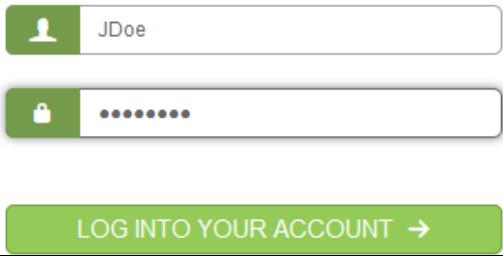
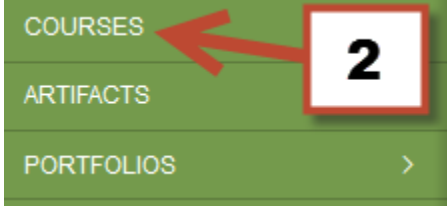
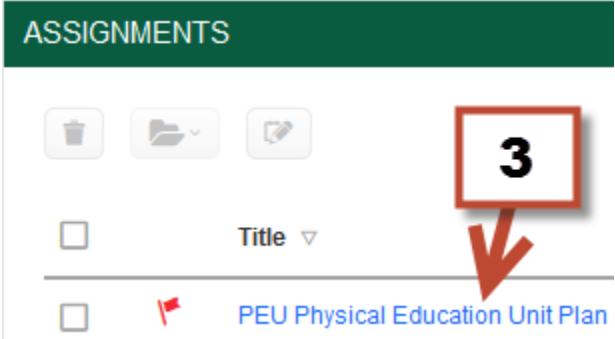
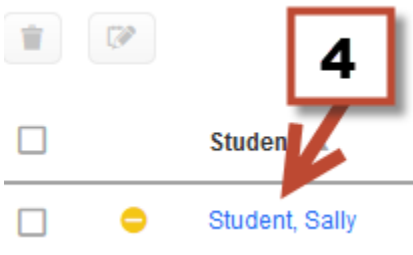
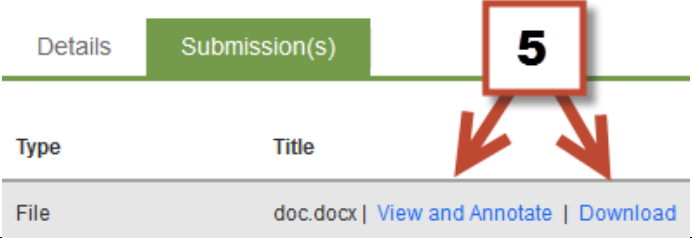
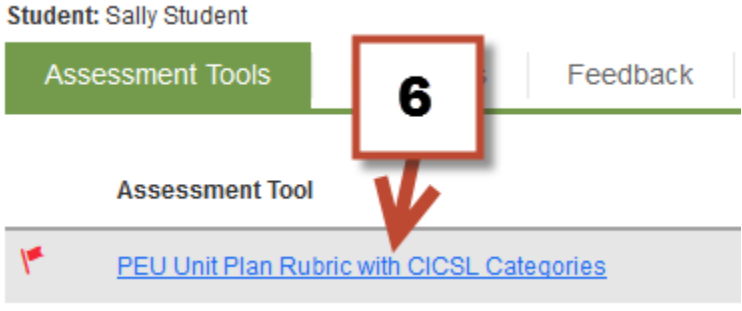
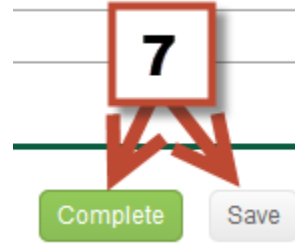


## Faculty Guide - Assessing Course Assignments

<p>1. Log into Tk20 at Brockport.tk20.com Use your NetID username and password to login. It is the same information that you use to log into Blackboard.</p>	
<p>2. Click on the "Courses" tab in the left navigation bar</p>	
<p>3. Click on the name of the assignment you wish to assess</p>	
<p>4. Click on a student's name to access their assignment</p>	
<p>5. You will be taken to a split screen. The student's work is accessible on the left side of the screen. Click on the "View and Annotate" link to view the student's work, or click the "Download" link to download the student's file</p>	
<p>6. Your assessment will be completed on the right side of the screen. Click on the title of the assessment tool to begin the assessment.</p>	

7. Use the buttons/comments boxes in the assessment tool to complete the assessment. When you are done, you can “save” the assessment if you plan to finish it later, or click the “complete” button if you are done.



8. Finally, on the next screen, click the “Submit” button toward the top-right corner of your screen.

