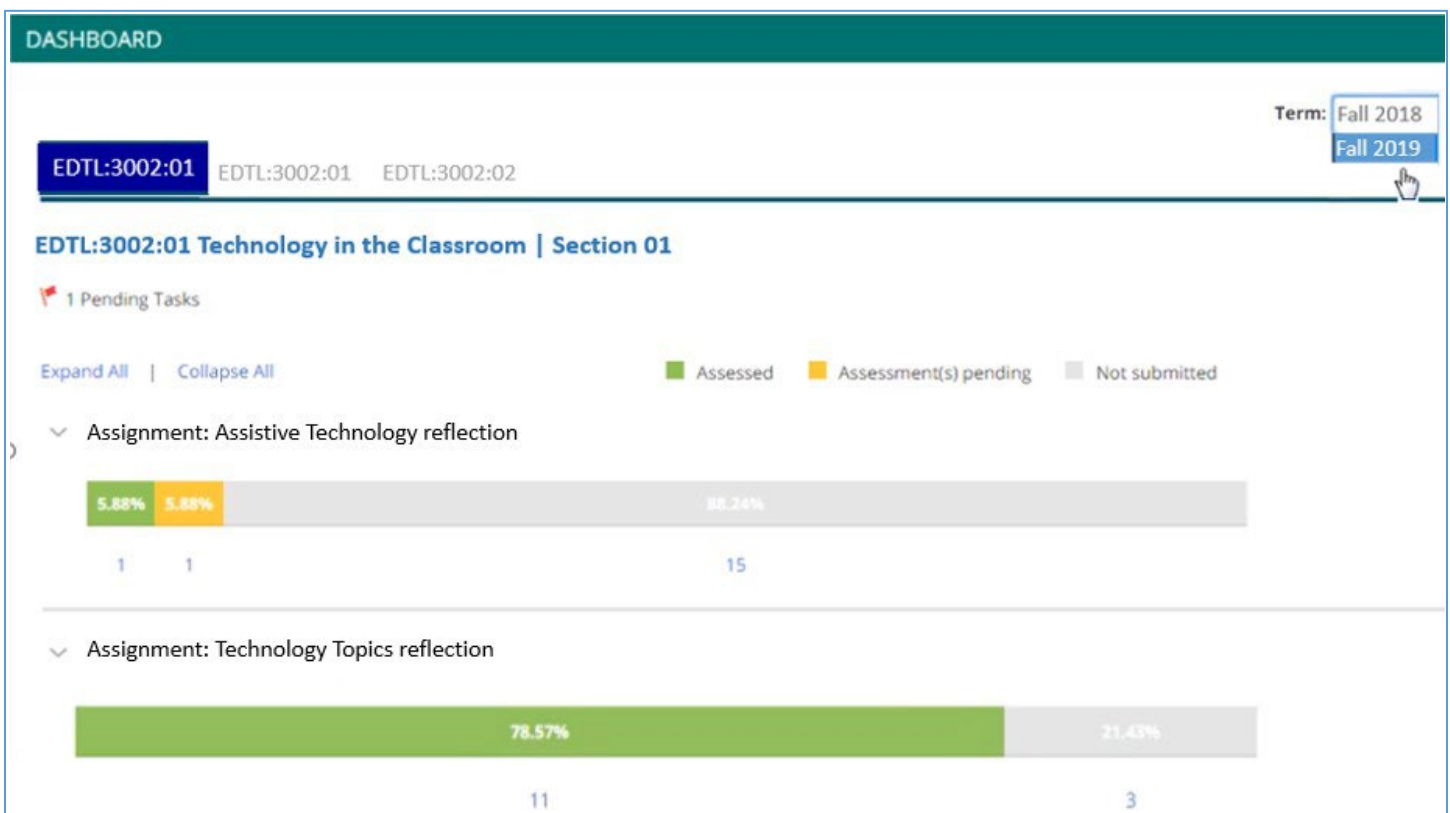THE UNIVERSITY OF IOWA | COLLEGE OF EDUCATION

Evaluating embedded signature assignments (ESA)
in Tk20 Faculty Guide

Navigating to the assessment area of your Course Dashboard.

1. Login to uiowa.tk20.com using your HawkID and password
2. Open your Course Dashboard by clicking on *COURSES* in the left-side navigation.
3. Select a course (tabs across the top) and the semester (dropdown list upper right)
4. Under each assignment there is a progress bar (gray, yellow, green).
   a. Gray = Not submitted. Assignments not yet uploaded
   b. Yellow = Assessment pending. Student has uploaded, but you have not completed the assessment
   c. Green = Assessed. Upload and assessment are complete
There is also a blue link that displays a number. That is the number of students within that section of the progress bar.

Completing the InTASC rubric(s) for a signature assignment that a student has uploaded

1. Click on the blue link below the yellow (assessment pending) section of the progress bar, and select a student name from the list that is displayed.
2. Your display will now show a split screen view.

3. To view the assignment click on *View* and *Annotate* (left pane)
4. To complete the InTASC assessment, click on the rubric(s) linked under *Assessment Tool* (right pane)

	Developing	Approaches Standard	Meets Standard	Exceeds Standard	Score
☐ NA	○ 1	○ 2	○ 3	○ 4	Score
	Issue/ problem to be considered critically is stated without clarification or	Issue/ problem to be considered critically is stated but description leaves some terms	Issue/ problem to be considered critically is stated, described, and clarified so that understanding is not	Issue/ problem to be considered critically is stated clearly and described comprehensively.	

Note: There may be more than one rubric to complete, depending on how many standards are associated with the assignment.

5. Fill out the rubric by selecting the appropriate radio button in each category. This automatically calculates the score. Mark the box labeled NA if the InTASC subcategory (performances, essential knowledge, critical dispositions) is not assessed for this assignment. A detailed listing of the standard is available on the form for reference. A Comments section is also available for other notes.
6. Leave GRADE section of the form as is. Scores are calculated automatically
7. To complete that assessment form, click the green COMPLETE button at the bottom of the form. The form will close and return you to the split screen view.
8. Repeat steps 4-7 for each assessment tool listed.
9. Once all assessment have been completed, click the green SUBMIT button (top right) to finish for that student. You'll be returned to the progress bar view to select another student.

Please direct any questions or comments to COE-tk20-help@uiowa.edu.