TK20 User's Manual

For Faculty

Updated October 2015

Contents

Click the Topic

1.	TK20) Logi	in	2
			ssignment	
			Step: Retrieve Rubric	
			View All the Available Rubrics	
			Make the Rubric Available	
	2.2.	Seco	ond Step: Create an Assignment Template	7
	2.3.	Final	l Step: Create Assignment	8
3.	Send Assignment1			11
4.	Scor	Score Assignment1		
5.	Con	tact li	nformation	17

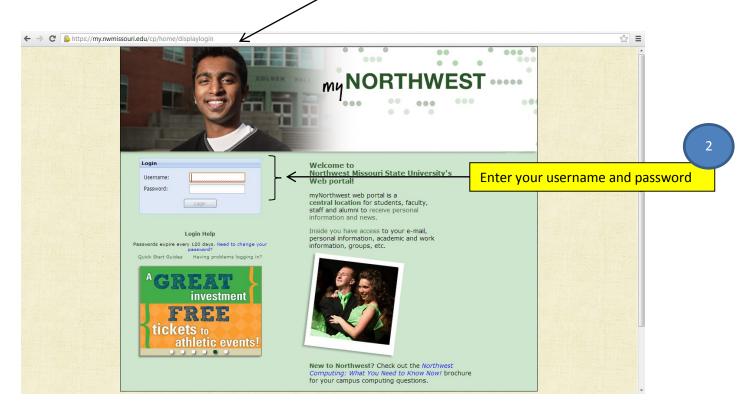
1. TK20 Login

You can also go to myNorthwest as follows:

- 1) Go to the university websitehttp://www.nwmissouri.edu/
- 2) Go to Connect and then click myNorthwest.

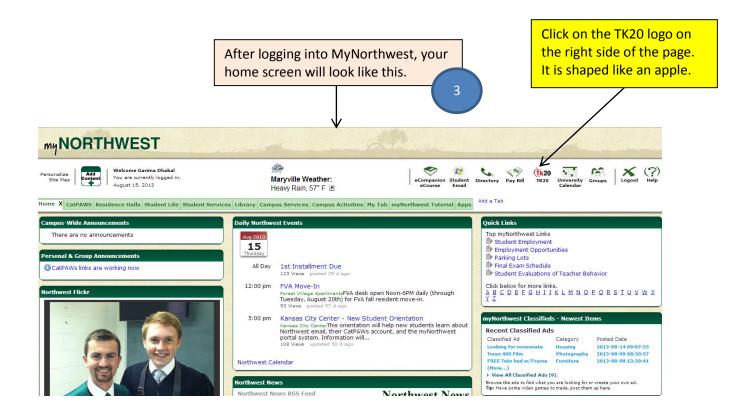
First login to myNorthwest

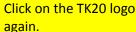
https://my.nwmissouri.edu/cp/home/displaylogin



The username and password are the same as the Northwest email account. If your e-mail id is abc@nwmissouri.edu then your username is just "abc".

**If you cannot login to MyNorthwest, try to reset your password at http://www.nwmissouri.edu/compserv/Passwords/changepasswords.htm
If that doesn't work contact the IT department at 660-562-1634.























TK20 Assessment System

Next Stop, Tk20!

the data management system that is helping education students and faculty organize, store and score their work.

sity supervisors and students who have already purchased a Tk20 subscription, please click this logo



Students Purchasing Tk20

If you are a student who needs to purchase a Tk20 subscription, please follow these instructions:

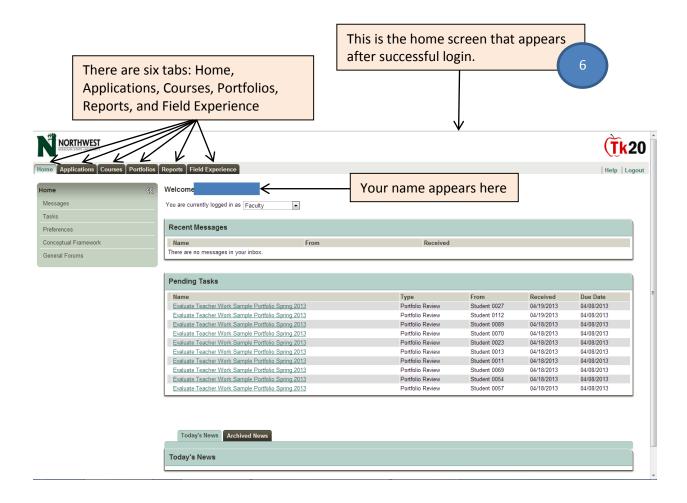
- 1. Click on the Tk20 logo above

- 2. On the following error page, click on the link titled "register or purchase new account"
 3. When prompted for your "username", enter your 919 number
 4. If you have purchased a Tk20 booklet at the bookstore, enter the code provided in the booklet

5. If you would like to purchase your subscription online, enter your credit card information

NOTE: After logging into Tk20 for the first time all users will be locked out of the system for 48 hours while their information is confirmed. This period will last longer if incorrect information has been input by the user. Please contact Tk20@nwmissouri.edu with problems related to purchasing your subscription.

Learn to Use Tk20



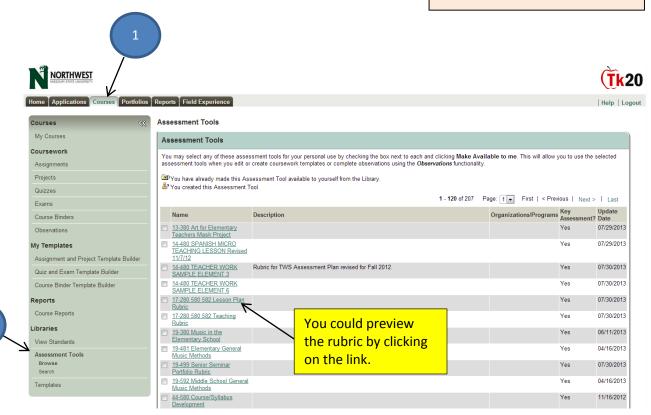
2. Create Assignment

- Many education courses have assignments in Tk20. If you are not sure if your course includes a Tk20 assignment, please contact Mike McBride at mam77@nwmissouri.edu.
- Also, if you have already sent an assignment in Tk20 during a previous semester and would like to send the exact same assignment again, please skip ahead to "Send Assignment".
- If you need to create a new assignment in Tk20, read these instructions.

2.1. First Step: Retrieve Rubric

2.1.1. View All the Available Rubrics

To see all rubrics already in Tk20, do the following: Go To: **Courses** tab, **Library** section, **Assessment Tools** If you would like to create or revise a rubric in Tk20, please contact Mike McBride at mam77@nwmissouri.edu. The following directions will show how to use a rubric that is already placed in the system.



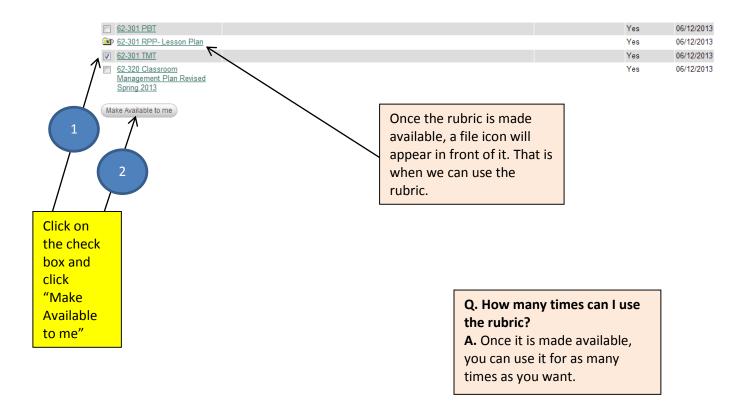
2.1.2. Make the Rubric Available

Click the white space to the left of rubric name and click the "Make it available to me" button at the bottom of the page. Now, a file icon will appear instead of white space. You are ready to use the rubric.

Q. Why can't I use the rubric?

A. You have to make the rubric *available to you* in order to use it.

THIS ONLY HAS TO BE DONE ONCE.

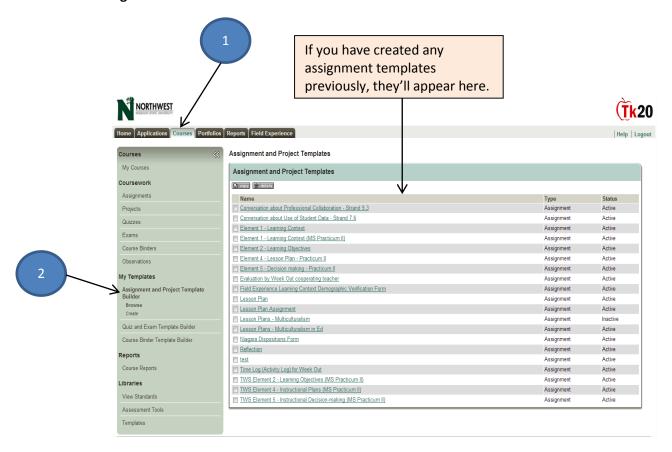


2.2. Second Step: Create an Assignment Template

Now that you have a rubric picked out, you need to create an assignment template

Go to: Courses tab > My Templates section > Assignment and Project Template Builder

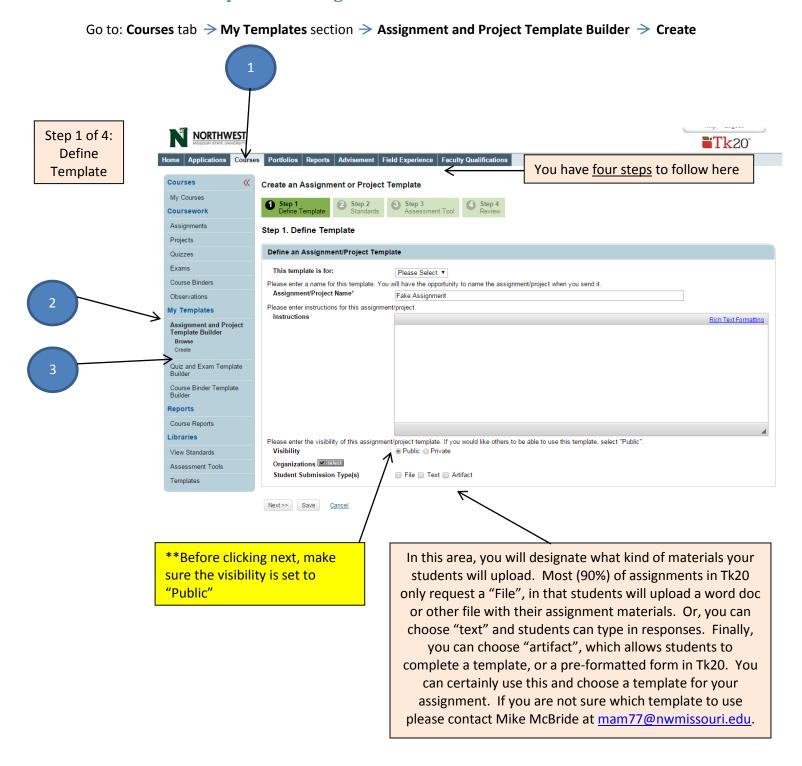
^{*}Again, if you are just sending an assignment that you've sent in the past with no changes, skip ahead to "Send Assignment".



Q. Do I have to create a new template every time?

A. No, you have to create a new template only if you want different templates than what is listed. You can reuse an assignment template every semester once it is made.

2.3. Final Step: Create Assignment

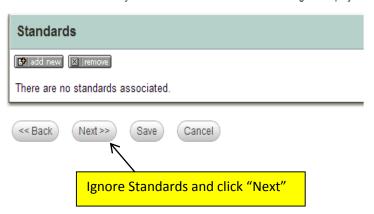


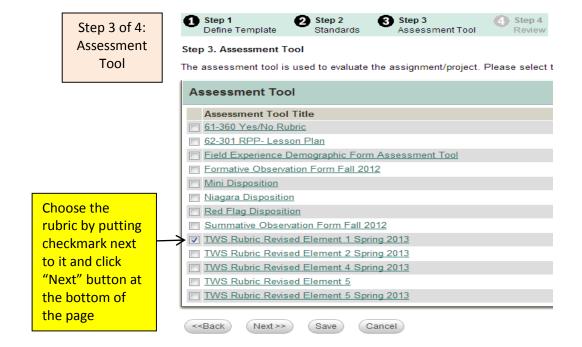
Step 2 of 4: Standards



Step 2. Standards

Please add the standards you would like associated with this assignment/project





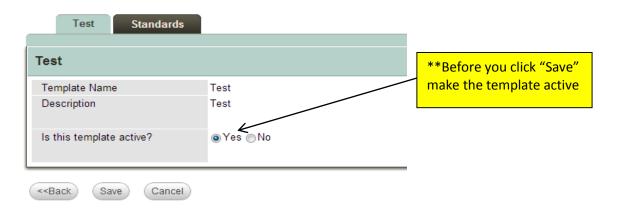
In Tk20, "Assessment
Tool" simply means
"rubric". You should see
a list here of every rubric
you've made available to
yourself using
instructions shown
earlier in this training.

Step 4 of 4: Review



Step 4. Review

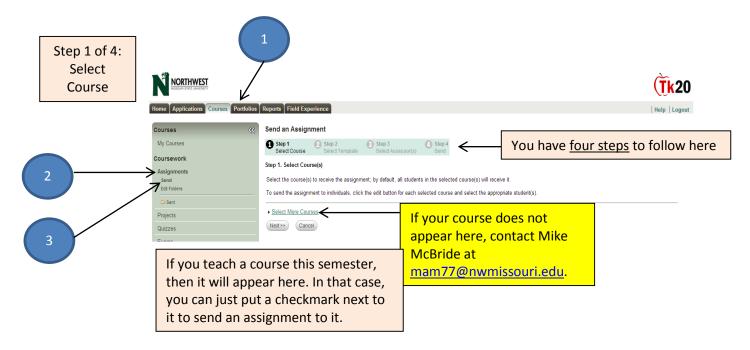
Please review your assignment/project template. If you need to make changes, save your template.



**Just because an assignment template has been created does not mean that your students can upload their work yet. The assignment must be sent to them as a pending task. Please refer Section 3: Send Assignment to do so.

3. Send Assignment

Go to: Courses tab → Coursework section → Assignment → Send



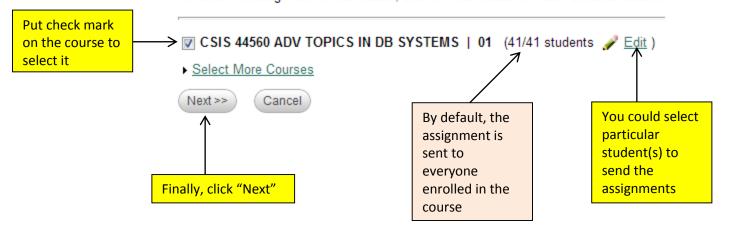
Send an Assignment

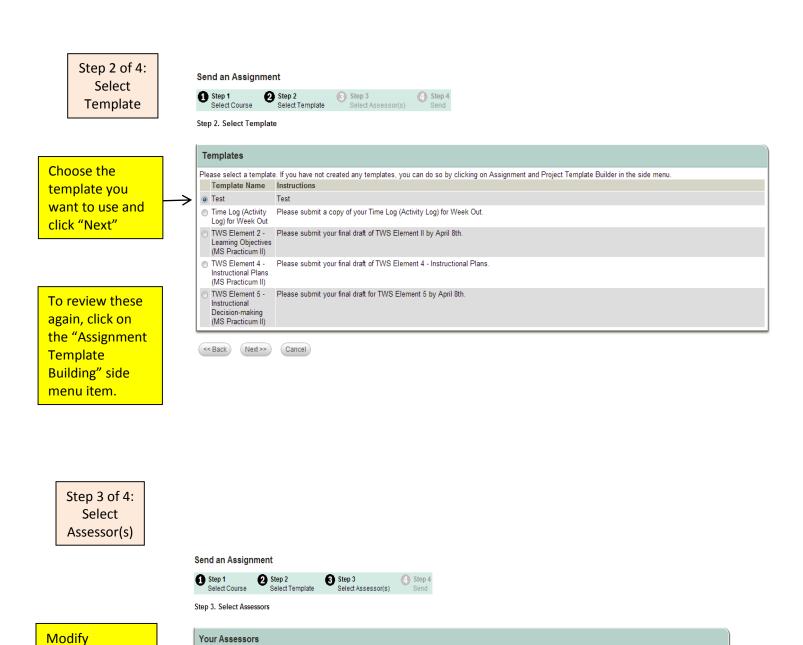


Step 1. Select Course(s)

Select the course(s) to receive the assignment; by default, all students in the selecte.

To send the assignment to individuals, click the edit button for each selected course.





Everyone in the list below will be able to assess this activity. To add another person to this list, click add new. To remove someone from the list, check the box beside the name and

Name of the assessor appears here

(add/remove)

needed and click

assessors, if

"Next"

click remove.

□ add new | | remove

<< Back Next >> Cancel

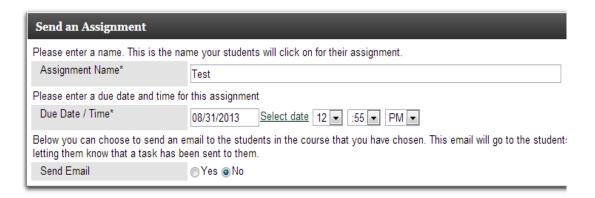
Assessor(s)

Step 4 of 4: Send

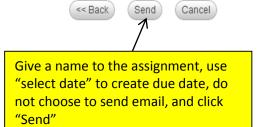
Send an Assignment



Step 4. Send



Advanced Options >>

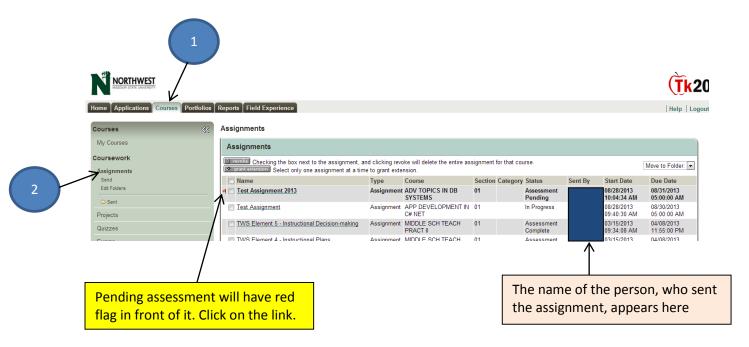


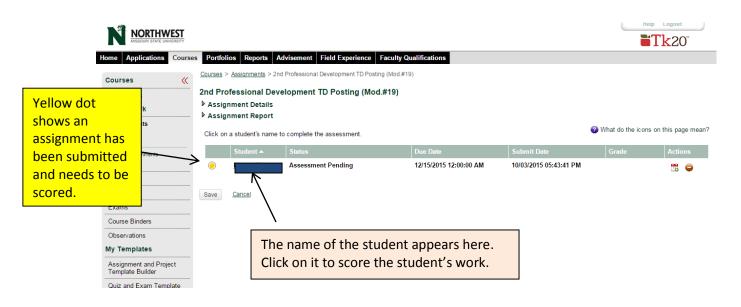
**Instructors can click on the "yes" to use the send email feature to students about this assignment. This feature has proven to not be entirely faithful. You can use it but I would advise notifying your students of the assignment by other means as well.

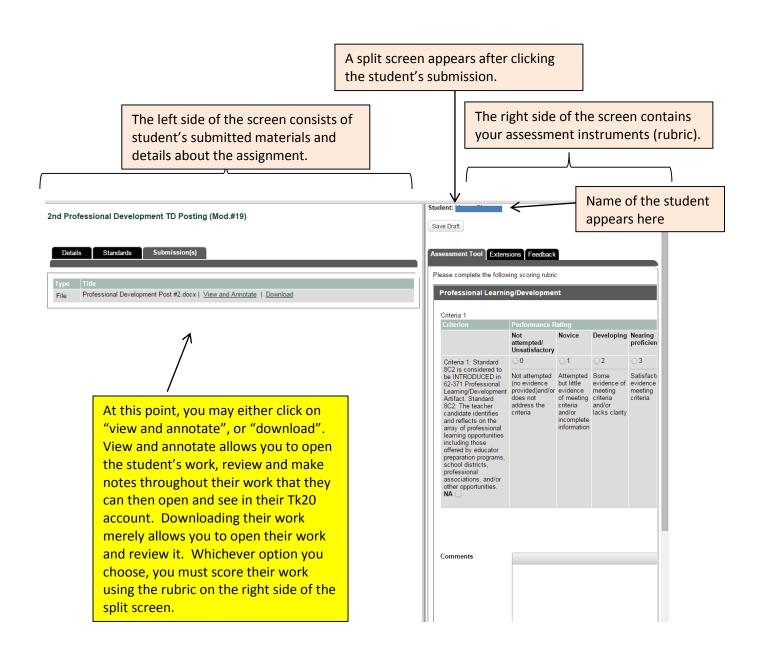
4. Score Assignment

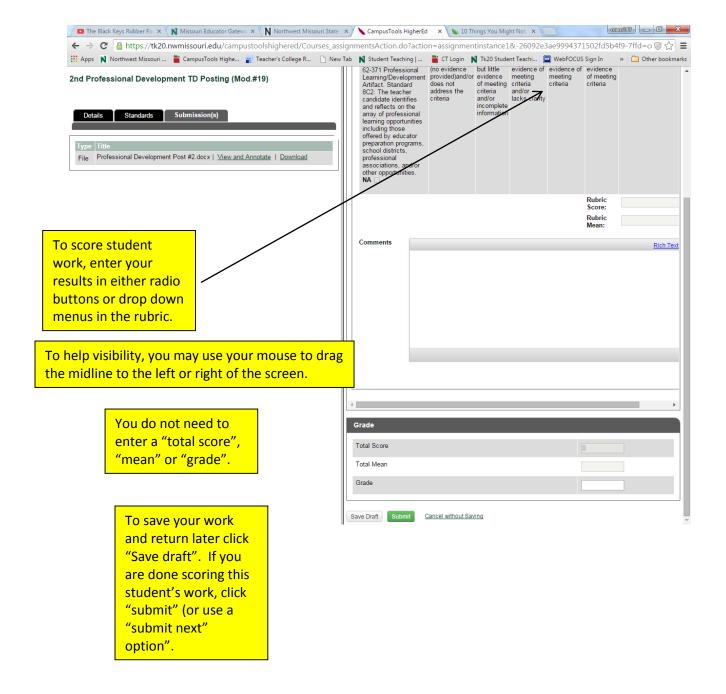
*Instructors must score all assignments submitted by students on Tk20.

Go to: Courses tab → Coursework section → Assignments









5. Contact Information

First stop:

Consult Tk20 Information website (for Faculty):

http://www.nwmissouri.edu/education/peu/tess/tk20/faculty.htm

Second stop:

Contact Mike McBride at: <u>mam77@nwmissouri.edu</u>

Third stop:

Finally, if no answer is heard back within two days, call Mike McBride directly at 660-562-1089.