

Tk20 CampusTools™ HigherEd

STUDENT RESOURCES

VSU CampusTools™ HigherEd Website: <http://vsu.tk20.com>

Powered by Tk20 CampusTools

Current Date and Time: 11/21/2005 09:22:52 AM

You should then see this screen ↓

Powered by Tk20 CampusTools

Current Date and Time: 11/21/2005 09:27:07 AM

If you get a screen that says to contact me...
email Ms. Michelle Johnson immediately: mjohnso@vsu.edu

Tk20 CampusTools™ HigherEd: <http://vsu.tk20.com>

★ Online Tutorials: <http://www.tk20.com/support/studenthelp.html>
Student User Guide: <http://www.tk20.com/resources/UserGuide.pdf>
Campus Administrators: Ms. Michelle E. Johnson (mjohnso@vsu.edu)

Logging In

1. Click **New Users Click Here**
2. Enter requested information
3. Record it and click **Login to CampusTools HigherEd**
4. Log in using the information that you received in Step 3

Note: In order to submit an assignment, you must first create an artifact. You must have your assignment saved on your hard drive or a disk in order to upload it as an artifact.

Creating an Artifact

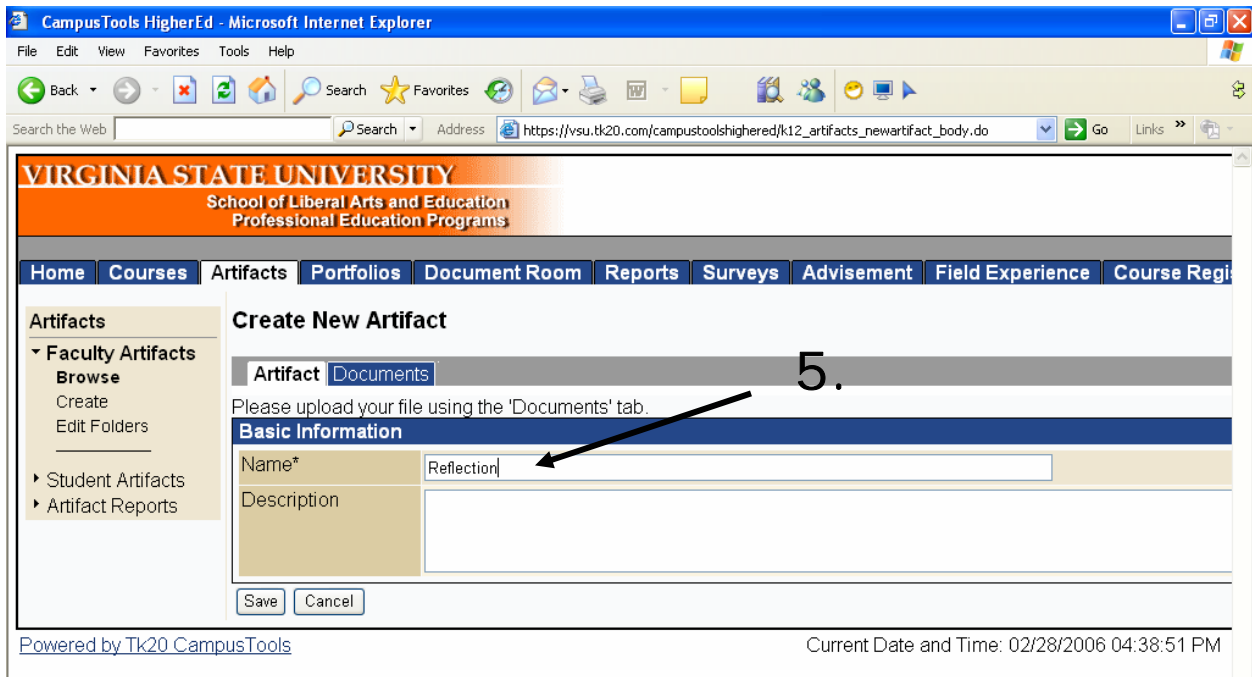
1. Click **Artifacts Tab** (top menu)
2. Click **Create** (side menu)
3. Select the **Type** of artifact from the drop-down menu (if your instructor does not designate a specific artifact type, choose Essay or File)
4. Click **Select**

If you do not see a drop-down box, email Ms. Michelle Johnson immediately

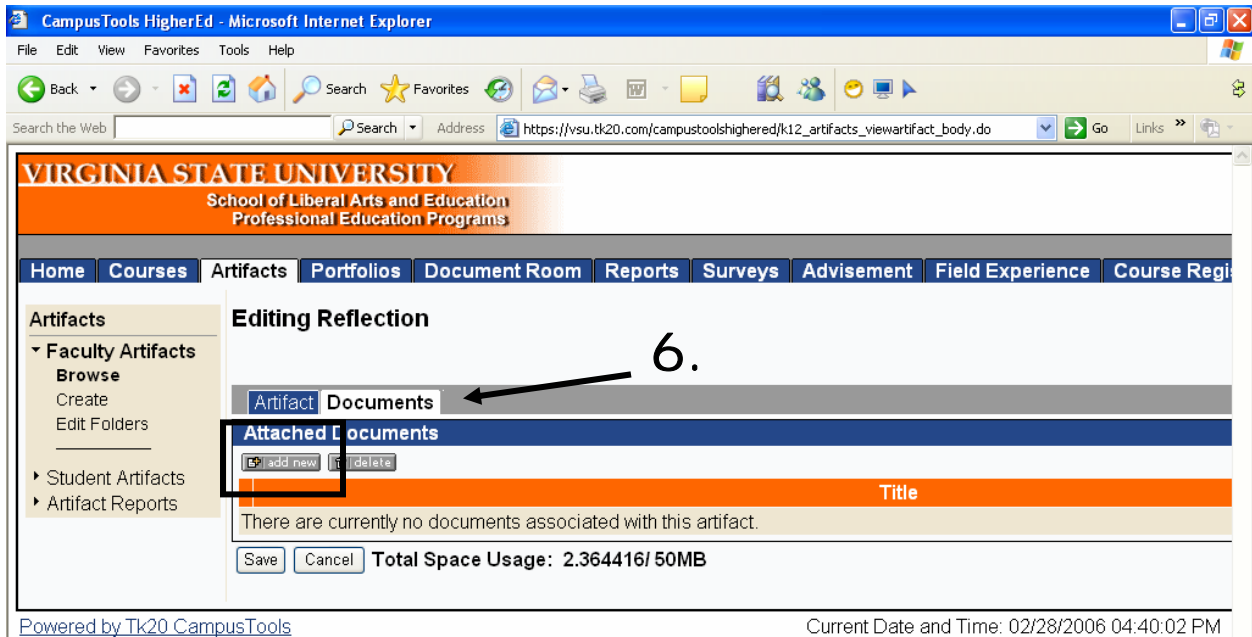
Powered by Tk20 CampusTools

Current Date and Time: 02/28/2006 04:37:44 PM

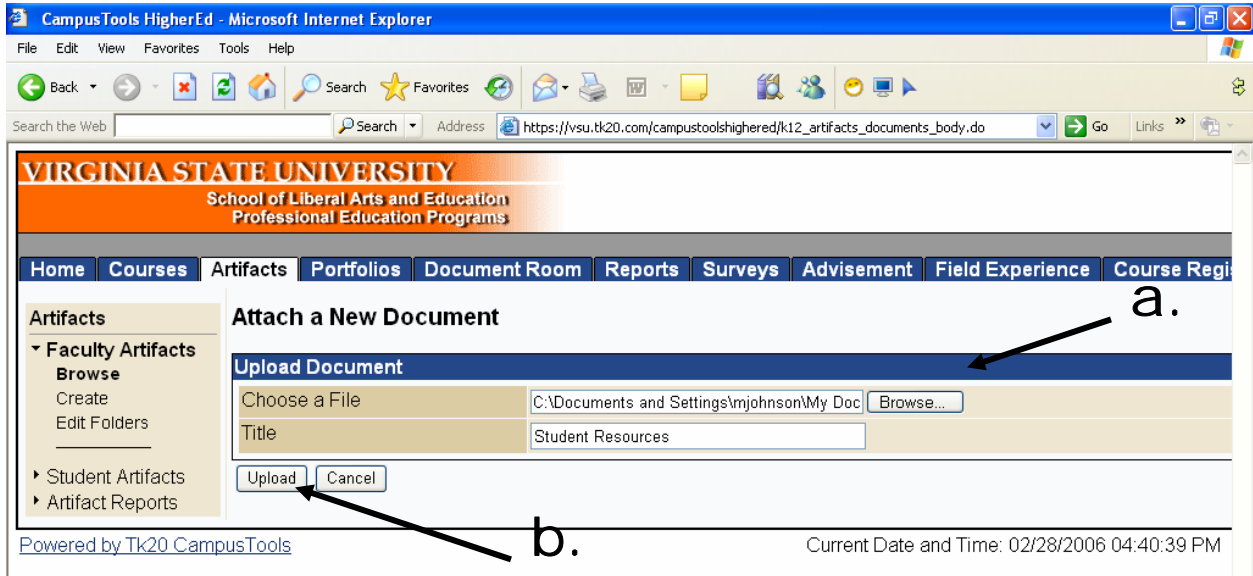
5. Type the **Name** of the document. Typing a description is optional.



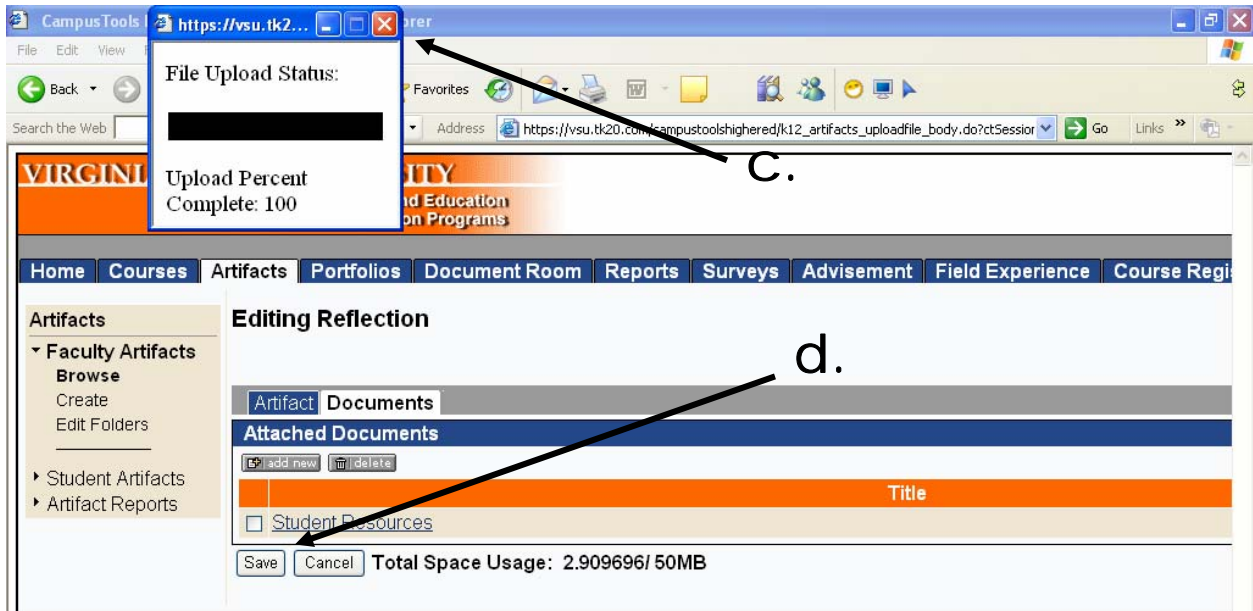
6. Click the **Documents** tab and click **Add New**



- a. Click **Browse** and **Name** the file again (Give it a **Title** – This can be the same as the **Name**)
- b. Click **Upload**



- c. Close the "File Upload Status Box once it has uploaded your file"




- d. Click **Save** – Your **Artifact** has been created and your document is attached.

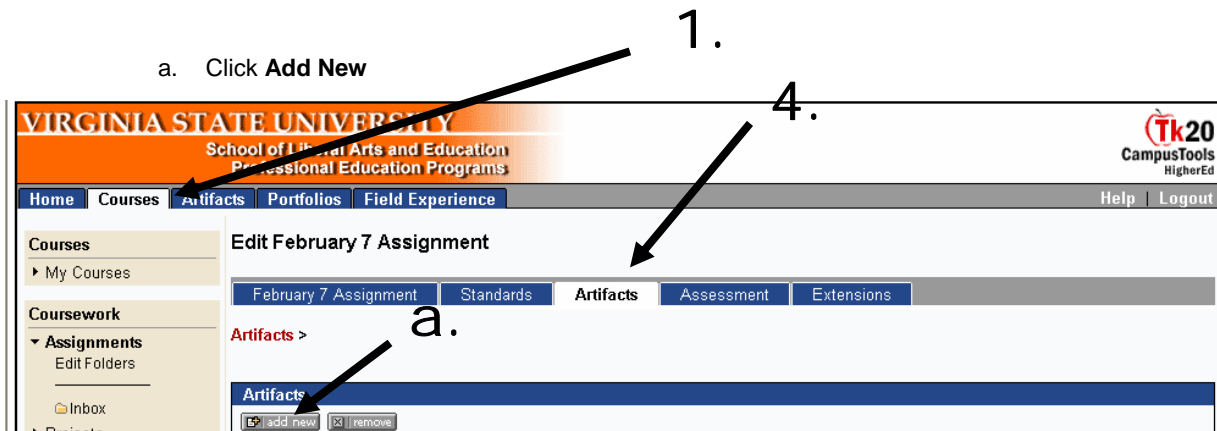
Submitting an Assignment: You must create an artifact before you can submit an assignment.

Assignments will show in your **Task Inbox**. They will also be under courses.

To view the assignment,

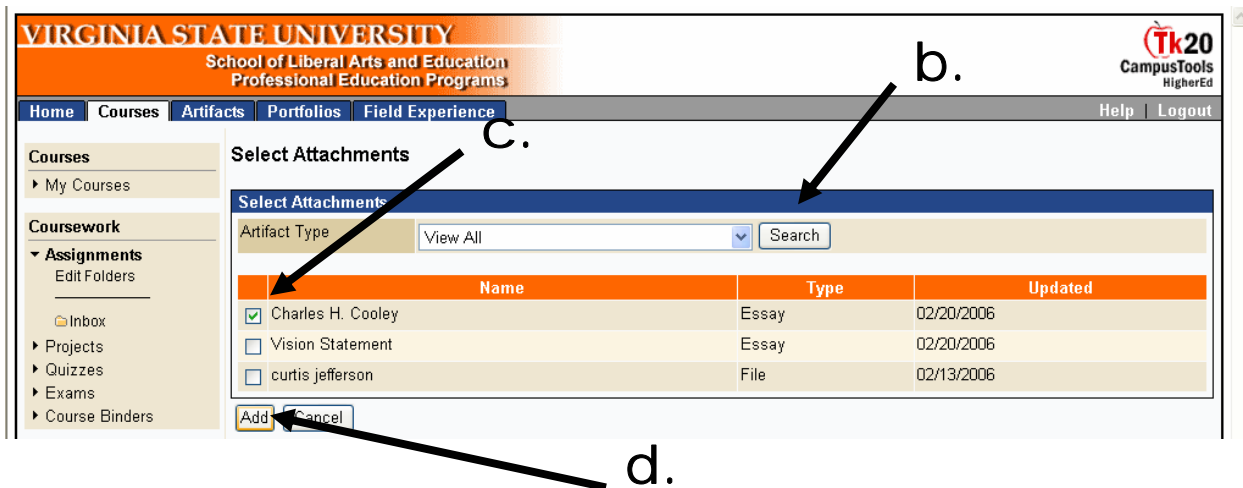
1. Click the **Courses Tab** (top menu)
2. Select the **Course Number** (i.e., EDUC 401)
3. Click the **Activities** sub-tab - A bold item with a red flag  beside it indicates a Pending Assignment. Click the name of the Assignment. You will then see a new set of sub-tabs...Assignment, Standards, Artifacts, Assessment, and Extensions
4. Click the third tab - **Artifacts**

a. Click **Add New**



The screenshot shows the Virginia State University CampusTools interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Artifacts' sub-tab is selected. Below the navigation bar, there are tabs for 'February 7 Assignment', 'Standards', 'Artifacts', 'Assessment', and 'Extensions'. The 'Artifacts' sub-tab is active, showing an 'Artifacts >' section with an 'add new' button and a 'remove' button. An arrow labeled '1.' points to the 'Courses' tab in the top menu. An arrow labeled '4.' points to the 'Artifacts' sub-tab. An arrow labeled 'a.' points to the 'add new' button.

- b. Click **Search** beside the Artifact Type drop-down menu
- c. Select the **Artifact** by placing a check (✓) in the box beside the chosen artifact
- d. Click **Add**



The screenshot shows the Virginia State University CampusTools interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The 'Artifacts' sub-tab is selected. Below the navigation bar, there are tabs for 'Select Attachments', 'Standards', 'Assessment', and 'Extensions'. The 'Select Attachments' sub-tab is active, showing an 'Artifact Type' dropdown menu set to 'View All' and a 'Search' button. Below this is a table with columns 'Name', 'Type', and 'Updated'. The table contains three rows: 'Charles H. Cooley' (Essay, 02/20/2006), 'Vision Statement' (Essay, 02/20/2006), and 'curtis jefferson' (File, 02/13/2006). The checkbox next to 'Charles H. Cooley' is checked. Below the table are 'Add' and 'Cancel' buttons. An arrow labeled 'b.' points to the 'Search' button. An arrow labeled 'c.' points to the checkbox next to 'Charles H. Cooley'. An arrow labeled 'd.' points to the 'Add' button.

Name	Type	Updated
<input checked="" type="checkbox"/> Charles H. Cooley	Essay	02/20/2006
<input type="checkbox"/> Vision Statement	Essay	02/20/2006
<input type="checkbox"/> curtis jefferson	File	02/13/2006

e. Click **Submit**

VIRGINIA STATE UNIVERSITY
School of Liberal Arts and Education
Professional Education Programs

TK20
CampusTools
HigherEd

Home Courses **Artifacts** Portfolios Field Experience Help Logout

Courses
▶ My Courses

Coursework
▼ **Assignments**
Edit Folders
Inbox
▶ Projects
▶ Quizzes
▶ Exams
▶ Course Binders

Edit February 7 Assignment

February 7 Assignment Standards **Artifacts** Assessment Extensions

Artifacts >

Artifacts
add new remove

Name	Type
<input type="checkbox"/> Charles H. Dooley	Essay

Submit Save Cancel

e.