

## Faculty Instructions on How to Assess Student Assignments in Courses in TK20

To assess an assignment's rubric, please follow these steps:

1. Log into TK20 using your UNA username and password at the following link:  
<https://una.tk20.com/campustoolshighered/start.do>
2. Once logged in, click on "Courses" in the purple menu on the left.
3. Once on the "Courses" landing page, there is a drop-down box near the upper right corner that allows you to select the term. Ensure the correct term is selected.
4. Once the page has loaded (it may take a few moments) you should see a dashboard that has all the courses you have in TK20 listed as tabs across the top of the page. Click on the tab for the course the assignment is in then click on the blue course name and description just below the tabs listing your different courses.
5. Next, click the "Activities" tab near the top of the page then click on the name of the assignment you wish to assess.
6. This will take you to the list of students enrolled in the course. To grade a student, simply click on their name.
7. After you click on the student's name, you will be taken to a split screen that has the student's submission on the left (if they submitted anything) and the rubric(s) you are to use to grade for the student on the right. Click on the blue name of the rubric.
8. When you have opened and assessed the rubric, be sure to click "Save & Close" at the bottom of the rubric. NOTE: do NOT use the browser navigation buttons (the back and forward buttons) when you are logged into TK20. They will not work. You will have to navigate in TK20.
9. If the assignment needs to be pushed back to the student to edit, an extension can be granted by clicking on the "Extensions" tab at the top of the right split screen then clicking on "Edit Due Date".  
Note: A comment must be provided in order to submit the changed due date.  
\*Do not click "Submit" at this time. Wait for the student to resubmit their work.
10. Once you have finished the rubric for the student and no extensions are needed, be sure to click the green "Submit" at the top right of the screen. When clicked, you will be taken back to the list of students in the course and you can then assess the next student.