

## User Manual: Form for NWMSU Diversity Hours (Outside of Courses Version)

If you are required to complete diversity hours and need to complete them outside of coursework, this training manual will illustrate how to upload proof of your hours.

Once you login into your TK20 account, you will see a page similar to this.

The screenshot displays the NWMSU TK20 user interface. At the top left is the Northwest Missouri State University logo. A navigation bar contains links: Home, Applications, Courses, Artifacts (highlighted), Portfolios, and Field Experience. On the left, a sidebar menu lists: Home, Messages, Tasks, Preferences, and General Forums. The main content area shows a welcome message, a login status dropdown set to 'Student', and sections for 'Recent Messages' and 'Pending Tasks', both indicating no items in the inbox. At the bottom, there are tabs for 'Today's News' and 'Archived News', with 'Today's News' currently selected.

**NORTHWEST**  
MISSOURI STATE UNIVERSITY

Home Applications Courses **Artifacts** Portfolios Field Experience

Home <<  
Messages  
Tasks  
Preferences  
General Forums

Welcome, [User Name]

You are currently logged in as Student ▼

**Recent Messages**

Name	From	Received
There are no messages in your inbox.		

**Pending Tasks**

Name	Type	From
There are no pending tasks in your inbox.		

Today's News Archived News

**Today's News**



## Artifacts

### Artifacts

Browse  
Create  
Edit Folders

Portfolio Standard 1  
Resume

Application Forms

Videos

## Artifacts

### My Artifacts

View: All Artifacts

Click on an artifact name to edit that artifact. An artifact locks when it is submitted for assessment through coursework, a portfolio, artifact cannot be edited or deleted. You may, however, copy a locked artifact and edit the copy.

Locked artifact.

You have used 476.231 MB of your allocated disk space of 500 MB.

copy delete

	Title	Type
<input type="checkbox"/>	<a href="#">CIP Draft</a>	File
<input type="checkbox"/>	<a href="#">Candidate Improvement Plan (CIP) 1</a>	Candidate Improvement Plan (CIP)
<input type="checkbox"/>	<a href="#">Copy of Any document</a>	
<input type="checkbox"/>	<a href="#">Copy of Artifact example 1001</a>	
<input type="checkbox"/>	<a href="#">DIVERSITY HOUR ARTIFACT 9-3-15 1</a>	ARTIFACT 9-3-15
<input type="checkbox"/>	<a href="#">Edmonds Portfolio Meeting 12/18/12</a>	File
<input type="checkbox"/>	<a href="#">Example 3</a>	File
<input type="checkbox"/>	<a href="#">Example Five Day Report</a>	Five Day Report Edited 7-31-13
<input type="checkbox"/>	<a href="#">Example2</a>	File
<input type="checkbox"/>	<a href="#">Field Experience Learning Context Demographic Verification Form Revised</a>	Field Experience Learning Context Demograph

Click "Create" link in the side menu items.

**Artifacts**

Artifacts

- Browse
- Create
- Edit Folders

Portfolio Standard 1

Resume

Application Forms

Videos

## Select Artifact

### Select Artifact Type

Please Select the Artifact Type

[Cancel](#)

Please Select

- Bloodborne Pathogens Certificate
- CDR Card
- Confidentiality Statement Form
- CPR Certificate
- Demographic Verification Form Revised 9-4-15
- Demographic Verification Form, Practicum Courses
- Dietetics Placement Survey
- Disposition Assessment Revised 8-1-13
- DIVERSITY HOUR ARTIFACT 9-3-15**
- DPD Verification Statement
- DRAFT Diversity Data course based
- DRAFT of signature form
- Drug Screen (optional)
- Field Module 3 Artifact
- Field Experience Form
- Field Experience Release
- Field Experience Learning Context Demographic Verification Form Revised 1-21-1
- Field Experience Log
- Field Experience Reflection
- File

On the following page, use the drop down menu to choose the newest version of "DIVERSITY HOUR ARTIFACT".

## Artifacts Create DIVERSITY HOUR ARTIFACT 9-3-15

This form is used for several methods of submitting diversity hours.

If your hours occurred during a Ploghoft lecture or any other large diversity experience with a sign-up, you don't need to do anything further. You don't even need to complete this artifact.

### COURSE-BASED DIVERSITY HOURS

If you are recording diversity hours related to a course (Intro to Special Education, Multiculturalism, or similar graduate level courses), you will have received this artifact as part of an assignment.

Please do the following:

1. If the form your instructor has requested you use to prove completion of your diversity hours, please upload that form to this artifact in Tk20.

2. If you are recording diversity hours related to a course (Intro to Special Education, Multiculturalism, or similar graduate level courses), you will have received this artifact as part of an assignment.

For all other diversity experiences outside of coursework, use the bottom directions.

### PHLOGHOFT LECTURE OR SIMILAR ACTIVITY

If you are recording diversity hours during a Ploghoft lecture or other diversity-focused activity organized by a campus office, then you do not need to complete this form. Just sign up for the activity and email a scanned copy of that sheet to the TESS office. You do not need to do anything to upload those hours.

### DIVERSITY HOURS OUTSIDE OF COURSEWORK

If you are recording diversity hours that you experienced outside of a course or a large activity with a group sign up, please do the following:

1. Upload a scanned copy of the NWMSU Diversity Hour Credit Form that you have in hard copy, or that you printed from this site:

<http://www.nwmissouri.edu/peu/teess/diversity.htm>

2. Upload the form to Tk20. This requires that you upload a scanned copy of the NWMSU Diversity Hour Credit Form. Then, save the artifact. You do not need to do anything further.

3. Email the completed NWMSU DIVERSITY HOUR form to the TESS office at [TESS@nwmissouri.edu](mailto:TESS@nwmissouri.edu).

4. The TESS office will check your emailed form and your artifact in Tk20. They will reply by email to let you know if your diversity hours have been accepted as official.

5. If needed, continue this process with all new diversity hours outside of courses. You will complete the hard copy form, scan it, add it to the artifact you've already created (you don't need to create a second artifact for a second diversity experience, for example), and then email the scanned form to TESS to get final approval. **For any questions, please contact the TESS office at [TESS@nwmissouri.edu](mailto:TESS@nwmissouri.edu).**

### Basic Information

5. If needed, continue this process with all new diversity hours outside of courses. You will complete the hard copy form, scan it, add it to the artifact you've already created (you don't need to create a second artifact for a second diversity experience, for example), and then email the scanned form to TESS to get final approval. For any questions, please contact the TESS office at [TESS@nwmissouri.edu](mailto:TESS@nwmissouri.edu).

Basic Information

Title\*

DIVERSITY HOUR ARTIFACT 9-3-15 2

Description

Complete this artifact.

NWMSU Diversity Hours

Student Name

919 Number

Please enter the following information about each site where your diversity hours took place. Please click "Add Row" to add information about each site. Each site on your time sheet should have only one row of data below.

Add Row

Delete Selected Row

<input type="checkbox"/>	Site name	Total number of hours at this site	Activity	Setting	Population Served	Population Served (if the population is diverse in a second way)	Population Served (if the population is diverse in a third way)	Start Date	End Date	Data Entered By:	Activity Type:
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Please give your electronic signature to attest that all activities on your Service Project Time Sheet have been completed as indicated

Signature

Please upload a scanned copy of your diversity hours form, log or "Service Project Time Sheet" here.

Select File(s)

Drag and drop files here

Please upload a scanned copy of your diversity hours form, log or "Service Project Time Sheet" here.

Select File(s)

NWMSU SPED Diversity Hours

Student Name

919 Number

Please upload a scanned copy of your "Service Project Time Sheet" here.

Select File(s)

Drag and drop files here

Please enter the following information about each activity on your "Service Project Time Sheet". Please click "Add Row" to add information about each activity. The first activity listed on your time sheet should be associated with the first activity listed here and so on.

Add Row

Delete Selected Row

<input type="checkbox"/>	Number of hours	Activity	Setting	Population Served	Population Served (if the population is diverse in a second way)	Population Served (if the population is diverse in a third way)	Date of Activity
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Please give your electronic signature to attest that all activities on your Service Project Time Sheet have been completed as indicated, that they have been signed or initialed by an on-site supervisor and that you provided the final copy to your Intro to Special Education course instructor.

Signature

Date of Completion

Choose date

Attached Documents

Select File(s)

Drag and drop files here

Upload a scanned, signed copy of the diversity form that you downloaded from <http://www.nwmissouri.edu/education/peu/teess/diversity.htm>

Select "add Row" to add information about the site of your experience. Regardless of how many experiences you have.

Served (if the population in a third way)	Start Date	End Date	Data Entered By:	Activity Type:
Choose one of the following: ▼			Student ▼	Course-based ▼

Scroll to the right and give your electronic signature, indicating that this information is correct.

\*You MUST upload a scanned, completed copy of your diversity hours form here. This MUST be signed by your advisor and on-site supervisor, or it will not be counted towards your diversity hours.

Click "Save" at the bottom of the page once done with everything in the form.

☐ Signature

Select File(s)

Drag and drop files here

Select File(s)

Drag and drop files here

Select File(s)

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Select File(s)

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Select File(s)

here

☐ [CIP Dratt](#)

File

02/20/2015

☐ [NWMSU SPED Diversity Hours Revised 6-5-2015 1](#)

NWMSU SPED Diversity Hours Revised 6-5-2015

06/05/2015

☐ [Candidate Improvement Plan \(CIP\) 1](#)

Candidate Improvement Plan (CIP)

06/22/2015

☐ [Intro to SPED Service Project Timesheet 1](#)

Intro to SPED Service Project Timesheet

07/13/2015

☐ [DIVERSITY HOUR ARTIFACT 9-3-15 1](#)

DIVERSITY HOUR ARTIFACT 9-3-15

09/04/2015

The new artifact will be saved in your artifacts page. If you need to add additional diversity hours outside of coursework, please reopen this artifact, upload a signed and scanned copy of a new diversity hours form, make changes to the "add new" section and click save. You will reuse the same diversity hour artifact for all hours outside of coursework, and not make a new artifact.