TK20 Faculty User Guide
For Faculty Use Only

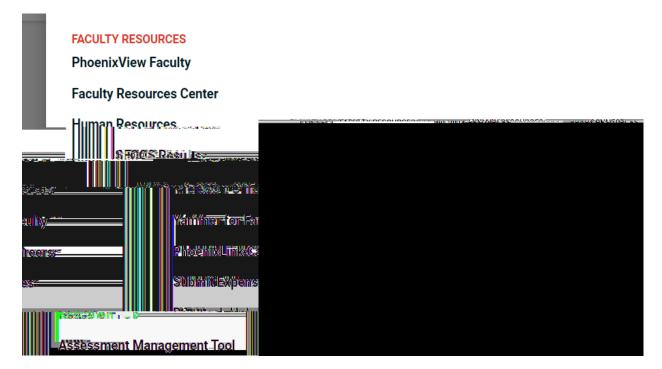**Field Experience Module Faculty User Guide**

Please read this document thoroughly.

Submission by the student to Tk20 should be done only when the faculty and/or committee has approved the document, and it is ready for final scoring and approval.

Please note: Tk20 student binders will be available the Friday following the course start date. If a student does not see the binder on the Friday after the course starts, please reach out to DissertationServices@phoenix.edu.

1. Use the link in Faculty Quick Links OR through the appropriate BbU classroom Tk20 link.

Faculty can now access TK20 through the Assessment Management Tool link located in their faculty portal

Students must access Tk20 through the appropriate BbU classroom Tk20 link found in the Resources folder (screen shot below).

2. Click on Field Experience, then Assessments, once logged in to TK20.

- You will see Current, and Previous, Field Experience Assessments tabs.
    - A GREEN check mark indicates assessments you have already scored.
    - A RED flag indicates assessments you still need to score.

3. Click on the student's name to open a student's Binder.

4. Once the binder is open, you will see two screens side-by-side.

- The left side of the screen shows the student's Binder and submission.
- The right side of the screen is where the faculty will complete his or her scoring.

5. Click on the tab on the right (see below: Chapters 1-3) and scroll down to the bottom of the screen where you will see File Upload to download the student's uploaded file.

- The rubric that Faculty is required to complete is on the right side. It is listed under the Field Experience Forms heading and has a RED flag.

6. Make a decision with each radial button associated with the criterion within each Rubric.

- The new Dissertation Criteria Assessment uses Meets Criterion or Does Not Meet Criterion to assess student mastery of outcomes in Dissertation Phase deliverables.

7. Provide the criterion number and detail on what the student can do for criterion indicated with a Does Not Meet selection.

8. Select the Approval Status: Approved as is OR Approved with changes.The faculty can provide additional comments to the students in text box.

- As a reminder, students should not be submitting unless approved by faculty/committee and faculty should not be grading in TK20 UNLESS a decision of Approved as is or Approved with Changes will be granted.

9. Do not enter any information in the Overall Grade for the Binder field. This field should remain blank.

11. Phases 1-