



By Watermark

Southern's Online Assessment System

Faculty Quick Guide – Using the Tk20 Library

Log into the system at: <https://southernct.tk20.com>

Username: will be provided to you

Password: your initial password will be provided to you

LIBRARIES can be found by clicking **COURSES** in the left-side menu. You will see the sub-sections **Standards**, **Assessment Tools** (the rubrics used for scoring), and **Templates**.

The screenshot shows the Tk20 web interface. On the left is a dark blue navigation menu with options: HOME, DOCUMENT ROOM, APPLICATIONS, ARTIFACTS, COURSES (expanded to show COURSES, COURSEWORK, REPORTS, LIBRARIES), Standards, Assessment Tools (highlighted), and Templates. The main content area is titled 'ASSESSMENT TOOLS' and contains a search form. The search form has three input fields: 'NAME', 'DESCRIPTION', and 'IS THE FORM A KEY ASSESSMENT?' (with 'Any' selected). Below these is an 'ORGANIZATIONS' dropdown menu also set to 'Any'. A 'Search' button is at the bottom right of the form. The top right of the page has 'Help Desk' and 'Request' buttons.

To View Standards:

To view program standards that have been uploaded into Tk20, open the **Standards** section, select the standard you would like to view and click the highlighted name.

To View Assessment Tools (the rubrics used for scoring):

Open the **Assessment Tools** section. You will see a list of the assessment tools available in Tk20. Click the name of the rubric you want to see. The rubric will appear in a pop-up box.

To View Assignment Templates:

To view the assignments that are sent to students' Tk20 accounts, open the **Templates** section of the library. You will see a list of the template names. Find the rubric you would like to view and click the name.

Help Resources

Please email any questions you have to: tk20support@southernct.edu

Click on the Help button at the top right-hand corner of your Tk20 screen