

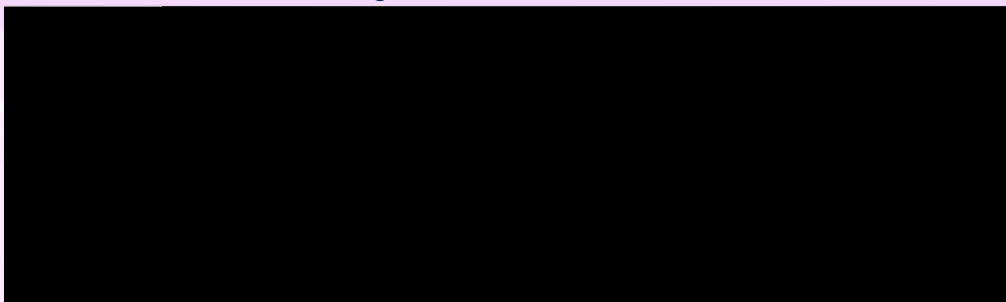


1. Log in to TK20
2. Confirm " " role is selected if you have more than one role designated in Tk20
 - a. Click on your name in the top right corner
 - b. Select "Faculty" from the dropdown menu



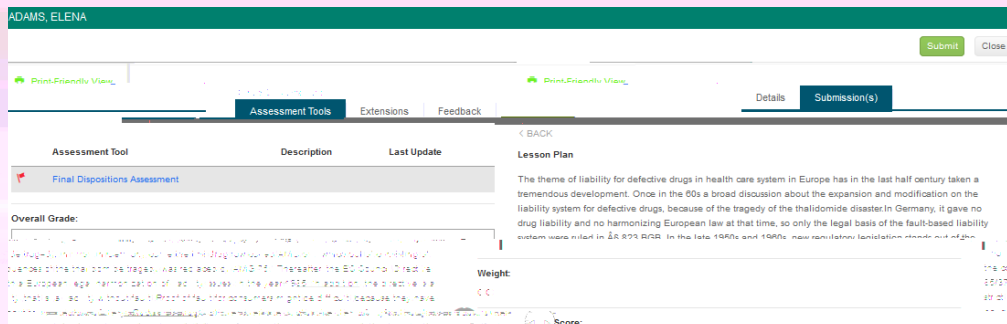
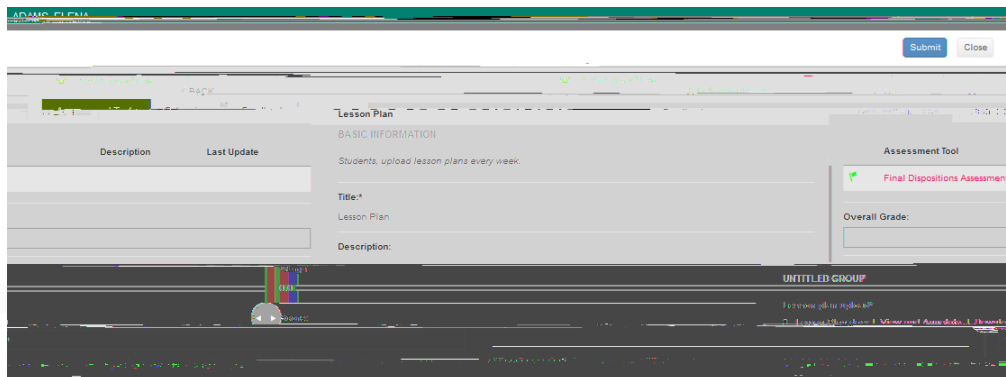
3. Click " " then click on " " under " " on the left-hand side menu

4. Select " " from the drop-down menu
5. Click on the " " sub-tab that contains the assignment you want to assess
6. Click on the number located below the " " portion of the assignment you want to assess to view the students who have submitted their assignments



7. Click on the " " you want to assess
 - o On the left, you will be able to view the assignment details, any attached standards and the student's submission
 - o On the right, you will be able to view the assignment's assessment tool(s)





3. If the student has submitted a file upload, you may click on download to save to your computer, or you can click on view and annotate to open the document In your Internet browser.

Type	Title
File	Lesson Plan

a. Select the text you wish to annotate

b. Then  to leave an annotated comment. Click  to add your annotated comment

c. Hover with your mouse over the annotated area. Click on  to edit your comment or

