

## How to Purchase Tk20

### Dear College of Education Student,

You are enrolled in a course that requires Tk20 as part of the course requirements. Tk20 is a data management system and is used by university faculty and cooperating teachers for assessment purposes throughout your program. The cost for the subscription is a **one-time fee of \$128**. Your Tk20 subscription will need to be activated within the first 3 weeks of the semester.

The College of Education uses Tk20 as part of the assessments procedures during Methods 1, Methods 2, and Student Teaching semesters and allows the university to communicate and share information with the mentor and cooperating teachers you are placed with in local schools. As a student, you will upload artifacts, such as lesson plans, observation notes, etc. as part of your course and field experience requirements. These artifacts can be used in order to create an online portfolio at the end of your program.

In order to purchase your account, go to <https://tk20-1.admin.esu.edu> and click on *Please click here to purchase your account*.

In addition, as part of the screening requirement, the very first item you will complete in Tk20 is the ***Dispositions Self-Assessment***. Your purchase of Tk20 AND the completion of this self-assessment is one part of the requirements needed for TEC screening into your respective departments. The document attached gives further information about this requirement. Dispositions self-assessments dated May 30, 2017 or earlier used an outdated assessment and must be updated.

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### For more information or to reset your password:

Dr. Kathleen Post  
TEU Assessment & Accreditation Specialist  
Tk20 Unit Administrator  
[kpost@esu.edu](mailto:kpost@esu.edu)  
570-422-3109

# Purchasing Tk20

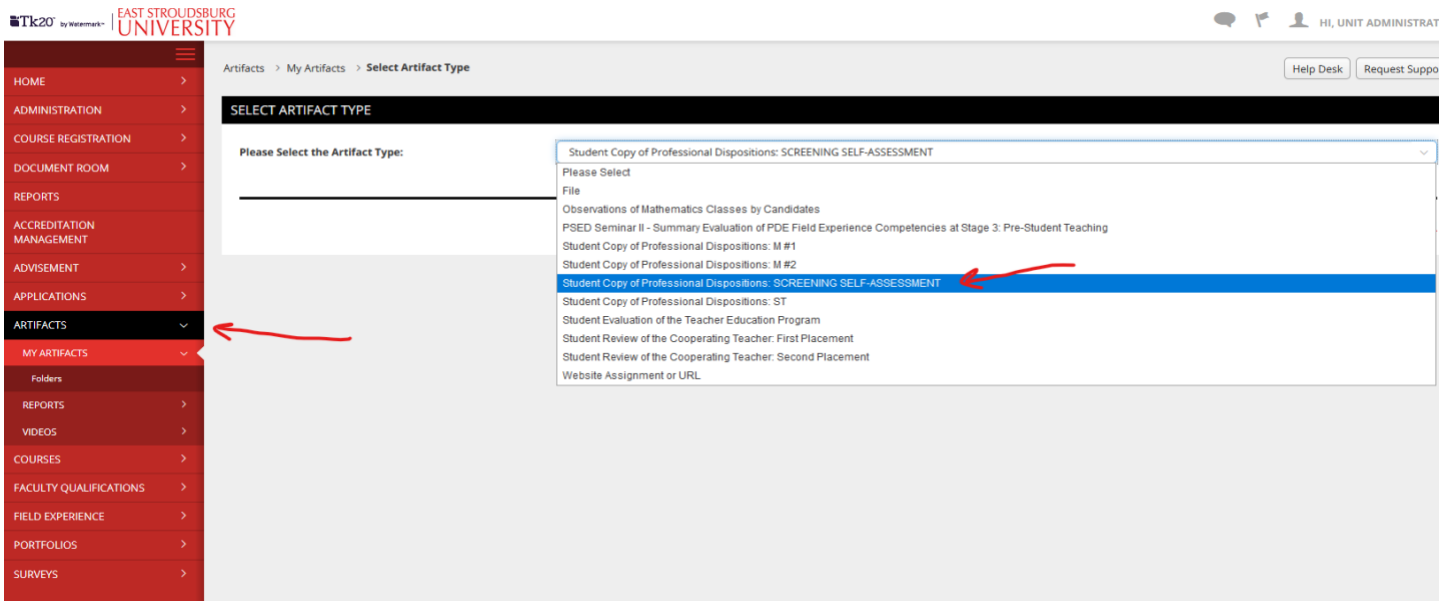
## Completing the Dispositions Self-Assessment for Screening

### 1) Purchase Tk20:

Go to <https://tk20-1.admin.esu.edu/> and click on *Click here to purchase your student account*. Be sure to use your 6-digit student ID number (drop the three zeros!)

### 2) Complete the Dispositions Self-Assessment:

Log-in to Tk20 and click on **Artifact** → **Create New Artifact** → **Professional Dispositions: SCREENING SELF-ASSESSMENT**



You do not enter anything into the *Description* field. Be sure to fill out the rest of the form completely, reading the criteria and ranking yourself accordingly, adding a thoughtful comment/rationale for each section. When you are finished, click the green **Create** button at the bottom of the page.

### 3) Print out or Take a Screen Shot to show evidence for your portfolio.

#### Print-Out

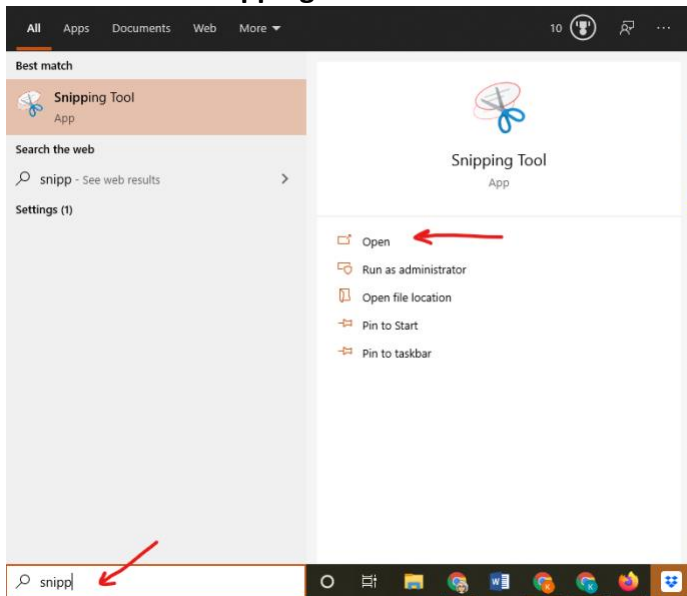
In order to access your completed assessment, log-in to Tk20 and click on **Artifact** and then click on the hyperlink **Professional Dispositions: SCREENING SELF-ASSESSMENT**. This will open your submission. You will need to use the browser window print option, which can be accessed through the toolbar or by right-clicking the page. *\*\*\*In order to ensure that the entire assessment is printed, make sure you are accessing Tk20 through the Chrome or Internet Explorer web browser (FireFox will not work!)*

**OR**

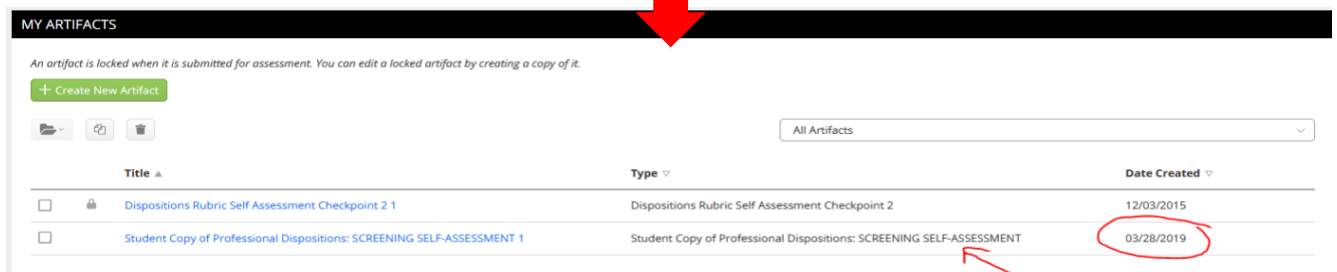
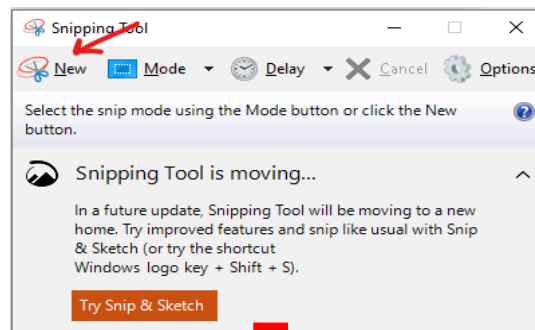
## Take a Screen-Shot (Windows 10)

Click on **Artifact** and then use computer snipping tools to grab a screenshot. *Remember - dispositions self-assessments dated after May 1, 2017 are required.*

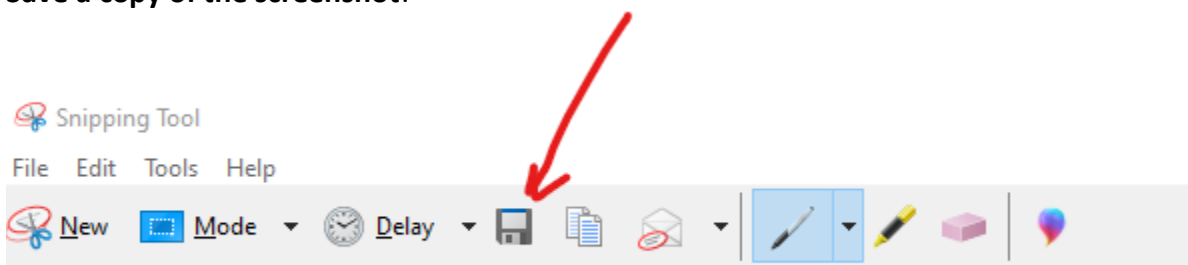
**Search for the Snipping Tool** in the Windows search bar:



Use the snipping tool to capture a portion of your screen



Save a copy of the screenshot:



Your computer's operating system will determine the way to take a screenshot. Here are other methods.

**Other operating system instructions for a screenshot:**

**Windows 7 Youtube** [https://www.youtube.com/watch?v=OuG9o\\_4zLhs](https://www.youtube.com/watch?v=OuG9o_4zLhs)

**Chromebook Directions:** <https://www.digitaltrends.com/computing/how-to-take-a-screenshot-on-a-chromebook/>

**Mac Youtube :**

<https://www.youtube.com/watch?v=NbB3Cm2eikg>

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**For Help, please contact the Tk20 Office:**

Stroud 217

M-F 8:30am-4:00pm

**Dr. Kathleen Post, TEU Assessment & Accreditation Coordinator &  
Tk20 Unit Administrator**

570-422-3109

[kpost@esu.edu](mailto:kpost@esu.edu)