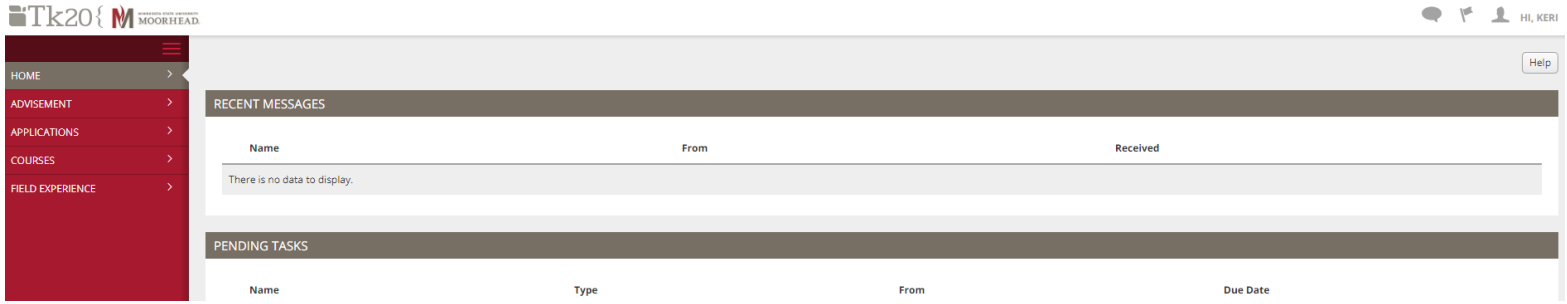
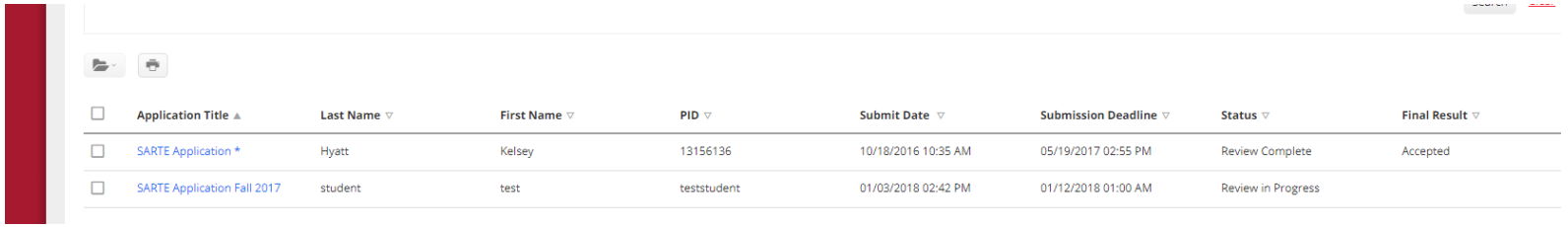
MSUM Faculty Guide to Logging into Tk20 and Processing a SARTE application for full admittance

1. Navigate to: https://msumoorhead.tk20.com/campustoolshighered/start.do
2. Log into Tk20 using your Star ID and password
3. Once logged in, this is the home page:

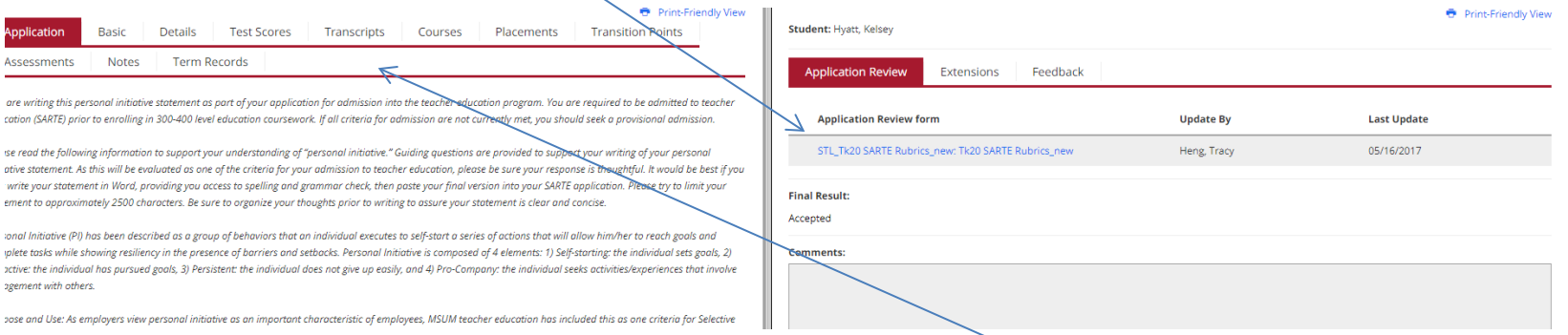


4. Using the menu on the left, Click on Applications, then Submissions
    a. Application Template = SARTE Application with EDA-School of Teaching and Learning
    b. Final Result = Any

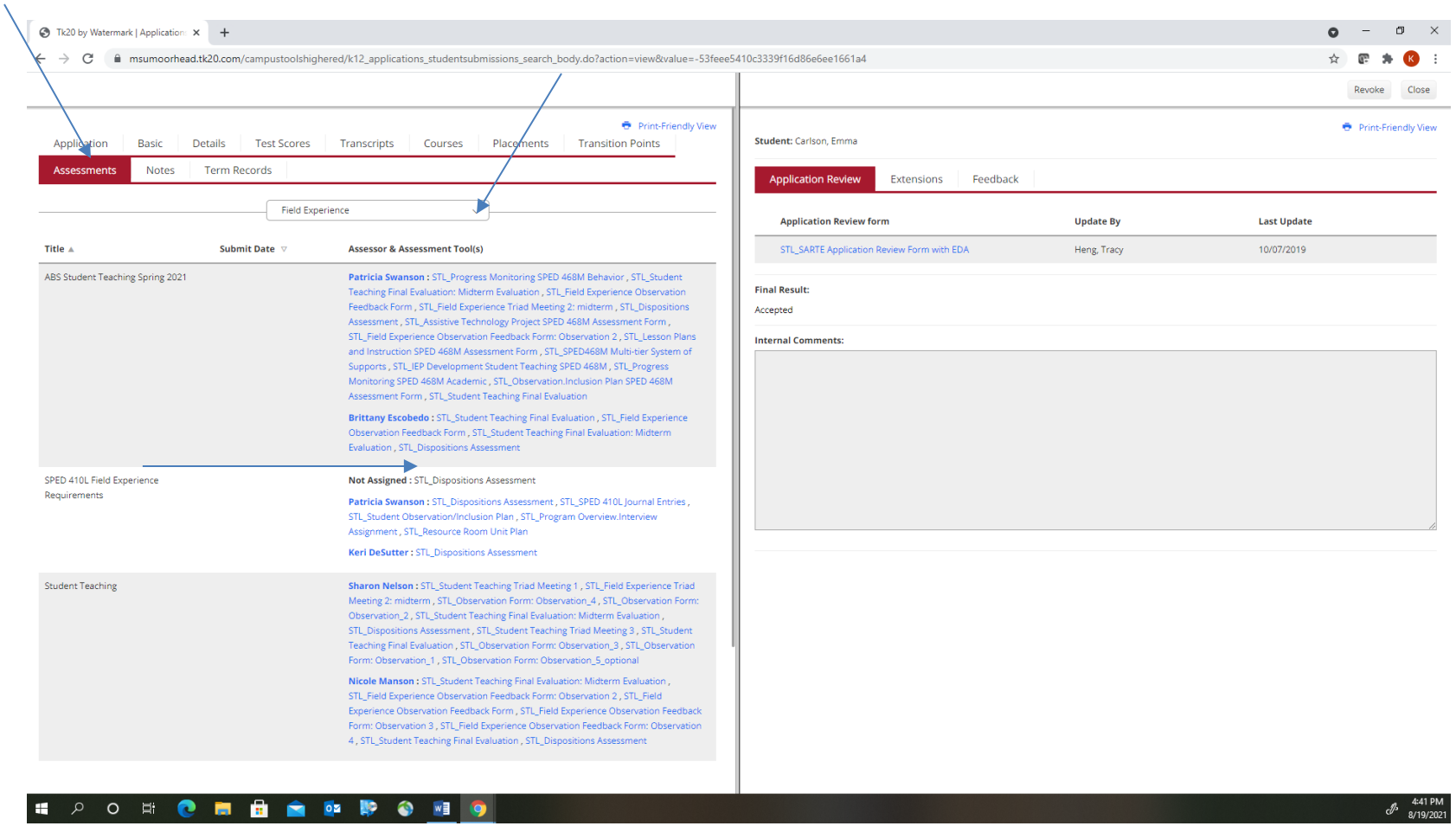


Application Title	Last Name	First Name	PID	Submit Date	Submission Deadline	Status	Final Result
SARTE Application *	Hyatt	Kelsey	13156136	10/18/2016 10:35 AM	05/19/2017 02:55 PM	Review Complete	Accepted
SARTE Application Fall 2017	student	test	teststudent	01/03/2018 02:42 PM	01/12/2018 01:00 AM	Review in Progress	

5. Click on the student's SARTE Application you wish to review
6. A split screen will appear with the student's information on the left and the Application Review on the right
7. On the right click on Application Review form link



8. The SARTE application form should appear. Click on the tabs on the left to find the necessary information and complete the form according to the student's data:
    a. GPA: Basic
    b. Course Grades: Transcript
    c. ED 205 Dispositions:
        i. If student completed ED 205 **prior to** Fall 2021, check in Test Scores for the file that states 205E_Dispositions_Eval and click to check there were no concerns
        ii. If student **completed during or after Fall 2021**, click on the Assessments tab, use the drop down menu in the middle of the screen and choose Field Experiences, find the ED 205 placement and click on the cooperating teacher dispositions assessment to check for any concerns (see screenshot below).



d. Outside Reviewer Dispositions Assessment: Click file student uploaded on the left in the Application tab
e. Any other dispositions concerns: check Notes tab (if no notes, there have been no concerns documented for this student.)
f. Read the student reflection (filed uploaded on the left in the Application tab) and complete the rubric

9. **Advisors do NOT submit the application rubric, only complete and SAVE. Tracy Heng who will accept and code the student as admitted into SARTE will review the application.**