



Columbus State University Tk20  
<https://coehp.columbusstate.edu/tk20>  
College of Education and Health Professions  
How-To Guide: Field Assessments for University Supervisors

The submit button is only used when you have completed the entire binder and is grayed out when you are inside of a rubric. Scroll all the way down to the bottom of the rubric and you'll find the "Complete" and "Save" button. Click "Complete" to finish the rubric or "Save" to save your work and return to it later to complete.

**Question: When I hit complete, Tk20 says, The inputted score does not match the value**

The "score" blanks on the rubric are not used. If you entered values into these blanks, just go back and delete the value or enter a 0 for each one. This will allow you to complete the rubric.

**the  
score?**

The "score" blanks on the rubric are not used. Just leave them empty and you will not have any issues completing the rubric. If you accidentally do enter in a value, just change it to 0 or delete it.