Completing an Observation in Tk20

- 1) Log into My USI.
- 2) Click on the Tk20 icon. You should see this screen.

Tk20{ sour	HERN	NDIANA		• 14	
					Help
MESSAGES	>	RECENT MESSAGES			
TASKS	>				
PREFERENCES	>	Name	From	Received	
CONCEPTUAL FRAMEWORK		There are no messa	ges in your inbox.		
GENERAL FORUMS	>				
ARTIFACTS	>				
COURSES	>				
FIELD EXPERIENCE	>				
PORTFOLIOS	>				
SURVEYS	>				

3) Click on the tab at left labeled "Courses." Click on "Coursework." Click on "Observations."

Tk20{ sou	THERN NI	T k20{ so		Tk20{so	UTHERN
	\equiv		\equiv		\equiv
НОМЕ	~ <	HOME	>	НОМЕ	>
MESSAGES	>	ARTIFACTS	>	ARTIFACTS	>
TASKS	>	COURSES	~	COURSES	~
PREFERENCES	>	COURSES	~	COURSES	>
CONCEPTUAL FRAMEWORK	()	My Courses	~ <	COURSEWORK	~
GENERAL FORUMS	>	Dashboard		Assignments	>
ARTIFACTS	> <mark>_</mark>		>	Projects	>
	>	MY TEMPLATES	>	Quizzes	>
FIELD EXPERIENCE	>	REPORTS		Exams	>
PORTFOLIOS	>	LIBRARIES	> N	Course Binders	>
SURVEYS	>	FIELD EXPERIENCE		Observations	<u> </u>
		PORTFOLIOS	>	Assess	
		SURVEYS	>	Folders	
				MY TEMPLATES	>

4) All Ways of Knowing courses will be scored using multiple rubrics. Select the rubric you will use first in evaluating student coursework by clicking on it.

Tk20{so	UTHERN	NDIANA				🗬 🥊 🧘 hi, tamara	
НОМЕ	■ >	Courses	> Coursework > Observatio	Help			
ARTIFACTS	>	OBSER	VATIONS				
COURSES	~		Prov.				
COURSES	>						
COURSEWORK	~		Title 🔺	Term \bigtriangledown	Course Number \bigtriangledown	Section Title \bigtriangledown	
Assignments	>		Assessment using CORE	Fall 2011	HIST 298.	Historical Methods	
Projects	>		39 EE Writing Intensive				
Quizzes	>		Rublic				
Exams	>		Assessment using CORE	Fall 2011	HIST 298.	Historical Methods	
Course Binders	>		Rubric				
Observations	~ <		Assessment using CORF	Fall 2011	HIST 298	Historical Methods	
Assess				39 Ways of Knowing			- instantica metalous
Folders			Outcome 2				
MY TEMPLATES	>						

5) You will now see a screen that lists each student in the course as in the screen below.

HOME	1					
ARTIFACTS	>	ASSESSMENT USING COR	E 39 WAYS OF KNOWII	NG: HI RUBRIC		
COURSES	~	ASSESSMENT INFORMAT	ION			
COURSES	>					
COURSEWORK	>	Assessment Name:*	Assessment using	CORE 39 Ways of Knowing: HI Ri	ubric	
Assignments	>	Total Weight:	0.0			
Projects	>					
Quizzes	>	Include in Grade?	O Yes			
Exams	>		O No			
Course Binders	>	Matthew	+			
Observations	~ <					
Assess			Title	Status	Submit Date	Gr
Folders			There is no data to	display.		
MY TEMPLATES	>					
REPORTS		Joshua	+			
LIBRARIES	>					
FIELD EXPERIENCE	>		Title	Status	Submit Date	Gr

6) To complete an observation for each student click green "Add New" button to the student's name and the Rubric will open. Complete the rubric for the student being sure to only click the radial buttons to indicate the student's level of performance for each criteria. The score field will be filled in automatically, so do not enter anything into the field. You may add comments if so desired, but most students are unlikely to read it (unless they regularly go into Tk20).

	\equiv	Courses) Coursework) Observat	ions > Assessment using ()	DE 30 Wave	Add New Obser	vations	(
HOME	>		ions / Assessment using CC	NE 55 Ways	Aud New Obser	vacions			
ARTIFACTS	>	ADD NEW OBSERVATIONS							
COURSES	~	HISTORICAL INOU	RY: WAYS OF KNOWING	RUBRIC FOR C		UM ASSESSMEN	т		
COURSES	>		Students demonstrate an understanding of the uses of documents and artifacts as a method and means of relating events, ideas, and achievements to the context of their times, examining the significance of continuity and change, and assessing the roles of individuals,						
COURSEWORK	~	achievements to the context of their t							
Assignments	>	institutions, and social processes on t	he human experience.						
Projects	>	Rubric		Exceeds	Meets	Fails to Meet			
Quizzes	>			Expectations	Expectations	Expectations	Score		
Exams	>		Demonstrates	O 2	O 1	0 0	Score		
Course Binders	>		understanding of the uses of historical documents	Supports a	Supports an	Little or no			
Observations	~ <		and artifacts as a method	well-defined	argument	analysis of			
Assess			and means of viewing the	argument about the	about the past through	primary and/or			
Folders			□ NA	past through	analysis of	secondary			
MY TEMPLATES	>			accurate and effective	some primary sources	sources, or analysis is			
				analysis of	and/or	substantially			

7) After you have scored the rubric, scroll to the bottom of the page and click "Submit" - *do not complete the other fields*.

GRADE	
Record Name:*	CORE 39 Ways of Knowing; HI Rubric #1
Grade:	
Rubrics Total:	0.0
Total Mean:	0.0
Score:	0.0
	Submit Button Save Close

Repeat for the entire class. If a student does not complete the exam, we might ask that you start the observation, but do not complete the rubric, so that we can measure the non-completers.

You can change the scoring for an individual student after you have previously submitted the assessment by following these steps.

- a. Click in the box next to the rubric that you want to revise.
- b. Click on the "Delete" icon.
- c. Re-score the student's work and be sure to click "Submit" at the bottom again.

Tk20{ southern Indiana						L HI, TAMARA
НОМЕ	■ >	Courses > Coursework > Obs	servations > Assessment using CORE	39 EE Writi		Help
ARTIFACTS	>	ASSESSMENT USING COR	RE 39 EE WRITING INTENSIVE RU	BRIC		
COURSES	~	ASSESSMENT INFORMAT	ΓΙΟΝ			
Courses Coursework	> ~	Assessment Name:*	Assessment using CORE 39 EE	Writing Intensive Rubric		
Assignments	>	Total Weight:	0.0			
Projects	>	la clude in Canada2				
Quizzes	> 、	include in Grade?	YesNo			
Exams Course Binders	>	Matthew			b.	Delete
Observations	~ <					
Assess			Title	Status	Subm	it Date
Folders			CORE 39 EE Writing	Assessment Complete	a	Select rubric
MY TEMPLATES	>		Intensive Rubric #1		<i>u</i> .	