Tk20 Quick Guide for Field Experiences
Practicum Student (Levels 2 and 3)

How do I log in to Tk20?

- Go to http://iastate.tk20.com
- Log in using your NetID and Password
- Re-enter your NetID and Password when cued to do so
- If you have trouble logging in, email Eduardo Boro (eboro@iastate.edu).

How do I access my Field Experience Binders?

- Click on **"Field Experience"** on the left menu bar.
- Your current field experience will appear. (*To view binders from past semesters, click on "Previous Field Experience Assessments."*)
- Click on the **binder's name**.
- This is your field experience binder.
- The tabs on the top will take you to various pages – the tabs align to the Assignments for your practicum experience

How do I complete the requirements/assignments?

- Click on one of the tabs in the Binder.
- The left side of the page contains the directions for the assignments.
- The right side of the page contains the assignments you need to complete.
- **To complete an assignment:**
  - Click on "Select."
  - A "pop-up" window will appear. LEAVE THE TITLE ALONE.
  - The "Description" box after the title is **OPTIONAL** – for your notes only.
  - Complete the form by answering the questions or uploading the requested document(s). You upload a document just like you would do an email attachment.
  - When you are done click "UPDATE." You DO NOT need to complete the entire assignment at once. You can come to it as often as you need to.
  - The assignment will be in BLUE UNDERLINED TEXT
  - To re-access an assignment to make revisions, click on the BLUE UNDERLINED TEXT and the "pop-up" window will reappear
  - To DELETE AN ENTIRE ASSIGNMENT, click on the circle with the line in it ⊖ next to the assignment.
- When you are done for the day, click "SAVE." **DO NOT click "SUBMIT" until all of your assignment(s) is/are complete. When your assignment or group of assignments is done (you no longer need to access them and want to submit them on time), click the "SUBMIT" button. A list of assignments/tabs will appear and you will choose what you want to submit. THIS IS HOW YOU WILL SUBMIT ASSIGNMENTS BY THE DUE DATES.**
- You can go back to review and revise assignments until you click "SUBMIT."

What additional resources will help me with these tasks?

- **Cam Scan** – Download the app onto your smart phone to take a picture of your Supervisor Observation Feedback form to upload to TK20
- **University Supervisor** – Your supervisor will be learning alongside you during this process and will be able to answer limited questions regarding Tk20. What a great Cooperative Learning experience.

How do I access the feedback on specific assignments or see the evaluations from my supervisor and/or cooperating teacher?

- Click on the **"Assessment"** tab in your field experience binder.
- The forms your supervisor and cooperating teacher complete are on the left side.
- Click on a form to view it.
- A "pop-up" window with the form will appear.
- After reviewing the form, click "CLOSE."
- To view the annotations, or notes, your supervisor and/or cooperating teacher provide on assignments, look at the column "Annotated Document(s)."
- The document title will be listed and then View or Download. Click on View.
- A "pop-up" window will appear.
- Hold your cursor over the highlight portion(s) of text to view the comments provided.
- When you are done, click the "X" in the upper right corner.

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.

How do I view general feedback from my supervisor or cooperating teacher?

- Click on the **"Feedback"** tab in your binder.
- The feedback, who provided the feedback, and the date it was provided will be visible in a table format.
- It is important to note that you will not receive a notice when feedback is left for you. You will need to check TK20.

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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Ann Pierce	Block I & 2, SPED, Art Ed	294-3158	apierce@iastate.edu
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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.