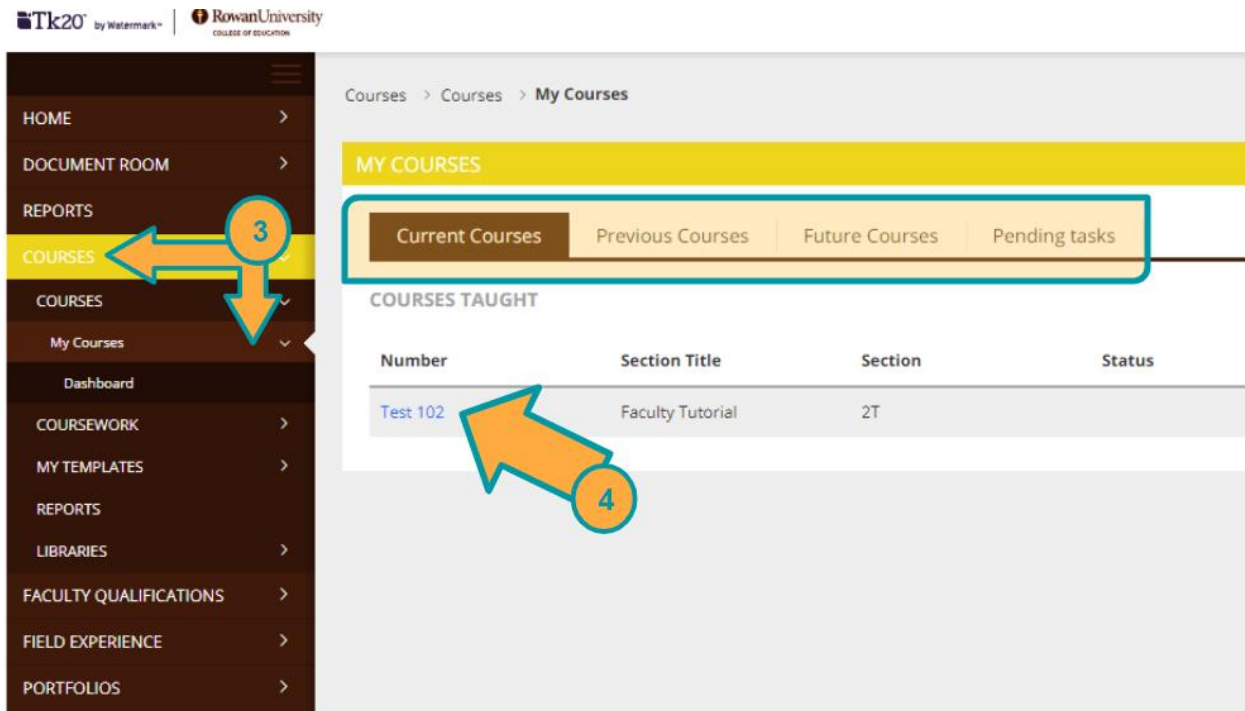# CONFIRMING CLASS ENROLLMENT IN TK20 - FACULTY

1. Log in to Tk20
2. Confirm "**Faculty**" role is selected if you have more than one role designated in Tk20
   - Click on your name in the top right corner
   - Select "**Faculty**" from the dropdown menu

3. Click "**COURSES**">> "**My Courses**" on the left hand menu
   - This screen will display any courses assigned for the current semester and provide access to any previous courses taught


4. Select the hyperlinked course number displayed
   - The tabs of the course screen provide access to the following:
     - <u>Activities</u> – any course based assessment tool offered for the course
     - <u>Students</u> – Enrollment list

CONFIRMING CLASS ENROLLMENT IN TK20 - FACULTY

        o <u>Assessors</u> – person(s) authorized to complete assessment rubric [you have access to add additional staff members such as a Grad. Student by selecting the green "**+**"]
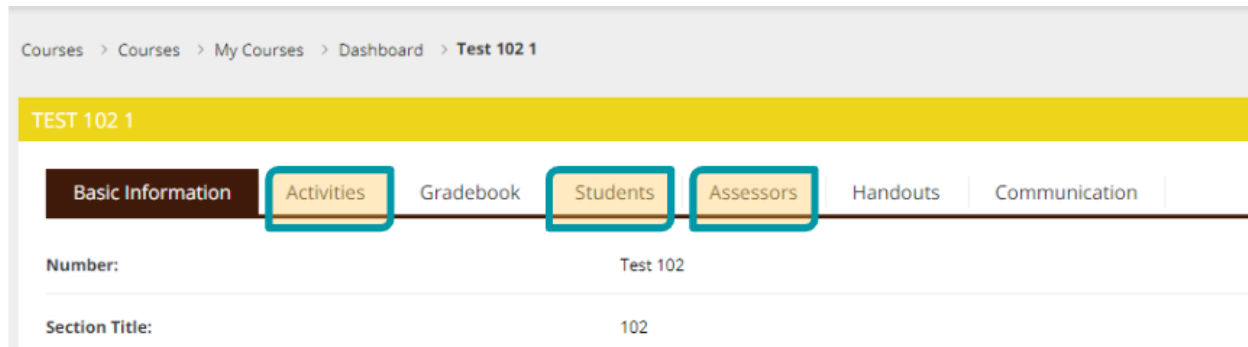
5. Click on the "**Students**" tab
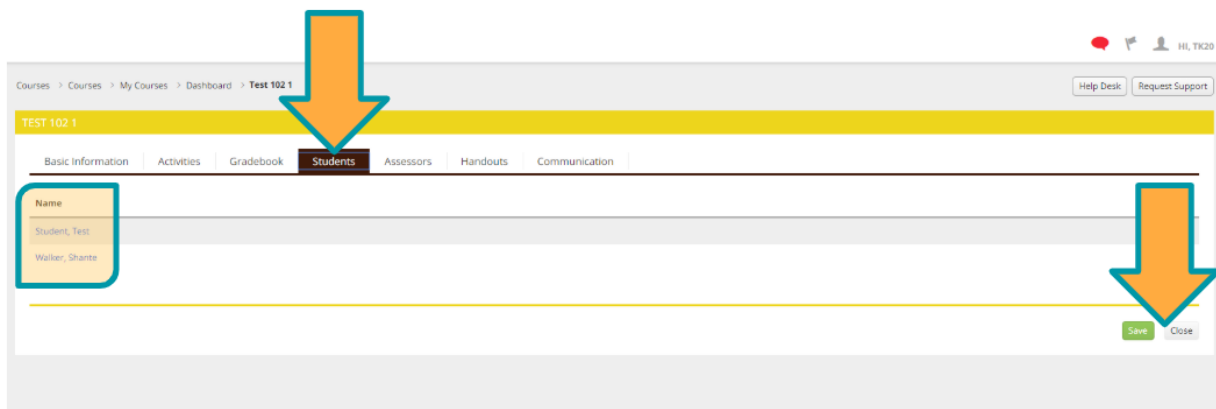
6. Cross check the students listed with your "**Finalized Class List**" submitted to Banner SS.
7. If the class list in Tk20 is:
   - Correct: click "**Close**" button>> "**Yes**" to save
   - Incorrect: email Tk20@rowan.edu the following:
     - o name of the student(s) for removal or addition
     - o COURSE and SECTION numbers
     - o Course Title
     - o Subject Line: Please update the Enrollment List in Tk20