



Southern's Online Assessment System

Faculty Quick Guide for Assessing an Assignment

Login to Tk20 at: <https://southernct.tk20.com>

Enter the following information and then click "Login"

Username: SCSU Username

Password: SCSU Identification Number or other password provided

To Assess an Assignment:

- Click on **COURSES, COURSEWORK** in the left side menu to see a list of assignments sent to your students
- Click on the name of the assignment you want to score
- Click on the name of the student whose assignment you want to assess. If a student's name is in black they have not purchased a Tk20 account and you will not be able to assess them.

<input type="checkbox"/>	Student ▲	Status ▼	Due Date ▼	Submit Date ▼
<input type="checkbox"/>	Berkovich, Caroline	Assessment Pending	05/31/2018 01:00:00 AM	05/06/2018 09:12:08 PM
<input type="checkbox"/>	Clark, Allison	Open For Editing	05/31/2018 01:00:00 AM	
<input type="checkbox"/>	Conlon, Theresa	Open For Editing	05/31/2018 01:00:00 AM	

- You will see a split screen with the student's work on the left and the assessment tool on the right. To adjust the width of the split screen, move the cursor over the gray center divider until it becomes a double-ended arrow; then click, hold, and drag the line where you want it.

- Click on the **Submission(s)** tab on the left side of the screen to view the student work.
- Click on **View and Annotate** to view the file in Tk20. Click on **Download** to view the student's file in the program it was created (i.e., Word, pdf)
- Click on the name of the **Assessment Tool** (right side of screen) to open the scoring rubric.

The screenshot shows two panels. The left panel has tabs for 'Details' and 'Submission(s)'. Under 'Submission(s)', there is a table with columns 'Type' and 'Title'. A row shows a 'File' named 'CMD 527 Tk20 ASHA Standards Documentation Berkovich.docx' with links for 'View and Annotate' and 'Download'. The right panel shows 'Student: Caroline Berkovich' and tabs for 'Assessment Tools', 'Extensions', and 'Feedback'. Below these is a table with columns 'Assessment Tool', 'Description', and 'Last Update'. A row shows 'CMD 527 Course Objectives: CMD 527'. Both panels have 'Submit' and 'Close' buttons at the top right.

- Complete the assessment rubric by marking a radio button for each criterion in the assessment tool.
- There is an optional **Comments** box provided for any comments you would like to make to the student.
- The **Grade** score is optional and for your own use.

The screenshot shows the assessment rubric interface. The left panel is identical to the previous screenshot. The right panel shows 'Student Name: Caroline Berkovich' and a '< BACK' button. Below that is the title 'CMD 527 Course Objectives: CMD 527' and 'CMD 527 COURSE OBJECTIVES'. Under 'Objectives', there is a table with three rows of criteria. Each row has a 'Met' column with a radio button and the number '1', a 'Not Met' column with a radio button and the number '0', and a 'Score' input field. The criteria are:

1. knowledge regarding the neurologic bases of motor speech and language disorders (IV- B-2);
2. an understanding of current diagnostic terminology and classification systems related to the dysarthrias, apraxia of speech and aphasia (IV- C-1,4);
3. knowledge of the World Health Organization Classification System and its relationship to assessment and management of acquired neurological communication disorders (IV-D-1,4 and IV-G);

 Each row also has a 'NA' checkbox. The right panel has 'Submit' and 'Close' buttons at the top right.

- When you are done choose one of the following actions at the bottom of the assessment:
 - **Complete:** you save the entry and return to the previous page
 - **Save:** you save the entry and will remain in the Assessment Tool
- After you have completed the assessment you can:
 - **Submit** (top of page): submit the assessment to close the assignment.
 - **Close:** exit the assessment tool without saving any changes

Help Resources:

- Southern's Tk20 website: <http://www.southernct.edu/tk20>
- Email any questions you have to: tk20support@southernct.edu
- Refer to Tk20's faculty help information by clicking on Help located in the upper right corner of the screen