Completing an Observation in Tk20: Version 8

Logging in to Tk20

1. For the best user experience, use the most recent version of Mozilla Firefox and type in the web address: https://gvltec.tk20.com
2. Login Information: GTC network username and password
3. When you log in you will see your name in the top right corner, click your name to see what “role” you are logged in as and change your role to “Planner”.

![Tk20 login interface image]
Make Assessment Tool Available

Before you can create an observation, you need to check out an assessment tool.

1. Click on Courses in the main navigation menu.
2. Click on Libraries in the secondary navigation menu.
3. Select Assessment Tools from the list of available libraries.
4. On the Assessment Tools page, enter your search criteria in the search fields (i.e., Name) and click on the gray Search button. Your results will appear on the same page, below the search box.
   Look for your own assignment rubric or the Core Competency Rubrics
   1. COM: Oral Communication Rubric 2015
   2. COM: Written Communication Rubric 2015
   3. CT: Critical Reasoning Rubric 2015
   4. CT: Problem Solving Rubric 2015
   5. CT: Quantitative Rubric 2015
   6. IL: Information Literacy Rubric 2015
   7. PR: Professionalism Rubric 2015
   8. PR: Teamwork Rubric 2015
5. Select the assessment tool you want to use (check the box to the left) and then click on the Make Available button (with the star icon), as shown below. Make all the rubrics that you want available before going to the next page.
Create and Complete an Observation

1. Click on Courses in the main navigation menu.

2. Click on Coursework in the secondary menu.

3. Select Observations from the list of coursework.

4. Click on Assess.

5. Select your Assessment Template.

6. In the Select Course section, click on the green plus sign to add course(s).

7. On the Add New Course(s) page, select course(s) from the list or use the search fields to find specific course(s).
   - You will only need to enter Course Number (ACC-101) and Term in the search fields.
8. When you have selected the courses you want to include, click on the green **Add** button to add those course(s) and return to the **Assess** page.

9. Select one of the course(s) you added to be included in your new Observation. If you added more than one course, you can only select one before proceeding to the next step, as shown below.

![Assessment page with selected courses](image)

10. Click on the green **Next** button to proceed.

11. On the **Assessment Information** page, add observations for each student by clicking on the green plus signs next to their name.

   - Do not edit the Weight (0.0) and Do not include in Grade.
Choose a value for each rubric item then click **Submit, Save and Close** when you complete the data entry for that student.

If you click Submit before you are finished entering dating or attaching artifacts, you can click back in to the rubric and scroll to the bottom and click Revoke. This will open the rubric back up for editing and then you can open the rubric again, complete your data entry or loading files and click Submit when finished.

If you fill out a rubric for a student by mistake, you can check the box next to the rubric and the trash can will turn green, click the trash can to delete the rubric and data you entered.
12. When you are finished adding observations for all of your students, click on the green **Save** button. You can come back at another time to add more observations or edit finished ones, if needed.

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Submit Date</th>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>There is no data to display.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Failure to click the Save buttons on each screen can result in loss of data!**