



TK20

Student Guide

WCU TK20 Office

Recitation Hall

610-738-0518

Tk20@wcupa.edu

<http://www.wcupa.edu/academics/coe/tk20.aspx>

TK20 Helpdesk

512-401-2000

support@tk20.com

Jan. 2016

WHAT IS TK20?

TK20 is the assessment software that the College of Education and the Professional Education Unit use to assess student outcomes as required by CAEP standards. This tool integrates directly with the university's D2L learning management system (LMS).

Students can access TK20 assignments/assessments via the links in your course in D2L. There is no need to log directly into TK20 to access course assignments or the TIPR field experience binder.

TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Mozilla Firefox browser while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. You may experience technical issues and loss of functionality if you use Internet Explorer.
 - For links to browser updates go to: <http://browsehappy.com>
 - To find out what browser you are using go to: <http://www.thismachine.info>
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- **DO NOT sign into TK20 in multiple tabs or windows.**
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*

- Always log out of TK20 when you are done working in the system.

WCU TK20 Office Hours: M – F (7:30am – 3:30pm) Recitation Hall, Room 203D 610-738-0518 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/tk20.aspx	TK20 Helpdesk Phone: 512-401-2000 (M – F, 8am – 8pm) support@tk20.com (M – F available 24/7, Sat - Sun 12:30pm – 10pm) http://helpdesk.tk20.com/
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TK20 STUDENT ACCOUNTS

The College of Education will purchase TK20 accounts for all students actively enrolled in the Educator Preparation Programs. Students should NOT purchase their own accounts. If you try to access TK20 and receive a message that you do not have an account. **DO NOT PURCHASE A TK20 ACCOUNT!** Please email tk20@wcupa.edu and we will have your account activated for you.

DOWNLOAD AND UPDATE INTERNET BROWSER

For links to browser updates go to: <http://browsehappy.com>

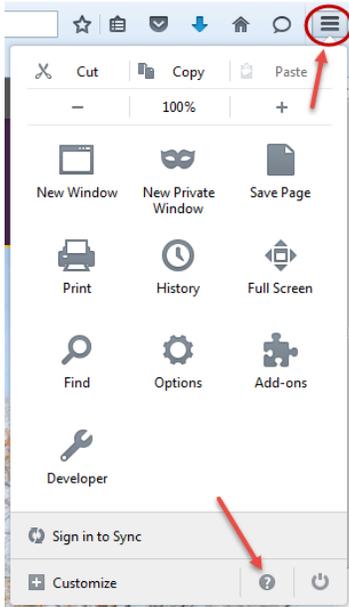
To find out what browser you are using go to: <http://www.thismachine.info>

To download Mozilla Firefox:

- 1) Go to: <https://www.mozilla.org/en-US/firefox> .
- 2) Press the free download button.
- 3) Select run.
- 4) Press install.

To update Mozilla Firefox:

- 1) Click on the three horizontal bars at the top right corner of the screen to open the menu.
- 2) Click on the help symbol “?” at the bottom of the menu.
- 3) Click on about Firefox- This will automatically update Firefox and display the most up to date .version.



HOW TO ACCESS TK20

Via link in your D2L course to complete course assignments or TIPR field experience binder:

- To access a course assignment, you will access Tk20 via link(s) in your D2L course. The link(s) will be found under Content within the TK20 module.
- To access the TIPR field experience binder, you will access Tk20 via the TIPR link in your D2L course. The link will be found under Content within the TK20 module.

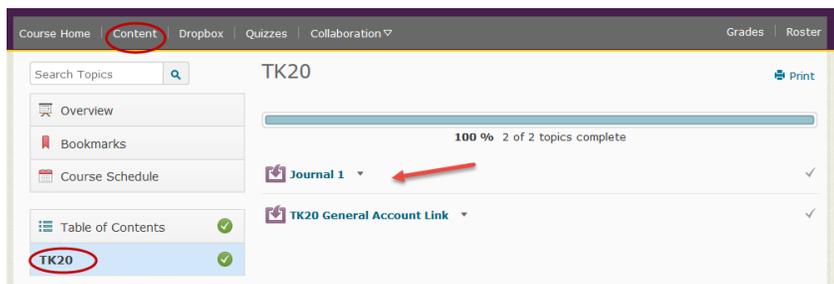
Log on directly to TK20 to complete an application:

- To complete a Student Teacher Applications, you will access TK20 directly. To log into TK20 directly:
 - Go to wcupa.tk20.com (no leading www or http)
 - Your Username is the number "75" followed by the initial for your first and last name (in capital letters) and your student id less the preceding 0. Example: "75AB123456".
 - The first time that you log in, your password is your student ID number with the leading "0" in front. Example: 0123456. After you have logged in you will be prompted to change your password.

SUBMIT A COURSE ASSIGNMENT TO TK20

1. Log into D2L.
2. From within your course in D2L, click on **Content** in the gray navigation bar.
3. Click on the **TK20** module located along the left side of the page.
4. There will be link(s) for assignments on the right side of the page. Click the appropriate assignment link (Example: Journal 1).

*Reminder: If you click the assignment link and receive a message that indicates that you have an Inactive Account or that you do not have an account, **DO NOT PURCHASE ONE. IT WILL BE PURCHASED FOR YOU. PLEASE EMAIL tk20@wcupa.edu and we will have your account activated for you.***



5. Once you click the assignment link, you will be directed to TK20. The assignment title and instructions will be located on the left side of the screen. Assignment details such as your instructor's name, due date, attachment type and assessment tool(s) are located on the right side of the screen.
 - a. For some assignments, you are required to complete a form known as an Artifact in TK20. If so, click on **Add "Artifact Title"** underneath 'Assignment Submission' located on the right side of the page.
 - b. Once you have completed the artifact, click on the **Add** button on the bottom of the page.
 - i. Note: All fields with an (*) must be filled in before the system will let you add your artifact.

Details

Assignment Submission:

[Add Hosting Teacher Information](#)

[Save Draft](#) [Submit Assignment](#) [Cancel without Saving](#)

Assignment Details

Assessors(s): , Noni Kline

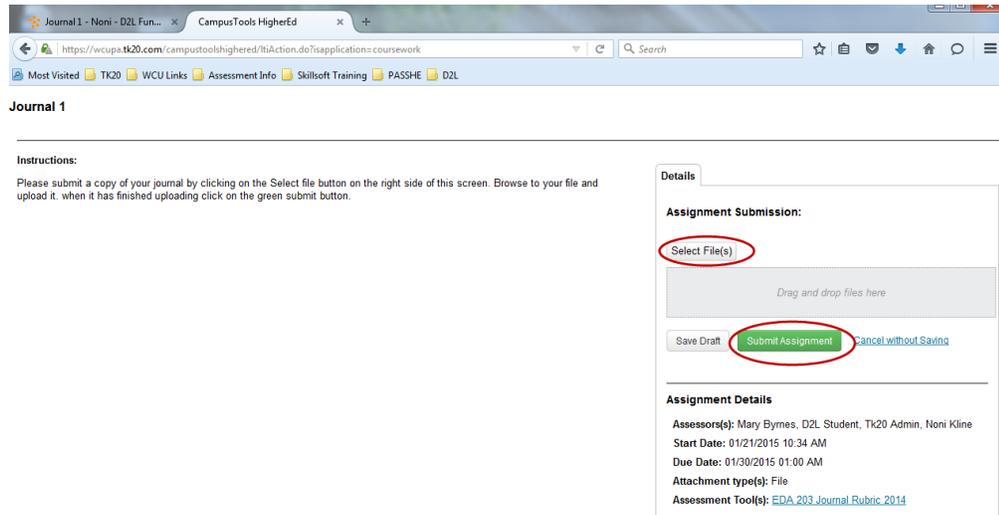
Start Date: 01/12/2016 09:32 AM

Due Date: 05/09/2016 01:00 AM

Attachment type(s): Artifact

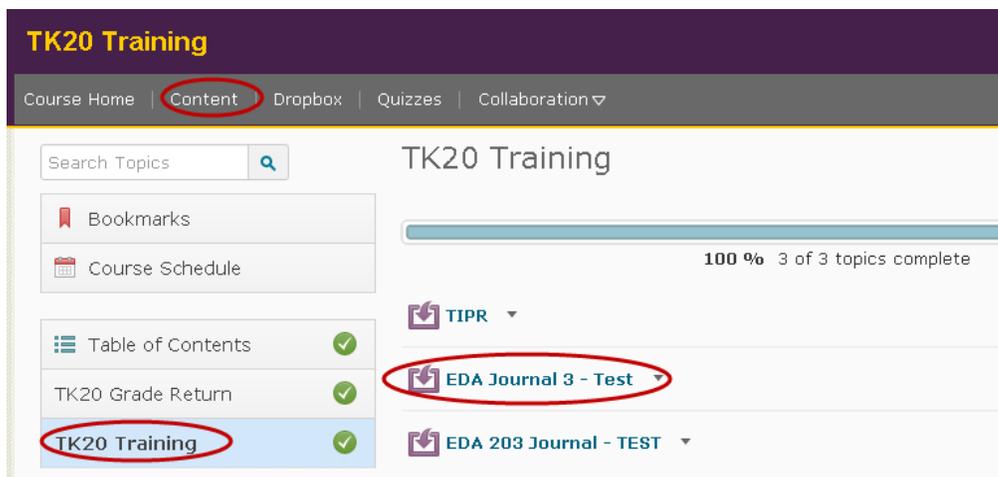
Assessment Tool(s): [Hosting Teacher Information](#)

- c. If you are required to attach a document to your assignment, click on the **“Select File(s)”** button to search for a file(s) on your computer. To remove the file, click on the **“x”** to the right of the file.
- d. When you are ready to submit the assignment click the green **“Submit Assignment”** button.

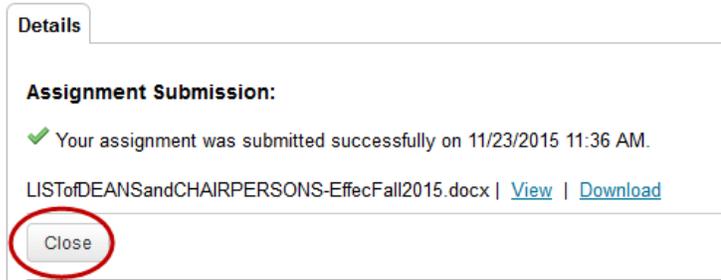


RECALL A SUBMITTED ASSIGNMENT

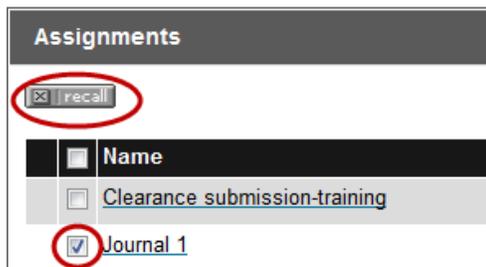
1. Log into D2L.
2. From within your course in D2L, click on **Content** in the gray navigation bar.
3. Click on the **TK20** module located along the left side of the page.
4. There will be link(s) for assignments on the right side of the page. Click the appropriate assignment link.



- Once you click the assignment link, you will be directed to TK20. In the Details section on the right side of the screen, click on the “Close” button.



- Select the assignment that you would like to recall and click on the “Recall” button.



Note: You can only recall an item that has been submitted and not yet assessed by your instructor. If your instructor has already assessed your submission, please contact your instructor to reopen your assignment for editing.

REVIEW INSTRUCTOR FEEDBACK IN TK20

1. From within your course in D2L, click on **Content** in the gray navigation bar.
2. Click on the **TK20** module located along the left side of the page.
3. Click the appropriate assignment link.
4. You will be directed to TK20. In the **Details** section on the right side of the screen under **Assignment Details**, click on the **Assessment Tool(s)** link to view your assessment.

Details

Assignment Submission:

✔ Your assignment was submitted successfully on 11/23/2015 11:44 AM.

LISTofDEANSandCHAIRPERSONS-EffecFall2015.docx | [View](#) | [Download](#)

Close

Assignment Details

Assessors(s): Mary Byrnes, D2L Student, Tk20 Admin, Noni Kline

Start Date: 01/21/2015 10:34 AM

Due Date: 01/30/2015 01:00 AM

Attachment type(s): File

Assessment Tool(s): [EDA 203 Journal Rubric 2014](#)

5. Comments from your instructor may appear in the Score Column.
6. If you attached files to your assignment, your instructor may have left comments within the file(s). Click on **View** next to your file to view any comments.

Details

Assignment Submission:

✔ Your assignment was submitted successfully on 11/23/2015 11:44 AM.

LISTofDEANSandCHAIRPERSONS-EffecFall2015.docx | [View](#) | [Download](#)

Close

Assignment Details

Assessors(s): Mary Byrnes, D2L Student, Tk20 Admin, Noni Kline

Start Date: 01/21/2015 10:34 AM

Due Date: 01/30/2015 01:00 AM

Attachment type(s): File

Assessment Tool(s): [EDA 203 Journal Rubric 2014](#)

ACCESS STUDENT TEACHING (TIPR) FIELD EXPERIENCE BINDERS

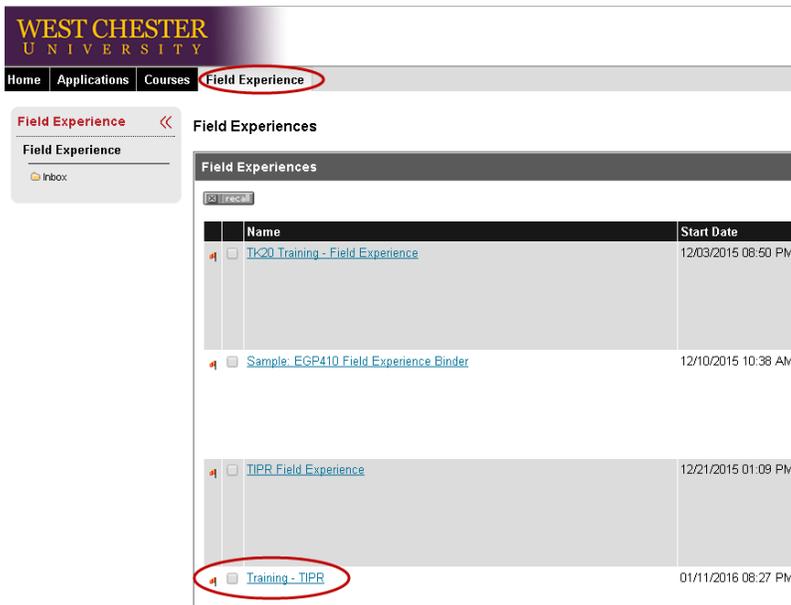
For student teaching courses, the TIPR evaluation that students, cooperating teachers and faculty need to complete is found in a Field Experience binder.

1. Log into D2L.
2. From within your course in D2L, click on **Content** in the gray navigation bar.
3. Click on the **TK20** module located along the left side of the page.
4. On the right side of the page, click on **TIPR**.

The screenshot shows the D2L interface for the 'TK20 Training' course. At the top, a dark purple header contains the course title 'TK20 Training' in yellow. Below this is a gray navigation bar with links for 'Course Home', 'Content' (circled in red), 'Dropbox', 'Quizzes', and 'Collaboration'. The main content area is white and features a search bar, a 'TK20 Training' title, and a progress indicator showing '100 % 3 of 3 topics complete'. On the left, a sidebar lists course elements: 'Bookmarks', 'Course Schedule', 'Table of Contents' (with a green checkmark), 'TK20 Grade Return' (with a green checkmark), and 'TK20 Training' (with a green checkmark and circled in red). On the right, there are three links: 'TIPR' (with a purple icon and circled in red), 'EDA Journal 3 - Test', and 'EDA 203 Journal - TEST'.

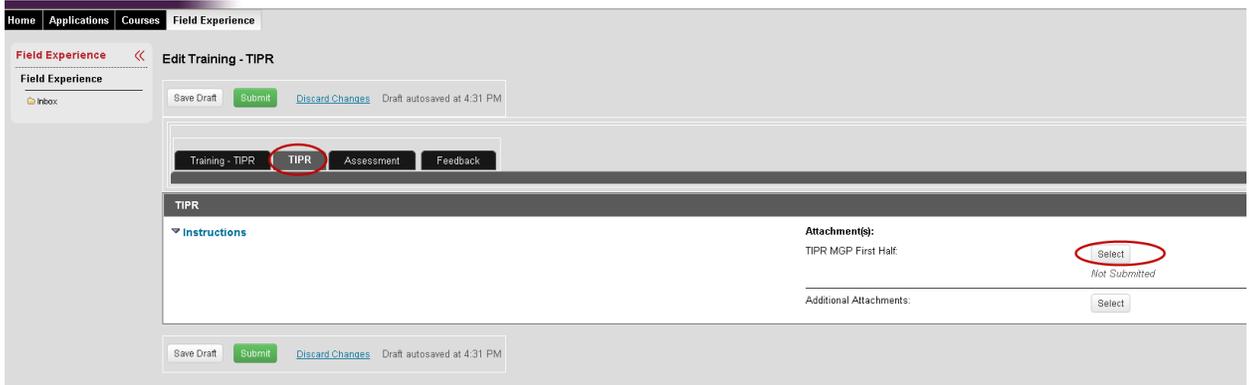
5. You will be directed to the TK20 homepage.
6. You can access the Field Experience binder in two ways:
 - a. On the Home tab, click on the link under the "Pending Tasks" section toward the middle of the screen. Example: "Please start the Field Experience (EGP, MGP etc.)".
 - b. Click on the Field Experience tab on the top of the page.

- Click on the appropriate binder and it will open to a new screen.



- Click on the "TIPR" tab. On the right side of the screen, click on the "Select" button.
- Complete the TIPR form. *Note: All fields with an "*" are mandatory fields.* After you have completed the form, click "Save Draft." You do not have to click "Submit".

Note: If you click "Submit" and either your Instructor or Cooperating Teacher started their portion of your evaluation, you will be locked out of the binder.



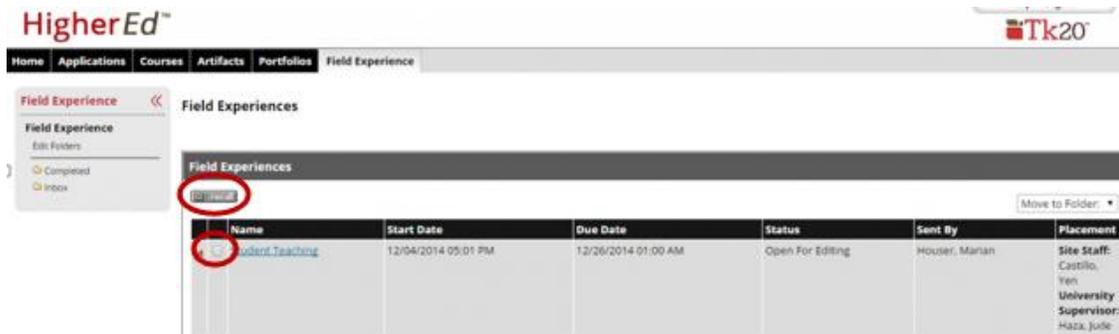
- If you are locked out of your binder, you will notice a lock icon to the left of your binder. To unlock your binder, please contact your instructor or the WCU TK20 Office for assistance.



RECALL SUBMISSION TO STUDENT TEACHING TIPR FIELD EXPERIENCE BINDER

If you have submitted your TIPR evaluation and neither your Instructor or Cooperating Teacher have started their evaluations, you can recall your binder to make edits.

1. From within TK20, click on the **Field Experience** tab on the top of the page
2. Click on **Field Experience** in the left side menu.
3. Place a checkmark next to the field experience binder you want to edit, then click on the **Recall** button .
4. Click on **Save Draft** when you have completed making changes.



Note: If assessment of your field experience binder has already begun, you will receive the following warning message:

“The following binder(s) cannot be recalled as they have a Locked – Late status or have assessments saved: “

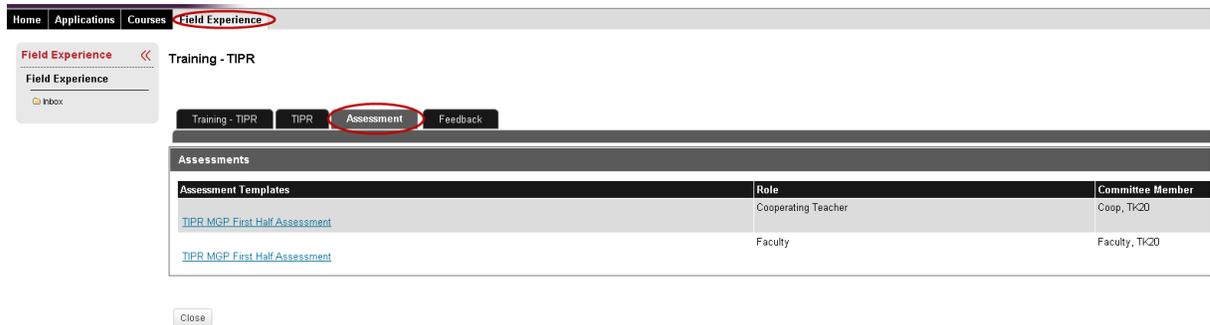
In this case you will need to contact your instructor or the WCU TK20 office to reopen your field experience binder for editing.

REVIEW INSTRUCTOR FEEDBACK IN STUDENT TEACHING BINDER (FIELD EXPERIENCE BINDER)

- From within TK20, click on the **Field Experience** tab on the top of the page



- A list of Field Experience binders will be displayed. Click on the binder name to open it.
- Click on the **Assessment** tab.
- Click on the evaluation for either the Faculty or Cooperating Teacher to view the assessment.

A screenshot of the Field Experience binder interface. The top navigation bar shows 'Home', 'Applications', 'Courses', and 'Field Experience' (highlighted). Below this, a sidebar on the left shows 'Field Experience' and 'Inbox'. The main content area is titled 'Training - TIPR' and has three tabs: 'Training - TIPR', 'TIPR', and 'Assessment' (highlighted). Below the tabs is a table titled 'Assessments' with three columns: 'Assessment Templates', 'Role', and 'Committee Member'.

Assessment Templates	Role	Committee Member
TIPR MGP First Half Assessment	Cooperating Teacher	Coop, TK20
TIPR MGP First Half Assessment	Faculty	Faculty, TK20

A 'Close' button is located at the bottom left of the interface.

Frequently Asked Questions

1. I received a message that I do not have an active account in TK20. What do I do?
 - a. Please do not buy a student account. The College of Education will provide TK20 accounts for students enrolled in the Educator Preparation program. Please contact WCU TK20 at tk20@wcupa.edu or 610-738-0518 and we will request that your TK20 account be activated.
2. How to recall my submission?
 - a. You can only recall an item that has been submitted and not yet assessed by your instructor. If your instructor has already started to assess your submission, please contact your instructor to reopen your assignment for editing. If you need additional assistance, please contact WCU TK20 at tk20@wcupa.edu or 610-738-0518.
3. I'm having trouble submitting my work in D2L.
 - a. Check your browser. Both TK20 and D2L recommend that you access the system via Mozilla Firefox browser (do not use Internet Explorer). Check to make sure that your browser is up to date.
 - b. Check to make sure that your internet browser is set to "Accept" or "Allow" Third Party Cookies. This is usually done in the preferences or security settings of your internet browser.
 - c. DO NOT use the browser back button. Instead, navigate using the tabs and menus within TK20.
 - d. DO NOT sign into TK20 in multiple tabs or windows.
4. I forgot my password
 - a. If you forget your password, please contact WCU TK20 at tk20@wcupa.edu or 610-738-0518. Reminder: All course assignments/assessments can be accessed via links in your D2L course (you will not be prompted for a username or password when accessing through D2L). Students only need to access TK20 directly to complete Student Teaching applications.