1. Log into Tk20
2. Click on the “COURSES” tab on the left hand side menu bar THEN Click on the “COURSEWORK” tab.
3. Click on the assignment ‘TERM - Disposition Tool - (entry/end)’.
4. Click on the name of the student to assess.
5. On the right hand side of the screen, click on the assessment tool (rubric) called
6. Complete the rubric by selecting the radio buttons ( ).

○ Please select a button for every criteria on the rubric before you submit.

7. Once you have completed the rubric, click the ‘Complete’ button all the way at the bottom.

8. Click ‘Submit’ at the top right hand corner of the screen.