

Note(s):

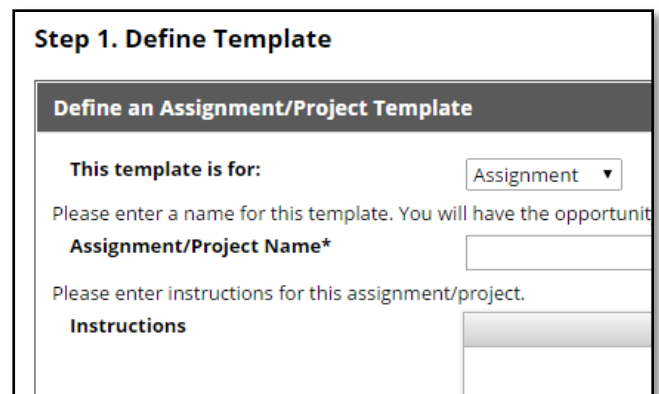
- Although this Quick Guide will refer to Assignments, all steps also apply to Projects.
- Before a template can be created, any necessary Artifact Templates and Assessment Tools need to be created from the Administration tab.

Create a New Assignment Template

1. Click on **Courses**.
2. Click on **Assignment and Project Template Builder** located in the side menu.
3. Click on **Create**.

Step 1: Define Template

1. Select a template type from the dropdown menu.
2. Enter a **name** for the template.
3. Enter **Instructions** (optional).
4. Choose template **Visibility**.
5. Place a checkmark next to the **student submission type(s)** you want attached.
6. If you choose **Artifact**, you must also select an available artifact template.
7. Click **Next**.



Step 1. Define Template

Define an Assignment/Project Template

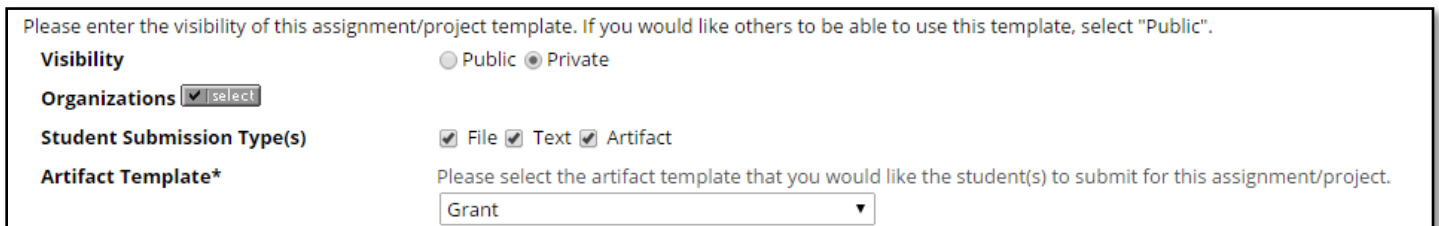
This template is for: Assignment

Please enter a name for this template. You will have the opportunity to edit this name later.

Assignment/Project Name*

Please enter instructions for this assignment/project.

Instructions



Please enter the visibility of this assignment/project template. If you would like others to be able to use this template, select "Public".

Visibility Public Private

Organizations select

Student Submission Type(s) File Text Artifact


Artifact Template* Please select the artifact template that you would like the student(s) to submit for this assignment/project.

Grant

Note(s):

- **File:** a file type attachment (e.g., .docx, .pdf, .xlsx)
- **Text:** a rich text type entry
- **Artifact:** a preconfigured form for data collection

Step 2: Standards (optional)

1. Click .
2. Select standard(s) from those available that this assignment is meant to achieve.
3. Click **Next**.

Step 3: Assessment Tool

1. Place a checkmark next to the **Assessment Tool(s)** you want to use to assess student work.
2. Click **Next**.

Step 3. Assessment Tool

The assessment tool is used to evaluate the assignment/project. Please select the assessment tool from the list below. You can view a tool by clicking on its title.

| Assessment Tool | |
|-------------------------------------|--------------------------------------|
| Assessment Tool Title | |
| <input checked="" type="checkbox"/> | Ed Philosophy Rubric |
| <input type="checkbox"/> | Lesson Plan Rubric |

Step 4: Review

1. Make the Portfolio Template active, by selecting Yes.
2. Click **Save**.

Note(s):

- You cannot send the template to students unless it is active.
- If your templates for different assignments vary slightly, you can copy a template and make adjustments.

Help Resources

Tk20 has **step-by-step tutorials**, which can be accessed by clicking on **Help** located in the upper right corner of the Tk20 application.

You may direct general questions to the institution's Tk20 administrator by logging out of the Tk20 application and following the information located on the login page.