**Tk20 Quick Guide for Field Experiences:**

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| **How do I log in to Tk20?** |
| * Go to <http://iastate.tk20.com>
* Logging in:
* If you have logged in before:
* **Username**: Email **Password:** Password you Created Previously
* If you have NOT logged in before:
* **Username**: Email **Password**: Email
* If you have forgotten your password, select “forgot your username or password” from the login screen. You will be directed to answer a question you previously chose.
* For any additional login questions, please email Eduardo Boro (eboro@iastate.edu). Please include your email address in the body of the email.
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| **How do I access my Field Experience Binders?** |
| * Click on “Field Experience” on the left menu bar.
* Your current field experience student will appear. (To view binders from past semesters, click on “Previous Field Experience Assessments.”)
* Click on a student’s name.
* The left side of the page is the Binder from the student’s view. This is where you will access the student’s work/assignments.
* On the right side of the page, the top half are the forms you need to complete and the bottom half are the forms the cooperating teacher completes.
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| **How do I Access my Student’s Assignments for Viewing Purposes or to Provide Feedback?** |
| * Click on the tab at the top of the page that will contain the assignment you want to view. The table titles are the “assignment groups” from the handbook or syllabus.
* An assignment has been submitted if the text is in **BLUE**.
* Place your cursor on the assignment and it will be underlined. Click on the assignment to view the student’s work.
* If the assignment is a form, you will see the assignment.
* If the student uploaded a document, your new page with additional information will appear. Scroll down to the title of the document in **BLUE** click on “View and Annotate” in **BLUE**.
* To annotate:
* Highlight a piece of text
* Click on the pencil icon.
* Type your comments.
* Click “Save.”
* When you are done, click the “Back” button towards the top of the binder page.
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| **How do I Access the Supervisor Forms Assigned to my Student Teacher for Viewing?** |
| * + To view one of supervisor forms, go to the right side of the page.
	+ Click on the name of the form.
	+ View the form (you won’t be able to make any changes).
	+ When you are done, click the “Back” button towards the top of the page.
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| **How do I Access the Cooperating Teacher Forms I am Responsible for?** |
| * + Click on a form.
	+ Complete the form or any portion of the form.
	+ **IGNORE THE “GRADE” BOX at the bottom of the page. This is a default that we can’t delete.**
	+ When you are done with the form or a portion of the form, click “Complete.”
	+ You can return to change, add, or delete information up until you “Submit” the binder.
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| **NOTE: All Supervisor and CT forms will have a GRADE (and may have a POINT TOTAL) at the bottom of the form. IGNORE THIS!!!! This is a default setting and doesn’t mean anything. The GRADE section will most likely be left blank.** |

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| **How do I View General Feedback or Reminders from my Student Teacher?** |
| * + On the right side of the split screen, there are three tabs at the top. The tab to the right is “Feedback.”
	+ Click on the “Feedback” tab.
	+ To make a comment to the student, click on the **GREEN** “+” button.
	+ Type your feedback.
	+ Click the **GREEN** “ADD” button on the bottom right side.
	+ Choose the original tab of “Field Experience Forms.
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| **What do I do When I am Done Working?** |
| * When you are done for the day, click “**Save.**” Then click “**Close**.”
* **When all forms and assignments are complete for a given due date, click “SUBMIT.” You will then choose which assignments/tabs you want to submit.** Once this is done, you will no longer be able to make changes to your forms. This indicates the binder is “finished” in regards to your work. You will not be able to submit until all of the assignments have been worked on.
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| **Where Can I Find Copies of the Handbook?** |
| * Click on “Document Room” on the left menu bar
* Click on “Public Documents.”
* Click on the “+” on the left-hand side of the appropriate folder
* Click on the title of the document
* When the new scree appears, scroll down until you see the title of the document in **BLUE**.
* Click on the BLUE title of the document and a pdf will open in a new window. This can be read, downloaded or printed.
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| **Where do I Complete my Forms for the Honorarium and the like?** |
| * Note: We hope to have this and other forms located in TK20 soon. We will keep you updated!
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**If you have questions about the content of an assignment or form, please contact the clinical experience coordinator you are working with:**

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**If you are having technical issues, please contact Tk20 Support by emailing** **support@tk20.com****. If you have questions about Tk20, please contact Heidi Doellinger at** **hldoell@iastate.edu****.**