

WELCOME TO UMASS-TK20

<https://umass.tk20.com>



Student Guide: Getting Started

[Blog Version: September 2016]



Overview

UMass-Tk20 is an online course management and e-portfolio system used by the School of Education. UMass-Tk20's course management system allows students to view handouts and readings, and complete assignments, quizzes, and exams online. Coursework, including student reflections and instructors' assessments of completed work, may be organized into Portfolios and Field Experience Binders. This provides an organized record of your pre-practicum and practicum work.

This brochure contains an overview of the Tk20 system and instructions for beginning work on Tk20.

Purchasing Your UMass-Tk20 Account

Go to the login page: <https://umass.tk20.com>

At the bottom of the gray login box select "Click here to purchase or register you student account," and follow the online instructions.

Your username and password will be sent to you via email after your payment is processed.

Logging In

To access the UMass-Tk20 login page, go to: <https://umass.tk20.com>

[Click here to purchase or register your student account](#) [Register your account.](#)

Resources >

Enter your username and password. You will be asked to change your password after you login the first time. Please make a note of your login information.

If you forget your username or password click on the link under the login box, and follow the directions given or contact the UMass Tk20 Team. You may change your password by clicking on "Preferences" on your homepage.

Home

Whenever you log in, you will automatically be brought to your **Home Page**. From here you can begin to navigate through the major sections of the system using the TABS near the top of the screen and the gray SIDEBAR on the left of the screen. The center portion of the screen is called the Main Body. The Main Body contains whatever you are currently working on, and is the place where you will enter and access data in the system (see next page for more details on Navigating through the system).

The Main Body of the Home Page always has three sections:

Recent Messages:

UMass-Tk20 contains an internal messaging system similar to email. Recent Messages contains all unread messages that you have received. To read a message, just click on the underlined red link. To send or access old messages, click on Messages on the gray sidebar on the left of the page.

Pending Tasks:

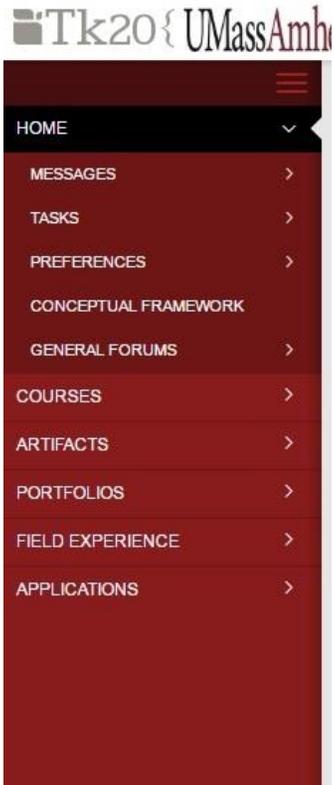
Other users on the system, such as a professor, can assign tasks for you to complete. These can include assignments, projects, quizzes, exams, and course binders. Pending Tasks contains tasks that have been assigned but not yet completed. Click on the Task title to view more information about a given Task. To view all of your tasks, click on Tasks on the gray sidebar.

News:

This section contains general information regarding UMass-Tk20 or your program that has been placed here by UMass-Tk20 staff or administrators. Today's News contains a list of current Tk20 office hours and other new information. Archived News contains Frequently Asked Questions, including step-by-step instructions for frequent UMass-Tk20 tasks, as well as relevant past news items.

Navigating the System

As we have seen on the Homepage, UMass-Tk20 is organized into five major sections, designated by the Tabs at the top of the screen. Below is a brief description of each of the tabs).



Applications:

Applications are used to upload and store information in UMass-Tk20. Applications are where you upload files like MTEL scores and complete important forms like the L1. Applications are submitted and sent to various offices.

Courses:

Clicking on this tab will bring you to the Courses main page. From here you can view your current, previous, and future courses. You can also view any completed or pending Tasks for each course, and access course specific information and assignments.

Artifacts:

Artifacts are used to upload and store information in UMass-Tk20. You can think of an artifact as a folder of work that you will be attaching to an assignment or binder before submitting them for assessment. Under the Artifacts tab, you will be able to create, edit and organize artifacts, upload documents and files into the system, and request feedback on your work from others.

Portfolios:

Based on program needs, you could be sent a Portfolio that is typically assessed at gateway or transition points as you move through the program. Online portfolios can show the best examples of your work from classes, field experience, and other sources, as well as documentation of your completion of program requirements. Portfolios can be tailored to various licensure and employment applications.

Field Experience:

Field Experience Binders provide an organized record of your pre-practicum and practicum work. These binders can also include student reflections, a list of professional standards fulfilled by the field experience, and assessments of your work by cooperating teachers and supervising practitioners. Field Experience Binders will be sent to you by your program, and you will be asked to attach artifacts containing the required materials.