

Tk20 Quick Guide for Collaborative Teaching Hours

How do I log in to Tk20?

- Go to <http://iastate.tk20.com>
- Logging in:
 - If you are an ISU faculty or staff member:
 - **Username:** NetID **Password:** NetID Password
 - If you have NOT logged in before:
 - **Username:** Email **Password:** Password you Created Previously
- 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.

How do I access the Collaborative Teaching Hours Time Log?

- Click on “Home” on the left menu bar.
- Click on “Time Logs” on the left menu bar.

How do I enter a Collaborative Teaching experience?

- Click on the “Create New Activity” **GREEN** button.
- From the Drop Down menu next to “Activity,” select “Collaborative Teaching Hours” under the academic year you would like to enter an experience.
- For “Reviewer Email,” enter edprep@iastate.edu
- For “Date,” please enter or select the date of the experience.
- For “Time Range,” please enter the time the experience began and the time it ended.
- **For Description, please provide the following information:**
 - The name of the district (if applicable) and the name of the school where the experience was completed.
 - The name of the educator(s) you collaborated with.
 - A brief description of the experience.
- Click on the **GREEN** “Create” button.

How do I submit the Experience?

- Click/check the box next to the activity or activities you wish to submit.
- Click “Submit for Approval.”

If you have questions about Tk20, please contact Eduardo Boro at eboro@iastate.edu.