



# Completing an Assignment or Course Binder Rubric

## Getting Started: Course Dashboard

1. Click on **Courses** in the side menu.
2. Click on **Courses** located in the side menu below.
3. Click on **Dashboard** located in the side menu below.
4. Select the **Term** from the drop down menu.
5. Click on the **Course** sub-tab that contains the course binder you want to assess.
6. Click on the number located below the **Assessment(s) pending** portion of the course binder you want to assess to view the students who have submitted their course binders.

The screenshot shows the Tk20 interface for a course dashboard. On the left is a dark green sidebar with navigation options: Edit Forums, All Courses, COURSEWORK, MY TEMPLATES, REPORTS, LIBRARIES, ARTIFACTS, and PORTFOLIOS. The main content area is titled 'ACC202 PRINCIPLES OF ACCOUNTING 2 | SECTION 03' and shows '1 Pending Tasks'. Below this are filters for 'Expand All', 'Collapse All', and status indicators for 'Assessed' (green), 'Assessment(s) pending' (yellow), and 'Not submitted' (grey). A specific task is listed: 'Performance Task: Lesson Plan (Course Binder)'. A progress bar shows 5.26% (yellow) and 34.74% (grey). The due date is '05/12/2016 11:55 PM' and there is a 'Report' button. At the bottom, a user profile for 'Elizabeth Cooper' is visible, along with a partial view of a 'Video Assignment'.

7. Click on the **name of the student** you want to assess to open a split screen.
  - a) On the left, you will be able to view the course binder details, the student's submission within the created tabs and any attached standards.
  - b) On the right, you will be able to view the course binder's assessment tool(s).

COOPER, ELIZABETH

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Print-Friendly View

Performance Task: Lesson Plan

Oral Language Analysis

Written Language Analysis

Standards

**Title:**  
Performance Task: Lesson Plan

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**Course(s):**  
Principles of Accounting 2

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**Assessor(s):**  
Yuri Min

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**Description:**  
In this course, you will be expected to analyze the language development of children ages 2.5 to 7 years old. To develop your language analysis skills, you will complete the following:

1. Oral Language Analysis Assignment
2. Written Language Analysis Assignment

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Print-Friendly View

Assessment Tools

Extensions

Feedback

Assessment Tool	Description	Last Update
<a href="#">Written Language Analysis Rubric</a>		
<a href="#">Oral Language Analysis Rubrics</a>		

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**Overall Grade:**

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**Weight:**

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**Score:**

# Assessing Student Submissions

1. Click on the name of the **Assessment Tool**.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **Complete** or **Save**.
  - a. If you select **Save**, you save the entry and will remain in the Assessment Tool.
  - b. If you click **Complete**, you save the entry and it will prompt to the previous page.
3. After you have completed the assessment tool(s), choose one of the following actions:
  - **Submit**: Submit the assessment for the student to see
  - **Close**: Exit the assessment tool without saving any changes (if you clicked **Save** in the assessment tool previously, these changes will be saved).