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# Tk20 Campus Wide

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Navigation Guide (Faculty)  
Assessing a Field Experience Binder

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### Navigation Guide (Faculty) Assessing a Field Experience Binder

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Review and Edit or Delete Annotation

### Assessing Student Submissions

1. Click on the Field Experience Forms available in the right side of the screen to complete assessments of your student.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
3. After you have completed the form, choose on of the following actions:
  - a. Save: save work and return at a later time,
  - b. Complete: mark the assessment as complete and return to the previous screen.
4. Repeat this process until you have finished all assessments.



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### Navigation Guide (Faculty) Assessing a Field Experience Binder

#### Extend the Due Date

1. Click on the Due Date(s) tab on the right half of the split screen.



#### Editing the Due Date

2. Click Edit Due Date.
3. Select a new due date and time.
4. Enter a comment.
5. Click Update.

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