



## Faculty Cheat Sheet

# Creating/Sending and Assessing an Assignment in CampusTools HigherEd

To create/send or assess an Assignment within CampusTools HigherEd, you must first log into the system.

### I. Choose your Assessment Tool

In order to create and send out an Assignment, you'll first need to choose the Assessment tool that you're going to use to grade the Assignment. Since the Assessment tools will be created for you in Tk20, you need to choose the ones that you'd like to use from the public Libraries section. To do this, follow these simple steps:

- ❖ Click on the **Courses** tab.
- ❖ Click on **Assessment Tools** underneath the **Libraries** heading on the bottom left.
- ❖ You'll see all of the public Assessment tools that have been created by your Administrators and/or Tk20. When you find the Assessment Tool(s) that you'd like to use for this Assignment check the box to the left of the Assessment Tool name, and click on the gray box which says "Make Available to Me."
- ❖ Once you've followed the steps above, then you're ready to create your Assignment Template.

### II. Create your Assignment Template

In order to send out an Assignment, you'll need to create an Assignment Template. You will be able to re-use the same Assignment template every term if you so desire. To create an Assignment Template, follow these simple steps:

- ❖ Click on the **Courses** tab.
- ❖ Click on **Assignment and Project Template Builder** on the left menu under the heading **My Templates**.
- ❖ By default, this screen will show you any templates that you have already created. To create a new Assignment template, you will need to click **Create** on the left menu under **Assignment and Project Template Builder**.
- ❖ There are four major steps to creating an Assignment (or Project) Template:

#### 1. Define Template

In this step, you will need to type in a name for the Assignment Template and also include instructions for the Assignment in the appropriate text area. Also in this section, you need to determine the visibility of this template. If you make the template "public" then the template can be used by other faculty members. Click **Next** when done with Step 1.

#### 2. Standards

In this step, you can choose the standards that the Assignment meets. To add standards, click **add new**. The dropdown menu will show all Standards that are active in the system. Choose the Standard body that you'd like to use and select the respective standards that this Assignment meets. Click **Next** when done with Step 2.

#### 3. Assessment Tool

In this step, you will see all Assessment Tools that you've made available from the Libraries section. Check the box next to the one that you want to use for this Assignment and click **Next**.

#### 4. Review

In this step, you can review the template that you have created. If you are satisfied with the template, make sure you select "yes" to make the template active. If you're done modifying the template for the moment, click **Save**.

### III. Send out the Assignment

In the above steps, you learned how to create an Assignment Template. Now, you will learn how to send out the Assignment Template to your course. To send out an Assignment, follow these steps:

- ❖ Click on the **Courses** tab.
- ❖ On the left menu click **Assignments** under the **Coursework** heading.
- ❖ This screen will show you all Assignments that have been sent from your account. To send another Assignment, click **Send** underneath **Assignments** on the left menu.
- ❖ There are four major steps to sending an Assignment (or Project) Template:

#### 1. Select Course

In this step, you will need to select the course(s) to which you are sending the Assignment. If you are a faculty member teaching courses, then your courses will show up on this screen by default. Check the boxes next to the courses that you want, and click **Next** when you're ready for Step 2.

#### 2. Select Template

In this screen, you will see a list of the templates that you have created and made active. Choose the template that you want to send out and click **Next** when you're ready.

### **3. Select Assessors**

In this step, you will confirm the assessors for the Assignment. The faculty member teaching the course will appear as a default assessor, but you can add more assessors as necessary.

### **4. Send**

In this last step, you need to type in the Assignment Name (this is what the students will see in their Pending Tasks box). You also need to enter in a due date and time for the Assignment. When you are ready to send, click **Send**.

## **IV. Assess the Assignment**

Students will receive a Pending Task in their Home tab to notify them of your Assignment. When students start submitting their Assignments, you will be able to assess them in Tk20. Follow these simple steps:

- ❖ Log into Tk20
- ❖ Under the Pending Tasks section of the Home tab, click on **You have Pending Assessments**
- ❖ You will see a list of your Assignments as well as the names of the students that have submitted the Assignments
- ❖ To assess a particular student, click on his/her name.
- ❖ You will then see a double-sided screen with the Assessment Tool on the right side, and the student's work on the left.
- ❖ To see the student's work, click on the respective link on the left side of the screen.
- ❖ This will bring up another window (if it's a Word document, it will open in Word; Excel will open in Excel, etc.)
- ❖ Refer back to the double-sided screen and look at the Assessment Tool. If it is a rubric, select the radio button that corresponds to the number of points you wish to give. Do this for every criterion listed.
- ❖ To calculate the total score at the bottom, click on **Calculate Score** at the bottom. The system will automatically calculate the scores based on what radio buttons you've chosen.
- ❖ You will also need to enter in a **Grade** for the student based on the total score. Click **Save**.
- ❖ You will see a second screen with an overall grade and overall score. Fill these in and click **Submit**.

## **V. Help Resources**

### **Online tutorials**

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link for the one you'd like to view.

### **Student Guide**

Tk20 has user guides for both students and faculty members. To access the Student Guide, go to:  
<http://www.tk20.com/support/studenthelp.html>

### **Faculty Guide**

Tk20 has user guides for both students and faculty members. To access the Faculty Guide, go to:  
<http://www.tk20.com/support/facultyhelp.html>