**Tk20 Quick Guide for Field Experiences:**

**Practicum Supervisors**

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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 previously created * If you have NOT logged in before: * **Username:** Email **Password:** Email * If you have trouble logging in, email Eduardo Boro ([eboro@iastate.edu](mailto:eboro@iastate.edu)). Please include your email address in the body of the email along with your Tk20 issue. |

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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(s) 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 can access the student’s work/assignments. * On the right side of the page, the top half are the forms you, the supervisor, will 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?** |
| * You are able to view all student assignments for the course, but you are not expected to grade or provide feedback on these assignments. * 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 cursors 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** and 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 Cooperating Teacher Forms Assigned to my Practicum Student for Viewing?** |
| * + To view one of the cooperating teacher 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 necessary Practicum Supervision Forms?** |
| * Click on the following reports to be completed during practicum:   + - **General Feedback** about the student and/or experience     - **Concerns Index** to rate professional attributes: *Please use the following password: CONCERNS*     - **Recommendation for advancement**     - **Coaching Log** * **Ignore and leave blank the “GRADE” box at the bottom of the page. This is a default that we cannot 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”. When you “Submit” the form becomes final and can no longer be edited. |
| **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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| **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. |

**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**](mailto:support@tk20.com)**.**

**If you have questions about Tk20, please contact Eduardo Boro at** [**eboro@iastate.edu**](mailto:eboro@iastate.edu)**.**