TK20 by Watermark
Education
Faculty Guide

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WHAT IS TK20 by Watermark?

The College of Education and Social Work (CESW) uses Tk20 by Watermark as a comprehensive online data management system for assessments of student learning outcomes and field placements. Tk20 by Watermark establishes electronic documentation for continuous improvement of our programs and accreditation. Students will use this system to complete key unit and program course assignments, field applications, field experience binders, surveys, and portfolios.

All students who are enrolled in Educator Preparation Programs that are accredited by the Council for the Accreditation of Educator Preparation (CAEP) are required to have a Tk20 by Watermark account. This includes initial-licensure programs, the M.Ed. Literacy and Reading Specialist Certification, the M.Ed. Special Education, and the Certificate in Autism. Effective August 1, 2018, students who do not have an active account, are required to purchase one. Tk20 by Watermark accounts can be purchased for $115 ($112 plus a $3 processing fee) via credit card, money order, or cashier’s check from the Tk20 login page and are accessible for seven (7) years after the date of purchase. Note: This fee is subject to change within the time span of one's University career.

TK20 by Watermark - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment as well as a laptop or desktop. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**

- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.

- **DO NOT sign into TK20 in multiple tabs or windows.**

- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*

- Always log out of TK20 when you are done working in the system.

- When uploading a file, **do not** include special characters such as (*, ', " , &, ?) in the name when you save the file for upload in Tk20.

### WCU TK20 Office
Recitation Hall 209  
Phone: 610-436-2085  
Email: TK20@wcupa.edu  

### TK20 Helpdesk
Hours: (M – Th, 8am – 8pm, F 8am-7pm)  
Phone: 1-800-311-5656  
Email: support@watermarkinsights.com  
HOW TO ACCESS TK20

Students and faculty can log into TK20 in one of two ways:

1. Via a link in your D2L course
   a. From within your course in D2L, click on ‘Content’ in the gray navigation bar.
   b. Click on the ‘TK20’ module located along the left side of the page.
   c. On the right side of the page, click on ‘TK20 Homepage’.
   d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage
   a. To access Tk20 directly, type wcupa.tk20.com into your internet browser. Then, click on the ‘Faculty Student login page’ link. Do not login using the top portion of this page.
b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. **If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350.**

Username = WCU email
Password = WCU password

c. You may come to an ‘Information to be Provided to Service’ page. Select ‘Do not ask me again’ and click ‘Accept’.

**TK20 HOMEPAGE**

Once you are logged into TK20, you will land on the Tk20 homepage. Messages and Pending Tasks will be displayed. You can also access messages and tasks on the top right of the screen. If the icon is red, you have new messages or pending tasks.
ACCESSIBILITY

Visually impaired users may enable high contrast settings for easier viewing.

1. Click on ‘Home’ on the left side panel.
2. Click on ‘Preferences’.
3. Select ‘Enable high contrast’ and then click ‘Save’.

You can access the Tk20 Help Desk documentation at any time by clicking on the ‘Help Desk’ button on the top right corner of the page.

Detailed West Chester University specific help guides and videos are located on the WCU TK20 website: [https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx](https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx).
COURSE DASHBOARD OVERVIEW

This section applies to individual course assessments. It does not apply to Danielson field experience binders. You will also follow this process for assessing Professional Dispositions; however, students will not be submitting any work on their end.

To access the Course Dashboard in Tk20:

1. From within Tk20, click on ‘Courses’ on the left side panel. This will automatically direct you to the course ‘Dashboard’.

2. By default, the current semester’s courses will be displayed; however, if you want to view another semester’s courses select the ‘Term’ from the drop down menu on the top right of the screen.

3. Each course will have a separate tab. All associated assignments for the course will be displayed within the tab.
4. Under each assignment, a colored bar will be displayed:
   - Green represents student submissions that you have assessed.
   - Yellow represents student submissions that are pending your assessment.
   - Grey represents assignments that have not yet been submitted by the student.

![Colored Bar Example]

5. Click on the number beneath a colored section to view students' names. Click on the ‘Report’ button to the right of an assignment name to view a detailed report of that assignment’s assessments. These reports are exportable to an Excel or PDF format.

![Student Names and Report Button]

**HOW TO ASSESS STUDENT COURSE ASSIGNMENTS**

1. Click on ‘Courses’ on the left side panel. Then, click on the course tab that contains the assignment you want to assess.
2. Click on the number located below the ‘Assessment(s) Pending’ (yellow) portion of the assignment. This includes students who have fully submitted their assignments. When a student submits work, they will receive a confirmation email letting them know the work is submitted. To assess a student’s submission, click on the name of the student. Please note that if you are assessing Professional Dispositions, students will not submit anything.

3. Next, a split screen will be displayed:
   a. On the left, you can view the student’s information. By default, you will be directed to the Submission(s) tab where you can view the student’s submission. Click on the ‘Details’ tab to view the assignment details.
   
   b. On the right side, you can view the assignment’s assessment tool(s).
c. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.

4. There are three different types of student submissions:
   a. Tk20 Artifact (form) - If the student has submitted a Tk20 artifact, click on the title of the artifact and it will display on the left side of the screen. Faculty cannot annotate directly on artifacts.

   ![Tk20 Artifact](image)

   b. File upload (most common) - If the student has submitted a file, click on either ‘Download’ to save to your computer, or ‘View and Annotate’ to open the document in your internet browser. If a file submission is larger than 200MB, it will need to be downloaded and you will be unable to annotate directly on the document in Tk20. You can click on the assignment to open it up outside of Tk20.

   ![File Upload](image)
i. To annotate directly on the document, left click, hold and drag to select the text you want to annotate. The text will turn blue and a comment icon will appear. Click on the comment icon and enter your comments.

![Annotation Icon]

ii. Click ‘Save’ to add your annotated comment.

![Save Button]

Note: Students can view annotations from within Tk20. Annotations will not appear if the document is printed.

5. After you have reviewed the student’s submission, click on the name of the assessment tool on the right of the screen to open the rubric.
6. Complete the assessment. If criterion scores are entered in a rubric, the ‘Total Score’ and ‘Total Mean’ will automatically be calculated. You are not required to enter a ‘Grade’, but you may do so manually if you wish.

7. When you have completed the assessment, click one of the following:
   a. **Save & Close** – Click to save the completed assessment and return to the previous page for full submission.
   b. **Save** – Click to save the assessment and remain on the assessment page. This is helpful if you need to stop in the middle of an assessment and want to save your work.

8. After you have completed the assessment, choose one of the following at the top right corner of the screen:
   a. **Submit** – Submit the assessment for the student to view. You must click the green ‘Submit’ button for your students to view the completed assessment.
   b. **Close** – Exit the assessment tool without saving any changes (if you clicked ‘Save’ in the assessment tool previously, these changes will be saved).

**Note:** Faculty have access to a report called “Courses 003: Coursework and Observations Assessment Report for Faculty.” You can access this report by clicking ‘Courses’ and then ‘Reports.’ This report will allow you to view all of your assessments on a particular course assignment in a given term.
HOW TO GRANT AN EXTENSION TO AN ASSIGNMENT AND REOPEN STUDENT SUBMISSION

When a student clicks to ‘Submit’ coursework, the assignment locks, is in a view-only mode, and cannot be edited. To make any changes to the assignment (i.e. remove a file, add an additional file), the student must ‘Recall’ the assignment. If the assessor has already clicked on the assessment tool to begin the evaluation, the student will not be able to ‘Recall’ their work to make edits. The student will receive this error message when he or she attempts to recall the assignment: “You can only recall an item that has been submitted and not yet assessed.”

If the student needs to make changes to a locked assignment, faculty must grant an extension. There are two possible scenarios for faculty to grant an extension:

Faculty already started evaluation of student submission, but did not yet submit the evaluation:

a. From within Tk20, click on ‘Courses’ on the left side panel. You will be directed to the courses Dashboard.

b. If the current term’s courses are not displayed, select the ‘Term’ from the drop down menu on the top right.

c. Click on the tab with the course number that contains the assignment.
d. Click on the number located underneath the yellow portion of the colored bar of the assignment in which you want to grant a student an extension.

![Assignment progress bar with yellow portion highlighted](image1)

e. Click on the name of the student you want to provide an extension to.

![Student name highlighted](image2)

f. On the right side of the screen, click on the ‘Extensions’ tab. Then, click ‘Edit Due Date’.

![Extensions tab highlighted](image3)

g. Enter a new Due Date/Time and Comments. (Note: You must enter a comment in order to proceed). Then, click ‘Update’.

![Due date and comments input fields](image4)
h. Click ‘Close’ at the top when you are finished. **Do not click ‘Submit’, as this will lock the student out of the assignment again.**

![Close button](image)

**Faculty already submitted an evaluation of the student’s submission:**

a. From within Tk20, click on ‘Courses’ on the left side panel. You will be directed to the **Dashboard**.

![Dashboard](image)

b. If the current term’s courses are not displayed, select the ‘**Term**’ from the drop down menu on the top right.

![Term dropdown](image)

c. Click on the tab with the course number that contains the assignment.

![Course tab](image)

d. Click on the number located underneath the green portion of the colored bar of the assignment you want to grant an extension.

![Assignment number](image)
e. Click on the name of the student you want to provide an extension to.

f. Click the ‘Revoke’ button on the top right corner of the assignment.

g. Then, click on the ‘Extension’ tab and then click ‘Edit Due Date’.

h. Enter a new Due Date/Time and Comments. Note: You must enter a comment in order to proceed. Then, click ‘Update’.
i. Then, click ‘Close’ at the top. Do not click ‘Submit’, as this will lock the student out of the assignment again.

HOW TO REVOKE OR EDIT AN ASSESSMENT

If you need to make changes to an assessment which you have already submitted, and do not need to have your student resubmit their work, you can revoke and adjust your assessment. The student’s assignment will still remain locked on their end.

1. From within Tk20, click on ‘Courses’ on the left side panel. You will be directed to the Dashboard.

   a. If the current term’s courses are not displayed, select the Term from the drop down menu on the top right.

   ![Dashboard with added arrow]

2. Click on the tab with the course number that contains the assignment.

   ![Dashboard with added arrow]

3. Click on the number located underneath the green portion of the colored bar to view the students who have submitted their assignments.

   ![Dashboard with added arrow]
4. Click on the name of the student whose assessment you need to revoke.

5. At the top right corner, click ‘Revoke’.

6. Click on the blue link under Assessment Tool to edit your assessment.

7. Once you have completed your edits to the assessment, click the green ‘Save & Close’ button at the bottom of the form.

8. Then, click the green ‘Submit’ button at the top right corner.
HOW TO CHANGE THE DUE DATE FOR ALL STUDENTS ON AN ASSIGNMENT

When assignments are sent, the due date is automatically set to the end of the semester. Faculty have the option to adjust the due date for a particular assignment in order to fit their needs.

1. On the left side panel, click on ‘Courses’ and then click on ‘Coursework’.

2. From here, you will see a list of all of your assignments. Select the assignment that you wish to adjust by clicking on the checkbox to the left of the assignment name. Then, click the ‘Edit Due Date’ button at the top of the page.

3. Finally, enter the new due date/time and click the green ‘Update’ button.

Please note that students will not be prevented from submitting an assignment after the due date; however, any submissions after this date will show up as “Late” for this student when assessing their assignment.
DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDERS

For student teaching courses, a Danielson Student Teaching Field Experience Binder must be completed by students, mentor teachers and WCU Supervisors. This evaluation is completed twice a semester (first and second half). Mentor Teachers will receive an email from Tk20@wcupa.edu that will contain a link to the evaluation. Faculty and students will access their portions of the Danielson Binder within Tk20.

In this binder, assessments will be based on the Danielson Framework and the Student Learning Objective (SLO). Candidates will also be required to submit additional documentation as evidence of meeting program expectations.

All non-dual majors will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in the 1st half of student teaching only unless specified by the university supervisor. Candidates will be assessed via the SLO Process rubric.

Special Education and EGP/MGP dual majors will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in the Special Education half of student teaching. Students will NOT need to complete and upload two separate SLO assignments unless specified by the university supervisor. Candidates will be assessed via the SLO Process rubric.

Non-Special Education dual majors and Special Education dual majors other than EGP/MGP will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in both halves of student teaching. Candidates will complete two separate SLO/Candidate Impact assignments respective to their programs. The SLO Process rubric MUST be completed in both the 1st Half Binder and the 2nd Half Binder by the University Supervisors. Candidates will be assessed via the SLO Process rubric.

DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- FIRST HALF

Once the Danielson Binder has been sent out, mentor teachers, candidates and faculty will be able to access it in Tk20.

1. From within Tk20, click on ‘Field Experience’ on the left side panel. You will see a list of your students. Click on the name of the student that you would like to view.
2. A split screen will appear:
   a. The left side of the screen will display tabs with the binder description, due dates, site/placement information and student submissions.
   b. On the right side of the screen, you will be able to view your assessments, the mentor teacher’s assessments, grant due date extensions and provide additional feedback.

3. You will have two evaluations to complete: Danielson Framework Rubric: 1st Half ST and the Student Learning Objective (SLO) Process: Rubric. After your first observation, click on the ‘Danielson Framework Rubric: 1st Half ST’ on the right side of the page. You can also open the student’s evaluation at the same time by clicking on the ‘Self Evaluation’ tab on the left side of the page. You can view the student’s Unit Plan submission by clicking on the ‘Unit Plan’ tab. Click on the ‘Domain 4 Evidence’ to view any optional uploaded Domain 4 Evidence.

4. Complete the assessment by selecting the radio buttons for each criterion as well as any additional questions. Note that any field marked with an asterisk (*) is a mandatory field. If you have not finished your evaluation, and need to come back to it later, click the ‘Save’ button at the bottom of the form. When you are finished, click ‘Save & Close’ at the bottom of the form.
NOTE: Do not click the ‘Submit’ button at the top right corner until you have completed all of the rubrics.

5. To complete the ‘(SLO) Process: Rubric’, click on the blue link for this rubric on the right side of the screen. Then, click on the ‘SLO/Candidate Impact’ tab on the top-left of the screen to open the student’s SLO Lesson Plan Template. Use the SLO rubric to evaluate the candidate’s ability to complete all stages within the Student Learning Objective template.

6. When you are finished, click the green ‘Save & Close’ button on the bottom right.

7. Once you and the Mentor Teacher have completed your assessments, the candidate will review them and then complete the Candidate Signature Page. You can view the Candidate Signature Page on the left side of the screen. This form indicates that the candidate has reviewed your and their Mentor Teacher’s assessments. This will satisfy the Mid-Semester PDE-430. Please verify that they have submitted this tab.
8. Once verified, you can submit the binder by clicking the green ‘Submit’ button on the top right of the binder.

**Submit**  **Close**

Please note that you can view a mentor teacher’s assessment by clicking on the link for their Danielson Framework Rubric: 1st Half ST under their name on the right side of the page.

**DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- SECOND HALF**

For students that you supervise during the second half of the semester, you will receive a ‘Danielson Student Teaching Binder- Second Half’. You will also have view-only access to that student’s first half binder even if you were not their university supervisor during the first half of the semester.

1. To open the second half binder, click on the ‘Field Experience’ tab on the left side panel. Then, click on the student’s name from your list. Note that the ‘Name’ of the binder next to the student’s name indicates whether it is the First or Second half binder.
2. Click on the ‘Danielson Framework Summary: 2nd Half ST’ on the right side of the binder. You can view the student’s submission for their ‘Self Evaluation’ by clicking on the appropriate tab on the left side of the screen.

3. Complete the evaluation. Fields marked with an asterisk (*) are mandatory fields. At the bottom, you will be asked to calculate the ‘Summative Performance Rating’. To calculate this rating:

   a. Refer to the SLO Process Rubric from the 2nd half Danielson field experience binder, if available, to obtain the rubric mean score. Otherwise, refer to the 1st half field experience binder. For Special Education and EGP/MGP dual majors, please use the Special Education rubric mean score. Enter this score into the Assigned Score column. Be sure to enter the rubric mean exactly as it is calculated. Do not round up or down.

   b. Next, enter the rubric mean scores for each of the four Danielson Domains from above. The summative performance rubric score will automatically be calculated.

   c. Based on the final calculated summative performance rubric score (not rubric mean), select the corresponding final performance rating from the drop down underneath the Summative Performance Rating. Select the appropriate range from the list based on the Rubric Score. For example, the rubric score here is 17.999 which corresponds with the “Proficient” rating. It is very important that you enter the exact rubric mean score for each of the five categories as this affects the calculated final performance rating.

4. When you are finished, click the green ‘Save & Close’ button on the bottom right.
5. Once you and the Mentor Teacher have completed your assessments, the candidate will review them and then complete the **Candidate Signature Page**. You can view the Candidate Signature Page on the left side of the screen. This form indicates that the candidate has reviewed your and their Mentor Teacher’s assessments. This will satisfy the Mid-Semester PDE-430. Please verify that they have submitted this tab.

The Danielson Framework and SLO Process rubric scores are used to determine the candidate’s Final Performance Rating. These scores are the equivalent of the PDE-430 form.

On the University Supervisor’s Danielson Framework Summary evaluation, a rating of Basic (2) in each of the five categories/components of the Performance Scoring Rubric, resulting in a minimum rubric score of 10 and a Final Performance Rating of 10-13.99 (Basic), must be achieved to favorably complete this assessment.

**Directions for Candidate:** Click on the “Assessment” tab to review your evaluations. Next, click on the “Select” button to open this form. Complete this form to verify that you have reviewed your evaluations. When you have completed the form, click the “Add” button. Click on the green “Submit” button to submit your binder. Select each tab and then click the green “Submit” button again. Next, click “OK.”

**Directions for University Supervisors:** All candidates MUST complete the Candidate Signature Page (PDE-430). Please review to ensure that the candidate has completed this form before the end of student teaching. Once you have completed ALL assessments and verified that the candidate has completed the Candidate Signature Page (PDE-430), click the “Submit” button.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Type</th>
<th>Standard</th>
<th>Reflection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Signature Final</td>
<td>Submitted on 07/08/2019</td>
<td>PDE-430 1</td>
<td>03:17 PM</td>
<td>PDE-430</td>
</tr>
</tbody>
</table>

6. Once verified, you can submit the binder by clicking the green ‘Submit’ button on the top right of the binder.
HOW TO PRINT DANIELSON EVALUATIONS

1. To print a copy of your completed evaluation, make sure you are accessing Tk20 via Google Chrome or Safari. Click on ‘Field Experience’ on the left side panel. Then, click on the candidate’s name to open the binder.

2. Then, underneath Field Experience Forms, click on the blue link to reopen the evaluation that you wish to print.

3. Then, click on the blue ‘Print-Friendly View’ link at the top right corner of the evaluation. This will open a new tab where you can use your browser’s printer function to print.
4. If you wish to print the candidate’s evaluation, click on the tab (Self Evaluation, Unit Plan, etc.) on the left side of the screen that you would like to print. Then, click on the blue link for the item.

5. Then, click on the blue ‘Print-Friendly View’ link at the top right corner of the evaluation. This will open a new tab where you can use your browser’s printer function to print.
HOW TO UNLOCK A STUDENT’S FIELD EXPERIENCE BINDER

When a student clicks ‘Submit’ on their field experience binder, and if either the University Supervisor or Mentor Teacher has started their assessment, the field experience binder locks, is in view-only mode, and cannot be edited by the student. The student will not be able to ‘Recall’ their field experience binder to make edits. If the student needs to make changes to a “locked” field experience binder, faculty may grant an extension. There are two possible scenarios for faculty to grant an extension:

Grant an Extension- Faculty already started and saved their assessment, but did not click Submit:

1. From within the candidate’s binder, click on the ‘Due Date(s)’ tab. Select the check box next to the name of the tab(s) for which you would like to unlock. Then, click on the ‘Edit Due Date’ icon.

2. Enter a ‘New Due Date/Time’ and then click the green ‘Update’ button.
3. Then, click ‘Close’ on the top right. Do NOT click ‘Submit’ as this will lock the student out of the binder again.

Revoke Assessment and Grant an Extension- Faculty completed their assessment and clicked Submit:

1. From within the candidate’s binder, click ‘Revoke’ on the top right.

2. Then, click on the ‘Due Date(s)’ tab. Select the check box next to the name of the tab(s) for which you would like to unlock. Then, click on the ‘Edit Due Date’ icon.

3. Enter a ‘New Due Date/Time’ and then click the green ‘Update’ button.
4. Then, click ‘Close’ on the top right. **Do NOT click ‘Submit’ as this will lock the student out of the binder again.**

FIELD EXPERIENCE REPORTS

Faculty have access to two reports:

a. “Comprehensive Report on MY Field Experience Binder Content” - This report provides the status of student submissions and faculty/mentor teacher assessments within student teacher binders.

b. “Field Experience 076: Comprehensive Report on My Assessments in a Field Experience Binder” - This report shows all of the assessments faculty have made for their students.

**To access the “Comprehensive Report on MY Field Experience Binder Content” report:**

1. Click on ‘Field Experience’. Then, click ‘Reports’. Click on the blue link for ‘Comprehensive Report on MY Field Experience Binder Content’.
2. Select the appropriate ‘Term’, ‘Course’ and ‘Section’. Change the parameter visibility to ‘Ignore’ for ‘Student First Name’, ‘Last Name’, and ‘PID’. Once you have entered your parameters, click ‘Generate’. The report will generate in a separate tab. Be sure that you have disabled your pop-up blocker in order to see the generated report.

3. You also have the option to search individually by student. If you wish to do so, be sure to change the parameter visibility to ‘Include’ for ‘Student First Name’, ‘Last Name’, or ‘PID’, and enter the appropriate search values. Then, click ‘Generate’.

4. Once the report is generated, you can download it to excel by clicking the ‘Export’ button.
To access the “Field Experience 076: Comprehensive Report on My Assessments in a Field Experience Binder” report:


2. Select the appropriate ‘Term’, ‘Field Experience Assessment Form’, ‘Course’, and ‘Section’. Once you have entered your parameters, click ‘Generate’. The report will generate in a separate tab. Be sure that you have disabled your pop-up blocker.

3. Once the report is generated, you can download it to excel by clicking the ‘Export’ button.
HOW TO CHANGE ROLES

If you are an Assessment Coordinator, Student Teaching Coordinator or Program Reviewer, you may have multiple roles in Tk20 that will allow you to access additional tools.

To change your role:

1. Click on your name in the upper right corner of the page.

2. Select the role from the dropdown menu.

HOW TO LOG OUT OF TK20

1. Click on your name in the upper right corner of the page.

2. Click ‘Sign out’.