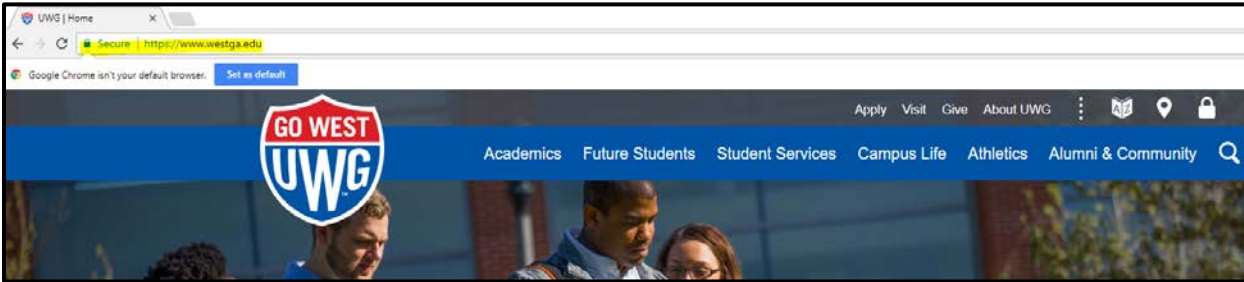
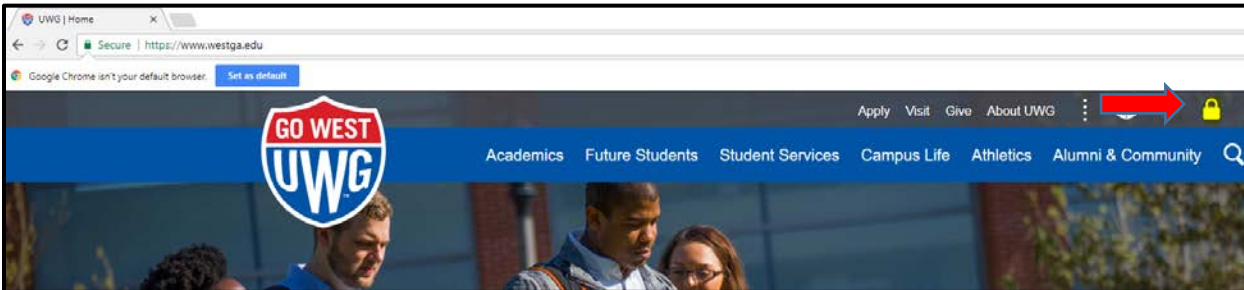


FACULTY QUALIFICATIONS GUIDE

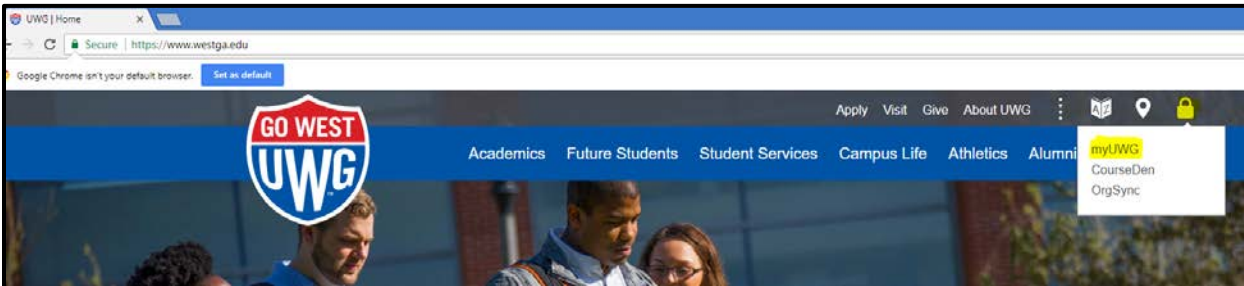
1. Go to <https://www.westga.edu/>



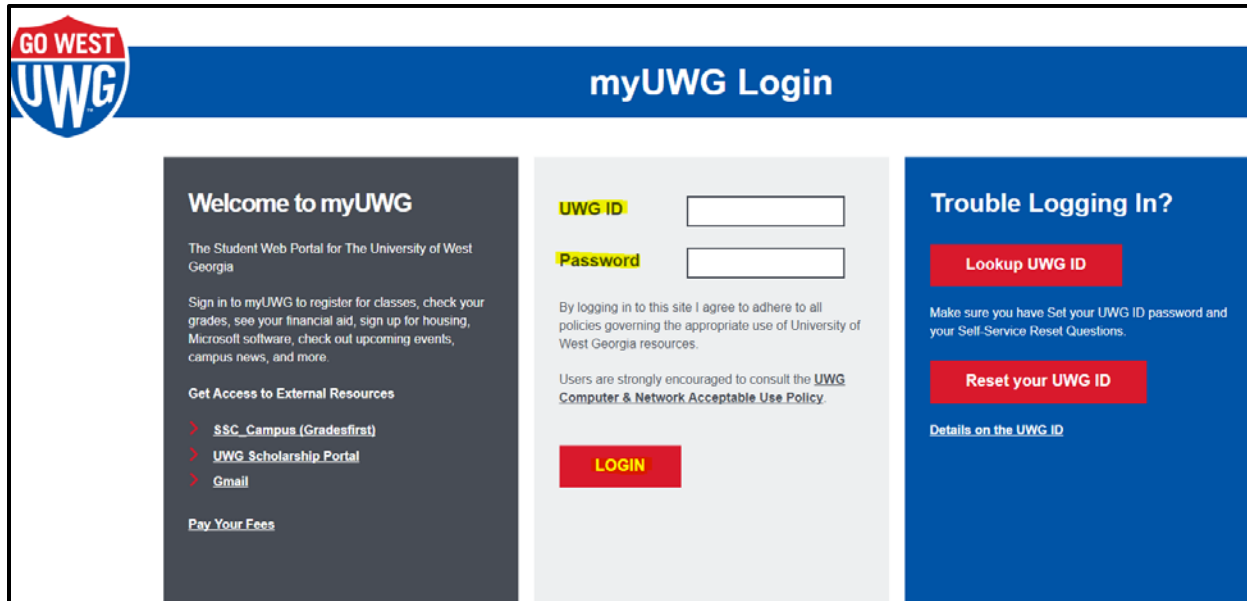
2. Select the "LOCK" button on the right of your screen:



3. Select "myUWG" option"



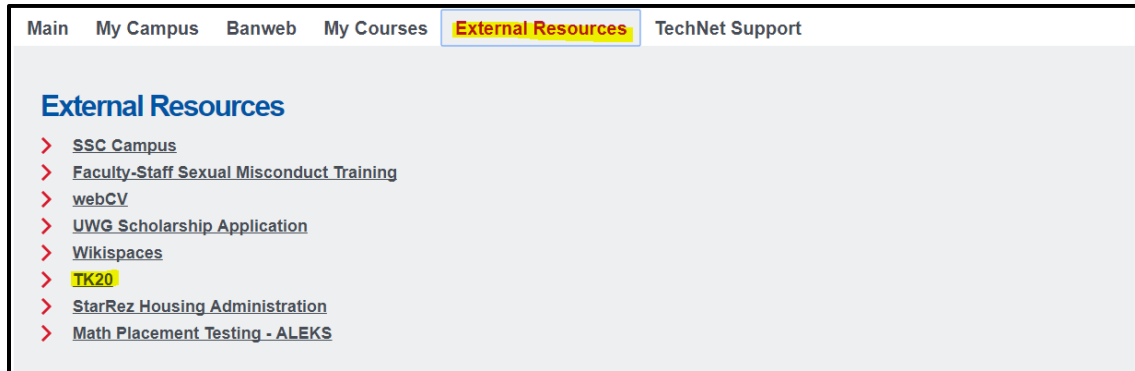
4. Log into your UWG account with your UWG credentials, then click "LOGIN":



5. Select the "External Resources" tab:

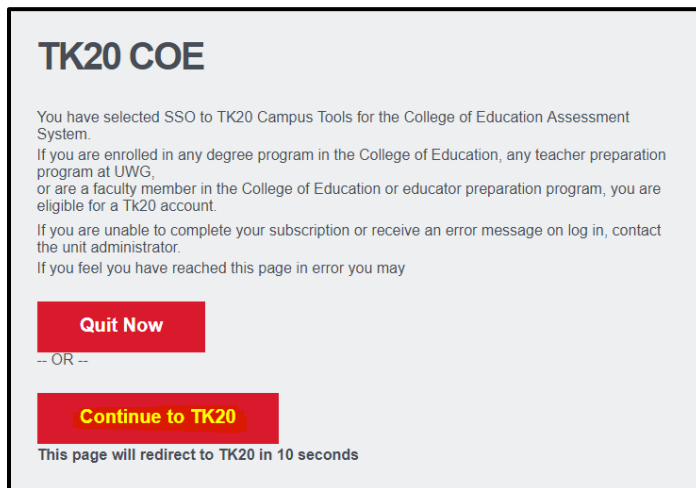


6. Click on the "TK20" resource:



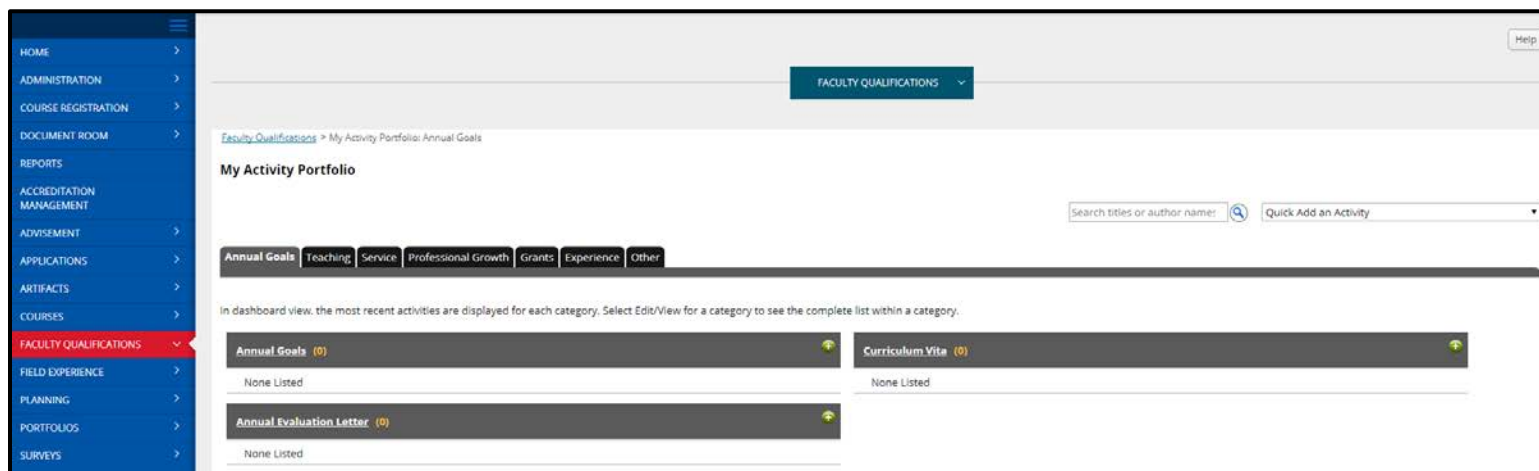
The screenshot shows a navigation menu with the following items: Main, My Campus, Banweb, My Courses, External Resources (highlighted in yellow), and TechNet Support. Below the menu, the 'External Resources' section is displayed with a list of links, each preceded by a right-pointing chevron (>). The links are: SSC Campus, Faculty-Staff Sexual Misconduct Training, webCV, UWG Scholarship Application, Wikispaces, TK20 (highlighted in yellow), StarRez Housing Administration, and Math Placement Testing - ALEKS.

7. Select "Continue to TK20" button:

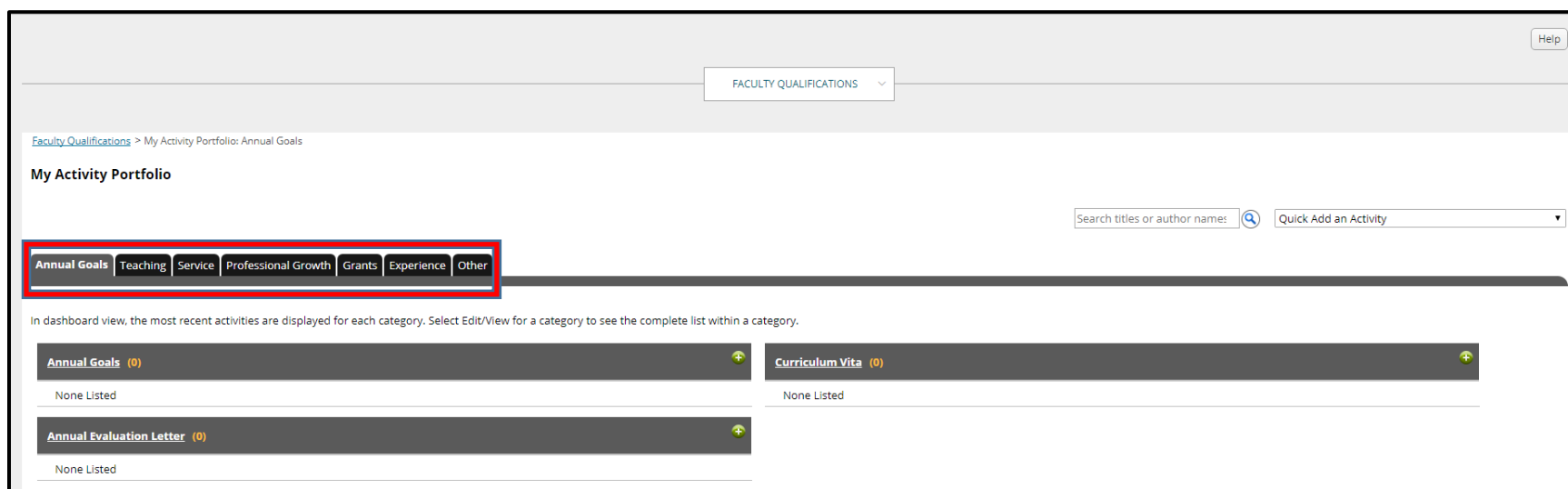


The screenshot shows the 'TK20 COE' page. The title 'TK20 COE' is at the top. Below it, there is a paragraph of text: 'You have selected SSO to TK20 Campus Tools for the College of Education Assessment System. If you are enrolled in any degree program in the College of Education, any teacher preparation program at UWG, or are a faculty member in the College of Education or educator preparation program, you are eligible for a Tk20 account. If you are unable to complete your subscription or receive an error message on log in, contact the unit administrator. If you feel you have reached this page in error you may'. Below the text are two buttons: a red button labeled 'Quit Now' and a yellow button labeled 'Continue to TK20'. Below the buttons is the text '-- OR --'. At the bottom of the page, it says 'This page will redirect to TK20 in 10 seconds'.

8. You should now be in Tk20. Select "Faculty Qualifications" tab on the left menu bar.



9. You will see seven tabs across the top of your screen



10. Each tab will contain several categories. To add an entry in each category, select the green plus sign.

The screenshot shows a web interface for 'FACULTY QUALIFICATIONS'. At the top right is a 'Help' button. Below the header is a breadcrumb trail: 'Faculty Qualifications > My Activity Portfolio: Annual Goals'. The main heading is 'My Activity Portfolio'. On the right, there is a search box 'Search titles or author names' and a dropdown menu 'Quick Add an Activity'. Below this is a horizontal navigation bar with tabs: 'Annual Goals', 'Teaching', 'Service', 'Professional Growth', 'Grants', 'Experience', and 'Other'. A note states: 'In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.' Three category cards are shown: 'Annual Goals (0)', 'Curriculum Vita (0)', and 'Annual Evaluation Letter (0)'. Each card has a green plus sign icon in its top right corner, which is highlighted with a red square in the 'Annual Goals' card. Below each card, it says 'None Listed'.

11. The selected form will appear.

The screenshot shows the 'Add' form for 'Annual Goals'. The breadcrumb trail is 'Faculty Qualifications > Edit Faculty Activities: Annual Goals > Annual Goals > Add'. The form title is 'Untitled'. There are 'Save' and 'Cancel without Saving' buttons. A note says '* Indicates a required field.' The form has two main sections: 'Annual Goals (Insert Name)*' with a text input field containing 'Untitled' and a 'Rich Text Editor' button; and 'Status*' with an 'Add status update' button. Below this is a 'Status History' table with a header 'Date (yyyy)'. The table has one row with a dropdown menu 'Please Select', a date input 'yyyy', and a 'to:' label followed by another date input 'yyyy' and a help icon.

12. Fields that contain an asterisk (*) are required fields. You will need to enter these fields before you can save your work.

Faculty Qualifications > Edit Faculty Activities: Annual Goals > Annual Goals > Add

Untitled

Save Cancel without Saving

* Indicates a required field.

Annual Goals (Insert Name)* Annual Goals 2017 Rich Text Editor

Status*

+ Add status update

Status History	Date (yyyy)
2017	2017 to: 2017

13. Once you have completed entering your information, select the "Save" button either at the top or bottom of the form.

Faculty Qualifications > Edit Faculty Activities: Annual Goals > Annual Goals > Add

Untitled

Save Cancel without Saving

* Indicates a required field.

Annual Goals (Insert Name)* Annual Goals 2017 Rich Text Editor

Status*

+ Add status update

Status History	Date (yyyy)
2017	2017 to: 2017

14. If a form contains a date range (from/to), then you will need to enter the "to" date/year. **Leaving the "to" date/year black will indicate that the activity is present or on-going.**

Faculty Qualifications > Edit Faculty Activities: Annual Goals > Annual Goals > Add

Untitled

[Save](#) [Cancel without Saving](#)

* Indicates a required field.

Annual Goals (Insert Name)* [Rich Text Editor](#)

Status*

[+ Add status update](#)

Status History

Date (yyyy)
2017

2017

15. Each form will contain instructions at the top of the page. You may also select the "Rich Text Formatting" for additional formatting options in each text area.

Teaching Goals

Enter each goal into a separate text box
In the textbox below each goal, include a brief narrative describing progress you made toward achieving the goal
Note: If you have more than four goals in any area, contact Tk20@westga.edu to ask for additional space

Teaching Goal

Enter goal here.

[Rich Text Formatting](#)

Brief Narrative of Progress

Include a brief narrative describing progress you made toward achieving the goal here.

[Rich Text Formatting](#)

16. To export any form, select the "View all [name of category]" option.

Annual Goals Teaching Service Professional Growth Grants Experience Other

In dashboard view, the most recent activities are displayed for each category. Select Edit/View for a category to see the complete list within a category.

Annual Goals (1) Curriculum Vita (0)

Annual Goals 2017 2017 None Listed

View all Annual Goals

Annual Evaluation Letter (0)

None Listed

17. Select "Export".



Annual Goals Teaching Service Professional Growth Grants Experience Other

What do the icons on this page mean?

Annual Goals

Instructions:

+ Add an activity Export

Year	Annual Goals (Insert Name)	Status	
2017	Annual Goals 2017	2017	 

18. To edit a form, select the pencil icon. **Do not select the red minus sign, as this will delete the entry.**

Annual Goals Teaching Service Professional Growth Grants Experience Other

What do the icons on this page mean?

Annual Goals

Instructions:

+ Add an activity Export

Year	Annual Goals (Insert Name)	Status	
2017	Annual Goals 2017	2017	