



## How-to Guide: Completing Student Observations

### Purpose

This guide is a step-by-step set of instructions to assist faculty in completing student observations. Observations in Tk20 can be used for key evaluations (e.g., MAPs & Dispositions Evaluations), other observations, and to enter data from projects that were physically handed in.

### Assumptions

This guide assumes that you have a faculty role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you are currently teaching an active course in Tk20 and have students enrolled in that course. Finally, it assumes that you need to complete an observation based on an assessment tool (i.e., rubric) that has already been configured in the system.

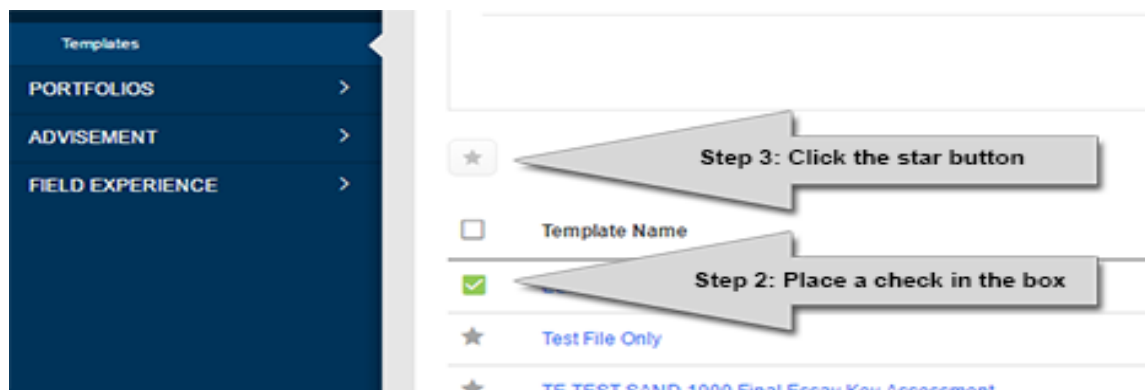
### Step by Step Instructions

**First, check out the assessment tool that you are going to use from the library.** If you have already checked out the assessment tool (it has a star by it inside the library instead of an empty box), you can skip to step 4.

**Step 1:** On the left side menu, click on “COURSES,” followed by “LIBRARIES,” and then “Assessment Tools”

**Step 2:** Find your assessment tool (rubric) in the list. It should be named starting with an abbreviation for your department and program. If the assessment tool is typically used in just one course, it should also include the course number to make it even easier to find.

**Step 3:** Place a check by the assessment tool you want to use. Once the tool is checked, click on the star button.



**Now that the assessment tool is checked out and available to you, you can use it on the observations screen to assess students.**

**Step 4:** On the left side menu, click on “COURSES,” followed by “COURSEWORK,” and then “Observations.” Click on the “Assess” on the “Observations” menu.

**Step 5:** On the “Assess” screen, select your assessment tool from the top drop down. There may be multiple instances of it, so make sure you select the right one. Then place a bullet beside the course in which you want to use the tool. Once your selections are complete, click on the green “Next” button.

**Step 6:** The next screen shows all the students in your course. Please make sure you change the name of the observation to something that makes sense for your students and course. This is helpful if you are going to use the same evaluation rubric more than once per semester per course. Note that beside each student there is a green plus button.

- Clicking on this button will open an assessment screen where you can complete a rubric for the student.
- Once the assessment is complete and you hit submit, the student can see it. If you don't want the student to see it yet, just save it. It will not count until you submit it.
- Completed or open assessments are listed by the student's name. You can assess them by clicking on them to review them or to revoke them. Revoking an assessment removes them from the student's view, and they will not be reported.

Students may be assessed multiple times by clicking the green plus button more than once. Each submitted assessment is reported, so remediation can be used by completing multiple assessments on the same observation.

**Step 7:** Before exiting the observation, make sure to click on the green save button at the bottom of the screen. Assessments may not be saved if you do not click the button.

Once you start an observation, it will remain open. You can reach your already created observations by going to “COURSES,” “COURSEWORK,” and “Observations.” The default for the observations menu is a list of current observations that are open for each course you currently teach.