TK20 User's Manual

For Faculty

Updated October 2015

Contents

Click the Topic 😊

1. TK20 Login

1

First login to myNorthwest
https://my.nwmissouri.edu/cp/home/displaylogin

2

Enter your username and password

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!

You are almost ready to access the data management system that is helping education students and faculty organize, store and score their work.

For faculty members, university supervisors and students who have already purchased a Tk20 subscription, please click this logo:

Tk20
TK20 Login

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

For more information and updates about Tk20, along with training resources explaining how to use every facet of Tk20, please view out update site here:

This is the home screen that appears after successful login.

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There are six tabs: Home, Applications, Courses, Portfolios, Reports, and Field Experience

NORTHWEST MISSOURI STATE UNIVERSITY

Tk20

| Home | Applications | Courses | Portfolios | Reports | Field Experience |

Help | Logout

Home «

Welcome

Your name appears here

You are currently logged in as Faculty ▾

Messages
Tasks
Preferences
Conceptual Framework
General Forums

Recent Messages

Name	From	Received
There are no messages in your inbox.		

Pending Tasks

Name	Type	From	Received	Due Date
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0027	04/19/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0112	04/19/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0089	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0070	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0023	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0013	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0011	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0069	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0054	04/18/2013	04/08/2013
Evaluate Teacher Work Sample Portfolio Spring 2013	Portfolio Review	Student 0057	04/18/2013	04/08/2013

| Today's News | Archived News |

Today's News

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.

☐ 62-301 PBT		Yes	06/12/2013
📁 62-301 RPP- Lesson Plan		Yes	06/12/2013
☑ 62-301 TMT		Yes	06/12/2013
☐ 62-320 Classroom Management Plan Revised Spring 2013		Yes	06/12/2013

(Make Available to me)

1

2

Once the rubric is made available, a file icon will appear in front of it. That is when we can use the rubric.

Click on the check box and click "Make Available to me"

> **Q. How many times can I use the rubric?**
> **A.** Once it is made available, you can use it for as many times as you want.

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".

1

If you have created any assignment templates previously, they'll appear here.

2

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

Go to: **Courses** tab → **My Templates** section → **Assignment and Project Template Builder** → **Create**

1

Step 1 of 4: Define Template

2

3

You have <u>four steps</u> to follow here

**Before clicking next, make sure the visibility is set to "Public"

In this area, you will designate what kind of materials your students will upload. Most (90%) of assignments in Tk20 only request a "File", in that students will upload a word doc or other file with their assignment materials. Or, you can choose "text" and students can type in responses. Finally, you can choose "artifact", which allows students to complete a template, or a pre-formatted form in Tk20. You can certainly use this and choose a template for your assignment. If you are not sure which template to use please contact Mike McBride at mam77@nwmissouri.edu.

Step 2 of 4: Standards

Step 1 Define Template **Step 2** Standards **Step 3** Assessment Tool **Step 4** Review

Step 2. Standards

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

Standards

add new | remove

There are no standards associated.

<< Back   Next >>   Save   Cancel

Ignore Standards and click "Next"

Step 3 of 4: Assessment Tool

① **Step 1** Define Template   ② **Step 2** Standards   ③ **Step 3** Assessment Tool   ④ Step 4 Review

Step 3. Assessment Tool

The assessment tool is used to evaluate the assignment/project. Please select t

Assessment Tool

Assessment Tool Title
☐ 61-360 Yes/No Rubric
☐ 62-301 RPP- Lesson Plan
☐ Field Experience Demographic Form Assessment Tool
☐ Formative Observation Form Fall 2012
☐ Mini Disposition
☐ Niagara Disposition
☐ Red Flag Disposition
☐ Summative Observation Form Fall 2012
☑ TWS Rubric Revised Element 1 Spring 2013
☐ TWS Rubric Revised Element 2 Spring 2013
☐ TWS Rubric Revised Element 4 Spring 2013
☐ TWS Rubric Revised Element 5
☐ TWS Rubric Revised Element 5 Spring 2013

(<<Back) (Next >>) (Save) (Cancel)

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.

Choose the rubric by putting checkmark next to it and click "Next" button at the bottom of the page

Step 4 of 4: Review

① **Step 1** Define Template   ② **Step 2** Standards   ③ **Step 3** Assessment Tool   ④ **Step 4** Review

Step 4. Review

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

Test	Standards

Test

Template Name	Test
Description	Test
Is this template active?	● Yes ○ No

(<<Back) (Save) (Cancel)

**Before you click "Save" make the template active

**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**

Step 1 of 4: Select Course

1

NORTHWEST
MISSOURI STATE UNIVERSITY

Tk20

Home | Applications | Courses | Portfolios | Reports | Field Experience | Help | Logout

Courses «
My Courses

Coursework
Assignments
Send
Edit Folders
📁 Sent
Projects
Quizzes
Exams

2

3

Send an Assignment

① Step 1   ② Step 2   ③ Step 3   ④ Step 4
Select Course   Select Template   Select Assessor(s) Send

You have <u>four steps</u> to follow here

Step 1. Select Course(s)

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

To send the assignment to individuals, click the edit button for each selected course and select the appropriate student(s).

▸ Select More Courses

[Next >>]   [Cancel]

If your course does not appear here, contact Mike McBride at mam77@nwmissouri.edu.

If you teach a course this semester, then it will appear here. In that case, you can just put a checkmark next to it to send an assignment to it.

Send an Assignment

① **Step 1**   ② Step 2   ③ Step 3   ④ Step 4
   Select Course   Select Template   Select Assessor(s) Send

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

Put check mark on the course to select it

☑ **CSIS 44560 ADV TOPICS IN DB SYSTEMS | 01** (41/41 students 🖊 Edit)

▸ Select More Courses

[Next >>]   [Cancel]

Finally, click "Next"

By default, the assignment is sent to everyone enrolled in the course

You could select particular student(s) to send the assignments

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Step 2 of 4: Select Template

Send an Assignment

① Step 1 Select Course ② Step 2 Select Template ③ Step 3 Select Assessor(s) ④ Step 4 Send

Step 2. Select Template

Templates

Please select a template. If you have not created any templates, you can do so by clicking on Assignment and Project Template Builder in the side menu.

Template Name	Instructions
⦿ Test	Test
○ Time Log (Activity Log) for Week Out	Please submit a copy of your Time Log (Activity Log) for Week Out.
○ TWS Element 2 - Learning Objectives (MS Practicum II)	Please submit your final draft of TWS Element II by April 8th.
○ TWS Element 4 - Instructional Plans (MS Practicum II)	Please submit your final draft of TWS Element 4 - Instructional Plans.
○ TWS Element 5 - Instructional Decision-making (MS Practicum II)	Please submit your final draft for TWS Element 5 by April 8th.

[<< Back] [Next >>] [Cancel]

Choose the template you want to use and click "Next"

To review these again, click on the "Assignment Template Building" side menu item.

Step 3 of 4: Select Assessor(s)

Send an Assignment

① Step 1 Select Course ② Step 2 Select Template ③ Step 3 Select Assessor(s) ④ Step 4 Send

Step 3. Select Assessors

Your Assessors

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 click remove.

[add new] [remove]

Assessor(s)

Name of the assessor appears here

[<< Back] [Next >>] [Cancel]

Modify (add/remove) assessors, if needed and click "Next"

Send an Assignment

❶ Step 1
Select Course

❷ Step 2
Select Template

❸ Step 3
Select Assessor(s)

❹ Step 4
Send

Step 4. Send

Send an Assignment

Please enter a name. This is the name your students will click on for their assignment.

Assignment Name*	Test

Please enter a due date and time for this assignment

Due Date / Time*	08/31/2013 Select date 12 ▾ :55 ▾ PM ▾

Below you can choose to send an email to the students in the course that you have chosen. This email will go to the students letting them know that a task has been sent to them.

Send Email	○Yes ◉No

Advanced Options >>

<< Back   Send   Cancel

Give a name to the assignment, use "select date" to create due date, do not choose to send email, and click "Send"

**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**

Pending assessment will have red flag in front of it. Click on the link.

The name of the person, who sent the assignment, appears here

Yellow dot shows an assignment has been submitted and needs to be scored.

The name of the student appears here. Click on it to score the student's work.

A split screen appears after clicking the student's submission.

The left side of the screen consists of student's submitted materials and details about the assignment.

The right side of the screen contains your assessment instruments (rubric).

Name of the student appears here

2nd Professional Development TD Posting (Mod.#19)

| Details | Standards | Submission(s) |

Type	Title
File	Professional Development Post #2.docx	View and Annotate	Download

At this point, you may either click on "view and annotate", or "download". View and annotate allows you to open the student's work, review and make notes throughout their work that they can then open and see in their Tk20 account. Downloading their work merely allows you to open their work and review it. Whichever option you choose, you must score their work using the rubric on the right side of the split screen.

Student:

Save Draft

| Assessment Tool | Extensions | Feedback |

Please complete the following scoring rubric

Professional Learning/Development

Criteria 1

Criterion	Performance Rating			
	Not attempted/ Unsatisfactory	Novice	Developing	Nearing proficien
Criteria 1: Standard 8C2 is considered to be INTRODUCED in 62-371 Professional Learning/Development Artifact. Standard 8C2: The teacher candidate identifies and reflects on the array of professional learning opportunities including those offered by educator preparation programs, school districts, professional associations, and/or other opportunities. NA ☐	○ 0 Not attempted (no evidence provided)and/or does not address the criteria	○ 1 Attempted but little evidence of meeting criteria and/or incomplete information	○ 2 Some evidence of meeting criteria and/or lacks clarity	○ 3 Satisfact evidence meeting criteria

Comments

https://tk20.nwmissouri.edu/campustoolshighered/Courses_assignmentsAction.do?action=assignmentinstance1&-26092e3ae9994371502fd5b4f9-7ffd=c

2nd Professional Development TD Posting (Mod.#19)

| Details | Standards | Submission(s) |

Type	Title
File	Professional Development Post #2.docx	View and Annotate	Download

62-371 Professional Learning/Development Artifact. Standard 8C2: The teacher candidate identifies and reflects on the array of professional learning opportunities including those offered by educator preparation programs, school districts, professional associations, and/or other opportunities.
NA

(no evidence provided)and/or does not address the criteria

but little evidence of meeting criteria and/or incomplete information

evidence of meeting criteria and/or lacks clarity

evidence of meeting criteria

evidence of meeting criteria

Rubric Score:

Rubric Mean:

Comments   Rich Text

To score student work, enter your results in either radio buttons or drop down menus in the rubric.

To help visibility, you may use your mouse to drag the midline to the left or right of the screen.

You do not need to enter a "total score", "mean" or "grade".

Grade	
Total Score	0
Total Mean	
Grade	

Save Draft | Submit | Cancel without Saving

To save your work and return later click "Save draft". If you are done scoring this student's work, click "submit" (or use a "submit next" option".

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: mam77@nwmissouri.edu

Third stop:

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