

Tk20 Campus Wide

Navigation Guide (Faculty) Completing a Juried Assessment

COMPLETING a JURIED ASSESSMENT

Getting Started

As a juror, you may access the juried assessment:

- + From the Home Page
- + From tasks

As a juror, you may access the juried assessment:

- + **From the Home Page**

1. Click on the **title of the Juried Assessment** from the Pending Tasks area.

PENDING TASKS			
Name	Type	From	Due Date
Please fill out the Faculty Update Survey	Survey	Chen, LingYin	12/31/2013
General Education Outcome 1.2 - Assessment Request	Juried Assessment	Sylvester, Laura	

[Title of the Juried Assessment](#)

2. Click on the **number of student** you want to assess to open a split-screen.

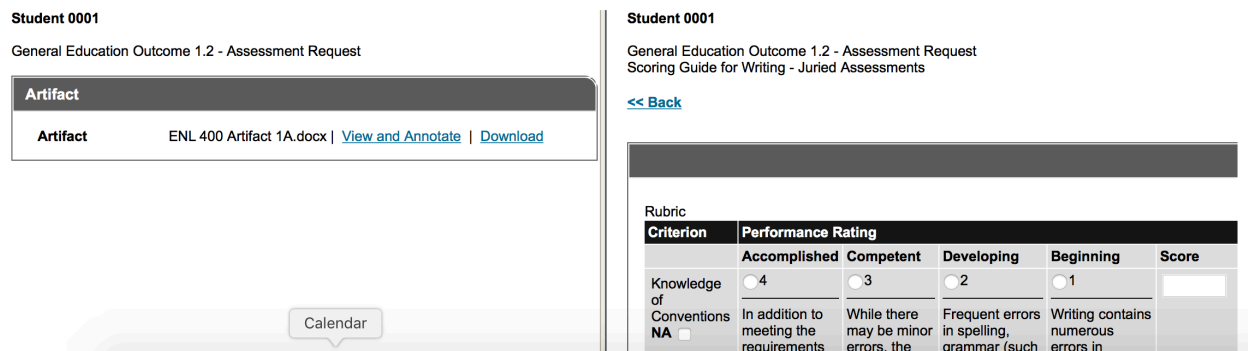
General Education Outcome 1.2 - Assessment Request				
student	Title	Description	Last Update	Status
Student 0001	General Education Outcome 1.2 - Assessment Request			Pending

[Number of Student](#)

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- On the left, you will be able to view the assessment details, any attached standards and the student's submission.
- On the right, you will be able to view the assessment tool.



Student 0001
General Education Outcome 1.2 - Assessment Request

Artifact

Artifact ENL 400 Artifact 1A.docx | [View and Annotate](#) | [Download](#)

Calendar

Student 0001
General Education Outcome 1.2 - Assessment Request
Scoring Guide for Writing - Juried Assessments

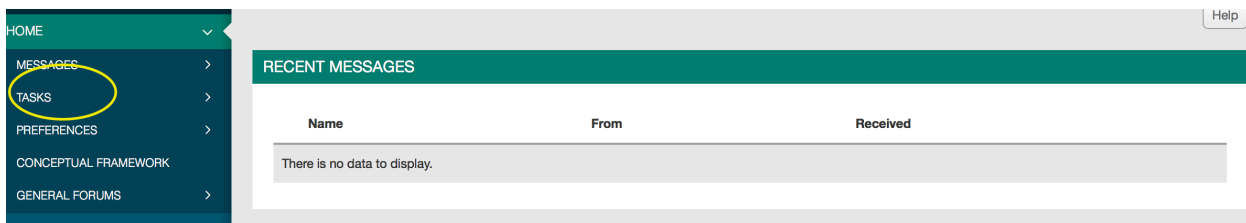
[<< Back](#)

Criterion	Performance Rating				Score
	Accomplished	Competent	Developing	Beginning	
Knowledge of Conventions NA	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	
	In addition to meeting the requirements	While there may be minor errors, the	Frequent errors in spelling, grammar (such	Writing contains numerous errors in	

Split Screen

+ From Tasks

- Click on Tasks in the side menu.



HOME

MESSAGES

TASKS

PREFERENCES

CONCEPTUAL FRAMEWORK

GENERAL FORUMS

Help

RECENT MESSAGES

Name	From	Received
There is no data to display.		

Sidebar – Tasks

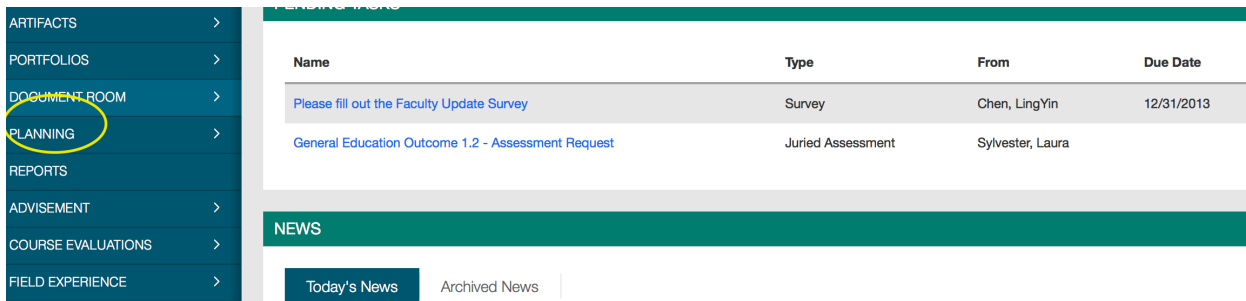
Repeat steps 1 & 2 from the Home Page instructions

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+ From Planning

1. Click **Planning** in the side menu

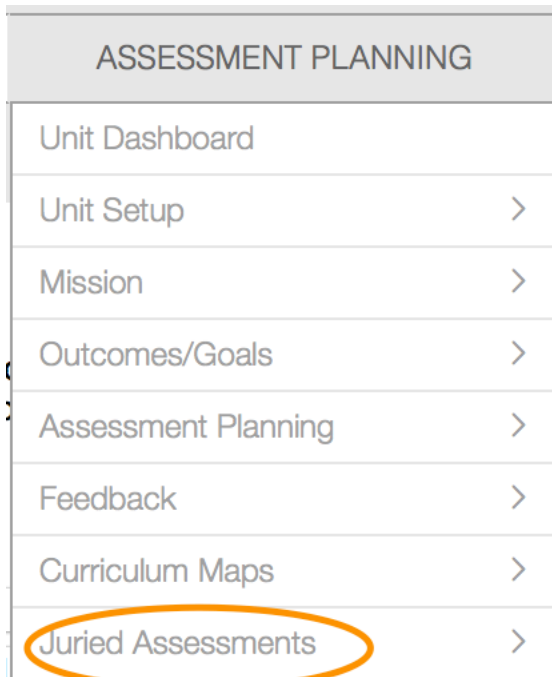


The screenshot shows the left-hand side menu of the Tk20 system. The menu items are: ARTIFACTS, PORTFOLIOS, DOCUMENT ROOM, PLANNING (circled in yellow), REPORTS, ADVISEMENT, COURSE EVALUATIONS, and FIELD EXPERIENCE. The main content area shows a table with the following data:

Name	Type	From	Due Date
Please fill out the Faculty Update Survey	Survey	Chen, LingYin	12/31/2013
General Education Outcome 1.2 - Assessment Request	Juried Assessment	Sylvester, Laura	

Below the table, there is a 'NEWS' section with buttons for 'Today's News' and 'Archived News'.

2. From the horizontal menu at the top of your screen, click **Assessment Planning**



The screenshot shows a horizontal menu titled 'ASSESSMENT PLANNING'. The menu items are: Unit Dashboard, Unit Setup, Mission, Outcomes/Goals, Assessment Planning, Feedback, Curriculum Maps, and Juried Assessments (circled in orange).

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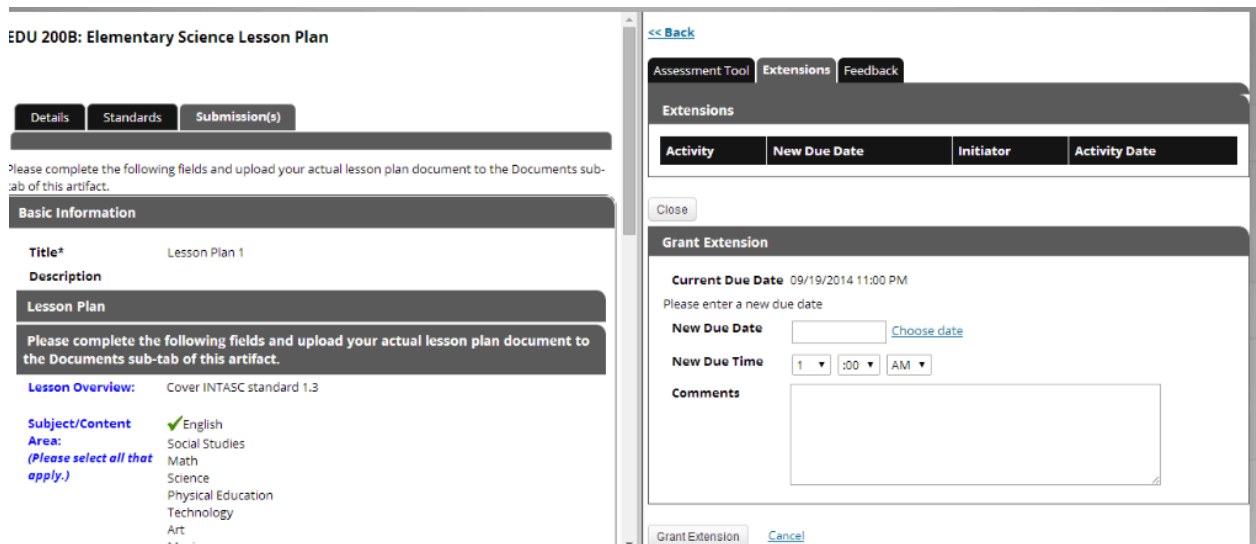
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3. Click **Juried Assessments**
4. Click **My Assessments**

Repeat steps 1 & 2 from the Home Page instructions

A. Viewing Artifacts/Observations

- For observations, only a description will be provided on the left-hand side of the screen.
- If the student has submitted a Tk20 artifact (Coursework & Portfolios option), it will be displayed on the left side of the screen.



The screenshot displays the Tk20 interface for viewing an artifact. On the left, the artifact is titled "EDU 200B: Elementary Science Lesson Plan". Below the title are tabs for "Details", "Standards", and "Submission(s)". A message prompts the user to complete fields and upload a lesson plan document. The "Basic Information" section shows the title "Lesson Plan 1" and a "Description" field. Below this is the "Lesson Plan" section with a similar instruction. The "Lesson Overview" indicates it covers "INTASC standard 1.3". The "Subject/Content Area" is listed as "English" with a checkmark, and other options include Social Studies, Math, Science, Physical Education, Technology, and Art. On the right, the "Grant Extension" dialog box is open, showing the "Current Due Date" as "09/19/2014 11:00 PM". It prompts the user to enter a "New Due Date" and "New Due Time" (set to 1:00 AM). There is a "Comments" text area and buttons for "Grant Extension" and "Cancel".

Assessing an Artifact as a part of Coursework or Portfolio

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- If the administrator has uploaded a file, you may click on Download to save it to your computer, or you can click on View and Annotate to open the document in your internet browser.

Type	Title
File	Philosophy.docx.docx View and Annotate Download Conversion is complete, click the link to view and annotate

[Download or Annotate a File Upload](#)

B. Assessing Artifacts/Observations

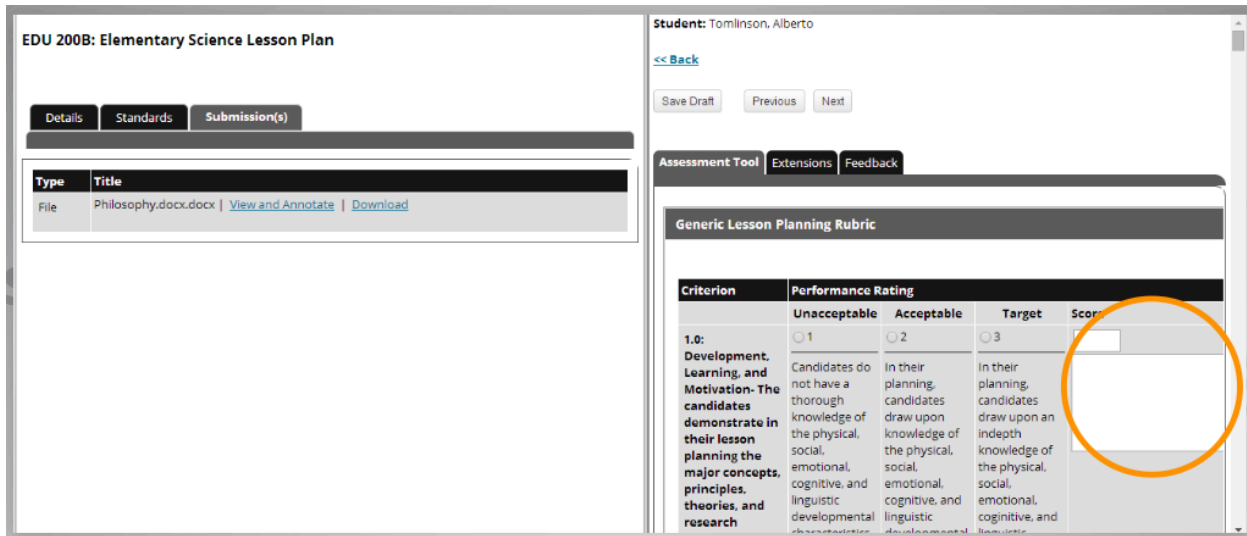
1. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
2. After you have completed the assessment tool(s), choose one of the following
 - **Save Draft:** save work and return at a later time
 - **Submit:** submit the assessment
 - **Submit Next:** submit the assessment and move to the next student
 - **Cancel without Saving:** exit the assessment tool without saving any changes

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Note(s)

- If available, comments may be left for each criterion within the score column of the rubric.



The screenshot displays the 'EDU 200B: Elementary Science Lesson Plan' assessment interface. On the left, there are tabs for 'Details', 'Standards', and 'Submission(s)'. Below these is a table with columns 'Type' and 'Title', showing a file named 'Philosophy.docx.docx' with links for 'View and Annotate' and 'Download'. On the right, the 'Student' information is 'Tomlinson, Alberto'. Below that are navigation buttons: '<< Back', 'Save Draft', 'Previous', and 'Next'. Further down are tabs for 'Assessment Tool', 'Extensions', and 'Feedback'. The main content area shows a 'Generic Lesson Planning Rubric' table. The table has columns for 'Criterion', 'Performance Rating' (with sub-columns for 'Unacceptable', 'Acceptable', and 'Target'), and 'Score'. The first row of the rubric is for criterion '1.0: Development, Learning, and Motivation-The candidates demonstrate in their lesson planning the major concepts, principles, theories, and research'. The 'Score' column for this row is circled in orange, indicating where a score and optional comment can be entered.

Criterion	Performance Rating			Score
	Unacceptable	Acceptable	Target	
1.0: Development, Learning, and Motivation-The candidates demonstrate in their lesson planning the major concepts, principles, theories, and research	<input type="radio"/> 1 Candidates do not have a thorough knowledge of the physical, social, emotional, cognitive, and linguistic developmental characteristics	<input type="radio"/> 2 In their planning, candidates draw upon knowledge of the physical, social, emotional, cognitive, and linguistic developmental characteristics	<input type="radio"/> 3 In their planning, candidates draw upon an indepth knowledge of the physical, social, emotional, cognitive, and linguistic developmental characteristics	<input type="text"/>

Optional - Comments per Criterion