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# TK20 User's Manual

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For Preceptors

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Prepared August 2014

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## 1) TK20 Login

Enter the URL:

<https://tk20.nwmissouri.edu/campustoolshighered/start.do>

HINT: Only use Google Chrome as your browser when utilizing Tk20.

The screenshot shows the login page of the TK20 system. At the top left is the Northwest Missouri State University logo. At the top right is the Tk20 logo. The main content area has a login form with fields for 'Username' and 'Password', and a 'Login' button. To the right of the form is a 'Helpful Resources' section with a link to 'Additional Info'. Below the login form is a link for 'FOR COOPERATING TEACHERS ONLY' to 'Forgot your username or password?'. A yellow box with a blue circle '2' points to the login form, containing instructions to enter the username and password and click the login button. A yellow box with a blue circle '1' points to the URL in the address bar. A hint box says 'HINT: Only use Google Chrome as your browser when utilizing Tk20.' The footer shows 'Powered by Tk20 CampusTools' and 'Current Date and Time: 08/07/2013 01:51:16 PM'.

Username

Password  Login

Helpful Resources

Additional Info

FOR COOPERATING TEACHERS ONLY  
Forgot your username or password?

For questions regarding this system, please contact your system administrator.

Click here to purchase or register your student account

Powered by Tk20 CampusTools

Current Date and Time: 08/07/2013 01:51:16 PM

This is the home screen that appears after successful login.

There are two tabs:

- 1) Home
- 2) Field Experience

The screenshot shows the home screen of the TK20 system after a successful login. The address bar shows the URL 'https://tk20.nwmissouri.edu/campustoolshighered/k12\_mypage\_requestaccess\_body.do'. The top navigation bar has 'Home' and 'Field Experience' tabs, with 'Field Experience' selected. To the right of the tabs are links for 'Help' and 'Logout'. A yellow box with a blue circle '3' points to the 'Field Experience' tab. A yellow box with a blue circle '2' points to the 'Login' button on the previous page. A yellow box with a blue circle '1' points to the URL in the address bar. A hint box says 'HINT: Only use Google Chrome as your browser when utilizing Tk20.' The main content area shows a 'Welcome' message with a blue box containing the user's name. Below the welcome message are sections for 'Recent Messages', 'Pending Tasks', and 'Today's News'. The footer shows 'Powered by Tk20 CampusTools' and 'Current Date and Time: 08/07/2013 01:59:53 PM'.

Home Field Experience

Help Logout

Welcome [Name]

Recent Messages

Name	From	Received
There are no messages in your inbox.		

Pending Tasks

Name	Type	From	Received	Due Date
There are no pending tasks in your inbox.				

Today's News Archived News

Today's News

Powered by Tk20 CampusTools

Current Date and Time: 08/07/2013 01:59:53 PM

## 2) Field Experience Binder

Click "Field Experience" tab

NOTE: Click "Previous Field Experience Assessments" to find most binders.

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

1 Pending Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
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You do not currently assess any students.

Powered by Tk20 CampusTools

Current Date and Time: 08/07/2013 01:49:05 PM

Click the link with the intern's name in order to access the binder.

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

1 Pending Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
1	Dietetics Internship Placement Binder	Summer 2014	99999	Dietetics Internship 2014	Wilmes, Kelli	Michael McBride	

Binders with incomplete assessments will have a red flag in front.

### 3) Assessing Your Intern

A split screen appears after clicking the binder link. Assessments will be on the right.

Name of the intern appears here.

Click on the appropriate assessment tool and complete all of its fields as required. There are two. They are an observation form used formatively and a final observation form.

The red flag in front of the assessment tool indicates that it has not been completed yet.

The screenshot shows a web browser window with the URL [https://tk20.nwmissouri.edu/campustoolshighered/k12\\_placement\\_studentsiassess\\_body.do?action=showforms&-28092e3a1d41d8d814793584437-7e4d=cc](https://tk20.nwmissouri.edu/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-28092e3a1d41d8d814793584437-7e4d=cc). The page is titled "Dietetics Internship Placement Binder" and has tabs for "Standards" and "Assessment Tools". The left sidebar shows a breadcrumb trail: "Dietetics Internship Placement Binder >". The main content area on the right is split into two sections. The top section, "Field Experience Forms", shows a table of pending forms. The bottom section, "University Supervisor/Content Supervisor's Assessments", shows a table for supervisor assessments. A red flag icon is visible next to the "ISPP Observation Form" and "ISPP Final Observation Form" in the table.

Field Experience Form	Description	Last Update
ISPP Observation Form	This is an evaluation of dietetics interns. This will be completed by their supervisors (Preceptors).	
ISPP Final Observation Form	This is an evaluation of dietetics interns. This will be completed by their supervisors (Preceptors).	

Assessment Tools	Last Update
Yes/No FE Form	

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https://tk20.nwmissouri.edu/campustoolshighered/k12\_placement\_studentsiassess\_body.do?action=showforms&-28092e3a1d41d8d814793584437-7e4d=α

**Dietetics Internship Placement Binder** Standards

**Dietetics Internship Placement Binder >**

**Dietetics Internship Placement Binder**

Field Experience Name Description

Student: [Redacted]

<< Back

Please do not use the browser back button while completing field experience assessments as it may cause data inconsistencies.

Save Draft Cancel without Saving

**Preceptors please score your interns based on the criteria below.**

**Section 1: Demographics**

Name of Intern \* [Text Box]

Rotation \* [Text Box]

Facility \* [Text Box]

Preceptor \* [Text Box]

Preceptor Email \* [Text Box]

**Section 2: Professional Attributes**

Please score the intern based on the following scale: 4=Proficient: Demonstrates additional knowledge, skills, and experience in a focus area of dietetics practice; above entry-level practice. 3=Competent: Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions. 2=Beginner: Requires supportive or directive cues occasionally; applies principles accurately with occasional cues; works at acceptable standards. 1=Novice: Requires frequent supportive and occasional directive cues; identifies principles but needs direction to identify application. Not Applicable.

Please score the intern based on the following scale:

Criterion	Performance Rating				
	Proficient	Competent	Beginner	Novice	Score

Hint: You can drag the split screen left to improve visibility.

Please complete the open text items and the rating scales. You can ignore the "grade" and "total score" prompts. When done, click "save draft".

Northwest Missouri State CampusTools HigherEd

https://tk20.nwmissouri.edu/campustoolshighered/k12\_placement\_studentsiassess\_body.do?action=showforms&-28092e3a1d41d8d814793584437-7e4d=α

**Dietetics Internship Placement Binder** Standards

**Dietetics Internship Placement Binder >**

**Dietetics Internship Placement Binder**

Field Experience Name Description

Student: [Redacted]

Assessment Tools Extensions Feedback

**Field Experience Forms**

4 Pending Field Experience Forms Open for Editing

Field Experience Form	Description	Last Update
ISPP Observation Form	This is an evaluation of dietetics interns. This will be completed by their supervisors (Preceptors).	
ISPP Final Observation Form	This is an evaluation of dietetics interns. This will be completed by their supervisors (Preceptors).	

Save Submit Close

**University Supervisor/Content Supervisor's Assessment**

University Supervisor/Content Supervisor: Kelli Wilmes

Assessment Tools

Yes/No FE Form

Now back at the binder main page, please click the "save" button. When you have done this for both forms, click the green "submit" button.

Hint: A common mistake is to click "submit" before all forms are done. "Save" often, but "submit" once.

### 3). Common Errors in the TK20 System and Contact Information

	Problem	Solution
1.	Log in	If you cannot log in to TK20, please email <a href="mailto:mam77@nwmissouri.edu">mam77@nwmissouri.edu</a> for assistance. A new password will be sent to you.
2.	Submitted Field Experience Binders before completing all of the assessments.	In this case too, you should contact <a href="mailto:mam77@nwmissouri.edu">mam77@nwmissouri.edu</a> .

If you and your interns have questions about Tk20, please utilize the following process. This process should help us avoid any communication bottleneck.

First stop:

Information related to your use of Tk20 will be posted on a “Dietetics” section of our Tk20 website: <http://www.nwmissouri.edu/dept/peu/tess/tk20/>

Second stop:

If you still can’t find the answer, please email us at [mam77@nwmissouri.edu](mailto:mam77@nwmissouri.edu).

Fourth stop:

If you do not hear back within two days, please contact Michael McBride at 660-562-1089.