

## TK20 Faculty Guide Professional Dispositions Within a Course

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> > March 2018 v.9.1.3

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.

## 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 ~	TK20 Training 01 TK20 Training 2 2					
My Courses 🗸 🗸 🗸						
Dashboard	TK20 TRAINING 2 TK20 TRAINING 2   SECTION 2					
COURSEWORK >						
REPORTS						
FIELD EXPERIENCE	Expand All   Collapse All Assessed Assessment(s) pending Not submitted					
PORTFOLIOS >	<ul> <li>TEST Spring 2018 - Professional Dispositions (Assignment)</li> </ul>					
	100%					
	V TEST - 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.

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							Submit Close
Details Submissio	Title	Print-Friendly View	Studer < Back As:	nt: TK20 Student2 to Dashboard sessment Tools	Extensions	Feedback	Print-Friendly View
There is no data to display.				Assessment Tool	Descript	ion	Last Update
			Vera Weigh 0.0 Score:	Professional Dispositi and Requirements (C) Education Il Grade: t:	ons For Educ. : Program Universit	ator Preparation s at West Chester y.	,

- 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 "Complete". 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 "Complete" and then click the green "Submit" button on the top right.

CONCERN					
Directions					
Only complete this section if the candidate received a rating of "Concer receive a copy of the completed Professional Dispositions – Concern Form.	rn* in any area. The assessor must conference with the candidate, complete the Professional Dispositions - Concern Form (fillable form), upload the form below, and indicate the level of concern. The candidate must				
Level of Concern:	O Na concern.				
	Level 1 - This is the minimum expectation required for any concern. Conference with candidate. Must upload Professional Dispositions Concern Form.				
	O Level 2 - Exceptions dispositional concerns. This will result in a Department level review after an initial conversation with the candidate. Must upload Professional Dispositions Concern Form.				
Upload Professional Dispositions Concern Form:	+ Select File(5)				
	Drag and drop files here				
GRADE					
Grade:					
	Complete Save				