Evaluate Student Dispositions in Tk20
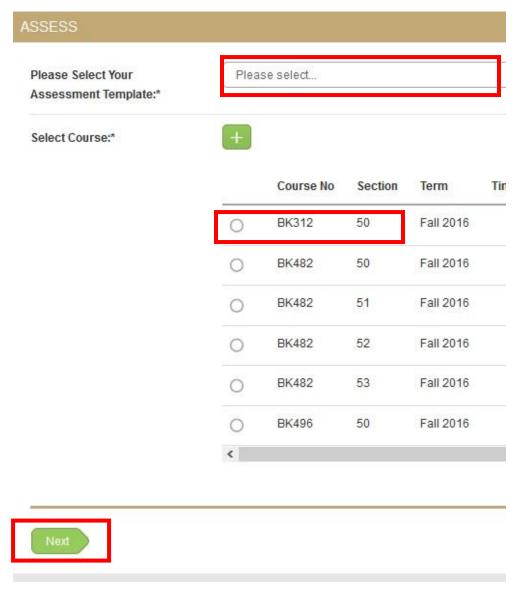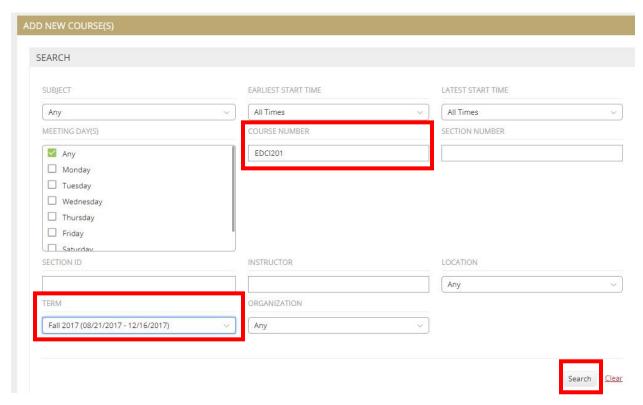
Complete Observations

1. Log in to Tk20: http://tk20.wcu.edu/
2. Click on the Courses tab, Coursework tab, Observations tab, Assess tab
   2.1. Select the appropriate Assessment Tool from the drop-down menu at the top that has your course in the name. For example, if you are teaching EDCI 201, BK 250, or BK 470, select "EDA Rubric – EDCI 201, BK 250, BK 470"
3. IF you are evaluating students before the official last day of class. You will see your courses listed as below. Click the radio button beside the course you need to evaluate, then the green "Next" button

4. IF you are evaluating students in the class AFTER the last official day of class, you might not see the courses listed as in the image above. In this case, click on the green button with the plus sign just to

the right of where it says "Select Course." On the course search screen, you can put in the course prefix and number with no space in the "Course Number" field; for example, type BK312 if you taught BK 312 (not intuitive, but it works), and select the Term from the drop-down list. Click Search.
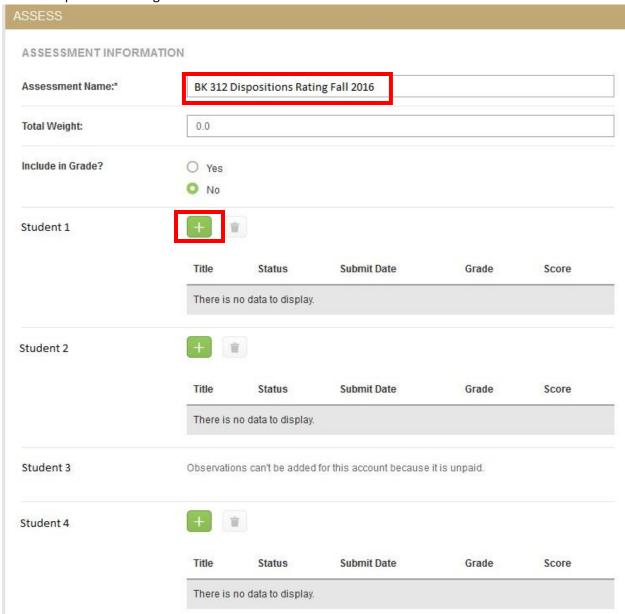

Scroll down and you will see a list of course sections. You can scroll to the right to confirm you are the course instructor for a particular section. Select the checkbox for the row of the section you need and click the green Add button at the bottom.

5. Change the Assessment Name to match this pattern with your class and the current semester:
BK 312 Dispositions Rating Fall 2016

ASSESS

ASSESSMENT INFORMATION

Assessment Name:* BK 312 Dispositions Rating Fall 2016

Total Weight: 0.0

Include in Grade? ○ Yes
○ No

Student 1 [+] [🗑]

Title	Status	Submit Date	Grade	Score
There is no data to display.				

Student 2 [+] [🗑]

Title	Status	Submit Date	Grade	Score
There is no data to display.				

Student 3 Observations can't be added for this account because it is unpaid.

Student 4 [+] [🗑]

Title	Status	Submit Date	Grade	Score
There is no data to display.				

6. For each student, click the green Plus sign to initiate the evaluation. Complete the rubric and add any comments as necessary.
7. The rubric total and mean are calculated at the bottom of the rubric. Please copy the "Total Mean" to the Score field, then click the green Submit button.

GRADE

Record Name:*	CEAP Dispositions Rating: CEAP Dispositions Rating #1
Grade:	
Rubrics Total:	39
Total Mean:	3.9
Score:	0.0

Submit   Save   Close

8. Repeat steps 6 & 7 for each student in your class.
9. Note Student 3 cannot be evaluated as that student's account has not been paid and/or activated. You should contact that student and/or Tk20 support about this issue.
10. Please regularly click the green "Save" button at the bottom of the list of students. If you don't do this, you could lose your ratings for individual students.
11. You do not need to evaluate them all at once. You can return to these evaluations later.