
TK20 User's Manual

For Dietetics Interns

Prepared August 2014

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1. TK20 Login

First, login to My Northwest. (<https://my.nwmissouri.edu/cp/home/displaylogin>). You will use the same username and password as your NW email account. If your password does not work, use the "Northwest Network and Email Password Off-Campus" option on this website: <http://www.nwmissouri.edu/compserv/Passwords/changepasswords.htm>. If this does not work, please contact the IT department at 660-562-1634.

Hint: Google Chrome must be your browser when using Tk20.

Click on the TK20 logo on the right side of the page. It is shaped like an apple.

The screenshot shows the My Northwest website interface. At the top, there is a navigation bar with the "my NORTHWEST" logo on the left and various utility icons on the right, including "TK20" (shaped like an apple), "eCompanion eCourse", "Web Outlook", "Directory", "Pay Bill", "University Calendar", "Groups", "Logout", and "Help". Below the navigation bar is a secondary menu with links like "Home", "CatPAWS", "Residence Halls", "Student Life", "Student Services", "Strategic Planning", "Campus Connections", "Human Resources", "Library", "Campus Services", "Campus Activities", and "My Tab".

The main content area is divided into several sections:

- Campus-Wide Announcements:** A box stating "There are no announcements".
- Personal & Group Announcements:** A box with a link for "A/P Council Meetings".
- Northwest Flickr:** A video player showing two people sitting on a stage with balloons.
- Daily Northwest Events:** A calendar for August 23, Friday, listing events such as "Bearcat Marching Band Pre-Season Practice Camp", "Department Planning/Development", "Missouri Academy Second-Year students move-in", "Online Verification Available", "Student Payday", "Advantage", "Textbook Pickup", "Upperclassmen Move-In", and "Choir auditions (Tower Choir and NW Madraliers/Celebration)".
- Quick Links:** A list of links including "Student Employment", "Employment Opportunities", "Parking Lots", "Final Exam Schedule", and "Student Evaluations of Teacher Behavior".
- myNorthwest Classifieds - Newest Items:** A table of classified ads with columns for "Classified Ad", "Category", and "Posted Date".
- Shoutbox:** A "Shout out!" section with a message from Elizabeth Holmes: "Looking for a third roommate for the fall or spring semester?? \$250 a month rent".

Click on the TK20 logo once more

my **NORTHWEST**

Back to Home Tab

eCompanion eCourse Web Outlook Directory Pay Bill **TK20** University Calendar Groups Logout Help

TK20 Assessment System

Next Stop, Tk20!

You are almost ready to access the data management system that is helping education students and faculty organize, store and score their work.

For faculty members, university supervisors and students who have already purchased a Tk20 subscription, please click this logo:



TK20
TK20 Login

Students Purchasing Tk20

If you are a student who needs to purchase a Tk20 subscription, please follow these instructions:

1. Click on the Tk20 logo above
2. On the following error page, click on the link titled "register or purchase new account"
3. When prompted for your "username", enter your 919 number
4. If you have purchased a Tk20 booklet at the bookstore, enter the code provided in the booklet
5. If you would like to purchase your subscription online, enter your credit card information

NOTE: After logging into Tk20 for the first time all users will be locked out of the system for 48 hours while their information is confirmed. This period will last longer if incorrect information has been input by the user.

Please contact Tk20@nwmissouri.edu with problems related to purchasing your subscription.

University Supervisors Who Cannot Login to Tk20

If you are a university supervisor who has been able to login to myNorthwest but cannot login to Tk20 by clicking on the above logo, please request assistance at Tk20@nwmissouri.edu

Learn to Use Tk20

For more information and updates about Tk20, along with training resources explaining how to use every facet of Tk20, please view our update site here:

<http://www.nwmissouri.edu/dept/peu/tess/tk20/index.htm>

Also, Tk20 has provided tutorials that users may find useful here:

- Faculty Tutorials
- Student Tutorials

2. Field Experience Binder

A Field Experience Binder on Tk20 is a shared space on the system where you and your preceptors can load material. You will receive one initial binder, and then one additional binder for each internship placement. You may or may not have to upload forms to these binders. Kelli Wilmes will instruct each intern on what they should upload to Tk20, if anything.

Assessments that your preceptors complete can be viewed in placement binders any time by clicking into a binder and clicking on the tab titled “assessments”.

The screenshot shows the Tk20 web interface. At the top, a navigation bar includes 'Home', 'Applications', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. A yellow callout box points to the 'Field Experience' tab with the text: "Click on the 'Field Experience' tab to see links to your binders." Below the navigation bar, a sidebar on the left shows 'Field Experience' and 'Field Experience' with an 'Inbox' icon. The main content area is titled 'Field Experiences' and contains a table with the following columns: Name, Start Date, Due Date, Status, Sent By, and Placement. The table lists several binders, including 'Dietetics Initial Binder' and multiple 'Dietetics Internship Placement Binder' entries. A red flag icon is visible next to the first 'Dietetics Internship Placement Binder' entry. A yellow callout box points to this red flag with the text: "The red flag indicates a pending binder. Click on the name of the binder to open it". A large blue rectangular area is present on the right side of the table, partially obscuring the 'Placement' column.

| Name | Start Date | Due Date | Status | Sent By | Placement |
|---|---------------------|---------------------|------------------|------------------|-----------|
| Dietetics Initial Binder | 08/01/2014 01:40 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |
| Dietetics Internship Placement Binder | 08/01/2014 03:52 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |
| Dietetics Internship Placement Binder | 08/01/2014 03:52 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |
| Dietetics Internship Placement Binder | 08/01/2014 03:52 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |
| Dietetics Internship Placement Binder | 08/01/2014 03:52 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |
| Dietetics Internship Placement Binder | 08/01/2014 03:52 PM | 07/31/2015 11:55 PM | Open For Editing | McBride, Michael | |

This is the inside of an initial binder.
Notice different tabs for different forms.

Edit Dietetics Initial Binder
Save Draft Submit Cancel without Saving

- Dietetics Initial Binder
- Background Check
- FERPA Release
- Final Transcript
- DDP Verification Form
- Medical Forms/Records
- Insurance Forms
- Medical Certifications
- Miscellaneous
- Assessment
- Standards
- Extensions
- Fee

Dietetics Initial Binder >

Dietetics Initial Binder

Please Note:
To complete this field experience, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here to begin.

Field Experience Name

Description

Start Date 08/01/2014 01:40:07 PM

Due Date 07/31/2015 11:55:00 PM



Save Draft Submit Cancel without Saving

Northwest Missouri State | CampusTools HigherEd | https://tk20.nwmissouri.edu/campustoolshighered/k12_coursebindersAction.do?action=portfolios&-28092e3a1d41d8d814793584437-7f5b=com.tk20.webtie

NORTHWEST MISSOURI STATE UNIVERSITY | Tk20™ | Help | Logout

Applications | Courses | Artifacts | Portfolios | Field Experience

perience << | Edit Dietetics Internship Placement Binder

Save Draft | Submit | Cancel without Saving

Dietetics Internship Placement Binder | MNT 1 | MNT 2 | Foodservice Management | Community | Child and Adolescent | Sports Nutrition | Elective | WIC | Assessment | Standards | Extensions | Feedback

Dietetics Internship Placement Binder >

Dietetics Internship Placement Binder

Create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here to begin.

Description

Start Date 08/01/2014 03:52:18 PM

Due Date 07/31/2015 11:55:00 PM

Site information

| | |
|----------|--|
| Name | Astoria Head Start |
| Site ID | 80004 |
| Address1 | 785 Alameda Ave, PO Box 884, Astoria, OR 97103 |
| Address2 | |
| District | Dietetics |
| City | |

This is the inside of a placement binder. No matter what kind of binder, forms will be uploaded the same way.

Step 1: Click on the tab where you will upload your work.

Northwest Missouri State | CampusTools HigherEd | https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditableportfolio_body.do

NORTHWEST MISSOURI STATE UNIVERSITY | Help | Logout | Tk20

Home | Applications | Courses | Artifacts | Portfolios | Field Experience

Field Experience << Edit Dietetics Internship Placement Binder

Save Draft | Submit | Discard Changes | Draft autosaved at 12:34 PM

| | | | | | | | | | | | | |
|---------------------------------------|-------|-------|------------------------|-----------|----------------------|------------------|----------|-----|------------|-----------|------------|-----|
| Dietetics Internship Placement Binder | MNT 1 | MNT 2 | Foodservice Management | Community | Child and Adolescent | Sports Nutrition | Elective | WIC | Assessment | Standards | Extensions | Fee |
|---------------------------------------|-------|-------|------------------------|-----------|----------------------|------------------|----------|-----|------------|-----------|------------|-----|

| Type | Status | Title | Reflection | Standards |
|-----------------------|------------|--------------------------------------|------------|--------------------------------------|
| Facility Form | Unattached | Click here to Attach | | Click here to Attach |
| Preceptor Form | Unattached | Click here to Attach | | Click here to Attach |
| CDR Card | Unattached | Click here to Attach | | Click here to Attach |
| Resume | Unattached | Click here to Attach | | Click here to Attach |
| Affiliation Agreement | Unattached | Click here to Attach | | Click here to Attach |
| New Item | | Click here to Attach | | |

nt Date and Time: 08/04/2014 12:34:17 PM | Powered by Tk20 HigherEd

Step 2: click on the appropriate "click here to attach" link under the "title" column. So, the first "click here to attach" will be for the facility form, the second for the preceptor form, and so on.

Northwest Missouri State | CampusTools HigherEd | https://tk20.nwmissouri.edu/campustoolshighered/k12_courses_coursebinder_artifactwizard_body.do?action=attachFromTab&placeholderPk=-28092e3a1d41

NORTHWEST MISSOURI STATE UNIVERSITY | Help | Logout | Tk20

Home | Field Experience | Field Experience | Inbox

Select Artifact

Create a new Facility Form

OR

Please select an existing artifact from the list below.

Search by Title

Facility Form Artifact

| Title | Type | Last Update |
|---|------|-------------|
| <input type="button" value="Continue"/> <input type="button" value="Cancel"/> | | |

Step 3: click "continue" to create a new artifact.

Northwest Missouri State | CampusTools HigherEd | https://tk20.nwmissouri.edu/campustoolshighered/k12_courses_coursebinder_artifactwizard_body.do?action=attachFromTab&placeholderPk=-28092e3a1d41

CREATE A NEW FACILITY FORM

Artifact Details

Title*

Description

Please upload file here: *Drag and drop file here*

Attached Documents *Drag and drop files here*

Step 4: click "select file" next to "please upload file here", then search for file and upload it.

Step 5: when the file is uploaded, click "save".

Northwest Missouri State | CampusTools HigherEd | https://tk20.nwmissouri.edu/campustoolshighered/k12_coursebindersAction.do?action=portfolios&-28092e3a1d41d8d814793584437-7f5b=com.tk20.webtie

Home Applications Courses Artifacts Portfolios

Field Experience << Edit Dietetics Internst

Field Experience
Inbox

Dietetics Internship Placement Binder MNT 1 MNT 2 Foodservice Management Community Child and Adolescent Sports Nutrition Elective WIC Assessment Standards Extensions

HINT: You can click on the tab titled "Assessment" to view assessment results completed by your preceptor. Ignore the tabs titled "Standards", "Extensions" and "Feedback".

Dietetics Internship Placement Binder >

Dietetics Internship Placement Binder

Please Note:
ence, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Dietetics Internship Placement Binde

08/01/2014 03:52:18 PM
07/31/2015 11:55:00 PM

When brought back to this page, you may click "save draft" to leave the binder or click on the next tab to upload more forms

When all forms are uploaded into each binder, click the green "submit" button

3. Contact Information

First step:

If you have questions about the Dietetics program or what forms need to be uploaded to Tk20, contact Kelli Wilmes at WILMESK@nwmissouri.edu.

Second step:

Consult Tk20 Information website:
<http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm>

Third step:

Contact us using the Tk20 email account: mam77@nwmissouri.edu

Fourth step:

Finally, if no answer is heard back within two days, contact Mike McBride directly at 660-562-1089.