

Faculty Instructions for Reviewing Student roster in TK20 with student list in Banner/Canvas

At the beginning of every semester, faculty should compare their student lists in banner to the list of students in TK20. To review, use the steps below to check that your student rosters appear correctly in TK20.

1) Log in to TK20 at the following URL using you UNA username and password:

<https://una.tk20.com/campustoolshighered/start.do>

2) Click on “Courses” in the purple menu in the left. When you click this, you will be taken to the course dashboard.

3) Ensure that the current term is selected in the drop-down menu near the upper right corner of the dashboard. If the current term is not an option for you, it means you do not have any coursework in TK20 for data collection that semester.

4) To review your student list, you can quickly view it by clicking on the blue number under the progress bar for one of the assignments listed in your class. Students listed in blue lettering are good to go. If any of the student’s names are in black lettering, please let the unit administrator know ASAP as this means their account is not yet activated. If any students are missing from your list, please let the unit administrator know so they can figure out why and get them added.