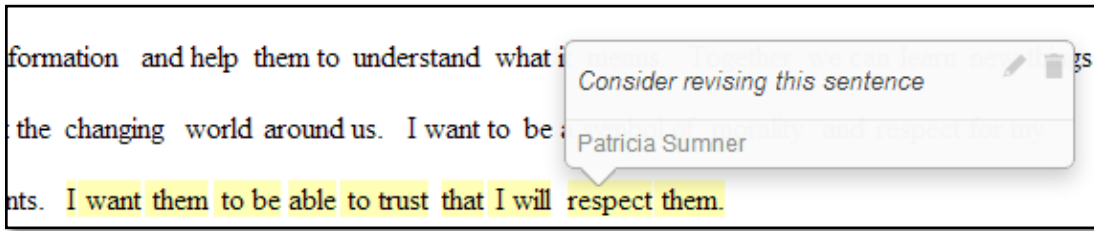
3. If the student has submitted a file upload, you may click on **Download** to save it to your computer, or you can click on **View and Annotate** to open the document in your internet browser.

Type	Title
File	Philosophy.docx.docx View and Annotate Download Conversion is complete, click the link to view and annotate

- a. Select the text you wish to annotate, then click on  to leave an annotated comment.

<p>about the changing world around us. I want to be a symbol of quality and respect for my students. I want them to be able to trust that I will respect them.</p> <p>I believe that students should respect their elders. Discipline should be</p>
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- b. Click on **Save** to add your annotated comment.
- c. Click on  to edit your comment or  to delete it.



Assessing Student Submissions

1. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
2. After you have completed the assessment tool(s), choose one of the following actions:
 - Save Draft:** save work and return at a later time
 - Previous:** move to the previous student who has submitted their assignment
 - Next:** move to the next student who has submitted their assignment
 - Submit:** submit the assessment for the student to see
 - Cancel without Saving:** exit the assessment tool without saving any changes

Note(s):

- If available, **comments** may be left for each criterion within the score column of the rubric.

Criterion	Performance Rating			Score
	Unacceptable	Acceptable	Target	
1.0: Development, Learning, and Motivation- The candidates demonstrate in	<input type="radio"/> 1 Candidates do not have a thorough knowledge of	<input type="radio"/> 2 In their planning, candidates draw upon	<input type="radio"/> 3 In their planning, candidates draw upon an	<input type="text"/> <input type="text"/>

- A **Grade** may be entered for the student based on the **Total Score**.

Grade	
Total Score	<input type="text" value="52"/>
Total Mean	<input type="text" value="2.6"/>
Grade	<input type="text"/>

Grant an Extension


To the Course

1. Click on the **Courses** tab.
2. Click on **Assignments** in the side menu.
3. Click on the **Due Date** for the assignment you want to grant an extension.
4. Enter a new due date and time, then click on **Save**.

The screenshot shows a table of assignments with columns for course, assignment name, type, and due date. A modal window is open over the 'EDEL302 - Lesson Video Review' assignment, allowing the user to change the 'New Due Date / Time*'. The modal includes a date picker, a dropdown for the number of days (set to 1), a dropdown for minutes (set to :00), and a dropdown for AM/PM (set to AM). There are 'Save' and 'Cancel' buttons at the bottom of the modal.

Course	Assignment	Type	Due Date
EDU 200B: Elementary Science Lesson Plan	Interaction Skills for the Young Child	Assignment	09/19/2014 11:00:00 PM
EDEL302 - Lesson Video Review Assignment	Interaction Skills for the Young Child	Video	09/19/2014 11:00:00 PM
ESOL Philosophy Statement Assignment	Foundations in ESOL Education	Assignment	09/19/2014 11:00:00 PM

To the Student

1. Click on the **Courses** tab.
2. Click on **Assignments** in the side menu.
3. Select the **Assignment** that contains the student of interest.
4. Click on .
5. Enter a new due date and time as well as a comment, then click on **Grant Extension**.

The screenshot shows a table of students with columns for student name, status, due date, submit date, and grade. A modal window is open over the 'Addisu, Saleema' student, allowing the user to change the 'New Due Date / Time*' and add a comment. The modal includes a date picker, a dropdown for the number of days (set to 1), a dropdown for minutes (set to :00), and a dropdown for AM/PM (set to AM). There is a 'Comments' text area and a 'Grant Extension' button at the bottom of the modal.

Student	Status	Due Date	Submit Date	Grade	Actions
Adams, Valerie	Assessment Pending	09/19/2014 11:00:00 PM	07/31/2014 02:48:19 PM		
Addisu, Saleema	Assessment Pending	09/19/2014 11:00:00 PM	07/31/2014 02:48:19 PM		
Adrian, Gemma	Open For Editing	09/19/2014 11:00:00 PM			
Allen, Billy	Open For Editing	09/19/2014 11:00:00 PM			
Harvey, limmy	Assessment Pending	09/19/2014 11:00:00 PM	07/31/2014 02:48:19 PM		

Help Resources

Tk20 has **step-by-step tutorials**, which can be accessed by clicking on **Help** located in the upper right corner of the Tk20 application.

You may direct general questions to the institution's Tk20 administrator by logging out of the Tk20 application and following the information located on the login page.