Student User Guide

November 1, 2013

Tk20 login

Getting Help with Tk20

Submit a help request

Find resources on the CoE Tk20 Website

Visit Zook Hall Room 435

Monday – Thursday: 7:30 am - 8:00 pm
  
  Friday: 8:00 am - 6:00 pm
  
  Saturday: 9:30 am - 1:30 pm
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How do I subscribe to Tk20?

1. If you paid for Tk20 with your tuition bill (after being admitted to the College of Education), you will be automatically subscribed. Your log in information will be sent to you during your first semester in the College of Education.

2. If you need access to Tk20 before the charge appears on your tuition bill, you may subscribe directly using the following steps:

   A. Go to [https://uakron.tk20.com](https://uakron.tk20.com).

   B. Click on Click here to purchase your student account on the bottom left.

   C. Select your payment option (Credit Card or Money Order / Check) and click Continue.

   ![Tk20 Login Screen](image)

You will receive a confirmation email from Tk20. Two to three days after your payment has been processed you will receive your Username and Password.
How do I log in for the first time?

Go to [https://uakron.tk20.com](https://uakron.tk20.com).

Enter the **Username** and **Password** sent to you from Tk20.

**PLEASE NOTE:** The Tk20 username and password are different from your UA Zips log in.

Upon first log in you will be prompted to change your **Password** and enter a **Secret Question** and **Answer**. This will be asked in the event you forget your log in information.

Select a password that will be easy to remember and has between 6 and 12 characters. Numbers and special characters can be used only after the first 6 letters.

Click **Save** to save your new password. If you press **Cancel** the password will not be saved.
**How do I Change my Password?**

After logging in to Tk20, click on **Preferences** in the left column.

![Tk20 screenshot showing the Change Password form](image)

**How do I get my username or password if I forget them?**

Go to the Tk20 log in page [https://uakron.tk20.com/campustoolshighered/start.do](https://uakron.tk20.com/campustoolshighered/start.do) and click on the Forgot your username or password? link in the upper left of the page.

You must use your **UANET ID email address** for the Forgot your username or password? link to work.
Once you have successfully changed your **Password** you will see the **Welcome Home** page. Your name should appear next to **Welcome**, along with a message in **red**: **Your password has been successfully changed**.

On the **Home** page you will see several boxes in the center, for example:

**Recent Messages**

These are Tk20 system messages only and will show you courses and/or assignments that have been added or dropped in Tk20. These messages do not affect your University course schedule.

**Pending Tasks**

Provides the names of the assignments your instructor requests to be completed in Tk20.

**Today's News**

Announcements from Tk20 support.
How do I delete messages?

Click on **Messages** in the left column. A menu will expand displaying **Edit Message Folders, Inbox, Sent**.

Click in the check box to select the **Message to Delete**.

Click on the **Gray – Delete** button.
How do I submit my Assignment using the Artifact Wizard?

**Option 1**

From the **Home** page, click the **Artifacts** tab at the top of the screen.

Click on the selection titled **Artifacts Wizard** in the left column.

If this is the first time you have used this **Artifact for an Assignment** click the first radio button, then click on **Continue**.
Click on the drop down arrow and select File.

You are now at the Create a New Artifact screen.

Click Browse to locate the file you want to submit.

The system will automatically enter the name of the file for you in the Title field. If this is not the title you wish to use, you may rename it here. The file name in the Browse field will remain the same as it was uploaded into Tk20.

To submit your work, scroll down to the end of the page and click Next.

If you click Cancel you will exit this screen and your work will not be saved.

If you click Save your work will be saved but not submitted.

If you click Back this will route you to the first Artifact Wizard screen.
Note: If you need to upload another file for the same assignment, use the attach another file link. This will upload the first file and allow you to Browse and locate the next file. This step maybe completed as many times as needed.

The Blue bar will turn Black, indicating that your upload is 100% complete.

A list of courses will appear. Click the blue hyperlink for the course to which you wish to submit the artifact.

Once you have made your selection, the Assignment name will appear in Bold lettering across the top of the screen. Click Submit.
You will see a dialog box notifying you that the artifact has been successfully submitted. Click OK.

Once you click OK, you will be directed to the Artifacts tab and will see your assignment with a lock in front of the assignment name, indicating it has been successfully submitted for assessment.
Option 2

Use this option if you have previously saved an artifact in Tk20 and would like to use it for a specific assignment.

From the Home page, click the Artifacts tab.

Click on Artifacts Wizard in the left column.

Select I would like to attach/submit a previously created and saved artifact in the system to a task, then click Continue.

From the Select Artifact screen select the Artifact you wish to submit. In the Select Task screen click on the Course Title to which you want to submit the artifact.
After you have selected the **Title** you will see the **Submit** screen. Click **Submit**.

You will then see a dialog box that says you have **Successfully Submitted** your **Artifact**.

After you click **OK** you are routed back to the **Artifacts** tab and you can view all of the artifacts you have uploaded.
If I Uploaded the Wrong Artifact, Can I Delete It?

From the Home page click on the Artifacts tab. Click on Browse in the left column. Make sure you are in the All Artifacts view. Click in box next to the file you wish to delete.

Then press Delete . A dialog box will appear confirming it is OK to Delete this Artifact.

If you select OK, the Artifact will be permanently deleted.

If you select Cancel, the dialog box will disappear and you will remain in the Artifacts screen.
How do I Recall an Assignment?

**When do I recall an Assignment?**

- If you have submitted an incorrect Artifact.
- If you submitted without attaching the Artifact.
- If you need to resubmit an Artifact.

Please keep in mind this is a two-step process as shown in the following pages.

**Step 1 – Locate the Assignment and Recall**

From the **Home** page, click on the **Courses** tab located in the top left.

![Image](https://via.placeholder.com/150)

This will take you to the **My Courses** screen. The highlighted tab is **Current Courses**.

From the **Current Courses** tab click on the **Course Number** displayed as a **blue hyperlink**.

![Image](https://via.placeholder.com/150)

The highlighted tab is titled **Basic Information**. Click on the **Activities** tab.
You will see a List of **Assignment Name(s)**. From this screen the **Recall** button is activated.

*Note: Check the **Status** section of the **Course Activities** screen to ensure the **Status** section reads **Assessment Pending**.*

Click on the box next to the **Assignment Name**.

The easiest way to identify that your **Assignment** has been successfully **Recalled** is to check the **Status** section. It should read **Open for Editing**. (Prior to the **Recall** it read **Assessment Pending**.)

Click **Close**
You may now proceed to Step 2 to delete the artifact.

**Step 2 – Delete Artifact**

From the Home page click on the Artifacts tab. Click on Browse in the left column. Make sure you are in the All Artifacts view. Click in box next to the file you wish to delete.

Then press Delete . A dialog box will appear confirming it is OK to Delete this Artifact.

If you select OK, the Artifact will be permanently deleted.

If you select Cancel, the dialog box will disappear and you will remain in the Artifacts screen.
How can I check the status of my assignments, see my Grades and view the Rubrics?

From the **Home** page, click on the **Courses** tab.

Under the **Current Course** tab, click on the **Blue Hyperlink** of the course for which you would like to see a grade.
This will take you to the Basic Information tab. Click on the Activities tab to see all of the Assignments you have Uploaded, Saved, and/or Submitted.

Status Categories

Assessment Complete: The instructor has graded your submitted Assignment.

Assessment Pending: Your Assignment has been submitted and is waiting to be graded by the instructor.

Open for Editing: This is an Assignment you need to submit. The document has not been Attached to the Artifact and cannot be viewed by the instructor.

To view the rubric and grade, click on the name of the Assignment, then click on Assessments.
When you click on the name of your Assignment (represented as a hyperlink) the Rubric will appear.

Your Score will appear at the far right side of the screen.

You may also Print the Rubric by clicking File, Print at the top of the browser window.
Glossary of Terms

Artifact
The document the student completes for his/her assignment.

Assessment Complete
The instructor has graded the student’s submitted assignment.

Assessment Pending
The student’s assignment has been submitted and is waiting to be graded by the instructor.

* (Asterisk)
Indicates a required field.

Open for Editing
This is an Assignment you need to submit for course. The document has not be Attached to the Artifact and cannot be viewed by the instructor.

Rubric
The evaluation criteria instructors use to grade assignments.

Status
Where assignments are in the grading process. e.g., Assessment Pending, Assessment Complete, Open for Editing.

Submit
The final action of an assignment given by an instructor. Also known as Turning in.

Title
The name of the assignment you give to a file.

Username
The name you are provided to log into a specific computer, software and/or internet site. This will be different from your Password.