



TK20 Social Work Course Assessment/ Professional Behaviors Student Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<http://www.wcupa.edu/academics/coe/Tk20.aspx>

TK20 Helpdesk

800-311-5656

support@Tk20.com

February 2018 v.9.1.3

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

TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Mozilla Firefox, Google Chrome or Safari browsers 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. **Do not use Internet Explorer.**
- **DO NOT sign into TK20 in multiple tabs or windows.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- 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.
- When uploading a file, **do not** include special characters such as (*, ', ", &) in the name when you save the file for upload in Tk20.

WCU TK20 Office Hours: M – F (7:30am – 4:00pm) Recitation Hall, Room 203D 610-436-2085 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	TK20 Helpdesk Hours: (M – Th, 8am – 8pm, F 8am-7pm Su. 5pm-10pm) Phone: 800-311-5656 Email: support@tk20.com http://helpdesk.Tk20.com/
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HOW TO ACCESS TK20

Students can log into TK20 in one of two ways:

1. Via a link in your D2L course
 - a. From within your course in D2L, click on **“Content”** in the gray navigation bar.
 - b. Click on the **“TK20”** module located along the left side of the page.
 - c. On the right side of the page, click on **“TK20 Homepage”**.
 - d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage

- a. To access Tk20 directly, type `wcupa.tk20.com` into your internet browser. Then, click on the **“new Faculty Student login page”** link. Do not login using the top portion of this page.

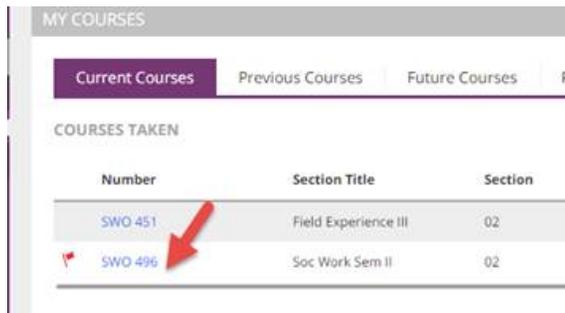


- b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350.*
Username = WCU email
Password = WCU password
- c. You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.

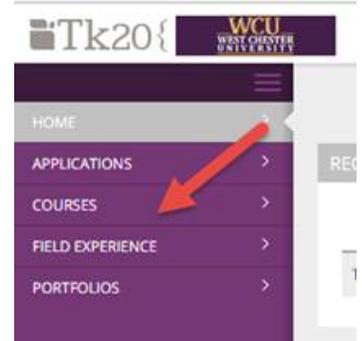
COMPLETING A COURSE ASSIGNMENT

*This section refers to course assignments such as the Senior Integrative Paper. You do not need to submit anything for the Professional Behaviors; however, you can view your instructor's assessment by following the instructions on page 5. **Important note: DO NOT include special characters such as (', ", &, *, ?) in the file name when saving.***

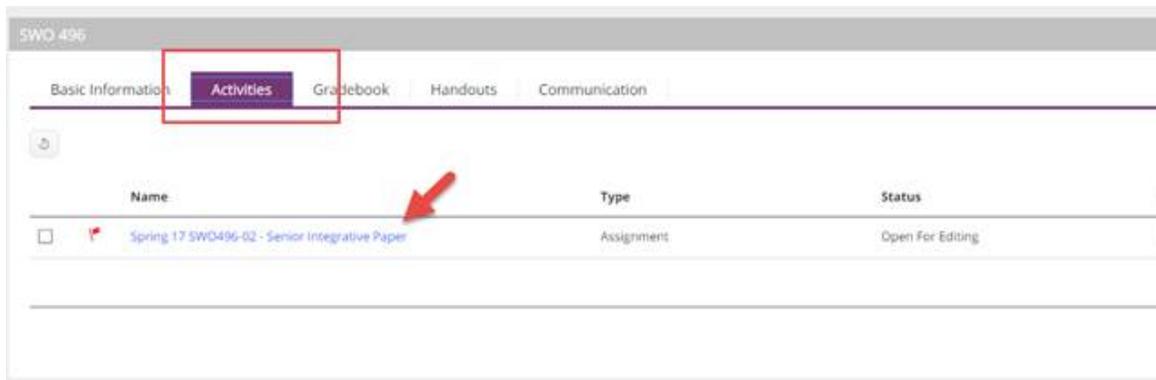
1. From the Tk20 homepage, click **"Courses"** on the left side panel.
2. From here, you will see a list of your courses. Click on the appropriate course in the list.



Number	Section Title	Section
SWO 451	Field Experience III	02
SWO 496	Soc Work Sem II	02

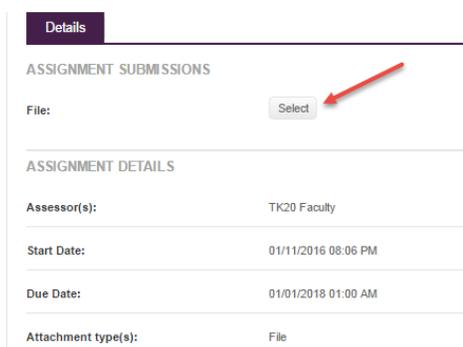


3. Click on the **"Activities"** tab and then select your assignment.



Name	Type	Status
Spring 17 SWO496-02 - Senior Integrative Paper	Assignment	Open For Editing

4. Click on the **"Select"** button on the right side of the screen to upload a file(s) from your computer.



Details

ASSIGNMENT SUBMISSIONS

File:

ASSIGNMENT DETAILS

Assessor(s): TK20 Faculty

Start Date: 01/11/2016 08:06 PM

Due Date: 01/01/2018 01:00 AM

Attachment type(s): File

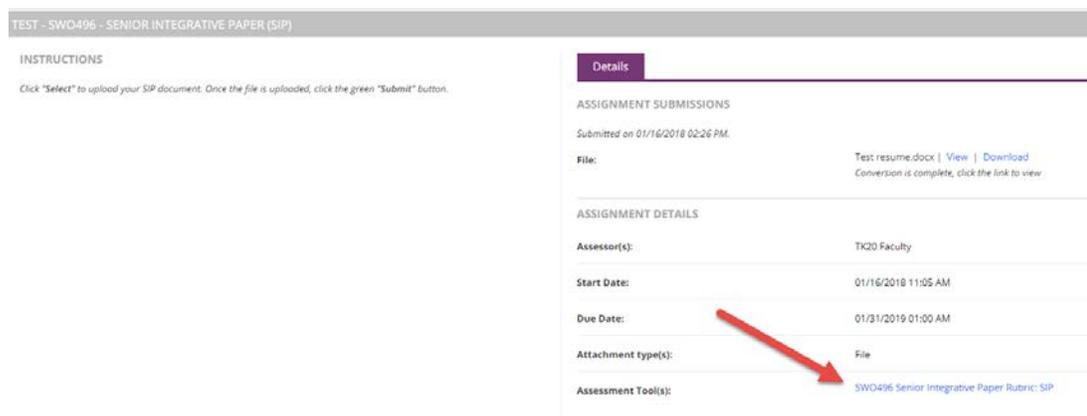
5. Once the upload is complete, the file name will appear.



6. If you want to delete the file before you have submitted or saved your assignment (example: if you uploaded the wrong file), click on the  to the left of the file name to delete it.
7. When you have completed your assignment, on the bottom right of the screen, click on either:
 - a. **Submit:** Submit your assignment for review
 - b. **Save:** Save your work so that you can return to it at a later time
 - c. **Close:** Exit without saving your work
8. You will receive an email notification letting you know that your assignment has been submitted.

VIEWING INSTRUCTOR'S ASSESSMENT

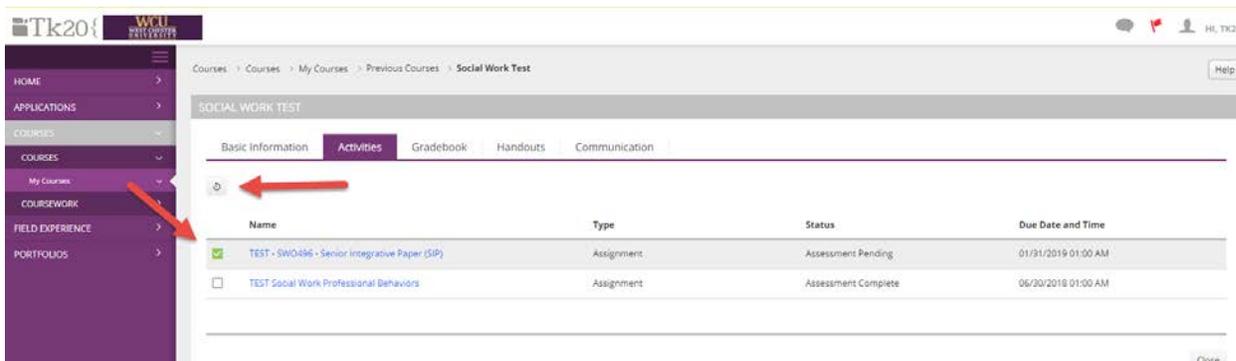
1. Once your instructor has reviewed your submission, you can view their assessment by navigating back to that assignment submission screen.
2. On the right side of the screen, in the "Assignment Submissions" section, click on the "**Assessment Tool(s)**" link to view your completed assessment.
3. If you attached a file to your assignment, your instructor may have left comments within the file. To the right of your submission, click "**View**" to see if any in-text comments have been added to your submission.



HOW TO RECALL A SUBMITTED ASSIGNMENT

If you need to edit or delete a submitted assignment, you can “Recall” your submission. Note that you can only “Recall” a submission that has not yet assessed by your instructor. If your instructor has already assessed your submission, please contact your instructor or the WCU TK20 Office to reopen your assignment for editing.

1. From within Tk20, click on “Courses” on the left side of the page
2. Your current courses will be displayed. Click on the course number that has the assignment that you wish to recall.
3. Click on the “Activities” tab.
4. All of the assignments for this class will be displayed. Note that you cannot recall an assignment that has the status of “Assessment Complete”.
5. Select the assignment that you would like to recall, then click on the “Recall” icon.



6. Go back to view the assignments for the class. You will notice that the status has changed to “Open for editing”. Click on the course assignment name to make edits to the assignment. If you need to delete an upload file, click on the  to the left of the uploaded file.

