

## TK20 Faculty Guide Professional Dispositions Within a Course

WCU TK20 Office Recitation Hall 610-436-2085 <u>Tk20@wcupa.edu</u> https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx

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## HOW TO COMPLETE PROFESSIONAL DISPOSITIONS WITHIN A TK20 COURSE

- 1. From within Tk20, click on '**Courses'** on the left side panel.
- 2. Click on the course tab that contains the Professional Dispositions assignment.
- 3. Click on the number located below the Professional Dispositions assignment.
- 4. Click on the name of the student. *Please note students do not submit anything for Professional Dispositions.*

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DOCUMENT ROOM	DASHBOARD		
COURSES ~			
COURSES ~			
My Courses 🗸 🗸 🗸	TK20 Training 01 TK20 Training 2.2		
Dashboard	TK20 TRAINING 2 TK20 TRAINING 2   SECTION 2		
COURSEWORK >			
REPORTS	📍 0 Pending Tasks		
FIELD EXPERIENCE	Expand All   Collapse All Assessed Assessment(s) pending Not submitted		
PORTFOLIOS >	V TEST Spring 2018 - Professional Dispositions (Assignment)		
	100%		
	V TEST - Studen TK20 Student TK20 Student2		

- 5. A split screen will be displayed:
  - a. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.
  - b. On the right side, click on the **'Professional Dispositions and Requirements (C ):** Education' assessment tool.

				Submit Close
Details Submission(s)	Print-Friendly View	Student: TK20 Student < Back to Dashboard Assessment Tool		Print-Friendly View
Type         Title           There is no data to display.         Item (Compared on the compared on the com		Assessment To	ool Description	Last Update
		Professional Di and Requireme Education  Overall Grade:  Weight: 0.0  Score: 0.0		

- 6. Questions in the Professional Dispositions and Requirements form are set to default to 'Acceptable'.
- 7. Is there a concern for the student?
  - a. No Scroll to the bottom of the form and click **'Save & Close'**. Next click the green **'Submit'** button on the top right.
  - b. Yes Select the appropriate response in the Professional Dispositions and Requirements section, select the appropriate level in the Concern section at the bottom of the form, and upload a copy of the signed Professional Disposition Concern form. Click 'Save & Close' and then click the green 'Submit' button on the top right.

Level of Concern:*	<ul> <li>No concern.</li> <li>Level 1 - This is the minimum expectation required for any concern. Conference with candidate. Must upload Professional Dispositions - Concern Form.</li> <li>Level 2 - Egregious dispositional concerns. <u>This will result in a Department level review</u> after an initial conference with the candidate. Must upload Professional Dispositions - Concern Form.</li> </ul>		
Upload Professional Dispositions - Concern Form:	+ Select File(s) Drag and drop files here		
GRADE			
Grade:			
	Save & Close Save		