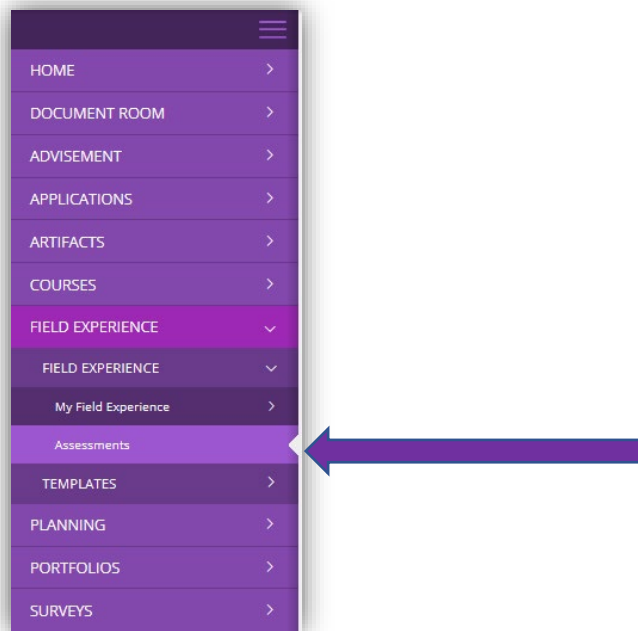School of Education | UNIVERSITY OF St.Thomas

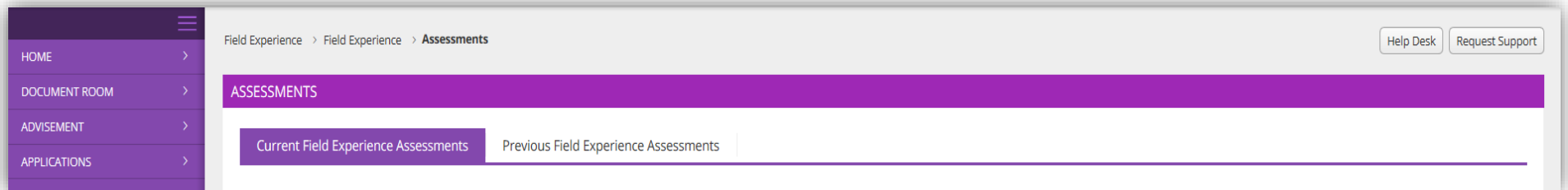**Field Experience II Evaluations - Tk20 Guide for University Supervisors**

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, navigate to the 'Field Experience>Assessments' left-hand navigation, as pictured below:

You will see a screen with two tabs: 'Current Field Experience Assessments' & 'Previous Field Experience Assessments'.
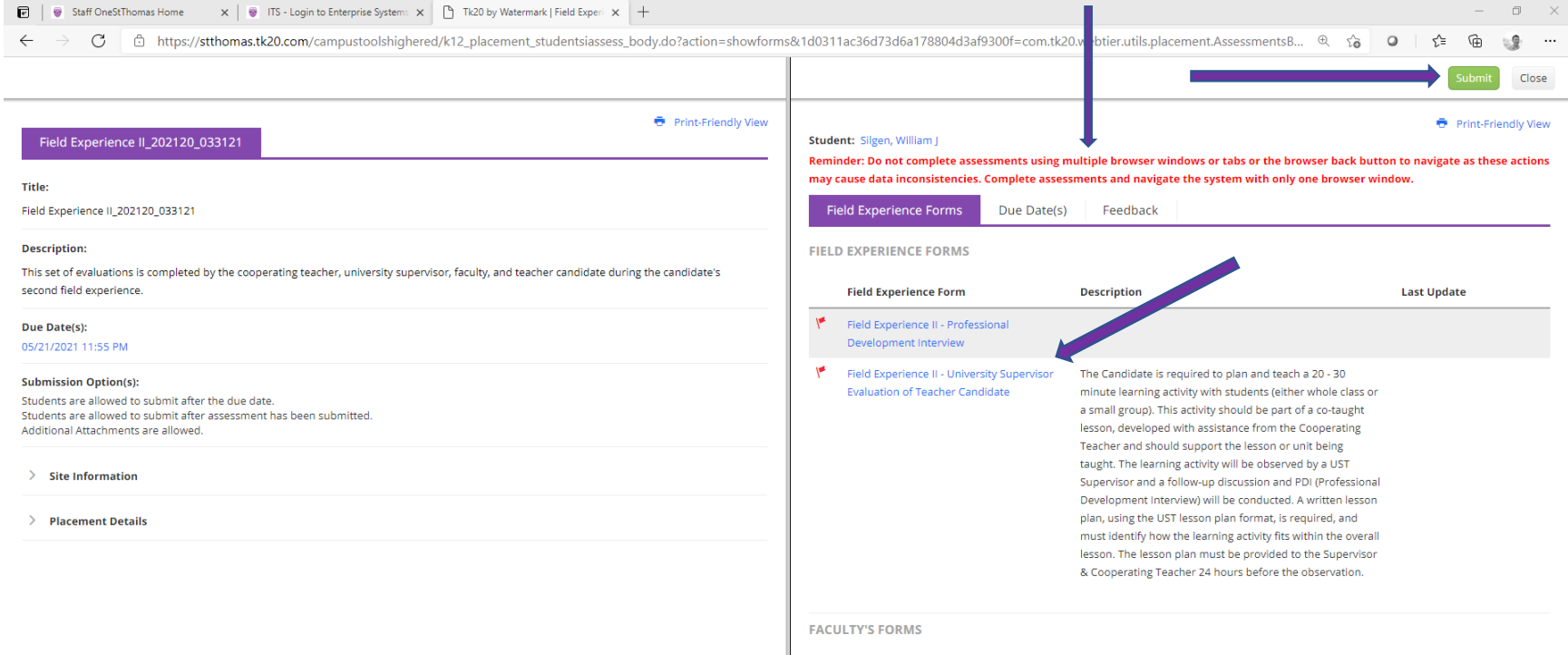

- The respective tabs list teacher candidates you are either currently supervising or have supervised in the past. To access the evaluations for a given candidate, click on the candidate's name (blue link).

- Once you click on the teacher candidate name, a split screen will appear, as shown below.
- The split on your left is text that the teacher candidate will view as part of their evaluations.
  The split on the right will list the evaluations you need to complete*, as well as those for completion by the cooperating teacher, (listed as 'Mentor Teacher').

IMPORTANT NOTES:
- Please note that the green 'Submit' button is to be used only after completing all your evaluations.
- Please do not attempt to complete multiple evaluations at the same time via different browsers or use the browser back button. This is also indicated in red text on the below screen as well as within each evaluation.

To complete an evaluation, simply click on the name of the 'Field Experience Form' (as indicated by the arrow above).

IMPORTANT NOTE:

- Follow the form instructions. Use the scroll bar to ensure all questions, prompts and criterion have been answered.
- 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 on 'Save and Close' will bring you back to the list of evaluations you need to complete.

Submit   Close

SUMMATIVE EVALUATION: COMPLETED BY UST UNIVERSITY SUPERVISOR

Based on the discussion with the candidate following the completion of their teaching activity, is it your professional recommendation that the teacher candidate demonstrates the knowledge and skills to enter the Advanced Candidacy level of the teacher preparation program?*

○ YES
○ NO

GRADE

Total Score:
0

Total Mean:

Grade:

Save & Close   Save

IMPORTANT NOTE:

- If you need to pause evaluation entries altogether, you can click 'Close' at the top of the right-hand screen split. Clicking on this button will take you to the initial screen where your teacher candidate name was listed.
- Once you are ready to submit all evaluations, click 'Submit' at the top of the right-hand screen split.

Submit   Close

SUMMATIVE EVALUATION: COMPLETED BY UST UNIVERSITY SUPERVISOR

Based on the discussion with the candidate following the completion of their teaching activity, is it your professional recommendation that the teacher candidate demonstrates the knowledge and skills to enter the Advanced Candidacy level of the teacher preparation program?*

○ YES

○ NO

GRADE

Total Score:

0

Total Mean:

Grade:

Save & Close   Save

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