

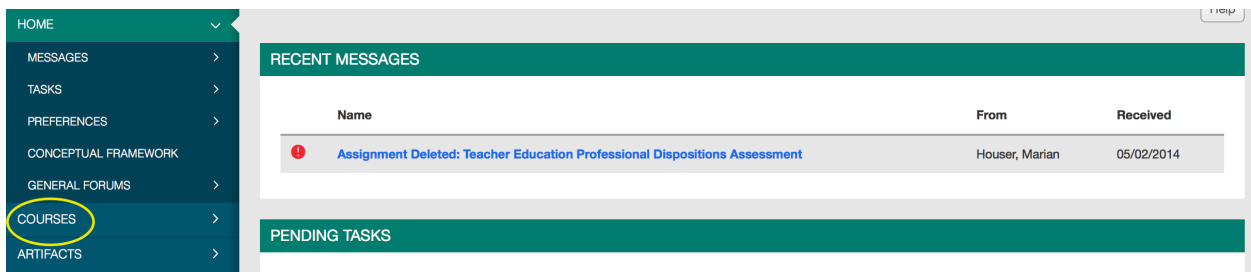
Tk20 Campus Wide

Navigation Guide (Faculty) Assessing an Assignment

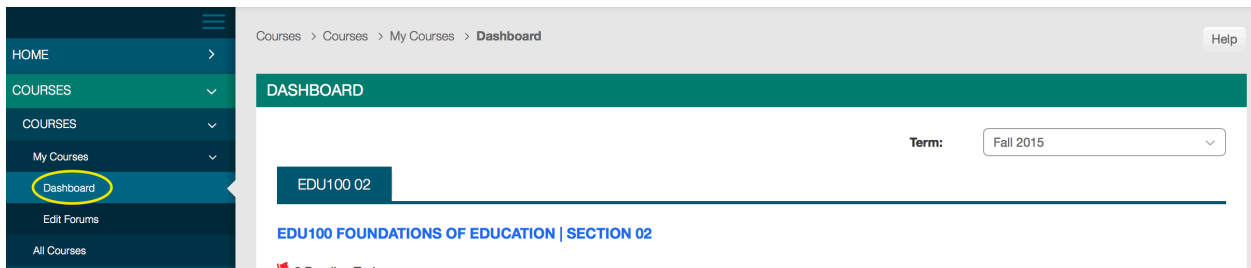
ASSESSING an ASSIGNMENT

Getting Started

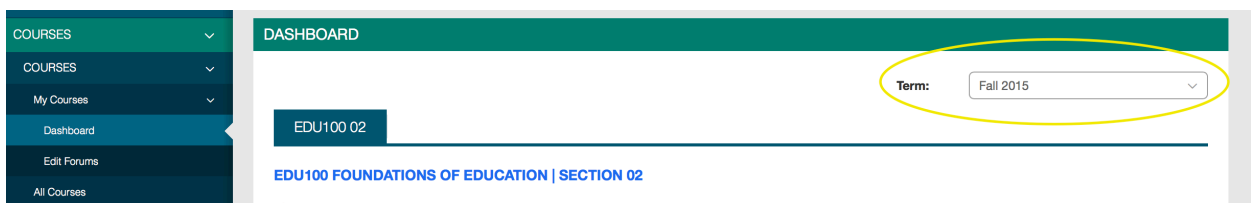
1. Click on **Courses** in the main navigation menu.



2. Click on **Dashboard** in the secondary menu.



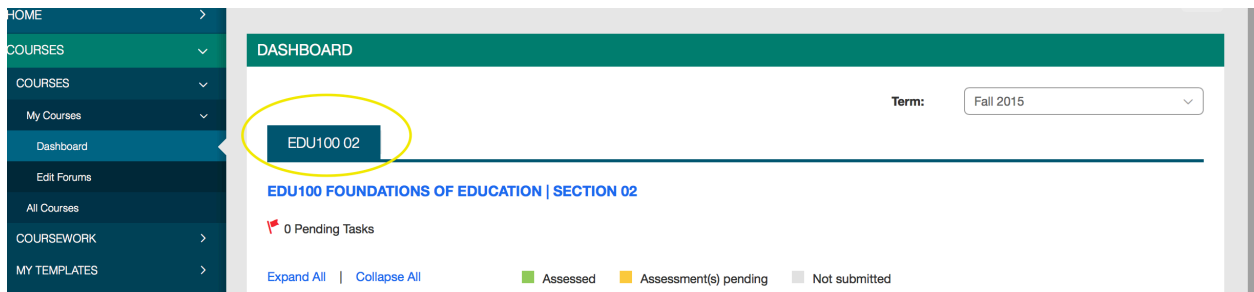
3. Select the term you want to assess in the upper right corner of the Dashboard page.



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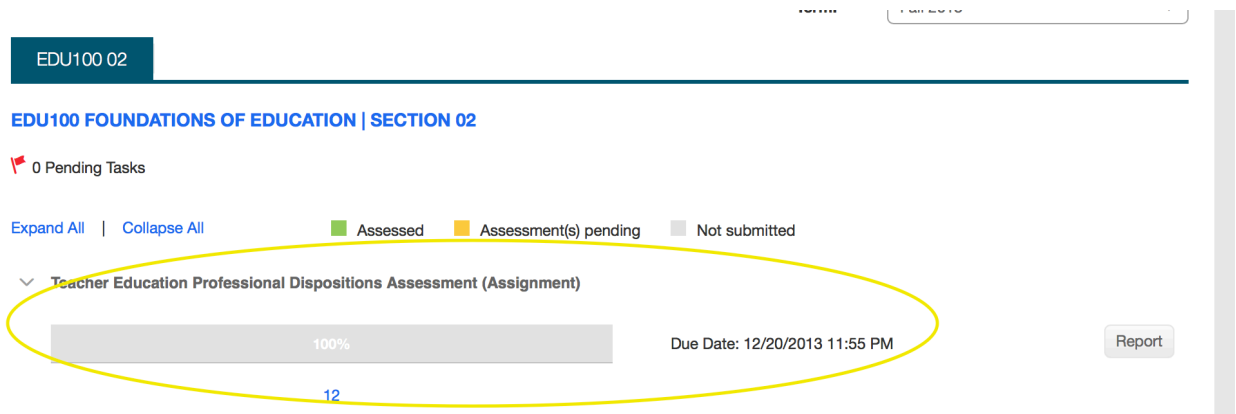
Navigation Guide (Faculty) Assessing an Assignment

- Select the correct course/section using the tabs at the top of the Dashboard



The screenshot shows a navigation menu on the left with options: HOME, COURSES, My Courses, Dashboard, Edit Forums, All Courses, COURSEWORK, and MY TEMPLATES. The 'Dashboard' option is highlighted. In the main content area, the 'EDU100 02' tab is circled in yellow. The dashboard title is 'EDU100 FOUNDATIONS OF EDUCATION | SECTION 02' and it shows '0 Pending Tasks' and a legend for 'Assessed', 'Assessment(s) pending', and 'Not submitted'.

- Locate the assignment in the list (filtered by term and class/section). The dashboard will show statistics for each assignment, including how many assessments have been completed (green), how many assessments are pending (yellow), and how many have not been submitted by students (gray).



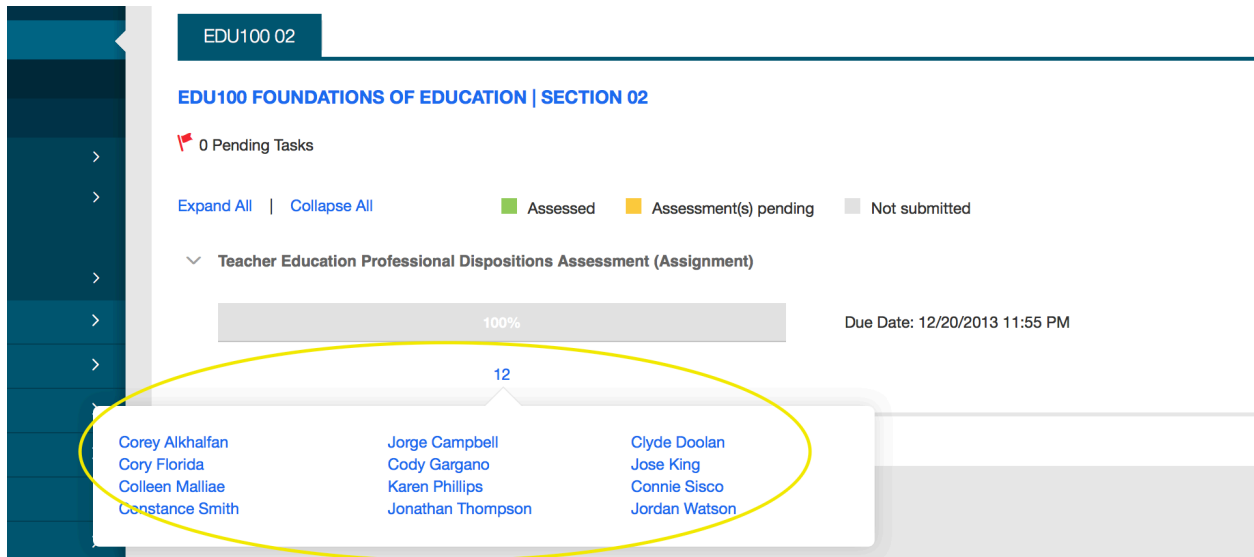
The screenshot shows the 'EDU100 02' dashboard with the assignment 'Teacher Education Professional Dispositions Assessment (Assignment)' circled in yellow. The assignment has a 100% completion bar and a '12' below it. The due date is '12/20/2013 11:55 PM' and there is a 'Report' button.

ASSIGNMENT DASHBOARD

- Click on the number of students in the **ASSESSMENT(S) PENDING** section of the assignment and a popover with a list of students will appear.

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Navigation Guide (Faculty) Assessing an Assignment



EDU100 02

EDU100 FOUNDATIONS OF EDUCATION | SECTION 02

0 Pending Tasks

Expand All | Collapse All

Assessed Assessment(s) pending Not submitted

Teacher Education Professional Dispositions Assessment (Assignment)

100% Due Date: 12/20/2013 11:55 PM

12

Corey Alkhalifan	Jorge Campbell	Clyde Doolan
Cory Florida	Cody Gargano	Jose King
Colleen Malliae	Karen Phillips	Connie Sisco
Constance Smith	Jonathan Thompson	Jordan Watson

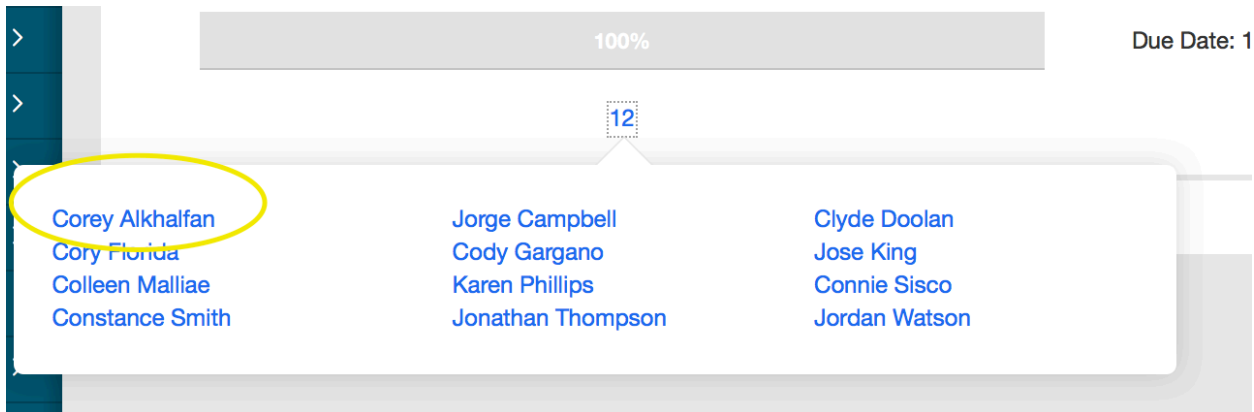
7. Click on a student's name to open that student's assignment and begin your assessment

Using the Split Screen to Assess an Assignment.

After you click on the student's name to open the assignment, you will be presented with a split screen view. The left side of the split screen will show the student's assignment, and the right side of the split screen will show the assessment tool(s). You can click the arrow buttons to expand or contract either side while you work.

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Navigation Guide (Faculty) Assessing an Assignment

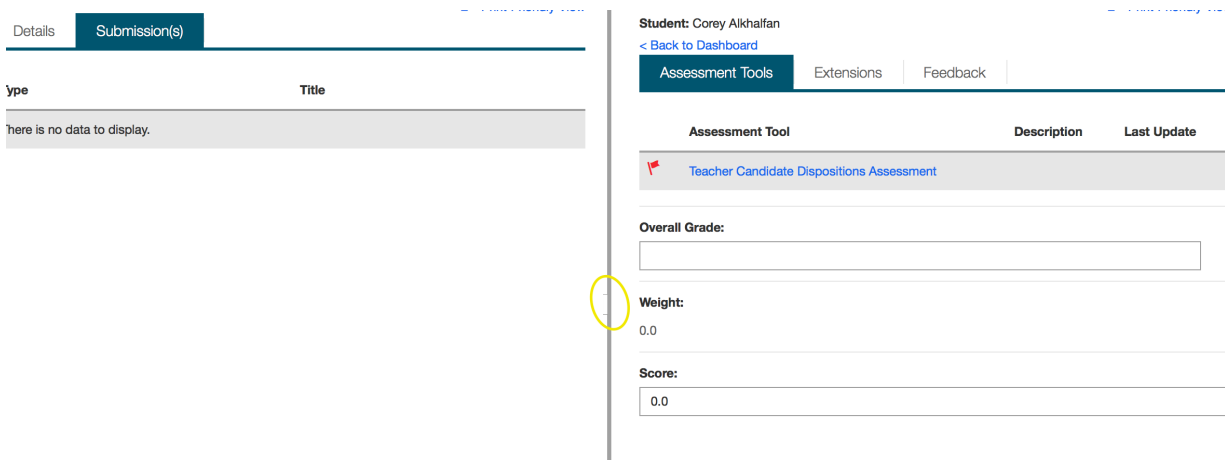


100%

Due Date: 1

12

- Corey Alkhalfan
- Cory Florida
- Colleen Malliae
- Constance Smith
- Jorge Campbell
- Cody Gargano
- Karen Phillips
- Jonathan Thompson
- Clyde Doolan
- Jose King
- Connie Sisco
- Jordan Watson



Details | **Submission(s)**

Type	Title
There is no data to display.	

Student: Corey Alkhalfan
[Back to Dashboard](#)

Assessment Tools | Extensions | Feedback

Assessment Tool	Description	Last Update
Teacher Candidate Dispositions Assessment		

Overall Grade:

Weight:

Score:

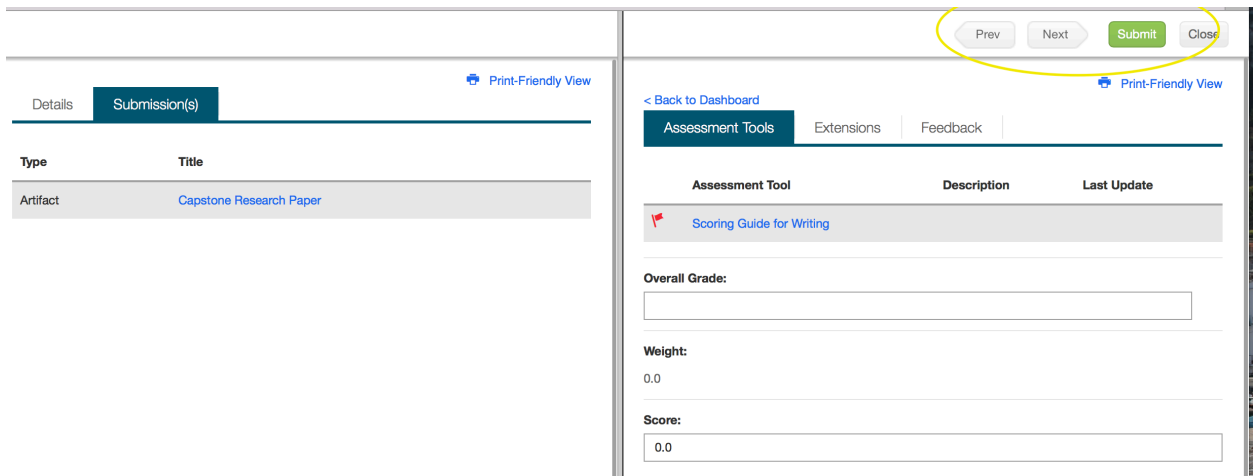
SPLIT SCREEN VIEW

- Review portions of the student's assignment on the left side of the split screen. Then, use the assessment tool(s) on the right side to complete your assessment:
 - Click on the link to open assessment.
 - Fill out all required fields.
 - Click **COMPLETE** at the bottom when you are finished, or **SAVE** to save your progress without marking the assessment complete.
 - Continue steps a-c until all assessments are complete.
- From the main assessment screen, you can:

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Navigation Guide (Faculty) Assessing an Assignment

- Click on the **PREV** and **NEXT** buttons to navigate between students with pending assessments.
- Click on the green **SUBMIT** button to complete your assessments and send assessment results to the student. You will return to the Dashboard.
- Click on the **Close** button to close the assessment without completing it. You will return to the Dashboard, but can return later to continue.



The screenshot displays the assessment interface. At the top right, there are four buttons: 'Prev', 'Next', 'Submit' (highlighted in green), and 'Close'. Below these buttons is a 'Print-Friendly View' link. The main content area is divided into two sections. The left section shows a table with columns 'Type' and 'Title'. The right section shows a table with columns 'Assessment Tool', 'Description', and 'Last Update'. Below these tables are input fields for 'Overall Grade', 'Weight', and 'Score'.

Details	Submission(s)				
	<table border="1"> <thead> <tr> <th>Type</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Artifact</td> <td>Capstone Research Paper</td> </tr> </tbody> </table>	Type	Title	Artifact	Capstone Research Paper
Type	Title				
Artifact	Capstone Research Paper				

Assessment Tool	Description	Last Update
Scoring Guide for Writing		

Overall Grade:

Weight: 0.0

Score: