

Navigating in Tk20

Mentor Teachers



Mentors access Tk20 using the link that was emailed when the field experience binder was sent. It is recommended to save the email to your desktop to use throughout the semester.

Copy and paste the link into Google Chrome or Mozilla Firefox to access Tk20. Do not use Internet Explorer as it does not work optimally with Tk20. If you no longer have the email containing the link, please contact your university supervisor to have the link resent.

Mentors do not need to “log in” to Tk20 as they use the link to directly access their intern’s binders.

Field Experience Binder Navigation

The screenshot shows a web interface for a field experience binder. The left side contains a navigation menu with tabs: 'Action Research Summary', 'Description of Internship Placement', 'Essential Dispositions', and 'Time Log'. The 'Essential Dispositions' tab is selected. Below the tabs, there is a 'Title' field with the text 'MED SPED 741.001_211 Tessier FA 17' and a 'Description' field. A 'Due Date(s)' field shows '12/15/2017 11:50 PM'. A 'Submission Option(s)' section provides instructions on when to submit. Below this are expandable sections for 'Site Information' and 'Placement Details'. The right side of the interface shows a 'Student' field, a 'Reminder' message, and a 'Field Experience Forms' section. This section has a table with columns for 'Field Experience Form', 'Description', and 'Last Update'. The table lists several forms, with a red flag icon next to the first one. A 'Submit' button and a 'Close' button are at the top right of the right-hand panel. Red callout boxes provide instructions: 'To view an intern's submissions, click on the desired tab.' (pointing to the 'Essential Dispositions' tab), 'A red flag next to an item indicates you have a pending task.' (pointing to the red flag icon), 'Details about the intern's placement can be viewed under the Site Information and Placement Details.' (pointing to the expandable sections), and 'The center bar can be moved left or right to provide a larger view as needed.' (pointing to the vertical separator between the two panels).

Essential Dispositions | Print-Friendly View

Action Research Summary | Description of Internship Placement | **Essential Dispositions** | Time Log

Title:
MED SPED 741.001_211 Tessier FA 17

Description:

Due Date(s):
12/15/2017 11:50 PM

Submission Option(s):
Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.

> Site Information

> Placement Details

Student: [REDACTED] | Print-Friendly View

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
MED Internship II: Summative Assessment: Mentor - First		
MED Formal Observation: Mentor - First		11/15/2017 03:40 PM
MED Formal Observation: Mentor - Second		12/01/2017 01:26 PM
Mentor Approval of Internship Hours: Final		

Submit | Close

The link opens the intern's field experience binder. The left side of the page contains intern information and intern documents under each tab. The right side of the page contains mentor forms

MED SPED 741.001_211 Tessier FA 17 Formal Observation Lesson Plan Essential Dispositions **Time Log**

Action Research Summary Description of Internship Placement

Please complete your time log and save. SAVE DO NOT "SUBMIT" UNTIL YOU ARE FINISHED ADDING ALL TIME LOGS!

Name	Status	Type	Standard	Reflection
Field Experience Time Log 1	Not Submitted	Field Experience Time Log		

[Print-Friendly View](#)

Student: [REDACTED] [Print-Friendly View](#)

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
MED Internship II: Summative Assessment: Mentor - First		
MED Formal Observation: Mentor - First		11/15/2017 03:40 PM
MED Formal Observation: Mentor - Second		12/01/2017 01:26 PM
Mentor Approval of Internship Hours: Final		

In order to view the intern's time log, click here.

To view a student submission, select the appropriate tab and then select the document link to open.

[Print-Friendly View](#)

[MED SPED 741.001_211 Tessier FA 17](#)
[Formal Observation Lesson Plan](#)
[Essential Dispositions](#)
[Time Log](#)

[Action Research Summary](#)
[Description of Internship Placement](#)

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MED SPED 741.001_211 Tessier FA 17 — Time Log — Field Experience Time Log 1

Basic ▾

BASIC INFORMATION

Title:*

Field Experience Time Log 1

Description:

TIME LOG FOR EACH DAY OF PLACEMENT

You must enter your arrival and departure times in the Notes section. You should also indicate special events (e.g. Back to School Night, Literacy Fair, etc.) in this section.*

Date	Number of Hours	Notes
12/13/2017	250	Cummulative Hours

Total Number of Hours: 250

TIME LOG

Attached Documents:

[Submit](#)
[Close](#)

[Print-Friendly View](#)

Student: [REDACTED]

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

[Field Experience Forms](#)
[Due Date\(s\)](#)
[Feedback](#)

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
MED Internship II: Summative Assessment: Mentor - First		
MED Formal Observation: Mentor - First		11/15/2017 03:40 PM
MED Formal Observation: Mentor - Second		12/01/2017 01:26 PM
Mentor Approval of Internship Hours: Final		

After viewing the intern hours on the left, select the approval link to approve.

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MED SPED 741.001_211 Tessier FA 17 — Time Log — Field Experience Time Log 1

Basic

BASIC INFORMATION

Title:*

Field Experience Time Log 1

Description:

TIME LOG FOR EACH DAY OF PLACEMENT

You must enter your arrival and departure times in the Notes section. You should also indicate special events (e.g. Back to School Night, Literacy Fair, etc.) in this section.*

Date	Number of Hours	Notes
12/13/2017	250	Cummulative Hours

Total Number of Hours: 250

TIME LOG

Attached Documents:

Submit Close

Student: [REDACTED]

[Print-Friendly View](#)

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

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Mentor Approval of Internship Hours: Final

Please check the box to verify that the Intern's log hours are correct.

TIME LOG APPROVAL

Please verify by indicating below.*

- Hours indicated are correct
- Hours indicated are NOT correct.

GRADE

Grade:

Check the appropriate box. Then select "Save" below.

Complete Save

SPED M.Ed. Professional Portfolio Tessier FA 17

Introduction **Résumé**

[Print-Friendly View](#)

Positive Behavior Support Plan (PBSP) Evidence of Student Learning (ESL) IEP Case Study Standards

Title:

SPED M.Ed. Professional Portfolio Tessier FA 17

Description:

Submit Close

- **A rating of 3 or higher on each rationale is required for graduation. The University Supervisor will address this at the discretion of the University Supervisors and will address the following:
- Describe this artifact and identify the CEC, and InTASC standards that are addressed.
- Describe the knowledge and skills you mastered while completing this artifact.
- Describe the ways in which your students were (or will be) assessed.

3. You must select COMPLETE before you can SUBMIT all assessments in the field experience binder.

SCORING

Comments and Feedback:

GRADE

Total Score:

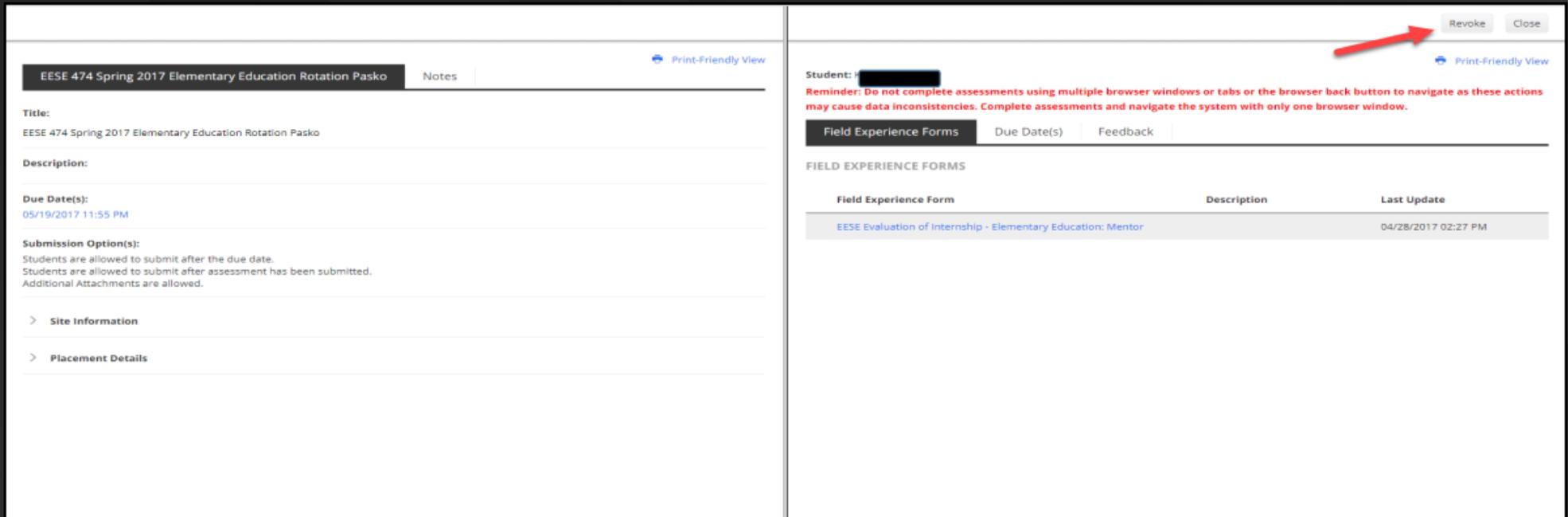
Total Mean:

0.0

2. Select COMPLETE when ready to submit all assessment documents.

1. Select SAVE until you have completed all assessments in the binder and are ready to submit.

Complete Save



The screenshot displays two side-by-side panels from a web application. The left panel shows a course page for 'EESE 474 Spring 2017 Elementary Education Rotation Pasko' with tabs for 'Notes' and 'Print-Friendly View'. The right panel shows a student's 'FIELD EXPERIENCE FORMS' with a 'Revoke' button highlighted by a red arrow. Below the 'Revoke' button is a 'Close' button. A red arrow points to the 'Revoke' button.

Left Panel:

- Title:** EESE 474 Spring 2017 Elementary Education Rotation Pasko
- Description:**
- Due Date(s):** 05/19/2017 11:55 PM
- Submission Option(s):** Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.
- Site Information**
- Placement Details**

Right Panel:

- Student:** [Redacted]
- Reminder:** Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.
- Field Experience Forms** | Due Date(s) | Feedback
- FIELD EXPERIENCE FORMS**

Field Experience Form	Description	Last Update
EESE Evaluation of Internship - Elementary Education: Mentor		04/28/2017 02:27 PM

If a binder is accidentally submitted, a mentor can select "Revoke" (indicated by the red arrow) in order to regain access to all documents.

Portfolio Navigation

MED SPED 741.001_211 Tessier FA 17 Formal Observation Lesson Plan Essential Dispositions Time Log

Action Research Summary Description of Internship Placement

Title:
MED SPED 741.001_211 Tessier FA 17

Description:

Due Date(s):
12/15/2017 11:50 PM

Submission Option(s):
Students are allowed to submit after the due date.
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

> Site Information

> Placement Details

Student: [REDACTED]

Reminder: Do not complete assessments using multiple browser tabs. To navigate as these actions may cause data inconsistencies. Complete assessments and navigate to the portfolio.

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
MED Internship II: Summative Assessment: Mentor - First		
MED Formal Observation: Mentor - First		11/15/2017 03:40 PM
MED Formal Observation: Mentor - Second		12/01/2017 01:26 PM
Mentor Approval of Internship Hours: Final		

Submit Close

Print-Friendly View

Print-Friendly View

To access the portfolio, select "Close"

You must close out of the field experience binder in order to navigate to the portfolio.

- HOME >
- FIELD EXPERIENCE ▾
- FIELD EXPERIENCE >
- Assessments
- PORTFOLIOS >

ASSESSMENTS

Current Field Experience Assessments Previous Field Experience Assessments

Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	Instructor	Sent By	Status
[redacted]	MED SPED 741.001_211 Tessier FA 17	Fall 2017	SPED 741	INTERNSHP STUDNTS W/DISABILITY	Tessier, Jeffrey	Mello, Diane	Open For Editing

After closing the field experience binder, you will see the menu bar on the left-hand side of the page. Select "Portfolios" as indicated by the red arrow.

- HOME >
- FIELD EXPERIENCE >
- PORTFOLIOS >
- PORTFOLIOS >
- Portfolios >
- Portfolio Assessments >
- Folders >
- Reports >

PORTFOLIO ASSESSMENTS

SEARCH

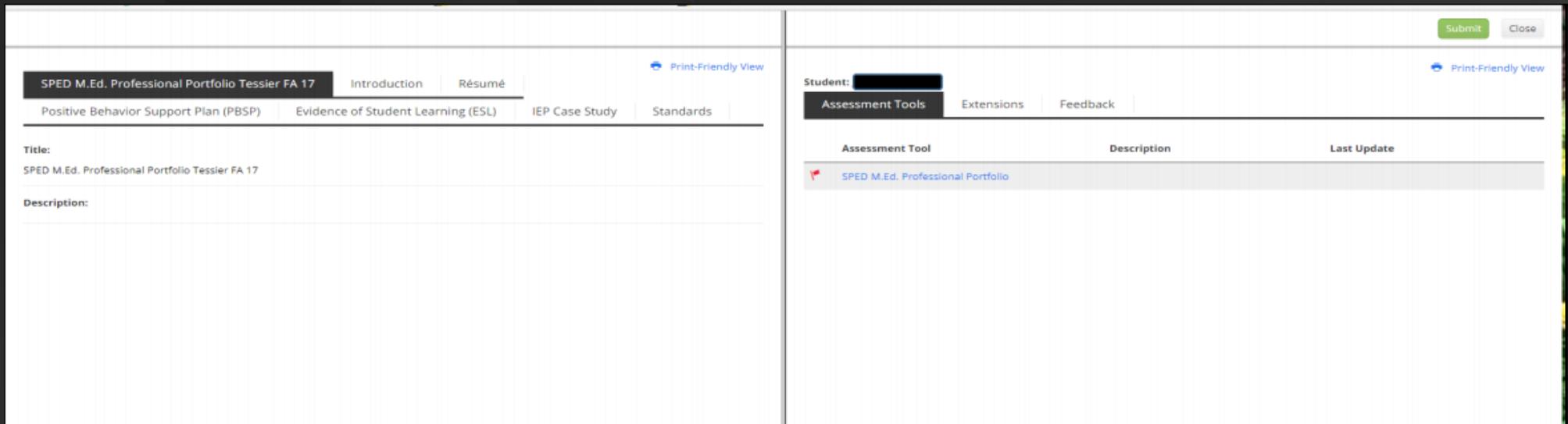
FIRST NAME	LAST NAME	PERSONAL ID NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
PROGRAM	ANONYMOUS NUMBER	PORTFOLIO TEMPLATE
<input type="text" value="All Programs"/>	<input type="text"/>	<input type="text"/>
PORTFOLIO TITLE	STATUS	SEARCH ANONYMOUS
<input type="text"/>	<input type="text" value="Any"/>	<input type="text" value="No"/>

Search Clear



Name ▲	Portfolio Title ▼	Template ▼	Submit Date ▼	Status ▼	Sent By ▼
<input type="checkbox"/> [Redacted]	SPED M.Ed. Professional Portfolio Tessier FA 17	SPED 741 Portfolio Tessier FA 17		Pending	Mello, Diane

Your intern's name will be displayed. Click on his/her name and the portfolio will open.



SPED M.Ed. Professional Portfolio Tessier FA 17 Introduction Résumé [Print-Friendly View](#)

Positive Behavior Support Plan (PBSP) Evidence of Student Learning (ESL) IEP Case Study Standards

Title:
SPED M.Ed. Professional Portfolio Tessier FA 17

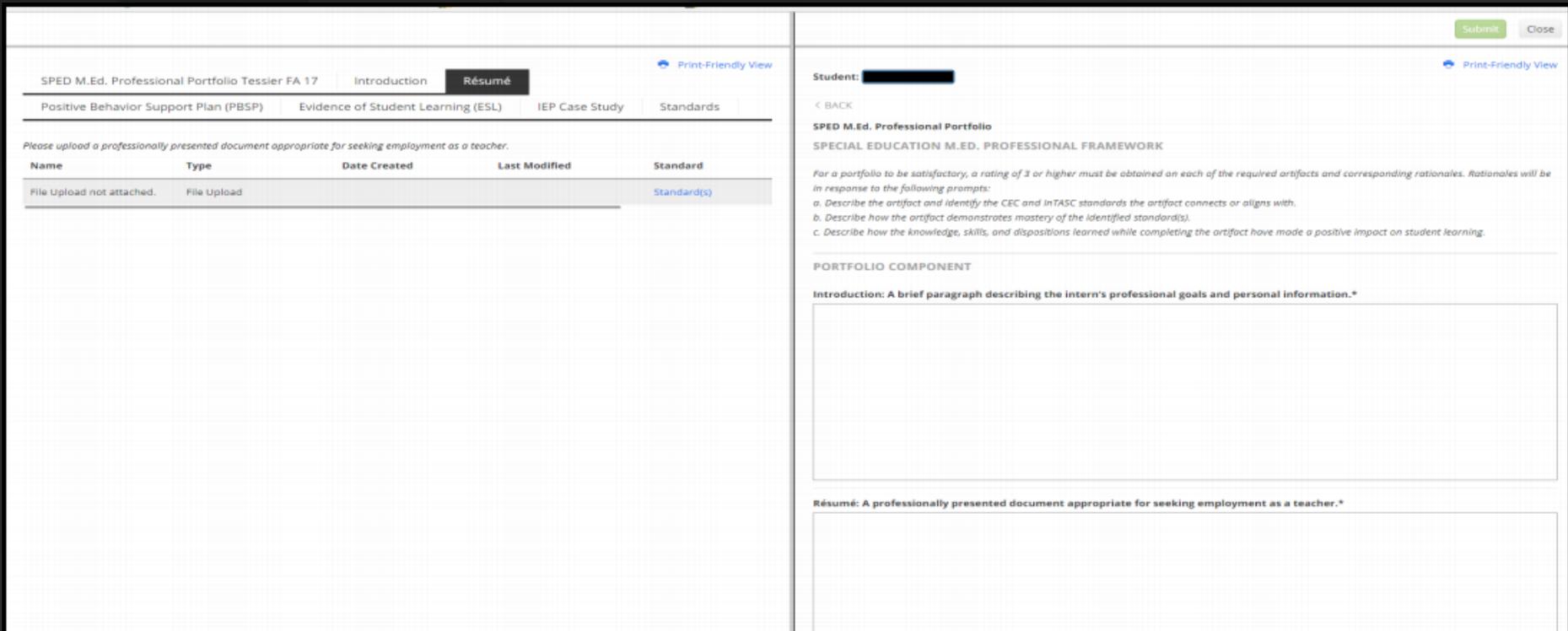
Description:

Student: [Print-Friendly View](#)

Assessment Tools Extensions Feedback

Assessment Tool	Description	Last Update
 SPED M.Ed. Professional Portfolio		

The portfolio layout and navigation is similar to the field experience binder. Click on the assessment tool to begin your assessment. (Indicated by the red flag.)



SPED M.Ed. Professional Portfolio Tessier FA 17 Introduction **Résumé** [Print-Friendly View](#)

Positive Behavior Support Plan (PBSP) Evidence of Student Learning (ESL) IEP Case Study Standards

Please upload a professionally presented document appropriate for seeking employment as a teacher.

Name	Type	Date Created	Last Modified	Standard
File Upload not attached.	File Upload			Standard(s)

Student: [REDACTED] [Print-Friendly View](#)

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SPED M.Ed. Professional Portfolio
SPECIAL EDUCATION M.ED. PROFESSIONAL FRAMEWORK

For a portfolio to be satisfactory, a rating of 3 or higher must be obtained on each of the required artifacts and corresponding rationales. Rationales will be in response to the following prompts:

- Describe the artifact and identify the CEC and INTASC standards the artifact connects or aligns with.
- Describe how the artifact demonstrates mastery of the identified standard(s).
- Describe how the knowledge, skills, and dispositions learned while completing the artifact have made a positive impact on student learning.

PORTFOLIO COMPONENT

Introduction: A brief paragraph describing the intern's professional goals and personal information.*

Résumé: A professionally presented document appropriate for seeking employment as a teacher.*

The intern's submissions can be found under each tab on the left side of the page. The mentor's assessment tool can be opened on the right side of the page. This allows the mentor to review the intern's submission while completing the assessment.

When the assessment has been completed, select SAVE at the bottom of the page.

Important Notes

Select "Save" if the assessments are not complete so that an assessment can be accessed again at a later time. Do not **SUBMIT** until ALL mentor assessments in the binder are completed.

Use the latest version of Google Chrome or Mozilla Firefox. Internet Explorer is not a compatible browser.

DO NOT use your browser back arrow. Navigate in Tk20 using the tabs and menus within Tk20.

DO NOT sign into Tk20 in multiple tabs or windows.

Wait until a page fully loads before taking a subsequent action.

*Look for the spinning icon.