MALONE UNIVERSITY
CHRIST'S KINGDOM FIRST

School of Education and Human Development
Educators Serving Together
"For the body is not one member, but many."

This manual contains directions concerning the following:

- *Quizzes*

- *Teacher Education Application*

- *Assignments*

- *Field Experience Binder*

- *Clinical Experience Binder*

- *EdTPA Portfolio*

Tk20™
by Watermark™
Student Handbook

Contents

Can't find what you're looking for? Checkout Tk20's Student Guides (some have videos!) here:
https://helpdesk.tk20.com/role/student/

Or, contact your *tk20 administrator at tk20_admin@malone.edu
*Please allow up to 48 hours for reply; although most communications will be answered same day, administrator availability is limited to business days and posted Malone campus office hours.

Completing a Quiz in Tk20

1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. Locate your **PENDING TASKS** box. Select the **Please Complete Quiz** link.
(Pending Tasks can also be accessed by clicking the flag next your name in the top right corner of the screen)
    *Depending on how many quizzes you have, there may be multiple links. Repeat these directions for each quiz.
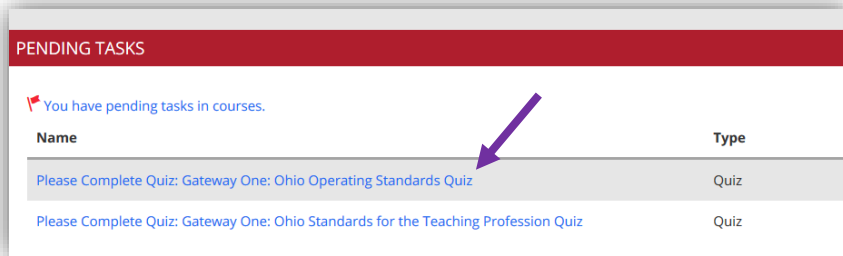
3. In the **Instructions** are links to resources that you can use WHILE taking the quiz. Select the "**Form**" tab when ready.
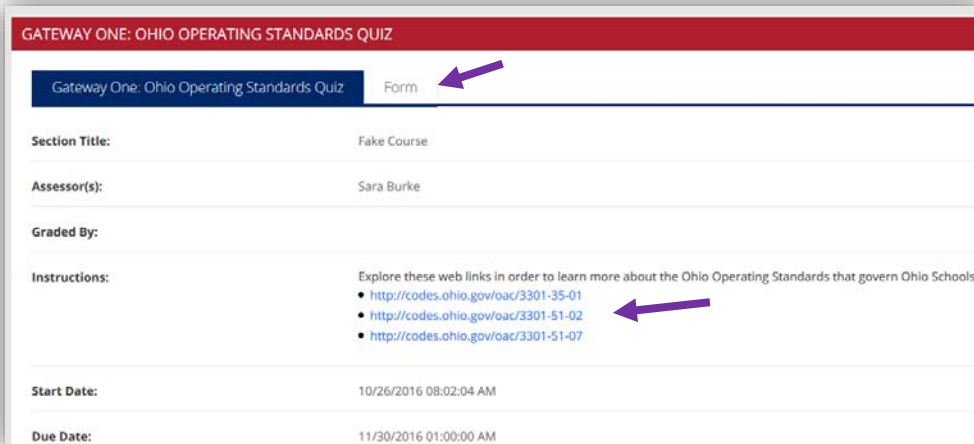
4. Answer each quiz question and then select the **Submit** button at the bottom of the page.
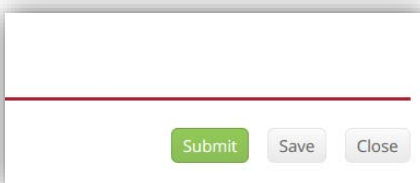
*Questions regarding quiz content and/or due dates should be directed to your course instructor. If you have any issues accessing the quiz or its resources, please contact your unit administrator at tk20_admin@malone.edu.

Completing an Application to Teacher Education in Tk20

1. Login to tk20 using your Malone username and password
   https://assessment.malone.edu/campustoolshighered/start.do

2. From the left-side navigation, click "**APPLICATIONS**"

3. Select the "**Create New Application**" button
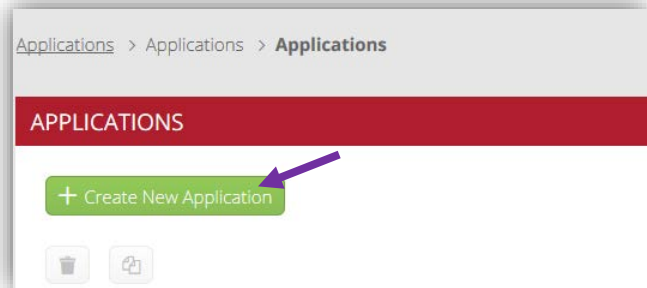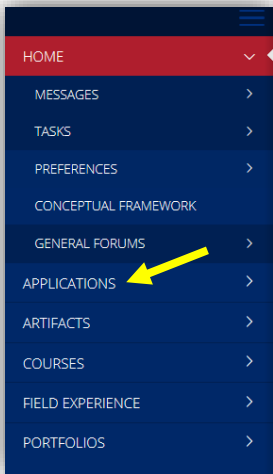
4. Please select either the Undergraduate or Graduate application from the drop down list. Then click **Next**.

5. Complete the application.
   *If you need to come back to the application to finish and/or make changes, please click the **Save** button. You can reaccess application by following steps 1 and 2 and then selecting the blue link to your application.*

   If you are done, please click **Submit**.
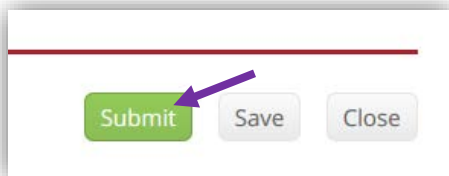
Please refer to the teacher education handbook for more information on the gateways (requirements for admission). Handbooks can be found here: http://www.malone.edu/academics/sehd/teacher-education-information.php

If you have any issues accessing or submitting the application, please contact your unit administrator at tk20_admin@malone.edu.

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Completing an Assignment in Tk20

1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. Locate your **PENDING TASKS** box. Select the "**Please send the Assignment _____**"
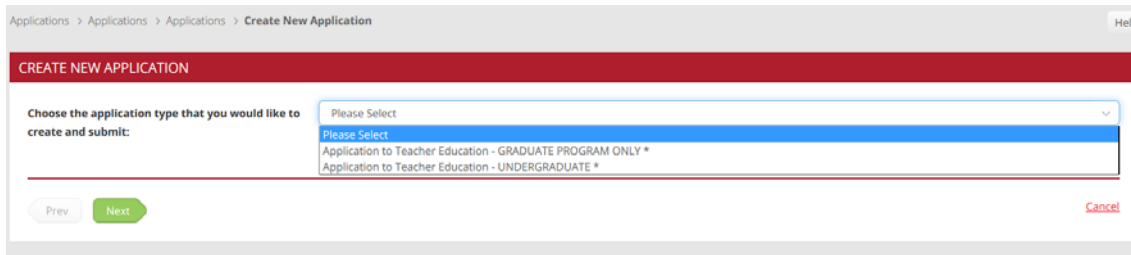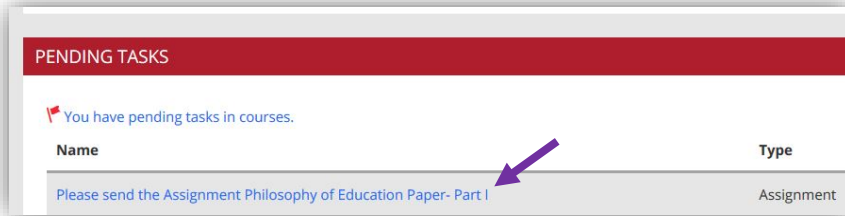(Pending Tasks can also be accessed by clicking the flag next your name in the top right corner of the screen)

3. In the details box, click the "**Select**" button.
Depending on how your assignment is set-up, you will either:

open a file upload dialogue box in which you can access your documents. Locate the desired file and click **Open**.

OR

you will be directed to separate screen to attach your document. Feel free to edit the title, although this is not necessary as tk20 will title it for you.

Next to the "Upload your ___" click the green "**Select File(s)**" button. (You can ignore the second select file button, located next to the "attached documents". This is here by default.)

Locate the desired file and click **Open**. Then Click the green **Add** button.
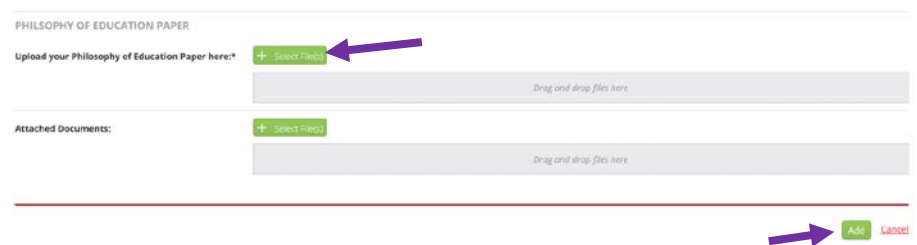
4. Click the Submit button!
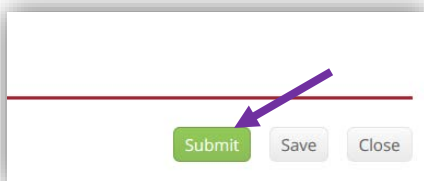
CLICK FOR HELP: I accidentally clicked submit and need to go back and either change my assignment upload or add to it!

Questions regarding assignment requirements and/or due dates should be directed to your course instructor. If you have any issues accessing or submitting the assignment, please contact your unit administrator at tk20_admin@malone.edu.

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Completing a Field Experience Binder in Tk20:
Submitting your timesheet, impact statement, and field survey
Student Teachers-> CLICK HERE for the Clinical Binder directions

1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. Locate your **PENDING TASKS** box. Select the "**Please start the Field Experience _____**"
(Pending Tasks can also be accessed by clicking the flag next your name in the top right corner of the screen)

PENDING TASKS

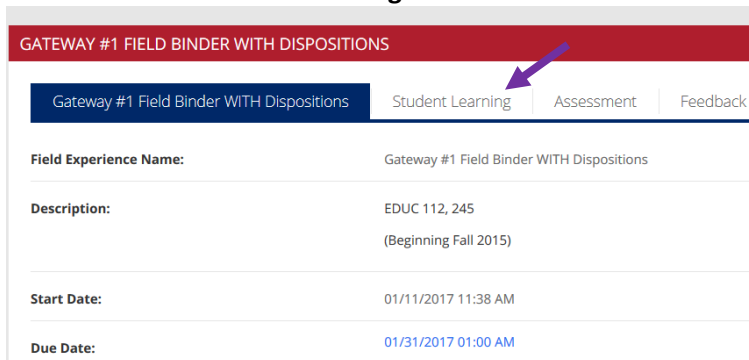🚩 You have pending tasks in courses.

Name	Type
Please start the Field Experience Gateway #1 Field Binder WITH Dispositions	Field Experience

3. Like a physical binder, it contains multiple tabs that you can access.
Please click the **Student Learning** tab.

GATEWAY #1 FIELD BINDER WITH DISPOSITIONS

Gateway #1 Field Binder WITH Dispositions	Student Learning	Assessment	Feedback

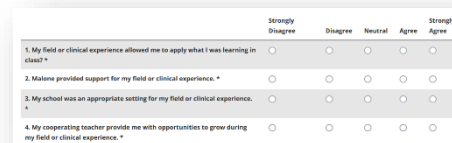| **Field Experience Name:**	Gateway #1 Field Binder WITH Dispositions
Description:	EDUC 112, 245
	(Beginning Fall 2015)
Start Date:	01/11/2017 11:38 AM
Due Date:	01/31/2017 01:00 AM

- The first tab, that displays by default, will show descriptive information about your field.
- The **Student Learning** tab is used for timesheet and impact statement submission.
- Lastly, the **Assessment** tab is where you can find any evaluations completed by your cooperating teacher.
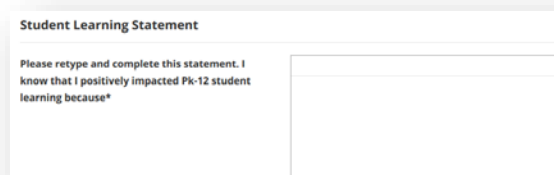(please ignore the Feedback tab; we do not currently utilize the Feedback option.)

4. Click the Select button to access the **Student Learning** artifact (where the timesheet can be uploaded, impact statement and survey be completed.)

Student Learning: Select
Not Submitted

5a. Answer each **Survey** question

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. My field or clinical experience allowed me to apply what I was learning in class? *	○	○	○	○	○
2. Malone provided support for my field or clinical experience. *	○	○	○	○	○
3. My school was an appropriate setting for my field or clinical experience. *	○	○	○	○	○
4. My cooperating teacher provide me with opportunities to grow during my field or clinical experience. *	○	○	○	○	○

5b. Complete the **Student Learning Impact Statement**

Student Learning Statement

Please retype and complete this statement. I know that I positively impacted Pk-12 student learning because*

5c. Upload your **Timeseheet** to the first "Select file" section. (ignore the second, it is a default of tk20 that we do not use)

6. When you are done, click the **Add** button

CLICK FOR HELP: I accidentally clicked submit and need to go back to change my statement and/or timesheet
Please contact your field director with any questions related to your field requirements.
If you have any issues accessing or submitting the field binder, please contact your unit administrator at
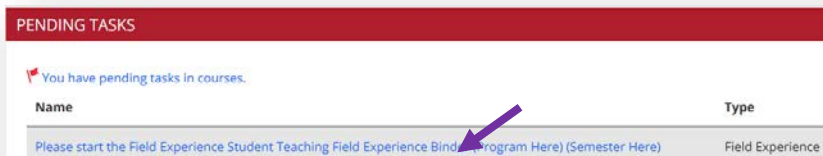tk20_admin@malone.edu.

Click to Return to Contents

Completing a Clinical Experience Binder in Tk20:

*If you are NOT a student teacher-> CLICK HERE for the Field Experience Binder directions*

1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. Locate your **PENDING TASKS** box. Select the "**Please start the Field Experience Student Teaching _____**"
   (Pending Tasks can also be accessed by clicking the flag next your name in the top right corner of the screen)

3. Like a physical binder, it contains multiple tabs that you can access.
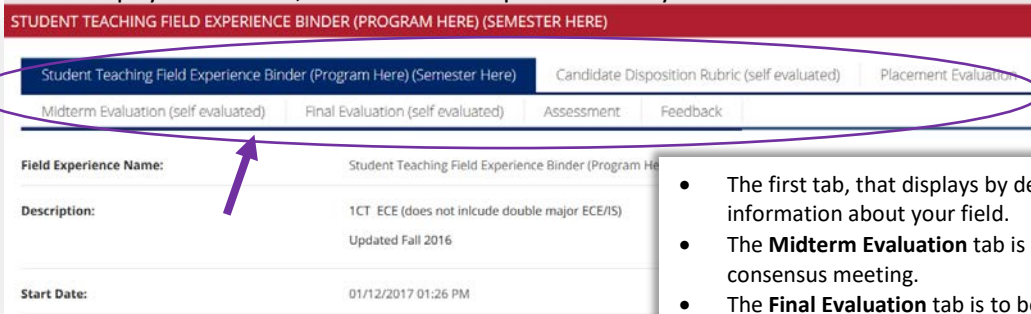
Please click the desired tab.

- The first tab, that displays by default, will show descriptive information about your field.
- The **Midterm Evaluation** tab is to be completed prior to your midterm-consensus meeting.
- The **Final Evaluation** tab is to be completed prior to your final-consensus meeting.
- All other tabs should be completed after your field has ended.
- The **Assessment** tab is where you can find any evaluations completed by your coopearting teacher(s) and university supervisor
(please ignore the Feedback tab; we do not currently utilize the Feedback option.)

4. Click the **Select** button to access the chosen tab's artifact (where the evaluation/rubric can be completed).
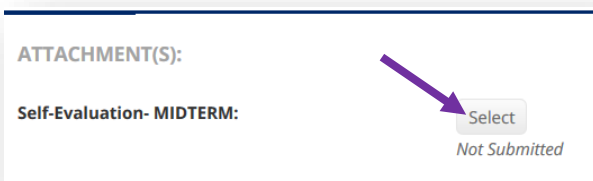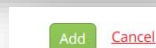

5. Select the *radio buttons corresponding to the scores you want to input.
*DO NOT ENTER a number in the Score box. Where applicable, Tk20 will automically populate these as you complete the rubric/form.
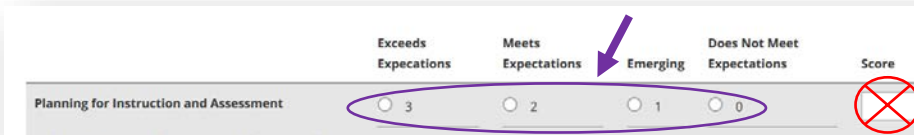
**Ignore the Attached Documents section

6. When you are done, click the green **Add** button.

7. When **all tabs** are complete, click the green **Submit** button .

Please contact your course instructor with any questions related to your binder requirements. If you have any issues accessing or submitting the clinical binder, please contact your unit administrator at tk20_admin@malone.edu.
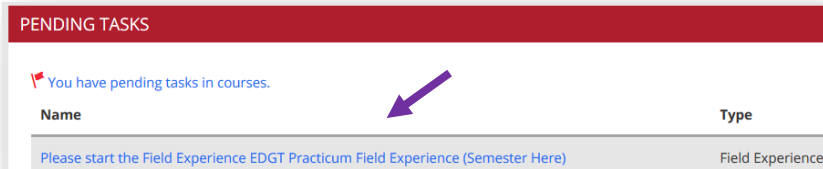
Click to Return to Contents

Completing a Practicum or Internship Field Experience Binder in Tk20:
Submitting your time log and completing the dispositions self-evaluation

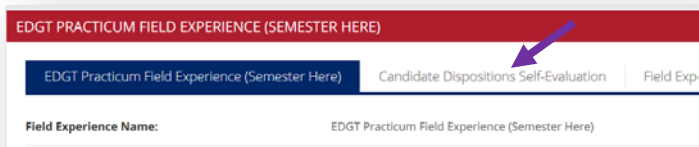1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. Locate your **PENDING TASKS** box. Select the "**Please start the Field Experience _____**"
(Pending Tasks can also be accessed by clicking the flag next your name in the top right corner of the screen)

PENDING TASKS

🚩 You have pending tasks in courses.

Name	Type
Please start the Field Experience EDGT Practicum Field Experience (Semester Here)	Field Experience

3. Like a physical binder, it contains multiple tabs that you can access.
Please click the **Candidate Dispositions Self-Evaluation** tab.

EDGT PRACTICUM FIELD EXPERIENCE (SEMESTER HERE)

| EDGT Practicum Field Experience (Semester Here) | Candidate Dispositions Self-Evaluation | Field Exp- |

Field Experience Name: EDGT Practicum Field Experience (Semester Here)

- The first tab, that displays by default, will show descriptive information about your field.
- the **Assessment** tab is where you can find any evaluations completed by your supervisor or mentor.
(please ignore the Feedback tab; we do not currently utilize the Feedback option.)

4. Click the "Select" button to access the **Dispositions** artifact (where the evaluation can be completed.)
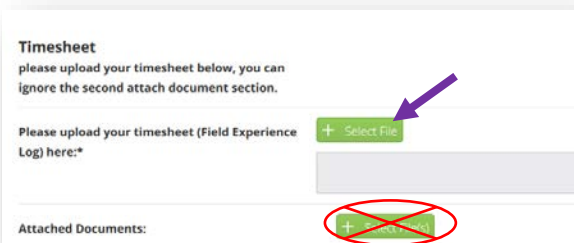
5. Answer each question.

ASSESSMENT OF CANDIDATE DISPOSITIONS

Ignore the Description box and the Attached Documents section (tk20 adds these options by default)

Click the green "Add" button

6. Next, select the **Field Experience Log Upload** tab. Click the "Select" button to access the **Field Experience Log** artifact (where you can upload your timelog.)

7. Click the "+ Select File" button located to the right of "*Please upload your timesheet (field Experience Log) here*" or drop and drag your upload to the gray box.

Timesheet
please upload your timesheet below, you can ignore the second attach document section.

Please upload your timesheet (Field Experience Log) here:*   + Select File

Attached Documents:

Ignore the Description box and the Attached Documents section (tk20 adds these options by default)

Click the green "Add" button

8. Click the **Submit** button! *Tk20 will only allow you to submit a binder after both the dispositions and the timesheet have been completed.*

Please contact your practicum instructor with any questions related to your field requirements. If you have any issues accessing or submitting the field binder, please contact your unit administrator at tk20_admin@malone.edu.
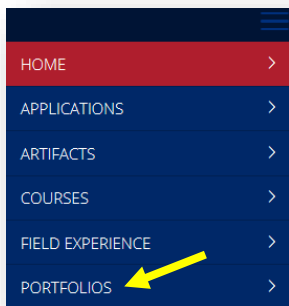
Click to Return to Contents

Completing the EdTPA Portfolio in Tk20:

(After transferring your portfolio from Tk20, remember to login to your <u>Pearson</u> account for final review and submission.)
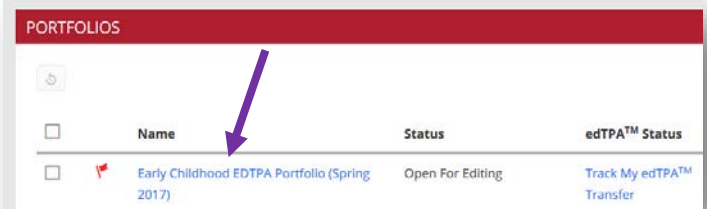
1. Login to tk20 using your Malone username and password.
   https://assessment.malone.edu/campustoolshighered/start.do

2. From the left-side navigation, click "**PORTFOLIOS**"

HOME	>
APPLICATIONS	>
ARTIFACTS	>
COURSES	>
FIELD EXPERIENCE	>
PORTFOLIOS	>

3. Select the Name of your Portfolio.

PORTFOLIOS

|	Name	Status	edTPA™ Status
⚑	Early Childhood EDTPA Portfolio (Spring 2017)	Open For Editing	Track My edTPA™ Transfer

If you have not already done so, click the "here" link located in the description to download your handbook. Do the same for the additional guides.
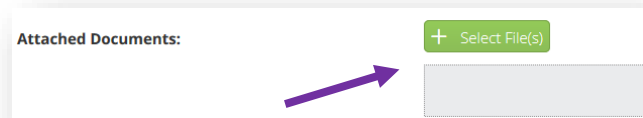
4. Select the desired **Task**. Ignore all other tabs; the Assessment, Standards, Extensions, and Feedback tabs are not currently being utilized.

EARLY CHILDHOOD EDTPA PORTFOLIO (SPRING 2017)

Early Childhood EDTPA Portfolio (Spring 2017) | Task1 | Task2 | Task3

5. Following the instructions, listed on the leftside of the screen and also in your handbook, click the **Select** button next to the Task in order to upload your file(s).

ATTACHMENT(S):

TASK1_PARTA: Select
Standard(s)
Unattached
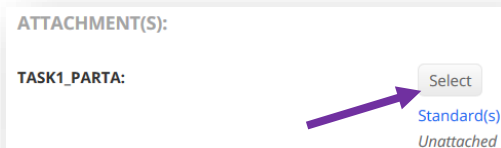
6. Use the green **Select File(s)** button or drag and drop to upload your file(s).

Attached Documents: + Select File(s)

After files have been selected, click the green **Add** button.

*Note, if you have a task that you will <u>not</u> be uploading files to, do <u>not</u> click the **add** button. Even though there are no attachments, this creates a "blank artifact" that will prevent your portfolio from transferring.*

7. Click the tab titled with your handbook licensure area (where the links for the handbooks are located). Scroll to the bottom of the screen. To activate your portfolio, enter your <u>Authorization Key</u> from Pearson (received after you opened your Pearson account with the voucher). And click the "**Validate/Reserve Key with Pearson**"

8. After all tasks have been uploaded, click the green **Transfer to Pearson** button. (you can ignore the Submit button).

Submit | Transfer to Pearson | Save | Close
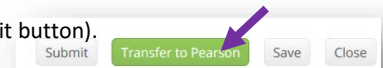
9. Login to your Pearson account to review all your uploads and Submit to Pearson!

CLICK FOR HELP: I accidentally clicked transfer and need to go back to change/edit my portfolio contents

*Please contact your field director with any questions related to your EdTPA requirements. If you have any issues transferring the EdTPA portfolio, please review your EdTPA handbook and ensure your tasks meet the specified requirements. If the problem persists, contact your unit administrator at tk20_admin@malone.edu.

Click to Return to Contents

Recalling an Assignment in Tk20

Please note, only assignments that have not been accessed yet by your instructor can be recalled. If your instructor already began the assessment, they will need to delete your current assignment and send you a new one.

1. If you are not currently viewing your submitted assignment(s), click **COURSES** followed by **COURSEWORK** (both located on the left-side navigation menu).
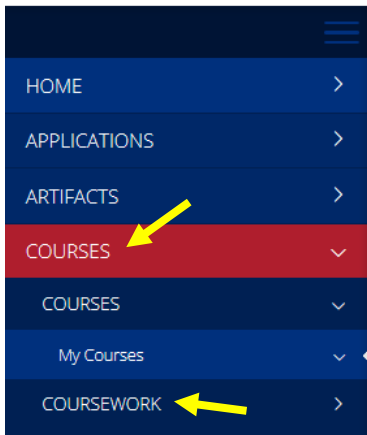

2. Under **ASSIGNMENTS**, check the box next to the assignment you would like to recall. Next, click the **recall button** located to the left of the folder icon.
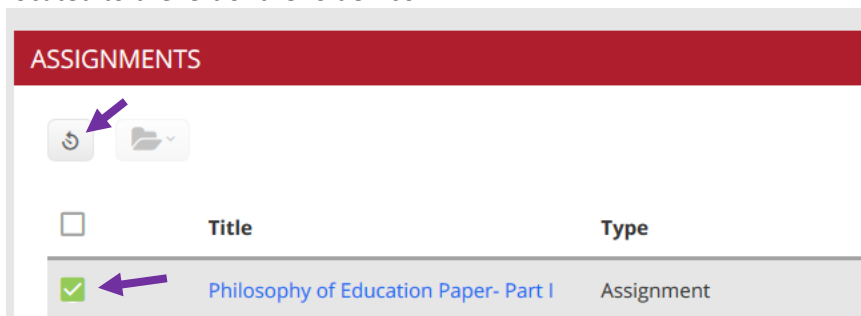
If you are unable to recall your assignment, your instructor will need to delete this version and send you a new one.

3. Now you can select the assignment's blue link to reaccess.
If you need to delete the previous assignment, select the **minus sign** next to the submission's name. Then you can click the "**Select**" button and add the correct document.
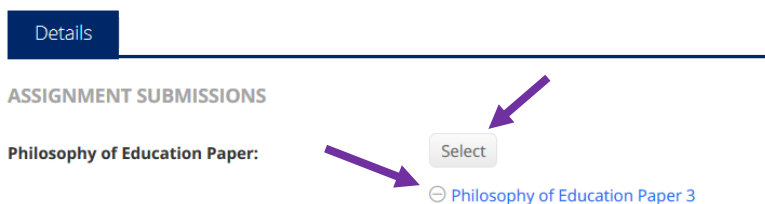
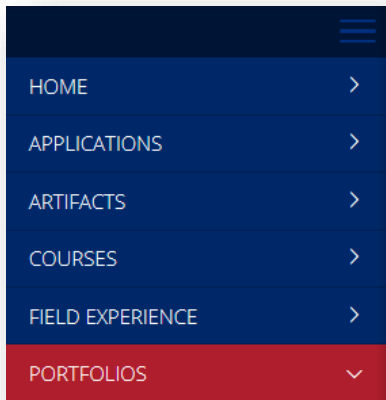OR if you simply need to add another file, just click the "**Select**" button

CLICK FOR HELP: I need help uploading my new file—take me back to the **Completing an Assignment** directions

Questions regarding assignment requirements and/or due dates should be directed to your course instructor. If you have any issues accessing or submitting the assignment, please contact your unit administrator at tk20_admin@malone.edu.

Recalling an EdTPA Portfolio in Tk20

Please note, only portfolios that have not been submitted from your Pearson account can be recalled.

1. If you are not currently viewing your transferred portfolio, click **PORTFOLIOS** followed by **COURSEWORK** (both located on the left-side navigation menu).

| HOME | > |
APPLICATIONS	>
ARTIFACTS	>
COURSES	>
FIELD EXPERIENCE	>
PORTFOLIOS	∨

2. Under **PORTFOLIOS**, check the box next to the Portfolio's name that you would like to recall. Next, click the **recall button** located to the left of the folder icon.

PORTFOLIOS

☐ **Name**

☑ ⚐ Early Childhood EDTPA Portfolio (Spring 2017)
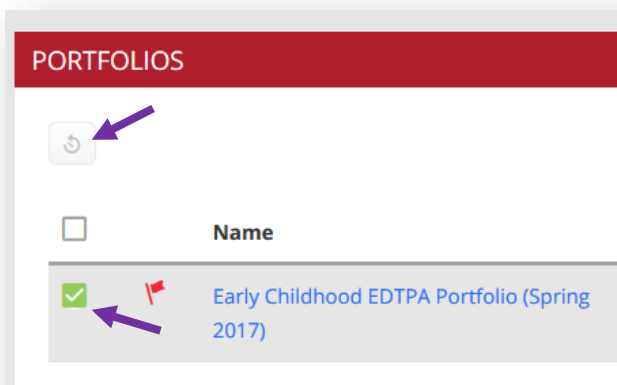
3. Now you can select the portolio's blue link to reaccess.
If you need to delete an entire task, select the **minus sign** next to the submission's name. Then you can click the "**Select**" button and add the correct file(s).
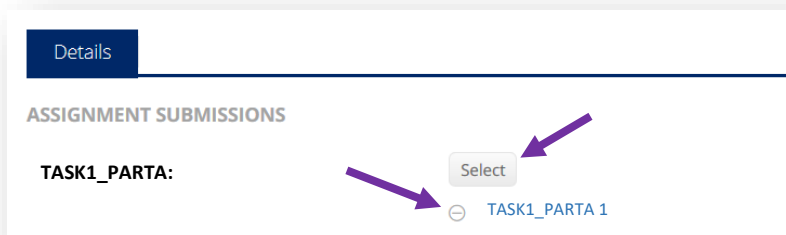
Details

ASSIGNMENT SUBMISSIONS

TASK1_PARTA: Select

⊖ TASK1_PARTA 1

OR if you simply need to add another file, just click the "**Select**" button

CLICK FOR HELP: I need help uploading my new file—take me back to the **Completing the EdTPA Portfolio** directions

*Please contact your course instructor with any questions related to your EdTPA requirements. If you have any issues transferring the EdTPA portfolio, please review your EdTPA handbook and ensure your tasks meet the specified requirements. If the problem persists, contact your unit administrator at tk20_admin@malone.edu.*

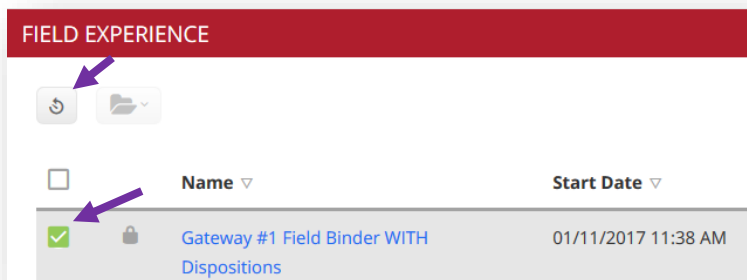# Recalling a Field Experience Binder in Tk20

***Please note, only field experience binders that have not been assessed yet by your cooperating teacher and were not submitted past the due date can be recalled.

CLICK FOR HELP: if you submitted past the due date, but your cooperating teacher has not yet assessed your work, you may be able to edit the actual Student Learning artifact.

1. If you are not currently viewing your submitted field binder(s), click **FIELD EXPERIENCE** (located on the left-side navigation menu.)
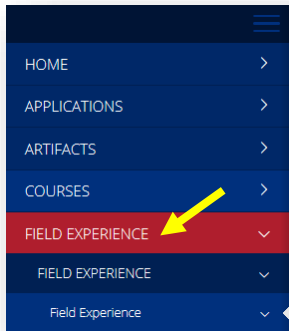
2. Check the box next to the field binder you would like to recall. Next, click the **recall button** located to the left of the folder icon.

If you are unable to recall your binder, select the red CLICK FOR HELP link located at the <u>top</u> of these directions.

3. Now you can select the field experience binder's blue link, followed by the Student Learning tab, to reaccess.

If you need to delete the previous Student Learning (this will remove EVERYTHING- your timesheet, impact statement, and survey) select the **minus sign** ⊖ next to the submission's name (the blue link). Then you can click the "**Select**" button and redo the entire artifact.

***OR if you simply need to edit or make changes, just click the **submission's name** (the blue link), make the necessary changes, click the green "**Update**" button and then **resubmit**.

CLICK FOR HELP: I need help uploading my new file—take me back to the **Completing the Field Experience** directions

*Questions regarding field requirements and/or due dates should be directed to the field director. If you have any issues re-accessing the field experience binder, please refer first to the directions at the top of this page (the CLICK FOR HELP in red) and then if the problem persists, contact your unit administrator at tk20_admin@malone.edu.

Click to Return to Contents

How to Edit an Artifact in Tk20

Please note, not all artifacts can be edited. If you are unable to make the necessary changes, you may need to contact the system administrator, tk20_admin@malone.edu. Please see the notes at the bottom of this page.

1. Select **ARTIFACTS** (located on the left-side navigation menu.)
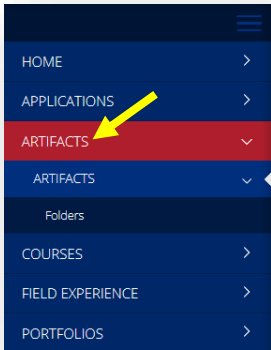
2. Select the artifact you would like to edit.
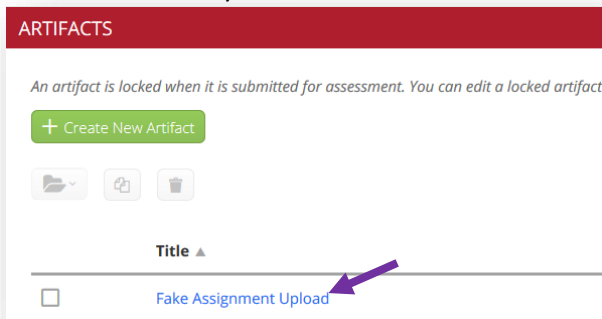
Locked artifacts with the 🔒 *symbol cannot be edited. (Usually due the assessor completing the evaluation tied to the same binder/assignment)*

3. Make the necessary changes and then click the green "**Update**" button.

If you absolutely need to edit a locked artifact, contact your unit administrator at tk20_admin@malone.edu. Please note, to do so means deleting the attached field binder or assignment (which will delete your artifact entirely) and sending a new one. (Essentially, your evaluator would have to complete the assessment again)

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