You may access an Essential Studies (ES) Course Student Learning Outcomes (SLO) Survey by way of the URL link in the notification email received OR by logging directly into Tk20 on the login page. The link opens the Tk20 login screen. The notification email lists the courses for which you have an SLO survey available. The surveys are administered using the Tk20 Course Evaluations function which is why you may see reference to “course evaluation” in emails and survey pages. If you have previously completed course evaluations in Tk20, the process for these surveys is the same with a different survey form for your courses.

As with Student Course Evaluations, your responses are anonymous.

Note: At the time that these surveys are open, you may also receive a notification email to complete selected course evaluations. Within your Tk20 account, you will access the course evaluation and ES SLO survey forms through different pending task links located under the Pending Task heading in the center of the home page. You can see an example of the different task link titles in 2.c. of these instructions.

**ACCESSING TK20**

*Note: Tk20 recommends using Google Chrome browser. If you have difficulties when using a different browser, switch to Google Chrome to see if this resolves the issue you are encountering.*

To access:

1. Visit [csc.tk20.com](http://csc.tk20.com)
2. From [www.csc.edu](http://www.csc.edu)
To Log into your Tk20 account:

Enter the same username (without the @eagles.csc.edu) and password as you use for your CSC mail account. When logged in, your user account opens to your home page.

For issues logging in, check the troubleshooting tips and contact information for assistance on the Tk20 login screen.

To Hide/Unhide Left Sidebar:

If you open your Tk20 account and the left sidebar is not showing, click on the “hamburger” icon to unhide the sidebar.

If you want to hide the sidebar to increase the size of your work area, click on this icon.

At the top right corner of each Tk20 page, there is a Utility Bar. You can hover your mouse curser over each icon to read what it represents. The message or flag (pending task) icons will be red if there are unread messages or pending tasks for you.

To locate/change your user role and to sign out of Tk20, click on the person silhouette for the dropdown menu and sign out link to appear.

Notice that this is where you sign out of your Tk20 account when finished. Please, sign out of your account instead of just closing it.

Prepared by Joy Omelanuk, CSC Tk20 Administrator
1. Click on the embedded link in your email. If prompted, log into Tk20.

   The notification message contains a link to the CSC Student Tk20 Guide for Essential Studies Student Learning Outcomes (SLO) Survey file that you can open and download.

   **OR**

   Log into Tk20 directly from the login page following the steps on page one of this guide.
2. Open your pending tasks to view your available ES SLO survey(s).
    Locate your ES SLO survey(s) by one of three ways:

    a. you can find it under the Pending Tasks heading in the middle of the Tk20 home page,

    b. or you can find your pending tasks by clicking on the “flag” icon in the Utility Bar at top right of the Tk20 page, as show to the right. Note that the icon will be red if you have unread pending tasks,
c. or by clicking on the Home link and then the Tasks link (Home > Tasks) in the left side bar. On the Tasks page, click on the ES SLO survey link to open the survey form.

3. If you have multiple ES SLO surveys to complete, once the survey form opens, select the course you want to complete first from the drop down menu. The Status line shows you how many ES SLO surveys you have remaining to complete out of how many you were sent.

Status states “course evaluations” instead of “Essential Studies Course Student Learning Outcome Surveys” only because the term is built into this Tk20 function.
Once you click on the course selection, the details of the course are displayed below the drop down menu box. You can check the additional information to make sure you are completing the survey for the correct course in which you are enrolled. You will see that Tk20 refers to “Course Evaluation” Details instead of Essential Studies Course Student Learning Outcome Survey only because the term is built into the Tk20 function being used.

The interactive survey form appears below the course survey details section. Carefully read the learning outcome defined, the instructions, and each question. Reflect on that course for each question.
4. Complete the ES SLO survey form or return to complete it later. Select one of the following actions:

- **Close**: return to your task list without saving or submitting the survey. If you do not click “Save,” no work will be saved.
- **Save**: complete and save your survey, and return later to submit it.
- **Submit**: complete and submit your survey.
- **Submit and Next**: This is if you have multiple surveys available to complete. After submitting a survey, a message will appear asking if you would like to continue to the next survey at this time (“course evaluation” term used).
  - If you select “yes”, the system will open the next course survey page.
If you select “no”, the system will return you to the Home > Tasks page. You will see the survey link in the tasks list with the red pending flag beside it. Click on the link to open the survey. Return here to complete remaining surveys until the deadline date/time.

If you selected not to proceed to the next survey and return later to complete the rest of your open surveys, you will see that the status line shows how many surveys you have remaining. (As explained earlier, the Tk20 system uses the term “course evaluations” instead of surveys.)

You can complete the course survey that the system opens or click on the drop down menu to select a different course, depending on how many you have remaining. When you click on the drop down menu, you will see that all the courses remain in the list; however, any you have submitted have a check mark to the right of that course.
5. You will receive a notification email once you have submitted your ES SLO survey.

Due to this being the Tk20 “course evaluation” function, that term will be used within the notification message. The course, instructor, and date/time submitted shown should indicate to you what survey you submitted.

You will receive reminder messages at intervals as long as you have surveys to submit or until the surveys close. The reminder messages contain a link to this CSC Student Tk20 Guide for Essential Studies Surveys document, and support contact information.