TK20 User's Manual

For Cooperating Teachers

Prepared January 2015

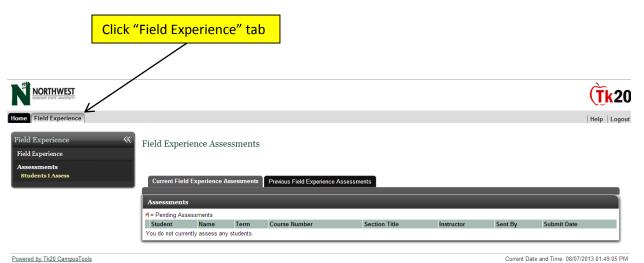
Content

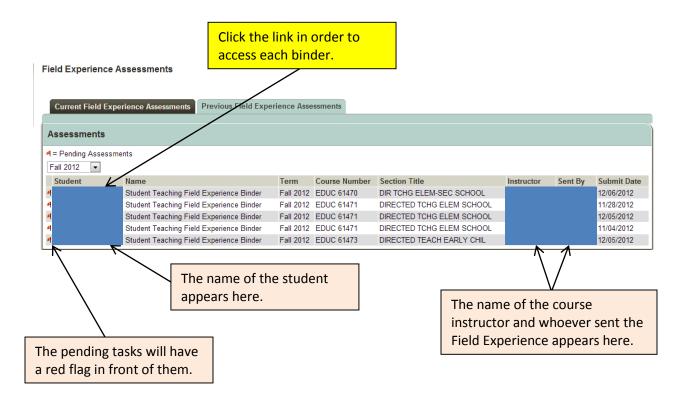
Click the Topic

| 1) | TK20 Login | 2 |
|----|--------------------------------|---|
| | Field Experience Binder | |
| - | View Student's Artifacts | |
| • | Assessing Your Student Teacher | |
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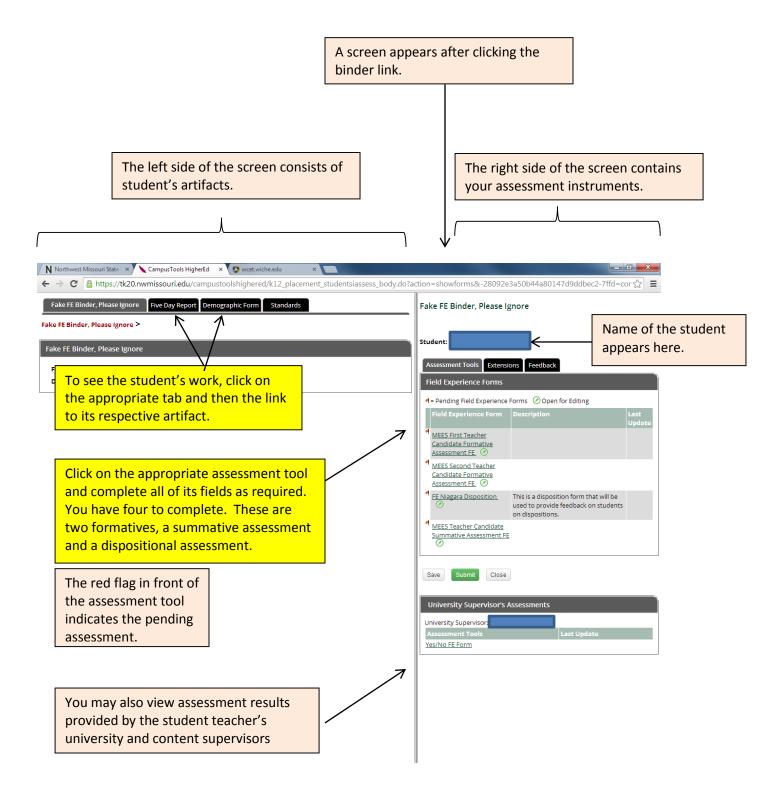
1) TK20 Login Enter the URL: https://tk20.nwmissouri.edu/campustoolshighered/start.do HINT: Only use Google Chrome as your browser when utilizing Tk20. → C A https://tk20.nwmissouri.edu/campustoolshighered/klogin_menu.do (Tk20 Helpful Resources Login 2 FOR COOPERATING TEACHERS ONLY Forgot your username or password? For questions regarding this system, please contact your system administrator Enter your username and password and click the Login button. You should have received these by email from Mike McBride. If you have not, or if your login does not work, please contact him at mam77@nwmissouri.edu. Click here to purchase or register your st 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 tk20.nwmissouri.edu/campustoolshighered/k12_mypage_requestaccess_body.do Your name appears here Welcome There are no messages in your inbox

2) Field Experience Binder

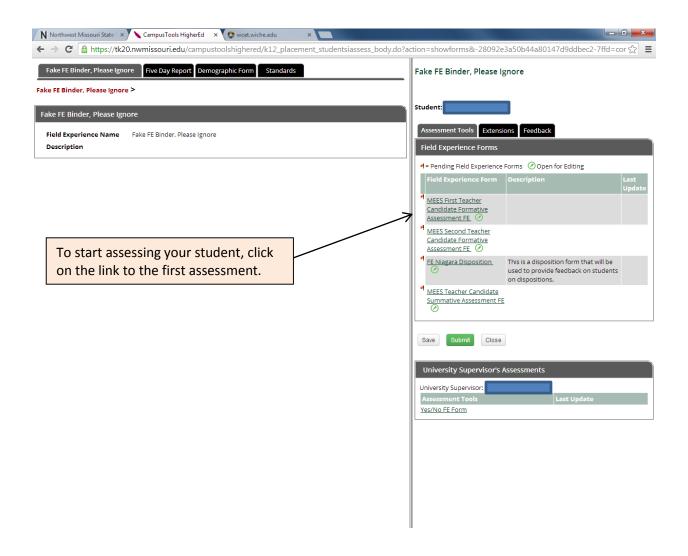


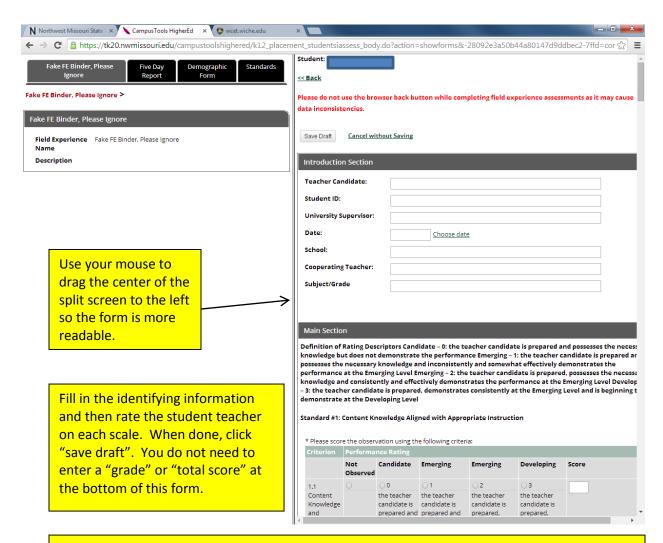


3) View Student's Artifacts



4) Assessing Your Student Teacher





When brought back to the binder main page click "save" again. When you are ready to assess the other forms, reopen the binder and begin the process again with the next form. The formative forms should be completed first, and the summative and disposition assessments should be done at the end of the student's placement.

When all four assessments are completed and saved, click "submit" on the binder main page.

5) Common Errors in the TK20 System and Contact Information

| | Problem | Solution |
|----|--|--|
| 1. | Log in | If you cannot log in to TK20, please email mam77@nwmissouri.edu 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 mam77@nwmissouri.edu . |

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

First stop:

Please refer to the training materials available on our website http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm

Second stop:

Please contact your University Supervisor

Third stop:

Email us at mam77@nwmissouri.edu.

Fourth stop:

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