



William Woods University
Student TK20 User's Manual
(Graduate Education Program)

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Course Sequence & Program Notes

Educational Specialist Sequence		Program Note
Course #	Course Name	
EDU 600	Issues in School Superintendency	
EDU 610	Utilizing Statistical Procedures in Education Research & Evaluation	
EDU 601	*Superintendency Practicum	Start using Tk20 / Visit from WWU
EDU 657	Field Experience Practicum	
EDU 620	Effective School - Community Relations	Complete 240hrs FE / documented on Tk20
EDU 630	Development and Implementation of Education Policy	
EDU 640	Human Resources in Education	
EDU 650	School Finance and Facilities Management	
EDU 660	Educational Reform and Innovation for Improvement	
EDU 670	Closing the Achievement Gap and Addressing Urban Ed. Issues	
EDU 680	Advanced School Law	
EDU 690	Differentiated and Supplemental Programs	Complete Portfolio on Tk20 / Committee Portfolio Presentation and Comprehensive Exam

MEA Sequence		Program Note
Course #	Course Name	
EDU 521	Intro. To Interscholastic and Intercollegiate Athletics	
EDU 525	Foundations of Educational Administration	Visit from WWU
EDU 522	Software Applications in the Athletics/Activities Prog.	Start using Tk20 / Online / SimNet
EDU 523	Supervision of the Athletics/Activities Program	
EDU 503	Sports Law	
EDU 527	Athletics/Activities Program Promotion	
EDU 524	Current Issues in Athletics/Activities Admin.	
EDU 526	Athletics Admin: Developing Character and Citizenship	
EDU 528	Financing the Athletics Programs	
EDU 508	Practical Aspects of Athletics/Activities Admin.	
EDU 509	Athletic Administration Field Experiences	Complete handbook and Field Experience on Tk20

MED C&I Sequence		Program Note
Course #	Course Name	
EDU 500	Current Issues in Education	
EDU 520	Research Design	
EDU 580	Educational Technology	Start using Tk20 / Online
EDU 510	Advanced Learning Theory	
EDU 556	Action Research I	Start Research Proposal and Data Collection
EDU 560	Management of Classroom Environment	
EDU 530	Improvement of Instruction	
EDU 585	School Law	Visit from WWU
EDU 590	Appraisal of Student Learning	
EDU 540	Literacy Instruction	
EDU 550	Curriculum Construction	
EDU 596	Action Research II	Complete Portfolio on Tk20 and Action Research

MED Amin. Sequence		Program Note
Course #	Course Name	
EDU 500	Current Issues in Education	
EDU 520	Research Design	
EDU 580	Educational Technology	Start using Tk20 / Online
EDU 525	Foundation of Ed. Admin	Visit from WWU
EDU557	Field Experience I	Complete 240hrs FE / documented on Tk20
EDU 560	Management of Classroom Environment	
EDU 570	Supervision	
EDU 585	School Law	Visit from WWU
EDU 590	Appraisal of Student Learning	
EDU 535/536	Elem./Sec. Administration	
EDU 545/546	Elem./Sec. Curriculum	
EDU 597	Field Experience II/Portfolio/School Improvement Plan	Complete Portfolio on Tk20 and Paper

General Information

What is Tk20?

Tk20 is an Internet-based assessment and reporting program that was adopted by William Woods University. It is similar to a curriculum alignment tool, curriculum mapping tool, course management, portfolio management, and assessment tool that William Woods University is using to meet federal and/or state requirements.

[Tk20](#) can be accessed using any suitable browser, from any system connected to the Internet. While it will work well with most browsers, Tk20 recommends the Internet Explorer browser for optimal use. It works best with Internet Explorer version 6.0 or higher.

Tk20 is a secure, password-protected application, which means that every user needs a username and password before s/he can log into the system. System automatically assigns these when a user account is created.

Tk20 is going to be used by all of your courses after the EDU580, EDU522 or EDU601 course. These courses will train you on how to use the system.

You will be submitting all of your assignments to Tk20 to be graded. Tk20 will also be used for developing and submitting your portfolio and field experience for final assessment of your program of studies at William Woods University.

How will the Tk20 system be used?

- **Syllabus** - to download your current course syllabus.
- **Activities** - to submit and review your assignments and receive instructor's feedback.
- **Field Experience** – to document, log hours, and submit your Field Experience online.
- **Electronic Portfolio** – to store, link, organize, and submit your entire portfolio online to William Woods University in the capstone course.
- **Course Management** – for online courses.
- **End-of-Course Survey** – to receive and submit your course/program end-of-course survey online.
- **News** – to receive Graduate and Adult Studies news from William Woods University.

How is Tk20 accessed?

- Go to <https://www.wvu.edu/tk20.com>
- Your username is the first letter of your first name + your last name + 0000. This number will be different if you have a common name, i.e., ksmith0000, ksmith0001, ksmith0002. If you try three times and are not allowed in the system, you need to contact the Help Desk (email: helpdesk@williamwoods.edu or phone: (573) 592-4224). Helpdesk is available 8 AM to 4:30 PM Monday through Friday.
- Your initial password is your William Woods University OwlNet ID number. Call (573) 592-4224 if you don't know your WWU ID. Once you access Tk20 for the first time, the system will ask you to change your password. Use one that you will remember!

What are the components of Tk20?

- **Messaging** - Tk20 includes a sophisticated messaging sub-system. Users can send messages with attachments to each other. The system also includes a task messaging sub-system, generating tasks for users when they are required to perform certain functions such as submissions of assignments, portfolios, quizzes, or exams. A news sub-system allows selective posting of news to user groups.
- **Coursework** - Students create artifacts in the system to satisfy assignment, project, and/or

course binder requirements and submit them by specified due dates. All assignments and projects can be assessed in the system. Once assessed, students can view their graded submissions.

- **Artifacts** - Students will use artifacts to document their knowledge, skills, and dispositions to satisfy assignments, projects, and portfolio requirements. Artifacts in your system have been configured specifically for your program of study. They will generally include lesson plans, files, essays, and other key items used in the various activities for the course.
- **Portfolios** - *Tk20* includes a web based portfolio system that allows students to create electronic portfolios. Students will complete and submit portfolios containing their artifacts for assessment. Artifacts can be of any type in use at the college. They are aligned with standards and can include reflections, if required. When submitted, portfolios are electronically routed to pre-determined assessors for assessment. The assessors use electronic rubrics for assessing the portfolios and can include their grades and comments within these rubrics. Students can view their assessed portfolios online. If desired, students can export their portfolios to CDs for permanent record keeping or for viewing on other systems.

It has been suggested that students attach Artifacts from each course to the appropriate standards in the Portfolio as courses are completed. Artifacts may be cross referenced to multiple standards. However, artifacts may only be used once for a specific standard when a student turns in his/her final portfolio. During the capstone class, Artifacts may be reviewed for best work and moved or removed depending on the student's desires.

The portfolio is a graduation requirement and must be completed using the TK20 system. The artifacts in the portfolio will not be re-evaluated since they were assessed previously through past coursework. Artifacts will simply be submitted to the portfolio in TK20. The five (C&I) or six (Admin) reflection papers will be evaluated for evidence of critical and reflective thinking.

In addition to the artifact that identified in the TK20 for each standard, other artifacts included in the portfolio will need to demonstrate practice or proficiency toward each of the five NBPTS or six ISLLC standard areas.

Reflection papers (using the artifact template in TK20) are to be written for each standard. These Reflections must reflect all the artifacts listed "under" each standard, describing how the artifacts demonstrate the performances, dispositions, skills, and knowledge of the standard and how the completed artifacts (and field experiences for admin students) relate to each standard.

The portfolio, in final, ready-to-submit format, must show the student's understanding of the professional educator implications associated with portfolio documents and an awareness of how the portfolio documents and reflections demonstrate the student's best work and their capacity relates to the aligned NBPTS/ISLLC standards.

- **Field Experience** - Students will use the Field Experience section to complete field experiences that are sent to them based on their course enrollment and field experience placement. The Field Experience Binder will be available to students once appropriate forms have been completed along with the agreement completed by the field experience supervisor. This binder contains all of the field experience forms.
- **Surveys** - Surveys can be generated with the *Tk20* system and sent to students, faculty members, cooperating teachers, graduates, and other individuals within or outside the *Tk20* System. At the end of week five for each course, the End-of-Course Survey will be available for students to complete. It is located in the Task section of *Tk20*. Students will also complete a survey at the conclusion of their program of study.

Layout and Navigation

Layout

- Every screen in *Tk20* is laid out in an identical manner. Each screen is divided into several areas, each of which performs a specific function. Once you become familiar with the structure of the screens, navigating through different sections is easy. Figure 1 shows the sections that make up each screen:

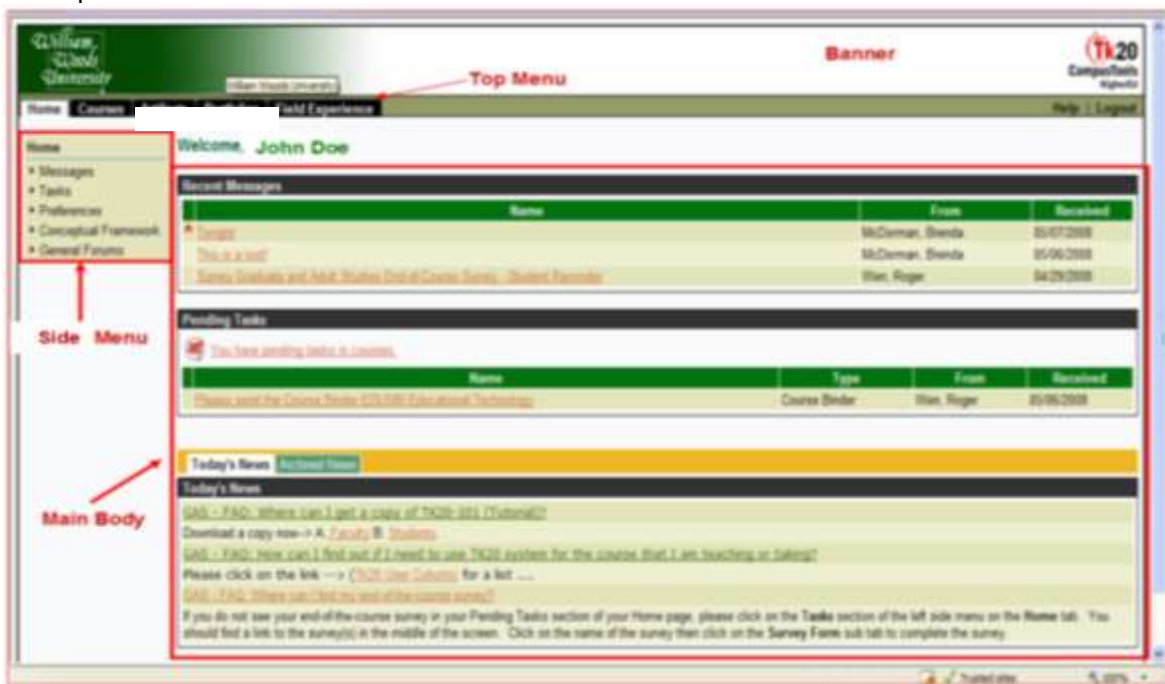


Figure 1: *Tk20* Layout

- Banner** - The Banner is for display purposes only. For this reason, the banner is omitted in the screen shots in the rest of this *User Guide*.
- Top Menu** - The Top Menu is directly under the Banner. The Top Menu is a bar with several tabs on it. These tabs are Home, Courses, Artifacts, Portfolios, and Field Experience. Clicking on each one of these tabs will take you to a different major section of *Tk20*. In addition to the tabs, there are links labeled Help and Logout at the right side of the Top Menu. Help launches online help for *Tk20* and Logout will log you out of the system. Always log out of the system using Logout rather than closing your browser window for security purposes. Failure to use the Logout button could keep your Username logged in and may make it easier for unauthorized users to log into your account.
- Side Menu** - The Side Menu is located at the left side of the screen. It has a title that corresponds to the tab name in the top menu and several items listed below the title in vertical order. Each item in the Side Menu is preceded by a triangular symbol. In Figure 1 the title for the Side Menu is Home, which is followed by Messages, Tasks, Preferences, Conceptual Framework, and General Forums. Each item listed here is a link. Clicking on an item will lead you to the section that it represents. There may also be a list of sub-items that fall under the item on which you clicked. In Figure1, clicking on the item Messages will lead you to the Messages section of the application.
- Main Body** - The Main Body is located below the Top Menu and to the right of the Side Menu. The Main Body typically has one or more title bars, followed by relevant information below them. Information is often organized into boxes. You will enter your data in this section.

- **Footer** - The Footer is located at the bottom of the screen and contains a link on the left-hand side to the Tk20 website for informational purposes. The footer on the right-hand side contains the current system time and date. It is important to note the current system time and date if you are submitting an assignment, project, quiz, or exam that is due at a specific time. The time reflected in the footer is the time at which you brought up the current screen. It will not update

until you bring up a new screen. Because the footer is identical on all screens, it is omitted from the screen shots in the rest of this *User Guide*.

Navigation

- **Never use the BACK button in your Internet browser (Internet Explorer) window! Use the navigational tabs and links within the Tk20 interface for navigation!**
- All of the functions of *Tk20* are divided into several major sections. These are Home, Courses, Artifacts, Portfolios, and Field Experience. A tab in the Top Menu represents each major section. Clicking on any of these tabs takes you to that section within the system. You can navigate within a major functional section using the items in the Side Menu. For instance, referring to Figure 1, clicking on the Home tab in the Top Menu takes you to the Home section. Within the Home section, you can navigate to the Messages, Tasks, Preferences, Conceptual Framework, and General Forums sections by clicking on the respective links in the Side Menu.
- **Home** - The Home section is displayed automatically when you first login to the *Tk20* system. In the Home section, users can send and receive messages and tasks, view news posted by system administrators, change their password, and view the college's conceptual framework. Students are able to view their transition points from the Home section and users with appropriate privileges will be able to view and create user groups from this section.
- **Courses** - The Courses section contains course-specific information for students and faculty. Students have the ability to complete assignments, projects, quizzes, and exams.
- **Artifacts** - *Tk20* provides the capability to create, upload, and manage artifacts. Artifacts are created primarily to document the knowledge and skills of students. Artifacts may be used in submitting assignments, projects, or portfolios. Computer files need to be saved and submitted in Microsoft Word (.doc) or Rich Text Format (.rtf) to ensure common platform for reading and assessing artifacts.
- **Portfolios** - The Portfolios section allows teacher candidates to create and build portfolios that are typically assessed at gateway or transition points. Portfolios are structured with tabs into which candidates insert their artifacts. Artifacts can be aligned with standards and have reflections attached to them by the candidate. When portfolios are submitted for assessment, they are routed to pre-defined assessors by the system.
- **Field Experience** - Students can use the Field Experience section to complete field experiences that are sent to them based on their course enrollment.

Tabs

Courses

- To access your course material (Activities, Handouts and Communication), you will click on the Course tab in the Top Menu navigation. You will see My Courses. By navigating through tabs, you can see your Past Courses, Current Courses, and Future Courses. You will also see your Pending Tasks.
- Current Courses – You will see your current courses listed here. At this point, you can select a course (Figure 2).

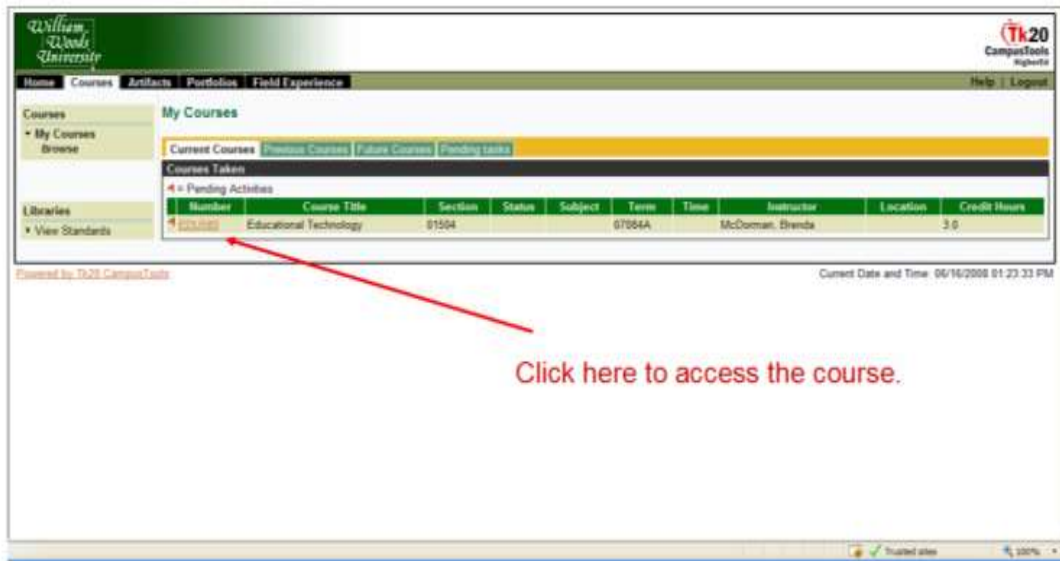


Figure 2: Selecting a Course

- Once you have selected your course, you will see course navigational tabs (Basic Information, Activities, Gradebook, Handouts, and Communication). See Figure 3.
 - Basic Information** – Contains basic information about the course.
 - Activities** – Contains the assignments for the course.
 - Gradebook** – Most of your instructors will not use this function. Review directions for accessing your assessment feedback located in Assignments Section of this manual.
 - Handouts** – Contains the course syllabus and instructor letter for online courses. Click the link that says, “Open All Folders.” The course syllabus is usually the last item listed. For online courses, other relevant material will be located here.
 - Communication** – This section is only used by the following classes: EDU580, EDU522, EDU557 and EDU657. It is optional for other courses. Discussion topics are located under the Communication tab. The discussions are listed by course and cohort number. To join the discussion, you will have to know and locate your course and cohort number.

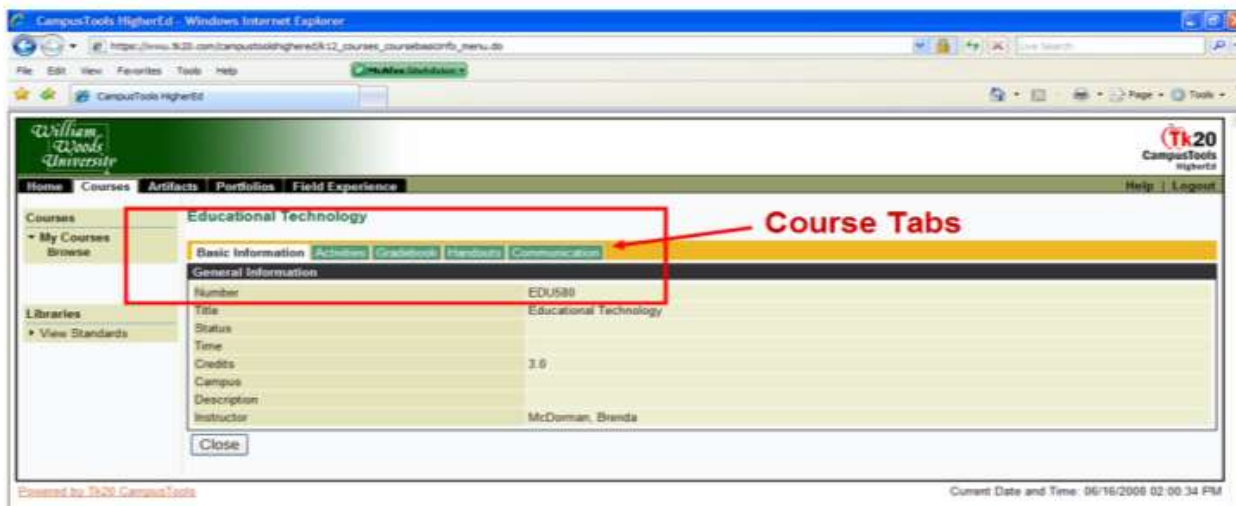


Figure 3: Course Tabs

Field Experience

- Students will use the Field Experience section to complete field experiences that are sent to them based on their course enrollment. The Field Experience Binder will be available to students once appropriate forms have been completed along with the agreement completed by the field experience supervisor. The binder contains all of the field experience related assignments.
- To begin the Field Experience enrollment and placement process, a student needs to submit an *EDU Application to Enroll in Field Experience and Agreement Form*. Follow this process to complete the form:
 - 1 Go to Top Menu>Artifacts Tab
 - 2 Go to the Side Menu>Click Application Forms>Click Create
 - 3 Main Body>View “All Application Forms, click the drop-down arrow.
 - 4 Select *EDU Application to Enroll in Field Experience and Agreement Form*
 - 5 Complete the Form and click SAVE at the bottom of the page.
 - 6 It is now submitted for review and placement.
- William Woods University and your field experience instructor will arrange placement for field experience in the TK20 system and make arrangements with field supervisors for your field experience evaluation.

Artifacts

The first step in completing an assignment is to create an artifact. Artifacts are used to get your work into the Tk20 system. Artifacts can then be attached to assignments to complete the work of the assignment.

Artifacts consist of a cover page or template and may have one or more documents or other items attached. Artifacts are attached to assignments (and ultimately to the student portfolio) and submitted to the instructor for review and assessment.

Creating an Artifact (Quick Reference) See detailed description below for more information.

1. Click on the **Artifacts** tab.
2. On the left menu click **Create**.
3. From the drop down menu select the type of Artifact you want to create (i.e. Lesson Plan, Teacher Work Sample, Essay). Your instructors will probably tell you what type of Artifact to create. If not, select the type that most closely describes what you're attaching.
4. Type in a **Title** for your Artifact. The Description is optional.
5. To attach your work to the Artifact, click on the **Documents** sub-tab.
6. Click **Add New**.
7. Click **Browse**. Search for the file that you want to attach.
8. Once you have found the file click **Open** and type in a title for that document.
9. Click **Upload**. A small window will appear with the status of your upload. It will disappear once it's 100% complete.
10. Follow the same steps above if you want to add more files to your Artifact.
11. When you are finished uploading all of your files, don't forget to click **SAVE**!

Note: this Artifact is in your personal work area and is not visible to or shared with anyone else, unless you attach the Artifact to something. In Step III below, you will learn how to attach your Artifact to your Assignment.

Creating an Artifact (Detailed Description)

1. Click on the **Artifacts** tab.
2. On the left menu click **Create**.

The screenshot shows the Tk20 CampusTools HigherEd interface. At the top, there's a navigation bar with tabs: Home, Courses, Artifacts, Portfolios, and Field Experience. The 'Artifacts' tab is selected. On the left, there's a sidebar menu with options: Artifacts, Browse, Create, Edit Folders, and Application Forms. The main content area is titled 'Artifacts' and contains a section 'My Artifacts'. It includes a 'View' dropdown set to 'All Artifacts', a text box for an artifact name, and a 'Move to Folder' dropdown. Below this, it states 'You have used 0.0 MB of your allocated disk space of 50 MB.' There's a table with columns 'Title', 'Type', and 'Date Created'. The table is currently empty, with a message below it: 'You have no artifacts of the selected type in this folder'. At the bottom, it says 'Powered by Tk20 CampusTools' and 'Current Date and Time: 05/16/2008 06:47:06 PM'.

- From the drop down menu select the type of Artifact you want to create (i.e. Lesson Plan, Teacher Work Sample, Essay). Your instructors will probably tell you what type of Artifact to create. If not, select the type that most closely describes what you're attaching. The "File" option will allow you to attach a document you have created that does not fit into one of the other categories and will probably be the artifact type you will select most often.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Artifacts

- Artifacts
 - Browse
 - Create
 - Edit Folders
- Application Forms

Select Artifact

Select Artifact Type

Please Select the Artifact Type

Please Select

- EDU EDS/MED Field Experiences and Artifacts Reflection Form
- EDU Lesson Plan Artifact Template
- EDU MED C&I Artifact Reflection Form
- EDU509/557/601/657 Contact Activity Log
- EDU535/536 Article Reflection Form
- EDU570 Comprehensive Data Collection Form
- EDU570 Lesson Plan Review
- EDU570 Lesson Reflection Sheet
- EDU570 Professional Observation Record
- EDU570 Supplemental Professional Observation Record
- EDU680 Legal Brief
- Field Experience
- Field Experience Binder placeholder for portfolios
- File
- GAS Peer Group Evaluation

Cancel

Artifacts are created to be submitted as part of an assignment. They can later be attached to your portfolio. An assignment may have one or more artifacts. Select the artifact type that is appropriate for your assignment. "File" is a general type of artifact.

Powered by Tk20 CampusTools

05/16/2008 06:48:51 PM

4. After selecting the type of artifact, a title page or template form will open. Type in a **Title** for your Artifact. A title is required. The Description is optional but may be helpful to the assessor. The "File" type of artifact may be the one you will use most often. Other templates will have a different look but every artifact requires a title. The screen shots below illustrate the File and Lesson Plan options.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help | Logout

Artifacts

▼ Artifacts
Browse
Create
Edit Folders

▶ Application Forms

Starred items are required.

Create File

Artifact Documents

Please upload your file using the 'Documents' tab.

Basic Information

Title*

Description

Save Cancel

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 11:11:36 AM

Home Courses Artifacts Portfolios Field Experience Help | Logout

Artifacts

▼ Artifacts
Browse
Create
Edit Folders

▶ Application Forms

Starred items are required before you can move on.

Create EDU570 Lesson Plan Review

Artifact Documents Standards

Basic Information

Title*

Description

Choose Courses ☐ Educational Technology ☐ Software Application ☐ Foundation of Education Administration ☐ Field Experience I ☐ Field Experience II ☐ Action Research II ☐ Managing Classroom Environment

Teacher

School

Grade/Subject ☐ Grade K ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6 ☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Date [Choose date](#)

1. Briefly describe the lesson and students. [Rich formatting >>](#)

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 11:11:36 AM

5. To attach your work to the Artifact, click on the **Documents** sub-tab.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Artifacts

- Artifacts
 - Browse
 - Create
 - Edit Folders
- Application Forms

Create File

Artifact Documents

Please upload your file using the 'Documents' tab.

Basic Information

Title*

Description

Save Cancel

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 11:11:36 AM

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Artifacts

- Artifacts
 - Browse
 - Create
 - Edit Folders
- Application Forms

Create EDU570 Lesson Plan Review

Artifact Documents Standards

Attached Documents

Title

There are currently no documents associated with this artifact.

Save Cancel Total Space Usage: 0.0/ 50MB

Powered by Tk20 CampusTools Current Date and Time: 05/16/2008 06:56:26 PM

If needed, the student may attach one or more documents to the artifact.

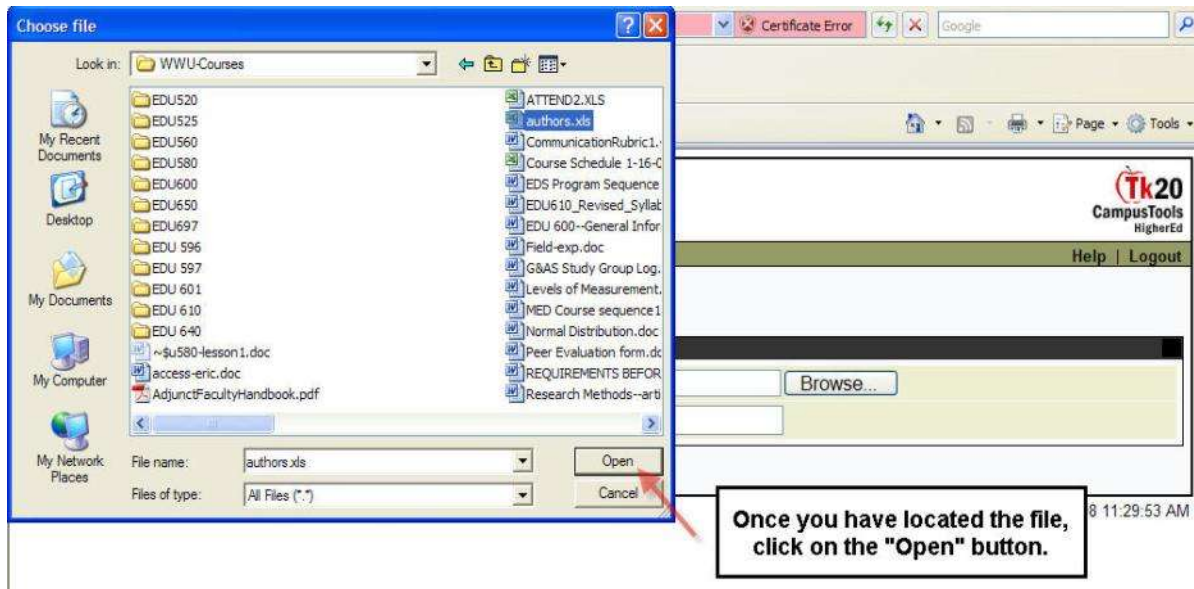
6. Click **Add New** and the window displayed below will open.

The screenshot shows the William Woods University Training portal. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Artifacts' section is expanded, showing 'Browse', 'Create', and 'Edit Folders'. The main content area is titled 'Attach a New Document' and contains an 'Upload Document' form. The form has two input fields: 'Choose a File*' and 'Title*'. The 'Choose a File*' field has a 'Browse...' button next to it. Below the input fields are 'Upload' and 'Cancel' buttons. The footer of the page indicates 'Powered by Tk20 CampusTools' and shows the 'Current Date and Time: 06/16/2008 11:29:53 AM'.

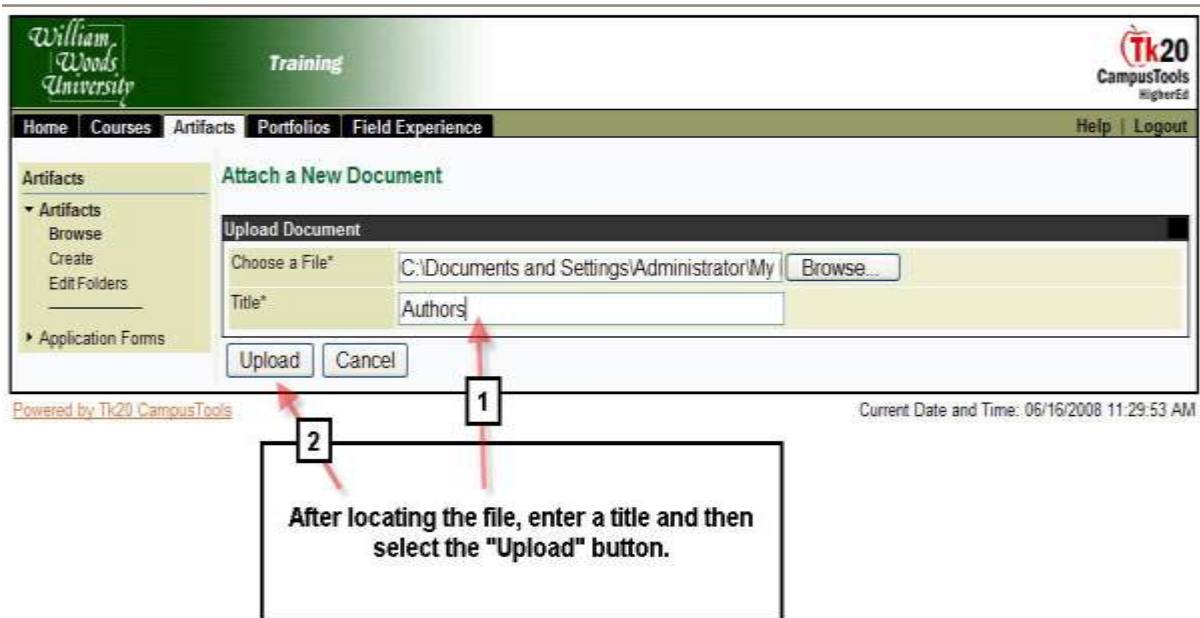
7. Click **Browse**. This will open a standard window where you can search for the file that you want to attach.

This screenshot is identical to the one above, but with an annotation. A red arrow points from a text box to the 'Browse...' button in the 'Choose a File*' field. The text box contains the instruction: 'Click on the "Browse" button to search for the file you want to upload.' The footer of the page shows 'Powered by Tk20 CampusTools' and the time '1:29:53 AM'.

8. Once you have found the file click **Open** and type in a title for that document.

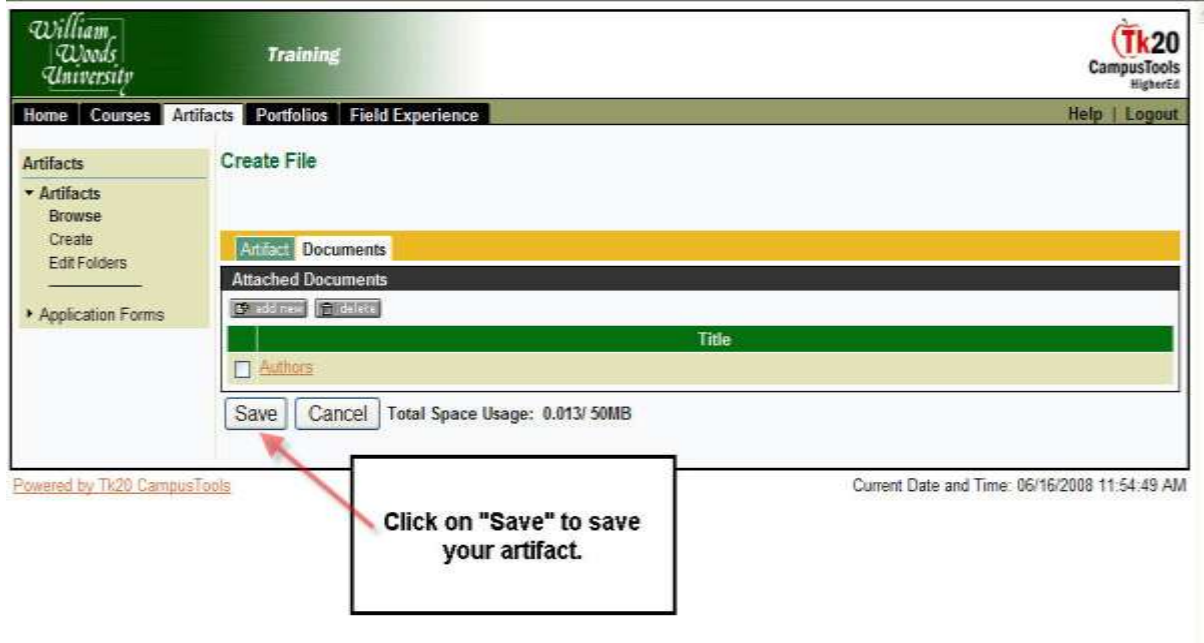


9. Click **Upload**. A small window will appear with the status of your upload. It will disappear once it's 100% complete. If you receive an error message and the file will not upload, please contact the William Woods Help Desk at (573) 592-4224 or helpdesk@williamwoods.edu.



10. Follow the same steps above if you want to add more files your Artifact.

11. When you are finished uploading all of your files, don't forget to click **SAVE!** If you do not click **SAVE** your artifact will not be saved.



Note: The Artifact is in your personal work area and is not visible to or shared with anyone else, unless you attach the Artifact to something. In Step III below, you will learn how to attach your Artifact to your Assignment.

Assignments

In Tk20 the term assignment is a broad term that technically refers to direction or instruction for completing the activity, the assessment rubric, your artifact for such assignment, and the instructor's feedback all together as a package.

This section includes instructions for the following processes:

- Viewing Assignments, Assessment Rubrics, and Completed Assessments
- Attaching Artifacts and Submitting the Assignment
-

Viewing Assignments and Assessment Rubrics (Quick Reference)

See detailed description below for more information

1. Click on the **Courses** tab.
2. Select the Course for which you want to view assignments by clicking on that course.
3. Click on the **Activities** tab.
4. This will open a screen where you will see a list of the Assignments for the course selected. The area above the tabs will display the course that is currently selected.
5. Click on an assignment to view information about that particular assignment including basic instructions for the assignment. Always refer to the assessment rubric for possible additional requirements and instructions.
6. Click on the **Assessments** tab to open a listing of rubrics applicable to the selected assignment.
7. Click on the rubric title to open the rubric for viewing.

Viewing Assignments and Assessment Rubrics (Detailed description)

1. Click on the **Courses** tab.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help | Logout

Welcome

Recent Messages

From: Wen, Roger
Received: 03/31/2008

Pending Tasks

You have pending tasks in courses.

Name	Type	From	Received
Please send the Assignment EDU560 Chapter Presentation	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU580 Admin Investigation/ C&I Lesson Plan	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU560 Case Study	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU522 Presentation	Assignment	Wen, Roger	03/31/2008

Today's News Archived News

Today's News

GAS - FAQ: How can I find out if I need to use TK20 system for the course that I am teaching or taking?
Please click on the link --> (TK20 User Cohorts) for a list of current cohorts that are required to use TK20 assessment system. Please contact Ms. Diane Abbott at

GAS - FAQ: Where can I get a copy of TK20-101 (Tutorial)?

2. This will open a window where your current courses are displayed by default. Select the Course for which you want to view assignments by clicking on that course. Other tabs will allow you to view previous and future courses.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help | Logout

My Courses

Current Courses Previous Courses Future Courses Pending tasks

Courses Taken

= Pending Activities

Number	Course Title	Section	Status	Subject	Term	Time	Instructor	Location	Credit Hours
# EDU522	Software Application	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU525	Foundation of Education Administration	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU581	Field Experience I	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU560	Managing Classroom Environment	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU580	Educational Technology	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU596	Action Research II	T0013			Training Term 2007 to 2010		aculty, faculty		0.0
# EDU591	Field Experience II	T0013			Training Term 2007 to 2010		aculty, faculty		0.0

3. Click on the **Activities** tab.

William Woods University Training
William Woods University Training Server

Home Courses **Artifacts** Portfolios Field Experience

Courses
▼ My Courses
Browse

Libraries
► View Standards

Foundation of Education Administration

Basic Information **Activities** Gradebook Handouts Communication

General Information

Number	EDU525
Title	Foundation of Education Administration
Status	
Time	
Credits	0.0
Campus	
Description	
Instructor	aculty, faculty

Close

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Current Date and Time: 06/16/2008 01:17:26 PM

4. This will open a screen where you will see a list of the Assignments for the course selected. The area above the tabs will display the course that is currently selected. Pending assignments will be marked with a flag. These assignments have not yet been submitted. The status column will give the current status of the assignment.

William Woods University Training
William Woods University Training Server

Home Courses Artifacts **Portfolios** Field Experience

Courses
▼ My Courses
Browse

Libraries
► View Standards

Foundation of Education Administration

Basic Information Activities **Gradebook** Handouts Communication

Course Activities

⚑ = Pending Activities

Name	Type	Status	Due Date and Time
EDU580 Admin Investigation/ C&I Lesson Plan	Assignment	Open For Editing	03/31/2010 02:00 AM

Close

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Current Date and Time: 06/16/2008 01:20:01 PM

- Click on the rubric title to open the rubric for viewing.

William Woods University Training Tk20 CampusTools HigherEd

Home Courses Artifacts Portfolios Field Experience Help Logout

Courses Edit EDU580 Admin Investigation/ C&I Lesson Plan

My Courses Browse

Libraries View Standards

Assessment >

Assessment Forms


Name

EDU580 Administrative Investigation Rubric


EDU580 Integrated Lesson Plan Rubric

Submit Save Cancel

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 01:50:31 PM



Training



Home Courses **Artifacts** Portfolios Field Experience
Help | Logout

Courses

- My Courses
 - Browse

Libraries

- View Standards

EDU580 Admin Investigation/ C&I Lesson Plan

EDU580 Admin Investigation/ C&I Lesson Plan
Standards
Attach Artifacts
Assessment
Extensions
Feedback

Assessment > EDU580 Administrative Investigation Rubric >

EDU 580 Administrative Investigation rubric

"This assignment is worth 200 points total. Be sure to read the assignment description from your syllabus. Review your current district technology plan. Then prepare a 4 to 5 double spaced compare and contrast paper following APA style. This paper should briefly describe the current state of technology in your district. It should compare and contrast two of the five Technology Focus Areas (TFAs) of your district's plan with the corresponding TFAs of an exemplary technology plan listed on the DESE web site, and it should conclude with a short assessment of how well the chosen TFAs are being implemented in your district along with any recommended changes you would implement after this analysis. Make sure the plan you are comparing to is using the current Technology Plan Scoring Criteria. Include at least two APA style references in your paper. The five TFAs are 1—Student Learning; 2—Teacher Preparation; 3—Administration, Data Management, and Communication; 4—Resource Distribution; 5—Technical Support. (Be sure to use the Missouri DESE defined TFAs)."

Criterion	Performance Rating				
	Exemplary 100% of the points	Proficient (80% or 90% of the points)	Developing (60% or 70% of the points)	Novice 0 points	Score
Administrative Investigation meets the length requirements	10 5 + double space pages	8 9 4 ~5 double space pages	6 7 3~4 double space pages	0 Under 3 double space pages, more than 7 double space pages, or every thing in Single space	
Administrative Investigation follows proper APA style	20 Follow APA 100%	16 17 18 Follow APA 80% to 99%	12 13 14 Follow APA 60% to 79%	0 Under 60% of the paper follow APA	
Administrative Investigation uses correct grammar and mechanics	20 All grammar and spelling are correct.	16 17 18 A few spelling and/or grammar errors.	12 13 14 Unacceptable use of grammar and/or many spelling errors	0 Unacceptable in all aspect.	
Administrative Investigation includes all of the defined requirements listed above	40 Includes all defined requirements	32 33 34 35 36 Include 80% to 99% of the listed requirements	24 25 26 27 28 Include 60% to 79% of the listed requirement	0 Include less than 60% of the listed requirement	
Administrative Investigation provides a clear analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course	50 Provide a clear and detail analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course issues.	40 41 42 43 44 45 Provide a clear analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course	30 31 32 33 34 35 Provide some analysis of technology from the perspective of the administrator and includes evidence of some thought appropriate for the course	0 Provide analysis of technology from the non-administrator perspective and did not include any evidence of thought appropriate for the course	
Administrative Investigation shows evidence of substantive content and demonstrates an understanding of technology planning concepts	50 Paper provide substantive content and clearly easy to follow and understand. Ideas flow logically from one to the next. Very coherent. Demonstrates an understanding of concepts.	40 41 42 43 44 45 Content clearly and easy to follow and understand. Ideas flow logically from one to the next. Demonstrates an understanding of concepts	30 31 32 33 34 35 Content somewhat clear, but not easy to follow or understand. Ideas do not flow logically.	0 Lack of evidence of content and understanding of the concepts.	
Administrative Investigation includes at least two APA style references	10 Includes and reference to more than two references appropriately and follow APA 100%	8 9 Includes two APA style reference	6 7 Includes one APA style reference	0 Did not include any APA style reference	
Total Score					

Comment

Grade

Note: If you want to view the completed assessment for an assignment see the two screen shots below.

The screenshot displays the Tk20 CampusTools HigherEd interface. At the top, the William Woods University logo is on the left, and the Tk20 CampusTools HigherEd logo is on the right. A navigation bar includes links for Home, Courses, Artifacts, Portfolios, and Field Experience. A sidebar on the left contains links for Courses (My Courses, Browse), Libraries (View Standards), and a Close button. The main content area shows the 'EDU580 Admin Investigation C&I Lesson Plan' with tabs for Standards, Attach Artifacts, Assessment, Extensions, and Feedback. The 'Assessment' tab is selected, showing an 'Overall Grade: A Score: 200.0' and a list of assessment forms: 'EDU580 Administrative Investigation Rubric' and 'EDU580 Integrated Lesson Plan Rubric'. A red box with text and arrows highlights the 'Assessment' tab and the rubric titles. The footer indicates the page is powered by Tk20 CampusTools and shows the current date and time as 06/16/2008 03:54:34 PM.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Courses

- My Courses
- Browse

Libraries

- View Standards

EDU580 Admin Investigation C&I Lesson Plan

Standards Attach Artifacts **Assessment** Extensions Feedback


Assessment >

Assessment Forms

Name
Overall Grade: A Score: 200.0
EDU580 Administrative Investigation Rubric
EDU580 Integrated Lesson Plan Rubric


Close

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 03:54:34 PM



Training

The completed rubric shows your score for each item as well as any instructor comments.



Help | Logout

Home | **Courses** | **Artifacts** | **Portfolios** | **Field Experience**

Courses

▼ **My Courses**

Browse

Libraries

► View Standards

EDU580 Admin Investigation/ C&I Lesson Plan

EDU580 Admin Investigation/ C&I Lesson Plan
Standards
Attach Artifacts
Assessment
Extensions
Feedback

[Assessment](#) > **EDU580 Administrative Investigation Rubric** >

EDU 580 Administrative Investigation rubric

"This assignment is worth 200 points total. Be sure to read the assignment description from your syllabus. Review your current district technology plan. Then prepare a 4 to 5 double spaced compare and contrast paper following APA style. This paper should briefly describe the current state of technology in your district, it should compare and contrast two of the five Technology Focus Areas (TFAs) of your district's plan with the corresponding TFAs of an exemplary technology plan listed on the DESE web site, and it should conclude with a short assessment of how well the chosen TFAs are being implemented in your district along with any recommended changes you would implement after this analysis. Make sure the plan you are comparing to is using the current Technology Plan Scoring Criteria. Include at least two APA style references in your paper. The five TFAs are 1--Student Learning; 2--Teacher Preparation; 3--Administration, Data Management, and Communication; 4--Resource Distribution; 5--Technical Support. (Be sure to use the Missouri DESE defined TFAs)."

Criterion	Exemplary (100% of the points)	Proficient (80% or 90% of the points)	Developing (60% or 70% of the points)	Novice 0 points	Score
Administrative Investigation meets the length requirements	10 ✓ 5 + double space pages	8 9 4 ~5 double space pages	6 7 3~4 double space pages	0 Under 3 double space pages, more than 7 double space pages, or every thing in Single space	10
Administrative Investigation follows proper APA style	20 ✓ Follow APA 100%	16 17 18 Follow APA 80% to 99%	12 13 14 Follow APA 60% to 79%	0 Under 60% of the paper follow APA	20
Administrative Investigation uses correct grammar and mechanics	20 ✓ All grammar and spelling are correct.	16 17 18 A few spelling and/or grammar errors.	12 13 14 Unacceptable use of grammar and/or many spelling errors.	0 Unacceptable in all aspect	20
Administrative Investigation includes all of the defined requirements listed above	40 ✓ Includes all defined requirements	32 33 34 35 36 Include 80% to 99% of the listed requirements	24 25 26 27 28 Include 60% to 79% of the listed requirement	0 Include less than 60% of the listed requirement	40
Administrative Investigation provides a clear analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course	50 ✓ Provide a clear and detail analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course issues.	40 41 42 43 44 45 Provide a clear analysis of technology from the perspective of the administrator and includes evidence of a depth of thought appropriate for the course	30 31 32 33 34 35 Provide some analysis of technology from the perspective of the administrator and includes evidence of some thought appropriate for the course	0 Provide analysis of technology from the non-administrator perspective and did not include any evidence of thought appropriate for the course.	50
Administrative Investigation shows evidence of substantive content and demonstrates an understanding of technology planning concepts	50 ✓ Paper provide substantive content and clearly easy to follow and understand. Ideas flow logically from one to the next. Very coherent. Demonstrates an understanding of concepts.	40 41 42 43 44 45 Content clearly and easy to follow and understand. Ideas flow logically from one to the next. Demonstrates an understanding of concepts.	30 31 32 33 34 35 Content somewhat clear, but not easy to follow or understand. Ideas do not flow logically.	0 Lack of evidence of content and understanding of the concepts.	50
Administrative Investigation includes at least two APA style references	10 ✓ Includes and reference to more than two references appropriately and follow APA 100%	8 9 Includes two APA style reference	6 7 Includes one APA style reference	0 Did not include any APA style reference.	10
Total Score					200.0

Comment

Grade

Grade A

Total Score 200.0

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Current Date and Time: 06/16/2008 03:57:54 PM

Attaching Artifacts and Submitting Assignments

Once an artifact has been created, you can use it as part of an assignment. To do this you will need to attach one or more artifacts to an assignment and then submit the assignment.

Attaching Artifacts and Submitting Assignments (Quick Reference)

See detailed description below for more information.

1. Click on the **Courses** tab.
2. Select the Course for which you want to complete assignments by clicking on that course.
3. Click on the **Activities** tab.
4. Select the Assignment you want to complete.
5. Click on the **Attach Artifacts** sub-tab within the Assignment.
6. Click **Add New**.
7. From the dropdown menu, select the artifact type that you created for this assignment.
8. Check the box next to the Artifact that you would like to attach to the Assignment. Then click **Add**.
9. If you are not ready to submit the Assignment, then click **Save** to come back and complete the Assignment later.
10. If you're ready to send the Assignment to your instructor, click **Submit**.
11. Once the Assignment has been submitted, the task will disappear from the **Pending Tasks** box and your professor will have a message in his/her **Pending Tasks** box showing that you submitted the Assignment.

Attaching Artifacts and Submitting Assignments (Detailed Description)

1. Click on the **Courses** tab.

The screenshot shows the Tk20 CampusTools HigherEd interface for William Woods University. The top navigation bar includes links for Home, Courses, Artifacts, and Portfolio. The 'Courses' tab is highlighted. A red callout box points to the 'Courses' tab with the text: "The courses tab will open a listing of courses in which you are enrolled." Below the navigation bar, there is a 'Welcome' message, a 'Recent Me' section with a table of recent messages, a 'Pending Tasks' section with a table of pending tasks, and a 'Today's News' section with a list of news items.

Name	From	Received
Notice of Field Placement	Wen, Roger	03/31/2008

Name	Type	From	Received
Please send the Assignment EDU560 Chapter Presentation	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU580 Admin Investigation/ C&I Lesson Plan	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU560 Case Study	Assignment	Wen, Roger	03/31/2008
Please send the Assignment EDU522 Presentation	Assignment	Wen, Roger	03/31/2008

Today's News | [Archived News](#)

Today's News

[GAS - FAQ: How can I find out if I need to use TK20 system for the course that I am teaching or taking?](#)
Please click on the link --> [\(TK20 User Cohorts\)](#) for a list of current cohorts that are required to use TK20 assessment system. Please contact Ms. Diane Abbott at

[GAS - FAQ: Where can I get a copy of TK20-101 \(Tutorial\)?](#)

2. Select the Course for which you want to complete assignments by clicking on that course. This will open a window which displays basic information about that course.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

My Courses

Current Courses Previous Courses Future Courses Pending Tasks

Courses Taken

▶ Pending Activities

Number	Course Title	Section	Status	Subject	Term	Time	Instructor	Location	Credit Hours
EDU522	Software Application	T0013			Training Term 2007 to		aculty,		0.0
EDU525	Foundation of Education Administration	T0013							
EDU527	Field Experience I	T0013							
EDU560	Managing Classroom Environment	T0013							
EDU580	Educational Technology	T0013							
EDU586	Action Research II	T0013							
EDU587	Field Experience II	T0013			Training Term 2007 to 2010		aculty, faculty		0.0

Select the course for which you want to complete an assignment. Remember that you must have already created an artifact before you can complete the assignment. You will only see the courses you are currently enrolled in under the "Current Courses" tab.

3. Click on the **Activities** tab. This will open a screen where you will see a listing of the assignments for the course.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Software Application

Basic Information Activities Gradebook Handouts Communication

General Information

Number	EDU522
Title	Software Application
Status	
Time	
Credits	0.0
Campus	
Description	
Instructor	aculty, faculty

Close

Click on the "Activities" tab.

4. Select the Assignment you want to complete.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help | Logout

Courses

- My Courses Browse

Coursework

- Assignments
- Projects
- Quizzes
- Exams
- Course Binders
- Observations

Libraries

- View Standards

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Current Date and Time: 05/16/2008 07:44:00 PM

Pending Tasks

Current Courses Previous Courses Future Courses Pending tasks

Pending Tasks

1 Pending Activities

Name	Type	Course	Due Date and Time
EDU522 Presentation	Assignment	Software Application	03/31/2010 02:00 AM
EDU560 Case Study	Assignment	Managing Classroom Environment	03/31/2010 02:00 AM
EDU560 Chapter Presentation	Assignment	Managing Classroom Environment	03/31/2010 02:00 AM
EDU580 Admin Investigation/ C&I Lesson Plan	Assignment	Foundation of Education Administration	03/31/2010 02:00 AM

Select the assignment you want to work on from the pending activities list.

5. Click on the **Attach Artifacts** sub-tab within the Assignment.

William Woods University Training

Home William Woods University-Training Server Field Experience Help | Logout

Courses

- My Courses Browse

Libraries

- View Standards

Edit EDU522 Presentation

EDU522 Presentation Standards **Attach Artifacts** Assessments Extensions Feedback

EDU522 Presentation >

EDU522 Presentation

Assignment Title: EDU522 Presentation

Course(s): Software Application

Assessor(s): faculty aculty, faculty aculty, faculty aculty, faculty aculty, Roger Wen, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty, faculty aculty

Description: **Presentation Application:** For this assignment, you are the Athletic Director. As the Athletic Director, you are to prepare a PowerPoint presentation that communicates your program to the community and/or school board members. In this presentation, you will outline the benefits of athletes participating in ex-curricular activities and elicit program support. The presentation should begin with an introduction and end with a question-and-answer session. The PowerPoint slide show should cover what your program offers to the participants and institution.

Start Date: 03/31/2008 08:17 PM

Due Date: 03/31/2010 02:00 AM

Submit Save Cancel

Click on the "Attach Artifacts" tab.

6. Click **Add New**.

The screenshot shows the William Woods University Training Server interface. The main navigation bar includes Home, Courses, Artifacts, and Portfolios. The left sidebar has links for Courses (My Courses, Browse) and Libraries (View Standards). The main content area is titled 'Edit EDU522 Presentation' and has tabs for EDU522 Presentation, Standards, Attach Artifacts, Assessment, Extensions, and Feedback. The 'Attach Artifacts' tab is active, showing a sub-header 'Attach Artifacts >' and a box with 'add new' and 'remove' buttons. A red arrow points from the 'add new' button to a text box that says: 'Click on "add new" to open up a screen where you can add a previously created artifact to this assignment. You can use the "remove" button if you change your mind or need to add a different artifact.'

Powered by Tk20 CampusTools

Time: 0

7. From the dropdown menu, select the artifact type that you created for this assignment. If you aren't sure, you can select "View All" but this could generate quite an extensive listing.

The screenshot shows the William Woods University Training Server interface. The main navigation bar includes Home, Courses, Artifacts, Portfolios, and Field Experience. The left sidebar has links for Courses (My Courses, Browse) and Libraries (View Standards). The main content area is titled 'Select Attachments' and has a dropdown menu for 'Artifact Type'. The dropdown menu is open, showing a list of artifact types. A red arrow points from a text box that says: 'Select the artifact type that you previously created for this assignment. You can also select "View All" if you are unsure but this may bring up quite an extensive listing.'

Powered by Tk20 CampusTools

and Time: 06/16/2008 02:18:24 PM

8. Check the box next to the Artifact that you would like to attach to the Assignment. Then click **Add**.

Select Attachments

Artifact Type:

Name	Type	Updated
<input checked="" type="checkbox"/> Sample 1 Document	File	05/16/2008

Select the artifact that you want to attach to the assignment. Usually you will have more than one to pick from. All artifacts of the type selected will be displayed.

Then click the "Add" button to add this artifact to the assignment.

Powered by Tk20 CampusTools

Current Date and Time: 05/16/2008 08:19:1

9. If you are not ready to submit the Assignment, then click **Save** to come back and complete the Assignment later.
10. If you're ready to send the Assignment to your instructor, click **Submit**.

Edit EDU560 Chapter Presentation

EDU560 Chapter Presentation | Standards | Attach Artifacts | Assessment | Extensions | Feedback

Attach Artifacts >

Name	Type
<input type="checkbox"/> Sample 1 Document	File
<input type="checkbox"/> 1. Tk20 Sample Assignment	

If there are other artifacts to add to this assignment, follow the same procedure. Otherwise, you can "Save" the assignment if you want to come back to it later, or you can "Submit" the assignment to your instructor for assessment.

If the assessor has not begun to assess the assignment you will have the option to "Recall" the assignment.

Powered by Tk20 CampusTools

2008 08:22:04 PM

11. Once the Assignment has been submitted, the task will disappear from the **Pending Tasks** box and your professor will have a message in his/her **Pending Tasks** box showing that you submitted the Assignment.

The screenshot shows the Tk20 CampusTools HigherEd interface for William Woods University. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Courses' section is active, showing 'My Courses' and 'Browse'. The 'Libraries' section is also visible with 'View Standards'. The main content area is titled 'Foundation of Education Administration' and includes tabs for 'Basic Information', 'Activities', 'Gradebook', 'Handouts', and 'Communication'. Under 'Course Activities', there is a section for 'Pending Activities' with a 'recall' button. A table lists assignments with columns for Name, Type, Status, and Due Date and Time. A red notice box is overlaid on the bottom right of the table.

	Name	Type	Status	Due Date and Time
<input type="checkbox"/>	EDU580 Admin Investigation/ C&I Lesson Plan	Assignment	Assessment Pending	03/31/2010 02:00 AM

Notice that after the assignment has been submitted it is no longer flagged as a "Pending Assignment" and the Status is changed to reflect that it is "Pending Assessment". After the facilitator has begun assessing the assignment, the status column will reflect a different status.

12. If your instructor has not yet started assessing your assignment, you do have the option of recalling the assignment. To recall the assignment you should check the box in front of the assignment you want to recall and then click on the **recall** button. After the instructor has begun assessing the assignment the checkbox in front of the assignment will disappear.

Portfolio

Tk20 allows you to insert electronic artifacts into an online portfolio. You will align these artifacts (throughout the program of study) with standards and attach reflections (during your capstone course) to them. When portfolios are submitted, they are routed through the *Tk20* system to your capstone instructor who has been predefined as an assessor for the student.

Portfolio Tip: A good practice would be to attach your artifacts to the appropriate standards in the electronic portfolio as each course is completed. During your capstone course the artifacts that are not needed can be deleted. Ultimately you will need at least three artifacts for each standard in addition to your reflection for that standard.

Portfolio (Quick Reference)

See detailed description below for more information.

Browsing and Editing Portfolios

1. You can view and edit portfolios by clicking on the **Portfolios** tab.
2. To view or edit a portfolio, click on its **Name**. If the portfolio has already been submitted for assessment, you will not be able to edit any of the items in the portfolio.
3. At any point during the portfolio creation process, you can click the **Save** button at the bottom of the screen to save your work and go back to the Browse Portfolios screen.

Attaching and Submitting a Portfolio for Review

1. Click on name of the Portfolio you wish to complete in the Portfolio tab.
2. Click on the sub-tab (by standards) of the section that you would like to complete.
3. Click on the name link of the artifact that you would like to attach.
4. You will see a list of all artifact templates of this type that have been created in your artifacts tab. Select the correct one by placing a check mark in the box next to it and click **Add**.
5. Complete the same steps for each artifact template you are required to add to the portfolio.
6. Each time you attach another artifact to the portfolio, click **Save** at the bottom of the page. **DO NOT** hit the **Submit** button until the portfolio has been completed in its entirety.
7. Keep in mind that you can edit the Portfolio, add items, or make deletions at any time during the semester until you **Submit** the portfolio.
8. Your assessors will be able to monitor your progress and give feedback throughout the semester as you update your Portfolio. Your assessors will not automatically be notified when you attach artifacts. If you would like an assessor to give you feedback on the artifacts that you have attached before you submit your Portfolio, you should notify your assessor by email.
9. You will be able to see any **Completed** assessments completed by your assessors by going into the **Assessments** tab of the Portfolio. (If they have not yet been completed, these will show up as blank assessment forms.)

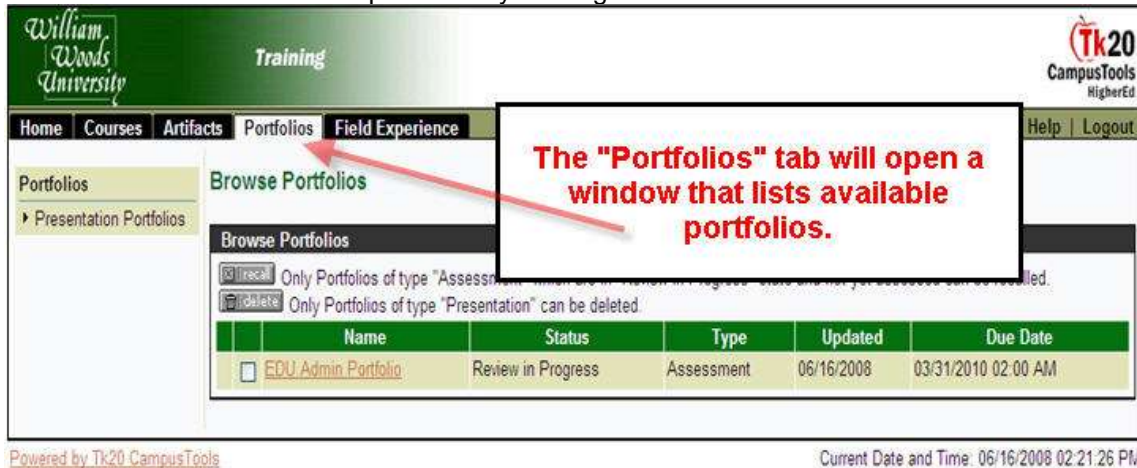
Recalling Portfolios

1. To recall (or un-submit) a portfolio, select the portfolio by clicking the checkbox to its left in the Browse Portfolios screen. Then click the recall button above the row of checkboxes. This will recall your submission of the selected portfolio and allow you to edit and re-submit it. You cannot recall a portfolio once the due date has passed, or if assessment on it has begun.

Portfolio (Detailed Description)

Browsing and Editing Portfolios

1. You can view and edit portfolios by clicking on the Portfolios tab.



The "Portfolios" tab will open a window that lists available portfolios.

William Woods University Training Tk20 CampusTools HigherEd

Home Courses Artifacts **Portfolios** Field Experience Help Logout

Portfolios
Presentation Portfolios

Browse Portfolios

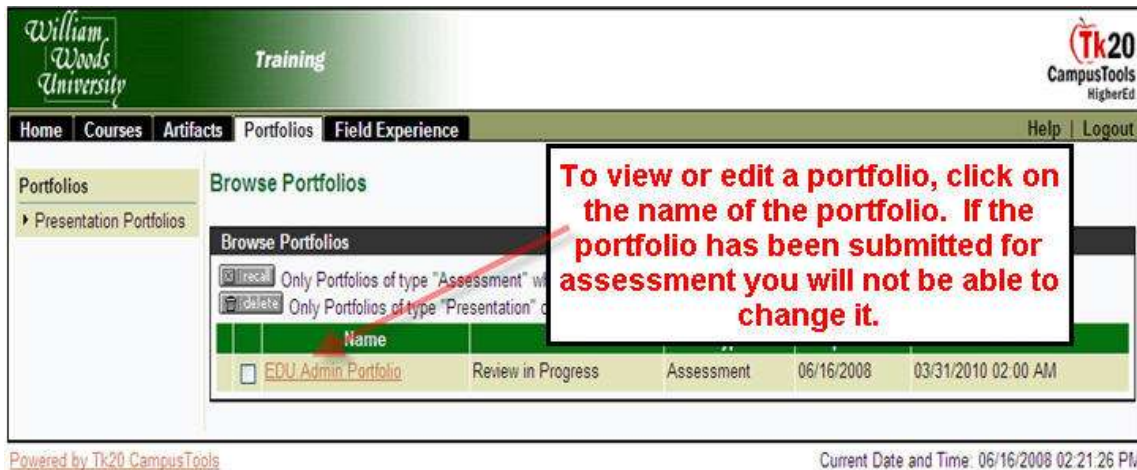
Only Portfolios of type "Assessment" can be deleted.
Only Portfolios of type "Presentation" can be deleted.

	Name	Status	Type	Updated	Due Date
<input type="checkbox"/>	EDU Admin Portfolio	Review in Progress	Assessment	06/16/2008	03/31/2010 02:00 AM

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 02:21:26 PM

Screen shot lists the portfolios that you have been assigned.

2. To view or edit a portfolio, click on its Name. If the portfolio has already been submitted for assessment, you will not be able to edit any of the items in the portfolio.



To view or edit a portfolio, click on the name of the portfolio. If the portfolio has been submitted for assessment you will not be able to change it.

William Woods University Training Tk20 CampusTools HigherEd

Home Courses Artifacts **Portfolios** Field Experience Help Logout

Portfolios
Presentation Portfolios

Browse Portfolios

Only Portfolios of type "Assessment" can be deleted.
Only Portfolios of type "Presentation" can be deleted.

	Name	Status	Type	Updated	Due Date
<input type="checkbox"/>	EDU Admin Portfolio	Review in Progress	Assessment	06/16/2008	03/31/2010 02:00 AM

Powered by Tk20 CampusTools Current Date and Time: 06/16/2008 02:21:26 PM

At any point during the portfolio creation process, you can click the Save button at the bottom of the screen to save your work and go back to the Browse Portfolios screen.

EDU Admin Portfolio

Template Name: EDU Admin Portfolio

Portfolio Name: EDU Admin Portfolio

Description: **Professional Portfolio (100 Points)**
The professional portfolio documents student knowledge and performance on each Department of Elementary and Secondary Education (DESE) MostEP and Interstate School Leaders Licensure Consortium (ISLLC) standard. These standards (and their sub-standards) are provided in the *ME Ed Field Experience Handbook* at the end of the EDU 597 course syllabus. The standard body is also available on Tk20.

The portfolio is a graduation requirement and **must be submitted to William Woods University using the Tk20 system**. The portfolio's artifacts will not be evaluated as they already have been assessed through previous coursework. Artifacts will simply be submitted to the portfolio in Tk20. The six reflection papers will be evaluated for evidence of critical and reflective thinking.

In addition to the artifact for each standard identified in the syllabi, include other artifacts to demonstrate practice or proficiency toward each of the six ISLLC standard areas. (100 points)

Write a reflection paper (using the artifact template in Tk20) for each ISLLC standard, showing how they demonstrate the performances, dispositions, skills, and knowledge.

The portfolio, in final, ready-to-submit format, **must show your understanding** of the standards. It should further provide an awareness of how the portfolio documents the aligned ISLLC standards.

The portfolio must be submitted on the William Woods Tk20 system. By the end of each course, please go to each standard tab above and click on the "Add" button to submit other artifacts from your Field Experience to the Portfolio.

(NOTE: The University will not be able to provide any technology "callbacks" or computer helpdesk (573) 592-4224, which is open in the evenings and on week-ends. Tk20 system and should be able to assist students in this area.)

An additional help section is available from the help tab on <https://www.tk20.edu>

Buttons: Submit For Review, Save, Cancel

The "Save" button allows you to save your portfolio at any point and return to the Browse Portfolio screen.

Powered by Tk20 CampusTools | Current Date and Time: 06/16/2008 02:37:03 PM

Attaching and Submitting a Portfolio for Review

10. Click on name of the Portfolio you wish to complete in the Portfolio tab.

Browse Portfolios

Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.

Only Portfolios of type "Presentation" can be deleted.

	Name	Status	Type	Updated	Due Date
<input type="checkbox"/>	EDU Admin Portfolio	Review in Progress	Assessment	06/16/2008	03/31/2010 02:00 AM

From the list of available portfolios, click on the name of the Portfolio you wish to complete.

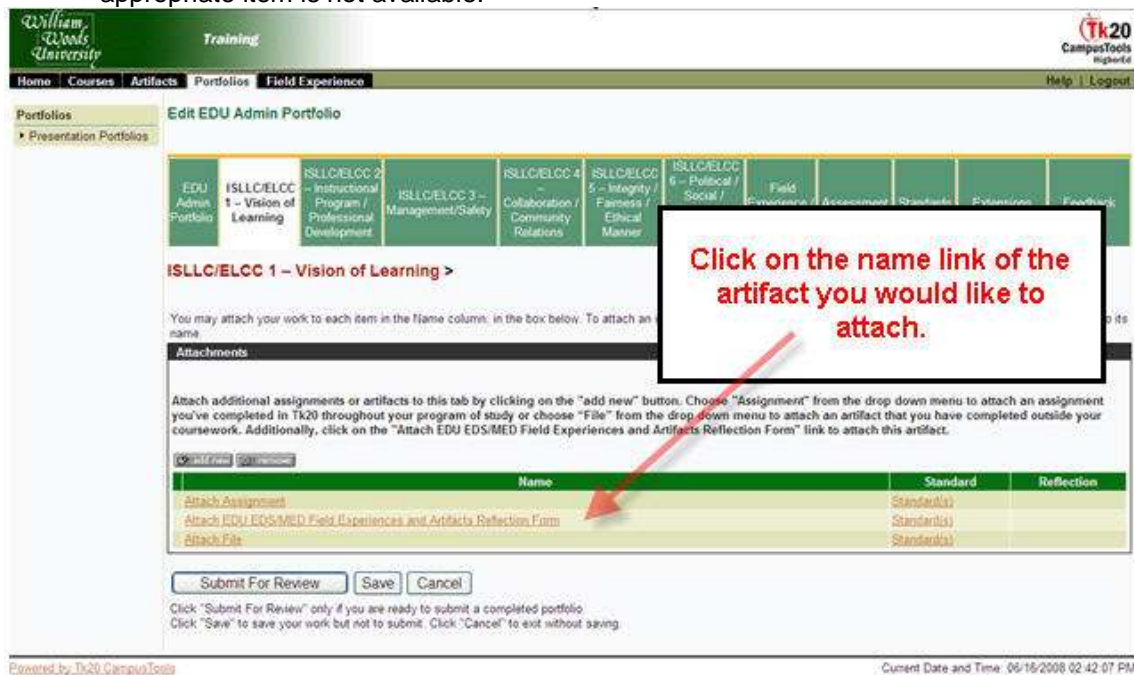
Powered by Tk20 CampusTools | Current Date and Time: 06/16/2008 02:21:26 PM

11. Click on the sub-tab (by standards) of the section that you would like to complete.



The screenshot shows the Tk20 CampusTools interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Portfolios' section is active, showing the 'EDU Admin Portfolio'. Below this, there are several sub-tabs: 'ISLLC/ELCC 1 - Vision of Learning', 'ISLLC/ELCC 2 - Instructional Program / Professional Development', 'ISLLC/ELCC 3 - Management/Safety', 'ISLLC/ELCC 4 - Collaboration / Community Relations', 'ISLLC/ELCC 5 - Integrity / Fairness / Ethical Manner', 'ISLLC/ELCC 6 - Political / Social / Economic / Legal / Cultural', 'Field Experience / ELCC 7', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. A red arrow points to the 'ISLLC/ELCC 1 - Vision of Learning' sub-tab. A text box with a red arrow pointing to it says 'Click on the sub-tab for the section you would like to complete.'

12. Click on the name link of the artifact that you would like to attach or select "add new" if an appropriate item is not available.



The screenshot shows the Tk20 CampusTools interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Portfolios' section is active, showing the 'EDU Admin Portfolio'. Below this, there are several sub-tabs: 'EDU Admin Portfolio', 'ISLLC/ELCC 1 - Vision of Learning', 'ISLLC/ELCC 2 - Instructional Program / Professional Development', 'ISLLC/ELCC 3 - Management/Safety', 'ISLLC/ELCC 4 - Collaboration / Community Relations', 'ISLLC/ELCC 5 - Integrity / Fairness / Ethical Manner', 'ISLLC/ELCC 6 - Political / Social / Economic / Legal / Cultural', 'Field Experience / ELCC 7', 'Assessment', 'Standards', 'Extensions', and 'Feedback'. A red arrow points to the 'ISLLC/ELCC 1 - Vision of Learning' sub-tab. A text box with a red arrow pointing to it says 'Click on the name link of the artifact you would like to attach.'

Below the sub-tabs, there is a section titled 'ISLLC/ELCC 1 - Vision of Learning >'. It contains a text box with instructions: 'You may attach your work to each item in the Name column; in the box below. To attach an artifact, click on the "Attach" link.' Below this is a table with the following columns: 'Name', 'Standard', and 'Reflection'.

Name	Standard	Reflection
Attach Assignment	Standard(s)	
Attach EDU EDS/MED Field Experiences and Artifacts Reflection Form	Standard(s)	
Attach File	Standard(s)	

Below the table, there are buttons for 'Submit For Review', 'Save', and 'Cancel'. At the bottom, there is a note: 'Click "Submit For Review" only if you are ready to submit a completed portfolio. Click "Save" to save your work but not to submit. Click "Cancel" to exit without saving.'

13. You will see a list of all artifact templates of this type that have been created in your artifacts tab. Select the correct one by placing a check mark in the box next to it and click **Add**. Selecting "Assignment" will submit the assignment with the instructor comments.

Add Attachment

Select Attachments

	Name	Type	Date
<input type="radio"/>	EDU522 Presentation	assignment	05/14/2008
<input type="radio"/>	EDU580 Admin Investigation/ C&I Lesson Plan	assignment	03/31/2008
<input type="radio"/>	EDU580 Case Study	assignment	03/31/2008
<input type="radio"/>	EDU580 Chapter Presentation	assignment	03/31/2008

Add **Cancel**

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14. Complete the same steps for each artifact template you are required to add to the portfolio.
15. Each time you attach another artifact to the portfolio, click **Save** at the bottom of the page. **DO NOT** hit the **Submit** button until the portfolio has been completed in its entirety.

Edit EDU Admin Portfolio

EDU Admin Portfolio	ISLLC/ELCC 1 - Vision of Learning	ISLLC/ELCC 2 - Instructional Program / Professional Development	ISLLC/ELCC 3 - Management/Safety	ISLLC/ELCC 4 - Collaboration / Community Relations	ISLLC/ELCC 5 - Integrity / Fairness / Ethical Behavior	ISLLC/ELCC 6 - Political / Social / Economic / Legal / Cultural	Field Experience / ELOC 7	Assessment	Standards	Extensions	Feedback				
<p>ISLLC/ELCC 1 - Vision of Learning ></p> <p>You may attach your work to each item in the Name column, in the box below. To attach an item, please click on its name. To attach standard(s) to it, click on Standard(s) next to its name.</p> <p>Attachments</p> <p>Attach additional assignments or artifacts to this tab by clicking on the "add new" button, you've completed in Tk20 throughout your program of study or choose "File" from the drop down menu. Additionally, click on the "Attach EDU EDS/MED Field Experiences and Artifacts" button.</p> <p>Attachments</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Attach Assignment</td> </tr> <tr> <td>Attach EDU EDS/MED Field Experiences and Artifacts Reflection Form</td> </tr> <tr> <td>Attach File</td> </tr> </tbody> </table> <p>Submit For Review Save Cancel</p> <p>Click "Submit For Review" only if you are ready to submit a completed portfolio. Click "Save" to save your work but not to submit. Click "Cancel" to exit without saving.</p>												Name	Attach Assignment	Attach EDU EDS/MED Field Experiences and Artifacts Reflection Form	Attach File
Name															
Attach Assignment															
Attach EDU EDS/MED Field Experiences and Artifacts Reflection Form															
Attach File															

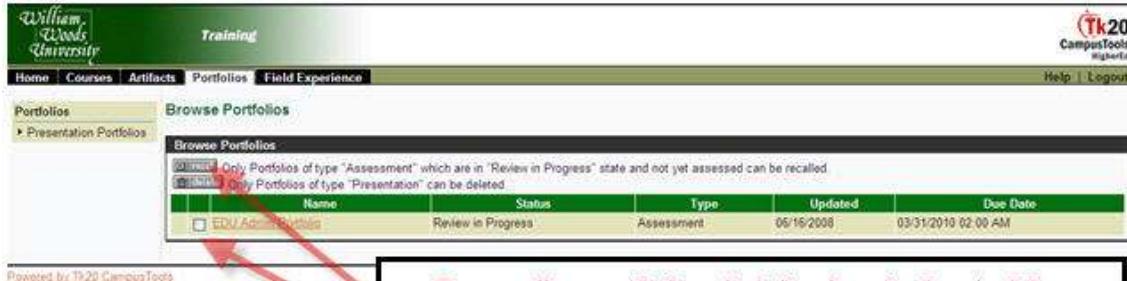
Powered by Tk20 CampusTools

Current Date and Time: 05/15/2008 02:42:57 PM

16. Keep in mind that you can edit the Portfolio, add items, or make deletions at any time during the semester until you **Submit** the portfolio.
17. Your assessors will be able to monitor your progress and give feedback throughout the semester as you update your Portfolio. Your assessors will not automatically be notified when you attach artifacts. If you would like an assessor to give you feedback on the artifacts that you have attached before you submit your Portfolio, you should notify your assessor by email.
18. You will be able to see any **Completed** assessments completed by your assessors by going into the **Assessments** tab of the Portfolio. (If they have not yet been completed, these will show up as blank assessment forms.)

Recalling Portfolios

To recall (or un-submit) a portfolio, select the portfolio by clicking the checkbox to its left in the Browse Portfolios screen. Then click the recall button above the row of checkboxes. This will recall your submission of the selected portfolio and allow you to edit and re-submit it. You cannot recall a portfolio once the due date has passed, or if assessment on it has begun.



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Portfolios

► Presentation Portfolios

Browse Portfolios

recall Only Portfolios of type "Assessment" which are in "Review in Progress" state and not yet assessed can be recalled.
delete Only Portfolios of type "Presentation" can be deleted.

	Name	Status	Type	Updated	Due Date
<input type="checkbox"/>	EDU Assessment	Review in Progress	Assessment	06/16/2008	03/31/2010 02:00 AM

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To recall a portfolio, click the box in front of the portfolio name and then click on the "recall" button.

Field Experience

A “field experience” is a record of a student’s work in the field. Field experience templates are created by the University and are sent out to students at the appropriate time during the semester. Students (MED/EDS) are required to fill out the “EDU Application to Enroll in Field Experience and Agreement Form” in Tk20 and to ask the onsite supervisor to fill out the agreement form and forward the hard copy agreement form from the onsite supervisor to the Division of Education at William Woods University. When a student submits a field experience, it is reviewed by his or her capstone instructor and onsite supervisor.

Field Experience (Quick Reference)

See detailed description below for more information.

Browsing and Editing Field Experiences

1. You can view and edit field experiences by clicking on the Field Experience tab. This will display the Field Experiences screen.
2. To view or edit a field experience, click on its Name. If the field experience has already been submitted for assessment, you will not be able to edit any of the items in the field experience.
3. At any point during the field experience creation process, you can click the Save button at the bottom of the screen to save your work and go back to the Field Experiences screen.

Attaching and Submitting a Field Experience for Review

1. Click on name of the **Field Experience Binder** you wish to complete.
2. Click on the sub-tab of the section that you would like to complete.
3. Click on the name link of the artifact that you would like to attach.
4. You will see a list of all artifact templates of this type that have been created in your artifacts tab. Select the correct one by placing a check mark in the box next to it and click **Add**.
5. Complete the same steps for each artifact template you are required to add to the binder.
6. Each time you attach another artifact to the FEB, click **Save** at the bottom of the page. **DO NOT** hit the **Complete** button until the FEB has been completed in its entirety.
7. Keep in mind that you can edit the FEB, add items, or make deletions at any time during the semester until you **Complete** the FEB.
8. Your assessors will be able to monitor your progress and give feedback throughout the semester as you update your FEB. Your assessors will not automatically be notified when you attach artifacts. If you would like an assessor to give you feedback on the artifacts that you have attached before you submit your FEB, you should notify your assessor.
9. You will be able to see any **Completed** assessments completed by your assessors once they have been completed by going into the **Assessments** tab of the FEB. (If they have not yet been completed, these will show up as blank assessment forms.)

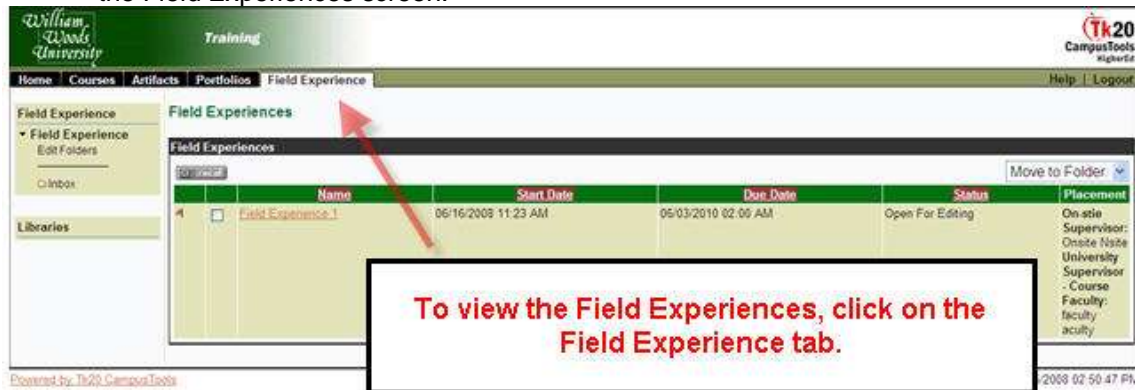
Recalling Field Experiences

1. To recall (or un-submit) a field experience, select the field experience by clicking the checkbox to its left in the Browse Field Experiences screen, then click the recall button above the row of checkboxes. This will recall your submission of the selected field experience and allow you to edit and re-submit it. You cannot recall a field experience once the due date has passed, or if assessment on it has begun.

Field Experience (Detailed Description)

Browsing and Editing Field Experiences:

1. You can view and edit field experiences by clicking on the Field Experience tab. This will display the Field Experiences screen.



The screenshot shows the Tk20 CampusTools interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Field Experience' tab is selected. On the left, there is a sidebar with 'Field Experience' and 'Libraries'. The main content area is titled 'Field Experiences' and contains a table with the following columns: Name, Start Date, Due Date, Status, and Placement. A red arrow points to the 'Field Experience' tab. A red box with the text 'To view the Field Experiences, click on the Field Experience tab.' is overlaid on the table.

Name	Start Date	Due Date	Status	Placement
Field Experience 1	06/16/2008 11:23 AM	06/03/2010 02:00 AM	Open For Editing	On-site Supervisor: On-site Nurse University Supervisor Course Faculty: Faculty aculty

To view the Field Experiences, click on the Field Experience tab.

2. To view or edit a field experience, click on its Name. If the field experience has already been submitted for assessment, you will not be able to edit any of the items in the field experience.

3. At any point during the field experience creation process, you can click the Save button at the bottom of the screen to save your work and go back to the Field Experiences screen.

Training

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Field Experience

Field Experience Edit Fields

LIBRARY

Edit Field Experience 1

Field Experience 1	Conceptual Framework - Optional (reserved for future use)	ISLLC Standard 1 - Vision	ISLLC Standard 2 - Instructional Program & PD	ISLLC Standard 3 - Management & School Safety	ISLLC Standard 4 - Communication & Collaboration	ISLLC Standard 5 - Ethical Practice	ISLLC Standard 6 - Social, Political, and Economic Impact	ISLLC Standard 7 - Internship/Optional (reserved for future use)	Assessment	Standards	Extensions	Feedback
--------------------	-----------------------------------------------------------	---------------------------	-----------------------------------------------	-----------------------------------------------	--------------------------------------------------	-------------------------------------	-----------------------------------------------------------	------------------------------------------------------------------	------------	-----------	------------	----------

Field Experience 1 >

Field Experience 1

Template Name: Field Experience 1

Field Experience Name:

Description: There are 8 tabs that are available for your ECU 557 Field Experience 1. Currently, only the ISLLC tabs are required for this course. Successful completion of this program required course requires development and submission for evaluation of the following projects: (1) Completion of at least **240 hours of Field Experience** and properly log these hours in the university system, included related logs; (2) **Satisfactory evaluation from on-site supervisor and course instructor**, and (3) regular participation in the Forum discussion area in the Tk20 system.

The grade you will receive for ECU 557 Field Experience 1 will be Pass or Fail

- **Task for instructor:** You might have to print out the class list and write down the student's grade for this course (either Pass or Fail) and send that into the registrar office.

Field Experience Activities

By the completion of the course, students are expected to have completed at least 240 hours of field experience activities providing the following:

- **240 total hours**, evenly distributed "under" each ISLLC standard and having a minimum of 240 total hours (minimum of five field experience activities per ISLLC standard with a maximum of 3 hours per activity) related to and listed under each of the educational administration performance areas listed above in the Course Description and/or Field Experience Handbook.

(NOTE: The student must **select one of the two certification levels** (elementary or secondary) at which their building level activities will be completed. The grade level selected must also match the grade level administrative certification of their on-site Field Experience Supervisor as well. DESE certification designates: Elementary K-6 and Secondary 7-12.)

(NOTE: The student will submit the optional **Request for Payment** forms to their **ECU 557 instructor at the end of the course**. These will be forwarded by the instructor to the University and requests for on-site Supervisor payment will be processed in June, January or September—whichever month comes first.)

No on-site Field Experience Supervisor will be paid, nor can the student successfully complete this capstone course without submitting the Field Experience Evaluation.

Start Date: 06/16/2008 11:23 AM
Due Date: 06/03/2010 02:00 AM

Site Information

Name	Bush Elem.
School ID	MO0141294020
Address1	908 Wood St
Address2	
District	Fulton 58
City	Fulton
State	MO
Zip	652612109
Phone	5736422077
School Type	

Additional Basic Information

School Status	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Private
Sponsor Name		
Fax	5736425906	
Website URL		
Community Type	CITY/TOWN	
COUNTY	RPOC	
Contact Name		
Contact Title		
Contact email address		

Complete Save Cancel

Attaching and Submitting a Field Experience for Review

10. Click on name of the Field Experience Binder you wish to complete.
11. Click on the sub-tab of the section that you would like to complete.

Field Experience 1

Template Name: Field Experience 1

Field Experience Name: Field Experience 1

Description: There are 8 tabs that are available for your EDU 557 Field Experience. Successful completion of this program required course hours of Field Experience and properly log those hours to your course instructor, and (3) regular participation in the Field Experience Handbook.

The grade you will receive for EDU 557 Field Experience is:

- Note for instructor: You might have to print out the registrar office.

Field Experience Activities

By the completion of the course, students are expected to:

- 240 total hours, evenly distributed "under" each ISLLC standard with a maximum of 8 hours per activity) related to and listed under each of the educational administration performance areas listed above in the Course Description and/or Field Experience Handbook.

(NOTE: The student must select one of the two certification levels (elementary or secondary) at which their building level activities will be completed. The grade level selected must also match the grade level administrative certification of their onsite Field Experience Supervisor as well. DESE certification designates: Elementary K-8 and Secondary 7-12.)

12. Click on the name link of the artifact that you would like to attach. If no appropriate link is present, you can use the "add new" button to add an appropriate type.
13. You will see a list of all artifact templates of this type that have been created in your artifacts tab. Select the correct one by placing a check mark in the box next to it and click **Add**.

ISLLC Standard 6 - Social, Political, and Economic Impact

Attachments

☐ Add New ☐ Add New

Name
Attach EDU557/521/557 Contact Activity Log
Attach EDU557/521/557 Field Experiences and Artifacts Reflection Form
Attach File

14. Complete the same steps for each artifact template you are required to add to the binder.
15. Each time you attach another artifact to the FEB, click **SAVE** at the bottom of the page. **DO NOT** hit the **Complete** button until the FEB has been completed in its entirety.
16. Keep in mind that you can edit the FEB, add items, or make deletions at any time during the semester until you **Complete** the FEB.
17. Your assessors will be able to monitor your progress and give feedback throughout the semester.

as you update your FEB. Your assessors will not automatically be notified when you attach artifacts. If you would like an assessor to give you feedback on the artifacts that you have attached before you submit your FEB, you should notify your assessor.

18. You will be able to see any **COMPLETED** assessments completed by your assessors once they have been completed by going into the **Assessments** tab of the FEB. (If they have not yet been completed, these will show up as blank assessment forms.)

Recalling Field Experiences

2. To recall (or un-submit) a field experience, select the field experience by clicking the checkbox to its left in the Browse Field Experiences screen, then click the recall button above the row of checkboxes. This will recall your submission of the selected field experience and allow you to edit and re-submit it. You cannot recall a field experience once the due date has passed, or if assessment on it has begun.

William Woods University Training

Home Courses Artifacts Portfolios Field Experience Help Logout

Field Experience

Field Experiences

Field Experiences

	Name	Start Date	Due Date	Status	Placement
<input type="checkbox"/>	Field Experience	06/16/2008 11:23 AM	06/03/2010 02:00 AM	Open For Editing	On site

To recall a Field Experience, place a check in the box in front of the Field Experience you want to recall and then click on the "recall" button.

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Current Date and Time: 06/16/2008 02:50:47 PM

End-of-Course Survey

At the end of each course, you will be asked to complete an end-of-course survey. Surveys completed in Tk20 are directed to a database where results are aggregated. The course instructor does not have access to the survey. Instructors will receive an aggregate report of the survey results after grades for the course have been submitted.

The survey can be found in two places.

1. You may find the survey by selecting the Home tab, and then by looking at the Pending Tasks section in the body of the page. Select the survey link listed.

The screenshot shows the William Woods University Tk20 CampusTools HigherEd interface. The top navigation bar includes Home, Courses, Artifacts, Portfolios, Field Experience, Help, and Logout. The left sidebar shows the Home menu with options: Messages, Tasks, Preferences, Conceptual Framework, and General Forums. The main content area displays a Welcome message and two sections: Recent Messages and Pending Tasks.

Recent Messages

Name	From	Received
Tonight	McDorman, Brenda	05/07/2008
This is a test!	McDorman, Brenda	05/06/2008
Survey Graduate and Adult Studies End-of-Course Survey - Student Reminder	Wen, Roger	04/29/2008

Pending Tasks

You have pending tasks in courses.

Name	Type	From	Received
Please send the Course Binder EDU580 Educational Technology	Course Binder	Wen, Roger	05/06/2008
Please send the Assignment EDU580 Group Board of Education Presentation Admin/ Group Professional Development Presentation C.M	Assignment	Wen, Roger	05/06/2008
Please fill out the Graduate and Adult Studies End-of-Course Survey - Student	Survey	Wen, Roger	06/11/2008

2. You are now at the survey screen.

The screenshot shows the William Woods University Tk20 CampusTools HigherEd interface with the Task Details screen open. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area displays the Task Details for the survey.

Task Details

Basic **Survey Form**

Task

From: Wen, Roger

Task Title: Please fill out the Graduate and Adult Studies End-of-Course Survey - Student

Description: Responses to the following questions will assist WWU in meeting your needs and the needs of future students. Section-I applies to the course content, resources and structure while Section-II pertains to the faculty facilitator for the class. Section-III applies only to online courses. Results of the survey will be anonymous and they will be forwarded directly to the office of the Vice President of Academic Affairs.

Status: Pending

Priority: normal

End Date: 06/19/2008 12:00 AM

3. Select the Survey Form tab to begin completing the survey.

William Woods University

Tk20 CampusTools HigherEd

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Home

Messages

Tasks

Edit Task Folders

Inbox

Sent

Preferences

Conceptual Framework

General Forums

Graduate and Adult Studies End-of-Course Survey - Student

Basic Survey Form

Untitled Group

*** NOTE to students in online courses (For example: EDU522, EDU580) - Please start this survey at Section III.

Your responses to the following questions will assist WWU in meeting your needs and the needs of future students. Please note that Section I applies to the course content, resources, and structure while Section II pertains to the faculty facilitator for the class. We greatly appreciate your assistance. Results of the survey will be anonymous and they will be forwarded directly to the office of the Vice President of Academic Affairs.

Section I (Course Evaluation) ** NOT for online course

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	N/A
1.1. The goals and objectives of the course were appropriate for my learning needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2. The text(s), if any, were appropriate for the goals of the course. If multiple texts were required, please rate each. 1.2 a. First title listed in your syllabus:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2 b. Second title in your syllabus:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2 c. Third title in your syllabus:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The survey is divided into sections. Please make sure that you complete the appropriate section for your course. Students taking the course online begin approximately halfway down the page. Face-to-face courses involve the first half of the survey.

4. There are four buttons at the bottom of the page. The Save button saves the survey and allows you to work on the survey at a later time. You are returned to the home page after clicking the Save button. The Submit button sends the survey to the administrator, and locks you out of survey. **You must select the Submit button for your survey to be included in the database.**

3.25. The layout and structure of the Tk20 system was well designed and organized for me to navigate and use.

3.26. The orientation information is very helpful to me.

3.27. I was able to login and access my coursework every time I needed to.

3.28. Other comments regarding the System Tk20? [Rich Formatting >>](#)

3.29. How did you access the Internet to participate in your online course?(check all that apply):

☐ Dial up

☐ Cable modem/DSL

☐ LAN (School or Work)

3.30. Where did you work on this course?

☐ From School

☐ From Home

☐ From Work

☐ From Somewhere else

3.31. What type of computer did you use to complete this course?

☐ PC ☐ Apple ☐ Both

3.32. What is your overall rating of the Tk20 system?

Poor	Average	Above Average	Good	Very Good	Excellent
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Submit Decline Cancel

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Current Date and Time: 06/16/2008 02:18:19 PM

Tk20 Frequently Asked Questions

Where do I find the course syllabus, letter to students, and other handouts?

Go to Courses tab > My Courses > Handouts tab > Click on the plus sign next to the course folder. Each folder will need to be opened using the plus sign. Syllabus is the document with the course name—usually found in the next-to-last position in the list.

Where do I find assignments for the course?

Go to Courses tab > My Courses > Select the course you want>Activities tab>Select the assignment you want.

What do I do when I can't see the artifact template from drop-down menu?

Call the Helpdesk.

I can't upload files. I only get an error message.

Contact the Helpdesk because an Administrator has to give you disk space in your account.

I sent the wrong assignment or I sent an assignment that wasn't finished. How can I get it back?

To recall an assignment go to the Courses tab>Coursework>Assignments>check the box next to the assignment you want back and click Recall. You may recall an assignment only if the instructor has not begun scoring it.

Where do I see how my instructor assessed my work?

Go to Courses tab > Activities tab > Look for status of each assignment. If it says "Assessment Complete" > Click on name of the assignment > Assessment tab > Click on name of the rubric to view graded rubric.

Where is the forum discussion topic for my cohort?

Go to your Courses tab and select Current Courses. Click on the course # of the appropriate course. Then select the Communication tab>scroll under the calendar>click on the forum for YOUR cohort.

WWU Tk20 Support

Tk20 Support manuals for students and for faculty are available for every course in the Course Handouts section of the Tk20 system. You can also find a link to the documents under the News section on the Tk20 homepage.

For questions regarding the Tk20system, please contact your system administrator:

Administrator: Helpdesk

Email: helpdesk@williamwoods.edu

Phone: (573) 592-4224

Hours: 8 AM to 4:30 PM Monday through Friday.

Additional Contacts:

Dr. Katricia Pierson

katricia.pierson@williamwoods.edu

(573) 592-1107

Dr. Roger Wen

rwen@williamwoods.edu

(573) 592-1177