



## Southern's Online Assessment System

# Quick Guide for Cooperating Supervisors Revising an Evaluation Previously Submitted

Login to Tk20 at: <https://southernct.tk20.com>

Enter the following information and then click "Login"

Username: SCSU Username

Password: SCSU Identification Number or other password provided

### To change a student's scores on a submitted evaluation

If you submit an incorrect grade or wish to modify a previously completed evaluation, you must go back and revise the original scoring rubric you used.

- Select the **Field Experience** tab at the top of the page.
- On the right side of the screen you will see a list of your assigned student(s). Click on the name of the student whose evaluation you want to revise.
- A double screen will open up with the assessment rubric shown on the right in the **Field Experience Forms** box.
- Click on **Revoke Assessment** button under the name of the evaluation.
- You will be brought back to the screen with the student(s) names and will now have a red flag to the left of the students' name.
- You can now re-open, re-assess, and re-submit the assignment.

School Counseling Practicum Evaluation >

School Counseling Practicum Evaluation

Field Experience Name: School Counseling Practicum Evaluation

Description: **Students** - Please open the **Student Signature & Comment** tab.  
**Site Supervisors** - Please read the **Site Supervisor Instructions** tab.  
*School Counseling Practicum Student Evaluation is*

Field Experience Forms Due Date(s) Feedback

Field Experience Forms

⚠ = Pending Field Experience Forms ✓ Open for Editing

Field Experience Form	Description	Last Update
<a href="#">School Counseling Practicum Student Evaluation</a>	CSP 553	03/10/2016 06:00 PM

Revoke Assessment Close

University Supervisor's Forms

University Supervisor: [Rose Paolino](#)

Field Experience Form	Last Update
<a href="#">University Supervisor Acknowledgment of Practicum Student Evaluation</a>	

### Help Resources

- Please email any questions you have to: [tk20support@southernct.edu](mailto:tk20support@southernct.edu)
- Quick Guides and additional information can be found at: [www.southernct.edu/tk20](http://www.southernct.edu/tk20)
- Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** in the upper right corner of the page.