

INSTRUCTIONS FOR USING Tk20 TO SUBMIT EdTPA Task 4 assignments for ELED 311.

You can log in to Tk20 directly from your **My TU** landing page by clicking on the *Tk20* link.

My TU

> TU Home

▼ My TU

Login

NetID:

Password:

Faculty & Staff (My TU Portal)

Students (Towson Online Services)

Help With Login?

If you have questions, contact the
OTS Help Center at 410-704-5151.

[Manage NetID/Account](#)

[Create a request for technology assistance
\(TechHelp\)](#)

[Make this my homepage](#)

> top links

[Outlook Web App \(Faculty/Staff\)](#)
[Webmail \(Students\)](#)
[Directory](#)
[Towson Online Services / PeopleSoft](#)
[PeopleSoft Financials](#)
[PeopleSoft HCM](#)
[Blackboard](#)
[Virtual Workspace](#)
[Timesheets](#)
[Tiger Travel](#)
[Tk20](#)
[SalesForce](#)
[SSC Faculty/Staff Advising](#)
[OneCard](#)
[Calendars](#)
[Forms Repository](#)

> information for

[Current Students](#)

> stay informed

[Local Weather](#)
[TU Webcam](#)
[Emergency Closing Information](#)
[Campus Emergency Preparedness \(login\)](#)

> news

[TU's Andrew DiNunno '18 helps build an
army of young scientists](#)

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Center's Fall Career & Internship Fair ?](#)

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The first time that you log in to Tk20 you will be taken to this screen to enter your **TU Username** and **Password**. Be sure to use the link in the **RED TEXT** for this initial log in.


Username

Password

LOG INTO YOUR ACCOUNT →

[Click here to purchase your student account online](#)
Click here to

Resources


TOWSON
UNIVERSITY

Towson University
students, faculty, and staff,
please [click here](#) to login

For questions regarding the system, please contact your system administrator

Administrator: Laila Richman
Email: lrichman@towson.edu
Phone: 410-704-3892

Admissions

After your initial log in, all subsequent log ins to Tk20 will take you directly to the Towson log in as it appears below. Here you will again use your TU Username and Password to log in. *Note: When you change your TU password, it will automatically update when logging into Tk20.*



Towson University Authenticated Login

Use your Towson University NetID to log into

An External Service Provider

(<https://towson.tk20.com/shibboleth>)

Username

Password

Login

[Forgot Password](#)

[Manage My NetID](#)

Questions and/or Comments? Please contact the Office of Technology Services Faculty/Staff Help Center or Student Computing Services by calling 410-704-5151, or by submitting a support request at <https://techhelp.towson.edu>.

For departments who want to use Shibboleth for authentication, please visit the [Shibboleth Identity Provider FAQ](#).

Next is the screen shot of what your Tk20 homepage will look like. Your name will appear in the upper right corner. (It is blocked out for this demonstration). Notice that in **Pending Tasks** there is a notation with a red flag indicating that you have an assignment which needs to be completed. Click on the assignment link and it will take you directly to the assignment to be completed.

The screenshot displays the Tk20 homepage interface. On the left is a black navigation sidebar with yellow highlights and arrows for: HOME, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a grey header with the text "I'm always here to help!" and a "Help" button. Below the header are several sections:

- RECENT MESSAGES**: A table with columns "Name", "From", and "Received". It contains the text "There is no data to display."
- PENDING TASKS**: A section with a red flag icon and the text "You have pending tasks in courses." A red arrow points to this text. Below it is a table with columns "Name", "Type", "From", and "Due Date".

Name	Type	From	Due Date
Please send the Course Binder ELED 311.001 EdTPA Task 4	Course Binder	Richman, Laila	10/23/2016
- NEWS**: Includes tabs for "Today's News" and "Archived News".
- WHERE TO GO FOR HELP**: A section with the text "For help call..." and a search input field.
- PROGRAM TRANSITION POINTS**: Includes a dropdown menu for "Bachelor of Science" and input fields for "Admission Date:" and "Graduation Date:". Below these is the text "There are no previous transition points for this program".

To access each assignment, click on the appropriate tab. In this instance, you will be completing Task4. Complete tasks on all tabs. To review the handbook for this signature assessment, you can click the link in the **Description**.

- HOME >
- ARTIFACTS >
- COURSES >
- COURSES >
- COURSEWORK >
- Assignments >
- Course Binders >
- Folders >
- Observations >
- LIBRARIES >
- FIELD EXPERIENCE >
- PORTFOLIOS >

ELED 311.001 EDTPA TASK 4

- ELED 311.001 EdTPA Task 4
- Task 4_Part A
- Task 4_Part B
- Task 4_Part C
- Task 4_Part D
- Task 4_Part E
- Task 4_Part F
- Task 4_Part G
- Assessment
- Extensions
- Feedback

Course Binder Name:	ELED 311.001 EdTPA Task 4
Course(s):	PROF DEVL MNT SCHL INTRNSHP I
Section:	001
Assessor(s):	Margaret Kirk
Description:	To access the Handbook, click here.
Start Date:	10/06/2016 11:02:21 AM
Due Date:	10/23/2016 06:00:00 PM

Submit Save Close

When you are ready to submit your assignment, upload your completed template using the **SELECT** button under **ATTACHMENTS**. Below this is an option to upload additional attachments as needed. Reminder: You must complete **ALL** assignments on each tab **BEFORE** clicking **SUBMIT**.

The screenshot shows the Tk20 web interface for the ELED 311.001 EdTPA Task 4. The left sidebar contains navigation options: HOME, ARTIFACTS, COURSES (highlighted), COURSES, COURSEWORK (with sub-items Assignments, Course Binders, Folders, Observations), LIBRARIES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a breadcrumb trail: Courses > Coursework > Course Binders > ELED 311.001 EdTPA Task 4. Below this is a yellow header for 'ELED 311.001 EDTPA TASK 4' and a tabbed interface with tabs for 'ELED 311.001 EdTPA Task 4', 'Task 4_Part A' (selected), 'Task 4_Part B', 'Task 4_Part C', 'Task 4_Part D', 'Task 4_Part E', 'Task 4_Part F', 'Task 4_Part G', 'Assessment', 'Extensions', and 'Feedback'. The 'INSTRUCTIONS' section for 'Part A: Mathematics Context for Learning Information' includes a list of requirements: 'Click [here](#) to download the mathematics context for learning information template.', 'Use Arial 11-point type.', 'Single space with 1" margins on all sides.', and 'No more than 4 pages, including prompts.' The 'ATTACHMENT(S):' section shows a 'TASK4_PARTA:' label with a 'Select' button, and an 'ADDITIONAL ATTACHMENTS (OPTIONAL):' section with an 'Additional Attachment:' label and another 'Select' button. At the bottom right, there are 'Submit', 'Save', and 'Close' buttons.

Tk20 offers phone and email support. You can call for assistance at (512) 401-2000, Monday through Friday, 7 AM to 7 PM Central Time. You can also email support@tk20.com, 24 hours a day, Monday through Friday, as well as on Saturday and Sunday from 11:30 AM to 9:00 PM Central Time.

If you have any questions during regular business hours, please contact Diane Mello dmello@towson.edu.