Instructions for Entering Assessment Data into Tk20

1) Log into Tk20 (tk20.jmu.edu) using your JMU e-ID and JMU password. Click the Courses tab along the top.

2) Down the left hand side you’ll see Assessment Tools near the bottom. Click on it.
3) The screen will show all of the assessments that are in the system (5 or more pages’ worth). Look for the one you want (they are organized by department or program names). Check the little box next to the rubric you want and click the button that says *Make this available to me* at the bottom of the page. If you have ever entered data using this rubric, it will already be “available” to you.

4) Now, back to the left hand side. Under coursework, about halfway down, you’ll see Observations – click that key, then click Assess (right under where you clicked Observations).
5) On the next screen, you will select the rubric you want to use (the one you just made available to you) from the dropdown, at the top of the screen. If you are adding data for a class during the same semester in which you taught the class, it will be listed on the screen. Select the relevant course.

If you are looking for a previous semester’s course, you will have to click “Select More courses” under the list of your courses which appears. Once you find your course, check it off and click “Add” at the bottom of the page.

*Rubric appears in dropdown menu*
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**If you need to “Select More Courses” option**

6) You should now see the names of your students who were enrolled in the class listed out on the screen. Under each student’s name, you will see two keys, **Add New** and **Delete**.

You want to add a new observation for each student, so you will click **add new** under the first student, fill out his/her rubric, then **submit** it.

I know you want your students to be able to look at these rubric scores in Tk20. Notice that under “Record Name” at the bottom, it is autofilled with “Assessment #1” – change that to something more descriptive, like “Midterm eval for MSSE 571E” this way they can pick it out from among all their observations (when they log in to Tk20, they can look under courses tab, then observations along left hand side of their screen).
Repeat for each student that you want to rate. Make sure you click submit (as opposed to save) so that we can run a report on all the data you put in (otherwise it’s in a holding area until you submit it).