

# Confused About Tk20?

General Overview  
March 20<sup>th</sup>, 2017

Tk20 is a tool to assist Colleges of Education collect, manage, analyze, and report data needed for program improvement, and to satisfy the reporting demands for accreditations at state, regional, and national levels

**Keeps Us Going**

Students' subscriptions to Tk20 are active for 10 years and they are able to archive important work over time in the system

**Lasts 10 Years**

Tk20 includes a variety of flexible assessment tools that allows programs to customize their assessment plans to meet multiple needs and to disaggregate assessment data in ways that lead to meaningful examination of candidate, curricular, and program outcomes

**Assessment Tracking**

# What is Tk20?

Tk20 announced it has merged with Taskstream!\* Tk20 is distinguished from similar tools in that student services including some aspects of advising, applications, clinical and field placements can be centralized and accomplished within one system

\*Announced publicly 3/20/2017

**Improving**

Students are able to build multiple portfolios within the system and customize them for job searches or presentation for advanced credentials

**The experience**

# Who Needs Tk20?

- **All Faculty** within the College of Education or those involved with a course / task requiring Tk20 access
- **Staff** with specialized roles
- **Cooperating Teachers**
- **Students / Candidates**  
Instructional resource (required text) for all undergraduates
- Graduate and advanced certification students upon admission to the graduate program

# When?

- Once admitted, your syllabus and/or instructor will note if your course will require you to have an active Tk20 account. Please note that it takes about 2-3 full business days for Tk20 to activate your account
- ↘ **Still Not Sure if You Need Tk20?**  
No problem! Contact your Tk20 Unit Administrator to further inquire  
tk20@westga.edu | 678-839-6104

# What Do I Need to Tell Students?

## Key Assessments

- Inform students via syllabus of the assignment/assessment that will need to be submitted through Tk20
- Optional: Schedule classroom training with your Tk20 Unit Admin at the beginning of the semester or around the time the assessment is due (just give your UA some time ahead for scheduling)

## Completing the Field Experience Application:

- Contact the Office of Field Experience for logistical information
- For troubleshooting – contact your UA [Tk20@westga.edu](mailto:Tk20@westga.edu)

## ↘ Helpful Hint:

- (1) Keep your browser up to date
- (2) Clear your cache

# What Resources Are Available for Faculty and Staff?

For any troubleshooting issues, contact your Unit Administrator:  
tk20@westga.edu | 678-839-6104

- Check out the Tk20 YouTube Page!
- Screencasts
- FAQs (email tk20@westga.edu to add suggestions you are not seeing)
- Tutorials, quick guides, and user guides via the “Help” button within your Tk20 (top right corner)
- Correspondence
- In-class trainings / presentations for those who have key assessments
- Individual appointments (face-to-face) on request

# What About Cooperating Teachers?

If you have no idea what a Cooperating Teacher or Site Staff is, then this may not apply to you. CTs or SSs (interchangeable) are the third parties involved in the assessment of a student teacher's performance or an intern's clinical practice at an external site.

- CTs receive free accounts  
At the beginning of each semester, they will receive an email from the Office of Field Experience which will provide a direct link for them to access their Tk20 account and access their student teachers' binder(s).
- The Office of Field Experience is the office in charge of sending out the binders at the beginning of each semester, but the Unit Administrator is the one who builds the templates that will contain all of the forms you want the CTs as well as the students to fill out in the binder.
- University supervisors will receive an information letter for the CTs at the orientation meeting for supervisors.
- You communicate with CTs about what you want them to complete either in collaboration with you or independently
- You tell us what forms and assessments you want them to complete and or view in the Field Experiences Binder and we set the access accordingly

# What is the Relationship Between Tk20 and CourseDen?

- Currently, there is *no* relationship between them
  - CourseDen (Desire2Learn), is a Learning Management System (LMS)
  - Tk20 is not...the two systems do not speak to each other
- Remember
  - You do not have students submit *every* assignment to you through Tk20
  - Only have them submit key assessments
  - Students may add important work to Tk20 as part of their presentation portfolio for their reference only
- Does this mean I have to enter information about assignments in both systems?
  - Yes, if you are having students submit in both places as a key assessment (Tk20) and as a graded assignment (CourseDen)

## Future Goals

- It is our hope that in the coming year, we will be in a position where we can integrate Tk20's assignment submissions into CourseDen so that students can submit in one place and assessors can grade in one place, all while compiling data in both CourseDen and Tk20
- This is a long-term project that will require multiple parties to complete permissions and tasks on their end (i.e. ITS approvals, coding, Tk20 engineers compiling information, etc.), but it is a need observed by our College and thus will be striving to complete this soon

# What Do I Need to Be Doing in Tk20?

Evaluate course-embedded assignments that are key assessments (determined by each program)  
(once in Tk20: “Courses” > “Coursework”)

**Key Assessments**

Evaluate unit-wide assessments where designated (e.g. TEFEE/Intern Keys, Dispositions Rubric)

(once in Tk20: “Field Experience” > [click on binder title accordingly])

**Intern Keys,  
Dispositions**

Enter other assessment data for individual students (observations, portfolio ratings, video reviews)

(Once in Tk20: for observations: “Courses” > “Coursework” > “Observations” > “Assess” > [choose your assessment tool\*])

\*If you cannot find your assessment tool, contact [Tk20@westga.edu](mailto:Tk20@westga.edu)

**Observations,  
Portfolios, Reviews**

Enter faculty information for annual review within your Faculty Qualifications tab in Tk20

**Faculty  
Qualifications**