

Field Experience II Evaluations – Tk20 Guide for Teacher Candidates

- Once the evaluations become available, you can login to Tk20 and view the evaluations here:
<https://stthomas.tk20.com/campustoolshighered/start.do>
- Recommended browsers are Google Chrome, Safari, and Firefox.
- Please note the instructions for logging in beneath the username and password fields.
- After logging in and arriving at the 'Home' screen, you will see a link under 'Pending Tasks' that reads "Please start the Field Experience Field Experience II_...".

The screenshot shows the Tk20 web application interface. On the left is a navigation menu with options: HOME, MESSAGES, TASKS, PREFERENCES, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is divided into two sections: 'RECENT MESSAGES' and 'PENDING TASKS'. The 'RECENT MESSAGES' section contains one message: 'Application Review Complete' received on 02/10/2021. The 'PENDING TASKS' section contains three tasks:

Name	Type	From	Due Date
Please send the Assignment Dispositions Assessment	Assignment	[Redacted]	06/04/2021
Please send the Assignment TE Lesson Design & Implementation	Assignment	[Redacted]	06/04/2021
Please start the Field Experience Field Experience II_202120_033121	Field Experience	Field Experience Office, Teacher Education	05/21/2021

A blue arrow points to the third task in the 'PENDING TASKS' table.

IMPORTANT: You can also access this task by navigating to the 'Field Experience>My Field Experience' menu in the left-hand navigation, as shown in the image below. You will see a blue link to access the same task.



Field Experience > Field Experience > **Field Experience** Help Desk Request Support

FIELD EXPERIENCE

Name	Start Date	Due Date	Status	Sent By	Placement
<input type="checkbox"/> Field Experience II_202120_033121	03/31/2021 11:25 AM	05/21/2021 11:55 PM	Open For Editing	Field Experience Office, Teacher Education	Faculty : Cooperating Teacher : University Supervisor :

Either link brings you to the following screen:

tk20 by Watermark UNIVERSITY OF St.Thomas Help Desk Request Support

Field Experience > Field Experience > Field Experience > **Field Experience II_202120_033121**

FIELD EXPERIENCE II_202120_033121

Field Experience II_202120_033121 Teacher Candidate (Student) Assignments and Evaluation Assessment Feedback

Field Experience Name: 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.

Start Date: 03/31/2021 11:25 AM

Due Date: 05/21/2021 11:55 PM

Note the four tabs **under the purple bar** :

- The first outlines basic information **and due date**.
- The second is 'Teacher Candidate (Student) Assignments and Evaluation'. This is the tab where you will complete your work.
- The third tab, 'Assessment', lists the evaluations to be completed by your instructor, university supervisor and cooperating teacher.
- The fourth tab, 'Feedback' is not applicable.



IMPORTANT:

- To complete your evaluations, click on the 'Teacher Candidate (Student) Assignments and Evaluation' tab. You **will** arrive at a screen similar to the below image.
- To begin an evaluation, click on the 'Select' button next to the attachment name.
- **Do not click on the green 'Submit' button until you have completed all your evaluations.**

The screenshot displays the Tk20 interface for a field experience evaluation. The left sidebar contains navigation links: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE (expanded), My Field Experience, Folders, and PORTFOLIOS. The main content area shows the breadcrumb trail: Field Experience > Field Experience > My Field Experience > Field Experience II_202120_033121. The current tab is 'Teacher Candidate (Student) Assignments and Evaluation'. The 'INSTRUCTIONS' section reads: 'Please complete the following: 1. For the 'Assignment', please upload a copy of the lesson you designed to co-teach during your field experience. This document should also include a reflection of this activity. Please review the Lesson Design & Reflection Rubric in your syllabus and/or Canvas course room for specific criteria and performance ratings language. 2. Self-assess your dispositions as teacher candidate using the 'Dispositions Assessment' rubric. 3. Complete a short evaluation of your field experience using the 'Teacher Candidate Evaluation of Field Experience' rubric.' The 'ATTACHMENT(S):' section lists three items, each with a 'Select' button and 'Not Submitted' status: 'Assignment', 'Dispositions Assessment', and 'Teacher Candidate Evaluation of Field Experience'. A fourth 'Additional Attachment' is also listed with a 'Select' button. At the bottom right, there are buttons for 'Submit', 'Save', and 'Close'. A blue arrow points to the 'Teacher Candidate (Student) Assignments and Evaluation' tab, and three blue arrows point to the 'Select' buttons for the three main attachments.

For each evaluation:

- Complete all requested information, which may consist of free text fields, rubric evaluation measures, and the ability to add files to the evaluation.
- To save your entries click the 'Add' button at the bottom of the evaluation, as shown by the image below.
- If you wish to suspend your entries simply click 'Cancel'.

The screenshot shows a form with the following elements:

- TOTAL** and **GRADE** labels at the top.
- Total Score:** A field with a value of **0.0**.
- Total Mean:** A field with a value of **0.0**.
- Attached Documents:** A section containing a green button labeled **+ Select Files** and a grey drag-and-drop area with the text *Drag and drop files here*.
- At the bottom right, there are two buttons: a green **Add** button and a red **Cancel** button.

Annotations in the image include:

- A blue arrow pointing from the **Attached Documents** label to the **+ Select Files** button.
- A blue arrow pointing from the **Attached Documents** label to the drag-and-drop area.
- A blue arrow pointing from the **Attached Documents** label to the **Add** button.
- A blue arrow pointing from the **Attached Documents** label to the **Cancel** button.

- After clicking 'Add' or 'Cancel', you will be brought back to the 'Teacher Candidate (Student) Assignments and Evaluation' tab.
- After completing all evaluations in your list, you can click 'Submit', as shown in the below image.
- You also have the option to 'Save' or 'Close' out of this task and submit later.



- HOME >
- APPLICATIONS >
- ARTIFACTS >
- COURSES >
- FIELD EXPERIENCE ▾
- FIELD EXPERIENCE ▾
- My Field Experience ▾
- Folders
- PORTFOLIOS >

Field Experience > Field Experience > My Field Experience > Field Experience II_202120_033121

FIELD EXPERIENCE II_202120_033121

Field Experience II_202120_033121

Teacher Candidate (Student) Assignments and Evaluation

Assessment

Feedback

INSTRUCTIONS

Please complete the following:

1. For the 'Assignment', please upload a copy of the lesson you designed to co-teach during your field experience. This document should also include a reflection of this activity. Please review the Lesson Design & Reflection Rubric in your syllabus and/or Canvas course room for specific criteria and performance ratings language.
2. Self-assess your dispositions as teacher candidate using the 'Dispositions Assessment' rubric.
3. Complete a short evaluation of your field experience using the 'Teacher Candidate Evaluation of Field Experience' rubric.

ATTACHMENT(S):

Assignment:

Select

Not Submitted

Dispositions Assessment:

Select

Not Submitted

Teacher Candidate Evaluation of Field Experience:

Select

Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

Select



Submit

Save

Close

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