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
2. From www.csc.edu

To Log into your Tk20 account:

Enter same username and password as you use for your CSC mail account. For issues logging in, check the troubleshooting tips and contact information for assistance at the end of this document or on the Tk20 login screen. When logged in, your user account opens to your home page.

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.
Navigate the functions using links in the left side bar.

At the top right corner of each Tk20 page, there is now a **Utility Bar**. You can hover your mouse cursor 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. **Please sign out of your Tk20 account rather than just closing out of the Internet.**

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**COMPLETING A COURSE EVALUATION**

You may access a course evaluation by way of email received that opens the Home Page in your account, OR by logging directly into Tk20 on the login page. The first steps are different for accessing the evaluations; however, once in your Tk20 account, the steps are the same.
1. Click on the embedded link in your email. If prompted, log into Tk20.

   ![Email Containing Embedded Link]

   OR

1. Log into Tk20 directly from the login page following the steps on page one of this guide.

   THEN

2. Open your pending tasks to view your current open Course Evaluation(s). Locate your course evaluation(s) by one of three ways:

   a. You can find your pending tasks by clicking on the “flag” icon in the Utility Bar at top right of the Tk20 page, as shown to the right. Note that the icon will be red if you have unread pending tasks.
b. Or you can find it under the **Pending Tasks heading** in the middle of the Tk20 home page,

![Pending Tasks](image1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>From</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please send the Assignment EDU 131 Student Self Disposition Survey</td>
<td>Assignment</td>
<td>Omelanuk, Joy</td>
<td>12/16/2016</td>
</tr>
<tr>
<td>Select Row Student Course Ratings - Fall 2016_16 wk F2F</td>
<td>Course Evaluation</td>
<td>Admin, CSCTk20</td>
<td>12/11/2016</td>
</tr>
</tbody>
</table>

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 **Student Course Ratings** link to open the survey form. At this locations, you will see listed any course tasks you have submitted or have pending.

![Tasks Page](image2)

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Row Student Course Ratings - Fall 2016_16 wk F2F</td>
<td>Course Evaluation</td>
<td>Pending</td>
</tr>
<tr>
<td>Please send the Assignment EDU 131 Student Self Disposition Survey</td>
<td>Assignment</td>
<td>Pending</td>
</tr>
</tbody>
</table>
3. If you have multiple course evaluations to complete, select the one you want to complete first from the drop down menu.

The **Status** line shows you how many evaluation surveys you have remaining to complete out of how many you were sent.

4. Complete the course evaluation form or return to complete later. Select one of the following actions:
   - **Save**: save your evaluation and return at a later time
   - **Submit**: submit your course evaluation
   - **Close**: return to your task list without saving or submitting the evaluation.
   - **Submit and Next**: submit your course evaluation and move on to the next *(If multiple evaluations to be completed.)*
   - **Cancel**: exit the course evaluation without saving any changes
Confirming your Submission

You will receive a notification email once you have submitted your course evaluations.

![Submitted Course Evaluation Email]

Reminder messages

You will receive reminder messages for any evaluations not yet be submitted until the deadline for that evaluation occurs. Once you submit the evaluation for a course, the reminder will no longer be sent to you. If you receive a reminder message after submitted a course evaluation, check your email account to see what course you have remaining to evaluate.

Thank you for your participation! It is important in assisting with continuous improvement of courses.