‘Completing, Submitting, and Viewing Your Self-Assessment of Professional Dispositions in Tk20’

• A Step by Step Guide to Using Tk20 at The College of Brockport
Self-Assessment of Professional Dispositions & Tk20 Support of Process

1. Completing the Assignment called Self-Assessment of Professional Dispositions

2. Viewing your Self-Assessment of Professional Dispositions

3. Submitting your Self-Assessment of Professional Dispositions

4. About the Artifact Library

(For instructions on Accessing Tk20 click here)
Completing the Self-Assessment of Professional Dispositions

1. Find the ‘Pending Tasks’ section on Home Tab
   (when you log into Tk20, you will be on the Home Tab located in the upper left-hand corner beneath The College at Brockport logo)

2. Click on “Please send the Assignment PEU Self-Assessment of Professional Dispositions”
   (see screen shot on next slide)
Accessing the Assignment

![Image of Accessing Assignment](attachment:image.png)

1. Click here

### Pending Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>From</th>
<th>Received</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please send the Assignment PEU Professional Dispositions DUMMY S12</td>
<td>Assignment</td>
<td>Lalonde, Kathy</td>
<td>02/01/2012</td>
<td>02/03/2012</td>
</tr>
</tbody>
</table>

### Transition Points

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Admission Date</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIT-GR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transition points are not defined for this program.
Accessing the Assignment
(See screen shot on next slide)

1. You are now on the Courses Tab

2. You are in the section of Tk20 devoted to this Assignment: PEU Self-Assessment of Professional Dispositions
   (Note: the title of the assignment appears on the page with six tabs beneath it.)

3. Find the Directions for completing the assessment in the Description section of the PEU Self-Assessment of Professional Dispositions Tab
   (Note: You may Print them by clicking on the DIRECTIONS and then RIGHT CLICK and select PRINT)

4. Read the Directions!
The Directions

1. Courses Tab
2. Assignment Page
3. DIRECTIONS: Click in this area, then RIGHT Click if you would like to PRINT the directions.
The Artifact Wizard

1. Click on the Artifact Wizard
Assignment Details

1. Click Continue>> on this page

(Note: You will want the default “I would like to create a new artifact (This will also allow you to attach/submit it to this task)
Select Artifact Type

(See screen shot on next slide)

1. Click on the selection arrow associated with “Please Select the Artifact Type”

2. Select “Teacher Candidate Assessment of Professional Dispositions and Reflective Skills”

3. The Screen will expand:
   1. Ignore the section on Upload Document
   2. Read the Artifact Details Section
   3. In the Title* box type: Self-Assessment of Professional Dispositions

2/1/2012
Select Artifact Type

Select this Artifact Type from menu

Skip this section

Read this section carefully!

YOU MUST TYPE IN A TITLE NAME:
Self-Assessment of Professional Dispositions

2/1/2012
Complete Your Self-Assessment

(See screen shot on next slide)

1. Be sure you have entered the Title name: Self-Assessment of Professional Dispositions
2. Use the Scroll Down Arrow on the left scroll bar to move to the first disposition: Positive Outlook
3. Click on the Performance Level you would rate yourself on POSITIVE OUTLOOK.
4. Type a 2-3 sentence reflection on why you rated yourself as you did.
5. Scroll down to rate yourself and reflect on your rating for the other four dispositions: Respect, Intellectual Integrity, Dedication, and Self-Awareness
Complete Your Self-Assessment (1 of 2 slides)

(See screen shot on next slide)

Unacceptable performance means that you rarely (generally less than 40% of the time) demonstrate behaviors that reflect positive professional dispositions and support student learning and development. Your behavior often is not consistent with good professional practice or is deemed inappropriate.

Your reflective statement should be two to three concise statements supporting your rating. Do not use the disposition word in your explanation (e.g., your explanation of your rating on Respect should not include the word "respect").

Title

Self-Assessment of Professional Dispositions

Description

My assessment of my Professional Dispositions in my first education course.

I. A POSITIVE OUTLOOK

You demonstrate the traits for the work of a teacher on a daily basis: the belief that all children can learn, cheerfulness, praise of others, finding good in most situations, seeing possibilities rather than obstacles, responding to challenges, laughing easily, and seeing crisis as opportunity. You demonstrate genuine enthusiasm and optimism.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Unacceptable</th>
<th>Developing</th>
<th>Proficient</th>
<th>Exemplary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall, how often do you demonstrate a POSITIVE OUTLOOK when you are working with children, their families, and other education professionals?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Less than 40% of the time</td>
<td>Approximately 40-74% of the time</td>
<td>Approximately 75-89% of the time</td>
<td>Approximately 90+% of the time</td>
<td></td>
</tr>
</tbody>
</table>

Total Score:

Explain your rating:

I am encouraging and willing to try many different strategies to help all the children.

II. RESPECT

You are respectful to school staff and faculty, professors, and colleagues. You respectfully self-advocate when necessary. You take the time and energy to show compassion and empathy for students, colleagues/classmates, School Based Teacher Educators (SBTEs), and professors.
Complete Your Self-Assessment (2 of 2 slides)

(See screen shot on next slide)

1. When you have completed your ratings and reflections, Click Submit

(Note: Be careful not to cluck on Save. When you click Submit, it is automatically Saved)
If you clicked on SAVE instead of SUBMIT

1. You are back on your Assignments page with a red flag by the assignment name

2. Click on the name of the assessment to go to assignment page

3. Click on Submit at the bottom of the page
How do I tell it was submitted?

There are two ways to tell:

1. When you click the Submit button, you are taken to the Assignments page. There will be no Red Flag by the name of the assignment.

2. Click on the Artifacts Tab under The College at Brockport logo. You should see the name you entered in the Title* field listed with a ‘lock’ icon in front of it.

(Note: If the ‘lock’ is not visible, it means you Saved and did not Submit. You would need to go back to the Courses Tab, click on the Assignment name, and click on Submit).
How do I view and print my responses?

1. Click on the Artifacts Tab under The College at Brockport logo
2. Click on the name of the artifact you would like to view
3. You may print by clicking on the Print button in the right hand corner under the Help and Logout buttons
4. This Self-Assessment will be stored in your Tk20 Artifact library permanently. You will have access to Tk20 throughout your career (i.e. after graduation it does not go away). Your Artifact Library in Tk20 is a good place to store and organize your professional work.