



Field Experience II - Tk20 Guide for Cooperating Teachers

Once the evaluations become available, cooperating teachers are sent an email from noreply@tk20.com with a secure link for accessing the evaluations. An example of this email is below. Be aware that school and district email filters sometimes prevent delivery of this email.

From: "noreply@tk20.com<mailto:noreply@tk20.com>" <noreply@tk20.com<mailto:noreply@tk20.com>>

Date: Wednesday, October 9, 2019 at 2:19 PM

To: [Cooperating Teacher Email Address]

Subject: Field Assessment: for [Teacher Candidate]

Dear [Cooperating Teacher],

You have been assigned to supervise and evaluate [Teacher Candidate] at [Site]. Please click the link below or copy and paste the URL into your browser to complete and submit assessments associated with this placement.

[URL Listed Here]

If the link does not work, please copy and paste the following address into your browser.

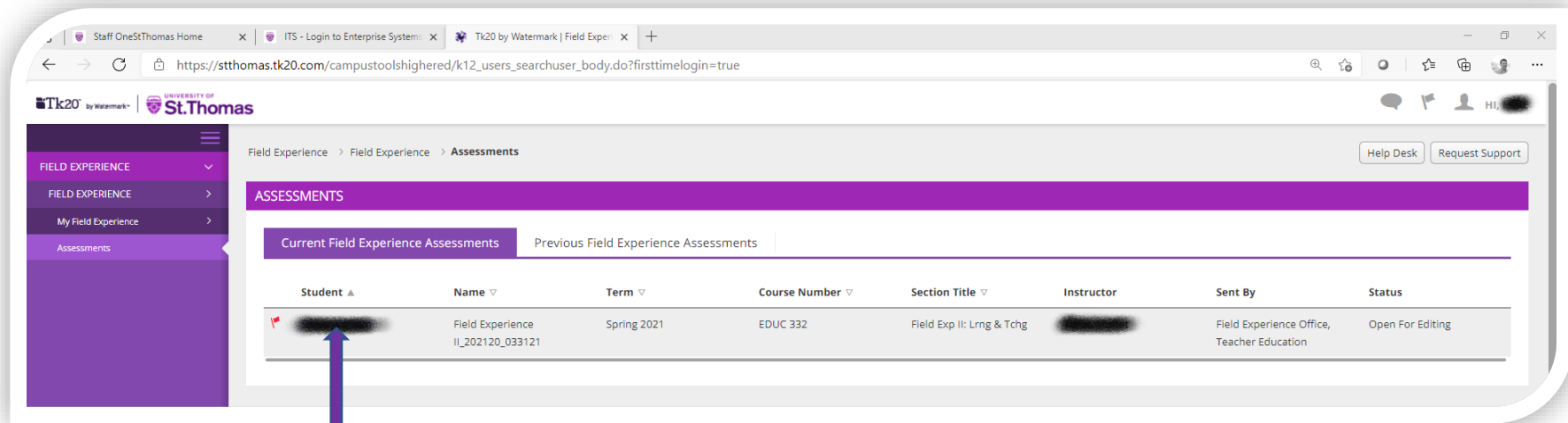
[URL Listed Here]

Thank you for your commitment and contributions to developing future educators. You are a part of the University of St. Thomas team and we could not do this without you.

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a time and do not open assessments or navigate the system in multiple browser windows or tabs.

Make sure to save this email. You will be able to access the associated assessments from the link provided.

Access Tk20 via the link in the email:



Click on the student name to access evaluation(s).

IMPORTANT NOTES:

- The right side of the split screen lists the evaluations you need to complete*
- Please note that the green 'Submit' button is to be used only after completing the 'Field Experience II – Cooperating Teacher Evaluation of Teacher Candidate'.
- Please do not attempt to use different browsers at the same time while accessing or completing this evaluation, and don't use the browser back button. This is also indicated in red text on the below screen as well as within each evaluation.



Staff OneStThomas Home x ITS - Login to Enterprise System x Tk20 by Watermark | Field Exper x +

https://stthomas.tk20.com/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&1d0311ac36d73d6a178804d3af9300f=com.tk20.webserver.utils.placement.AssessmentsB...

Field Experience II_202120_033121 [Print-Friendly View](#)

Title:
Field Experience II_202120_033121

Description:
This set of evaluations is completed by the cooperating teacher, university supervisor, faculty, and teacher candidate during the candidate's second field experience.

Due Date(s):
05/21/2021 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**

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
Field Experience II - Cooperating Teacher Evaluation of Teacher Candidate	The Candidate is required to plan and teach a 20 - 30 minute learning activity with students (either whole class or a small group). This activity should be part of a co-taught lesson, developed with assistance from the Cooperating Teacher and should support the lesson or unit being taught. The learning activity will be observed by a UST Supervisor and a follow-up discussion and PDI (Professional Development Interview) will be conducted. A written lesson plan, using the UST lesson plan format, is required, and must identify how the learning activity fits within the overall lesson. The lesson plan must be provided to the Supervisor & Cooperating Teacher 24 hours before the observation.	



To complete an evaluation, click on the name of 'Field Experience II – Cooperating Teacher Evaluation of Teacher Candidate'. Once you have clicked on the name of the form, the right-hand screen split will show the evaluation, similar to what is shown below.

Submit
Close

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.

< BACK

Field Experience II - Cooperating Teacher Evaluation of Teacher Candidate

Using the below rating scale, please observe and evaluate the teacher candidate by choosing the appropriate rating within the Learning Activity Domains and Professional Behaviors. If a domain component is not observed, please check the box 'N/A'.

- Requires Attention (1) The Candidate needs significant work in this area before they are ready to work in classrooms.
- Developing (2) The Candidate's interactions were at a satisfactory level for a beginning educator.
- Proficient (3) The Candidate demonstrated independent thinking/actions identifying their readiness to teach.
- Exemplary (4) The Candidate displayed the advanced practices and instructional decisions of a highly accomplished beginner.

Note: The following Minnesota Standards of Effective Practice are assessed in this evaluation above: Student Learning - 2A, 2B; Diverse Learners - 3L; Instructional Strategies - 4D, 4G; Learning Environment - 5A, 5D, 5E, 5K; Communication - 6H, 6J

LEARNING ACTIVITY OBSERVATION

Planning and Preparation*

	Requires Attention	Developing	Proficient	Exemplary	Score
Planning and Preparation <input type="checkbox"/> NA	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	Score
Rubric Score:					
Rubric Mean:					

Planning and Preparation - Please provide comments to communicate strengths or opportunities for improvement that support the given ratings. If you do not have any comments or have rated "N/A", please type "N/A" in this box.

Print-Friendly View





Follow the form instructions, using the scroll bar (indicated by the arrow above) to ensure all questions, prompts and criterion have been answered.

IMPORTANT NOTE:

- If you would like to save your current entries, need to pause your entries, or have completed your entries, scroll all the way to the bottom of the screen.
- Clicking 'Save' will save your current entries and you will remain in the evaluation form.
- Clicking 'Save and Close' will bring you back to the list of evaluations you need to complete.

Submit Close

Rubric Score:

Rubric Mean:

Professional Behaviors - Please provide comments to communicate strengths or opportunities for improvement that support the given ratings. If you do not have any comments or have rated "N/A" for all choices, please type "N/A" in this box.

GRADE

Total Score:
0

Total Mean:

Grade:

Save & Close Save

IMPORTANT NOTE:

- If you need to pause evaluation entries, click on 'Close' at the top of the right-hand screen split. This will take you to the initial screen where the teacher candidate name is listed.
- When ready to submit all evaluations, click on 'Submit' at the top of the right-hand screen split.



The screenshot shows a web form interface for entering rubric scores. At the top right, there are two buttons: a green 'Submit' button and a grey 'Close' button. Two blue arrows point to these buttons from the right side of the form. Below the buttons, the form contains the following fields and sections:

- Rubric Score:** A text input field.
- Rubric Mean:** A text input field.
- Professional Behaviors - Please provide comments to communicate strengths or opportunities for improvement that support the given ratings. If you do not have any comments or have rated "N/A" for all choices, please type "N/A" in this box.** A large text area for comments.
- GRADE** section:

 - Total Score:** A text input field containing the number '0'.
 - Total Mean:** A text input field.
 - Grade:** A text input field.

At the bottom right of the form, there is a green 'Save & Close' button.

Should you have any technical problems or questions, contact the School of Education Tk20 Unit Administrator at soedtk20@stthomas.edu or 651-962-4441.