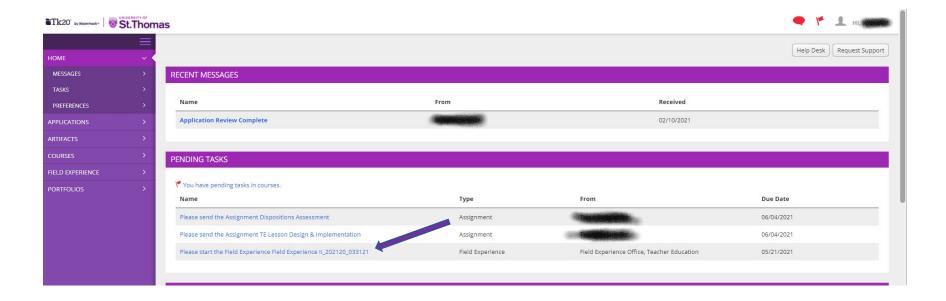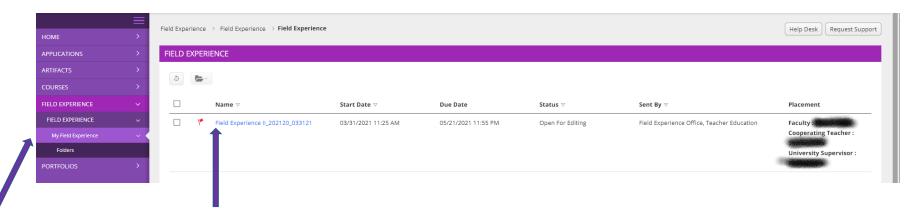# Field Experience II Evaluations – Tk20 Guide for Teacher Candidates
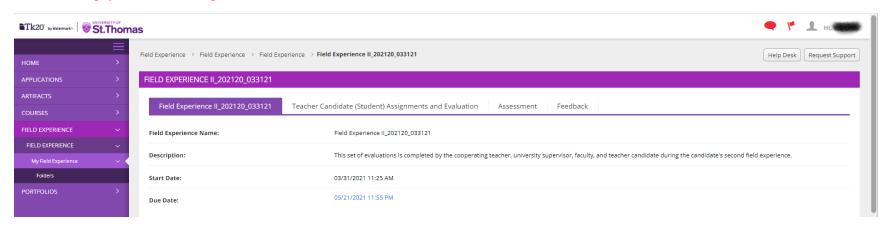
- Once the evaluations become available, you can login to Tk20 and view the evaluations here:
  https://stthomas.tk20.com/campustoolshighered/start.do
- Recommended browsers are Google Chrome, Safari, and Firefox.
- Please note the instructions for logging in beneath the username and password fields.
- 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_…".

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.

Either link brings you to the following screen:
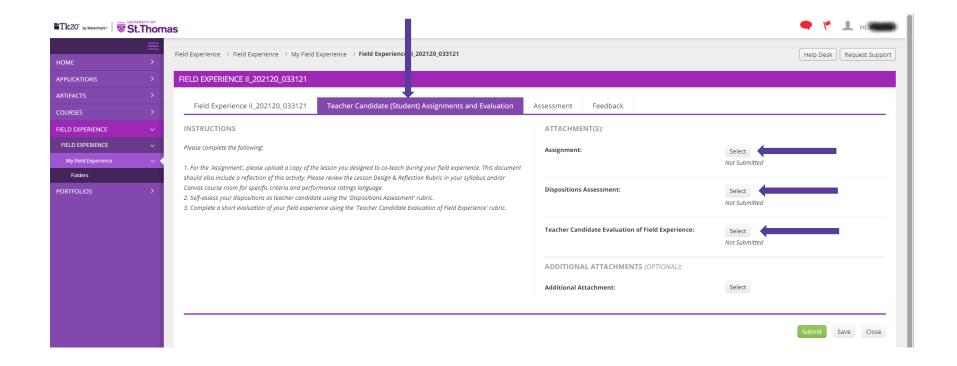

Note the four tabs under the purple bar :

- 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.
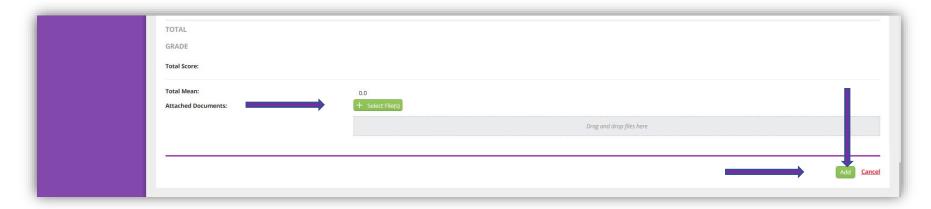- The fourth tab, 'Feedback' is not applicable.

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.
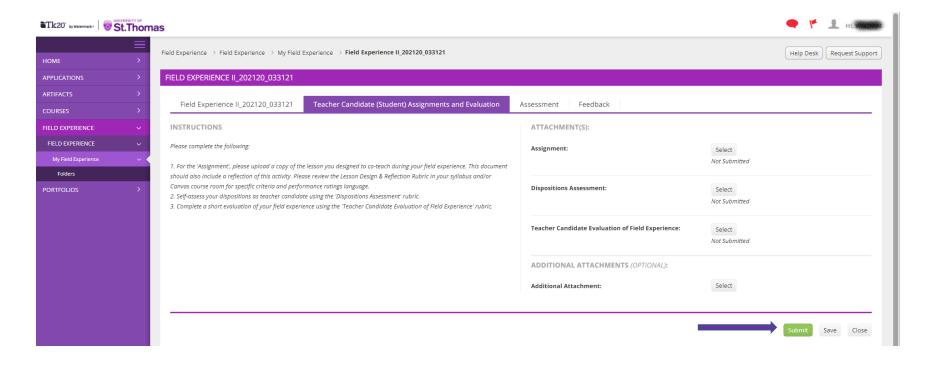- **Do not click on the green 'Submit' button until you have completed all your evaluations**.

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'.

- 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.

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