TK20 Faculty Guide Professional Dispositions

Within a Course

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.*
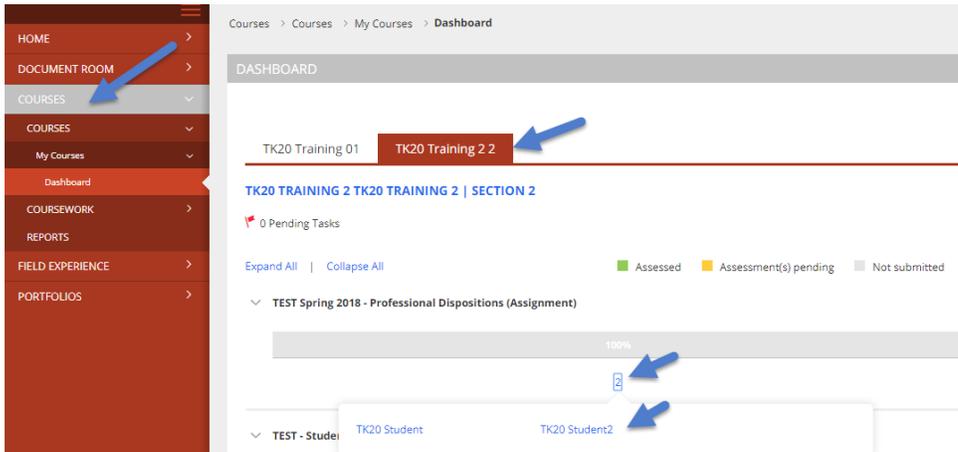
5. A split screen will be displayed:
    a. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.
    b. On the right side, click on the "Professional Dispositions and Requirements (C): Education" assessment tool.
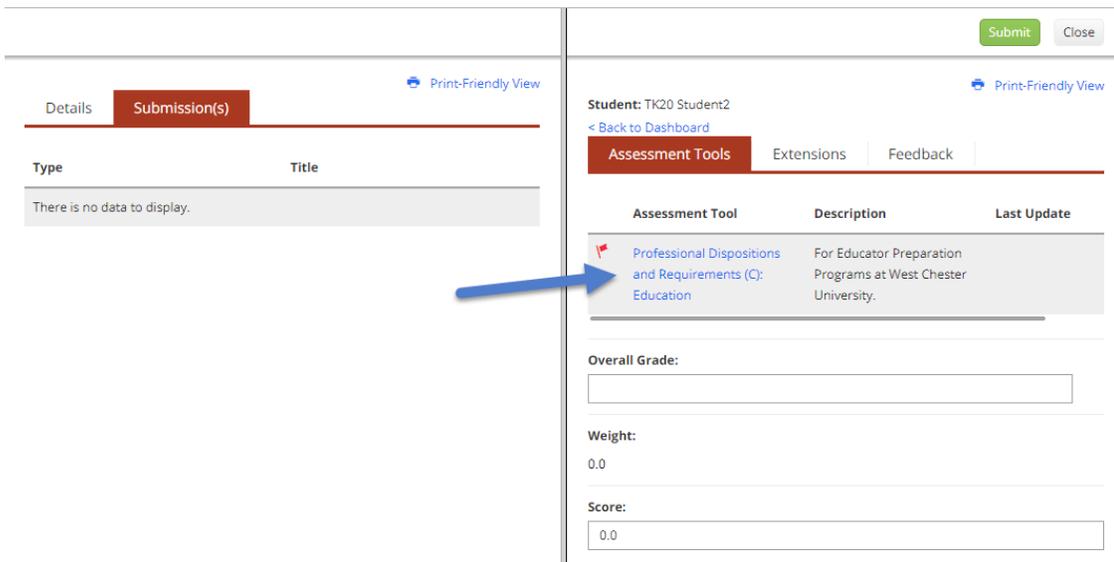
6. Questions in the Professional Dispositions and Requirements form are set to default to "Acceptable".
7. Is there a concern for the student?
    a. No - Scroll to the bottom of the form and click "Complete". Next click the green "Submit" button on the top right.
    b. Yes - Select the appropriate 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 "Concern" 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 receive a copy of the completed Professional Dispositions – Concern Form.

Level of Concern:
- ○ No concern.
- ● Level 1 - This is the minimum expectation required for any concern. Conference with candidate. **Must upload Professional Dispositions Concern Form.**
- ○ Level 2 - Egregious 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(s)]

Drag and drop files here

GRADE

Grade:

[Complete] [Save]