

STUDENT GUIDE TO TK20

Login: Go to the login page at <https://shepherd.tk20.com> Log in using the same credentials you use for your Shepherd University email. If your password is not recognized, contact the IT User Support Desk on the lower floor of the library.

SUBMITTING ASSIGNMENTS

1. Under PENDING TASKS, click the assessment you want to send.


OR

From the left menu, click COURSES.

Click COURSEWORK.

Click ASSIGNMENTS.

A list of your assignments will appear. Click the **name** of the one you wish to send.

2. Attach your file by clicking the SELECT button  Choose the file you wish to send. The file name will appear under the SELECT button when it has been uploaded.

3. To send the assignment to your instructor, click SUBMIT



TO SIGN OUT OF Tk20: Click your name in the upper right of the page, and select Sign Out.

RECALLING AN ASSIGNMENT



If you send an assignment to your instructor, and then realize that you sent the wrong document, included errors, or wish to replace it for any reason, you can RECALL it and re-send the corrected document. Here's how:

From the left menu, click COURSES.

Click COURSEWORK.

Click ASSIGNMENTS.



Check the box next to the assignment you wish to recall.

Click the recall button . Note that the red Pending Tasks flag  now appears next to the assignment, indicating that you need to submit this assignment.

To send the corrected assignment:

1. Click ASSIGNMENTS.

A list your assignments will appear. Click the **name** of the one you wish to send.

2. The first file that you sent may still appear to be attached to the assignment. If so, click the 'minus' icon  to remove it. Then, attach your corrected file by clicking the SELECT button .

Choose the file you wish to send. The file name will appear under the SELECT button when it has been uploaded.

3. To send the assignment to your instructor, click SUBMIT



If your instructor has already assessed an assignment, you cannot recall it. If your instructor agrees to allow you to recall and re-submit an assignment that has already been graded, he/she will need to re-send it for you.

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VIEWING YOUR GRADED ASSIGNMENTS (artifacts)

From the left menu, click COURSES.

Click COURSEWORK.

Click ASSIGNMENTS.

A list of all assignments you have submitted to Tk20 will appear. Click the **name** of the one you wish to view.

On the right side of the screen, click VIEW to see your assignment, or DOWNLOAD to save it to your computer or flash drive.

To view your instructor's completed rubric, click the **name of the assessment tool** at the bottom of the page.

To print your rubric, you must capture the image and paste it to another document for printing. For help on this process, see <http://www.take-a-screenshot.org/>

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VIEWING YOUR Pro-05s/DA-17s (Instructors Qualitative Evaluation of Teacher Education Student Undergraduate and MAT (the **Pro-05** was replaced by the **DA-17** beginning in Fall 2017)

From the left menu, click COURSES.

Click COURSEWORK.

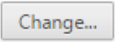
Click OBSERVATIONS.

A list of all Pro-05s completed by your instructors will appear. Click the **name** of the one you wish to view.

PRINTING YOUR Pro-05s/DA-17s

Using the SHIFT key, select the entire form, from start to the end of the form.

Press Ctrl+P keys simultaneously.

Make any necessary adjustments in the left side window, and click PRINT. You may also click the CHANGE button  to get the option to save this document as a pdf file.

Please Note: This above mentioned method only works on the web browser Google Chrome. Currently, Tk20 does not provide for you to save to/print from a browser other than Google Chrome. To print your document in another browser, you must capture the image and paste it to another document for printing. For help on this process, see <http://www.take-a-screenshot.org/>

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