
TK20 User's Manual

For Cooperating
Teachers

Prepared January 2015

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Click the Topic



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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 Information'. Below the login form is a link for 'FOR COOPERATING TEACHERS ONLY' to 'Forgot your username or password?'. At the bottom left is a link to 'Click here to purchase or register your student account'. At the bottom right is a note: 'For questions regarding this system, please contact your system administrator:'. A yellow box with text is overlaid on the page, and a blue circle with the number '2' points to the 'Login' button.

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.

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. At the top left is the Northwest Missouri State University logo. At the top right is the Tk20 logo. Below the logos are two tabs: 'Home' and 'Field Experience'. The 'Field Experience' tab is selected. To the right of the tabs is a 'Welcome' message followed by a blue box containing the user's name. To the right of the 'Welcome' message is a box with the text 'Your name appears here'. Below the 'Welcome' message are two sections: 'Recent Messages' and 'Pending Tasks'. The 'Recent Messages' section has a table with columns 'Name', 'From', and 'Received'. The 'Pending Tasks' section has a table with columns 'Name', 'Type', 'From', 'Received', and 'Due Date'. Below these sections are two tabs: 'Today's News' and 'Archived News'. The 'Today's News' tab is selected. At the bottom left is a link to 'Click here to purchase or register your student account'. At the bottom right is a note: 'For questions regarding this system, please contact your system administrator:'. A yellow box with text is overlaid on the page, and a blue circle with the number '3' points to the 'Field Experience' tab.

Home

Field Experience

Welcome [Name]

Your name appears here

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

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

2) Field Experience Binder

Click "Field Experience" tab

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

🚩 = Pending Assessments

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

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

Click the link in order to access each binder.

Field Experience Assessments

Current Field Experience Assessments Previous Field Experience Assessments

Assessments

🚩 = Pending Assessments

Fall 2012

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61470	DIR TCHG ELEM-SEC SCHOOL			12/06/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			11/28/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			12/05/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61471	DIRECTED TCHG ELEM SCHOOL			11/04/2012
🚩	Student Teaching Field Experience Binder	Fall 2012	EDUC 61473	DIRECTED TEACH EARLY CHIL			12/05/2012

The name of the student appears here.

The pending tasks will have a red flag in front of them.

The name of the course instructor and whoever sent the Field Experience appears here.

3) View Student's Artifacts

A screen appears after clicking the binder link.

The left side of the screen consists of student's artifacts.

The right side of the screen contains your assessment instruments.

Name of the student appears here.

To see the student's work, click on the appropriate tab and then the link to its respective artifact.

Click on the appropriate assessment tool and complete all of its fields as required. You have four to complete. These are two formatives, a summative assessment and a dispositional assessment.

The red flag in front of the assessment tool indicates the pending assessment.

You may also view assessment results provided by the student teacher's university and content supervisors

The screenshot displays a web browser window with the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-28092e3a50b44a80147d9ddbec2-7ffd=cor. The interface is divided into two main sections. The left section, titled 'Fake FE Binder, Please Ignore', contains a navigation bar with tabs: 'Fake FE Binder, Please Ignore', 'Five Day Report', 'Demographic Form', and 'Standards'. Below this is a list of artifacts, each with a red flag icon and a link. The right section, titled 'Fake FE Binder, Please Ignore', contains a student name field, a 'Student:' label, and a 'Name of the student appears here.' callout. Below this is a table of assessment instruments, including 'MEES First Teacher Candidate Formative Assessment FE', 'MEES Second Teacher Candidate Formative Assessment FE', 'FE Niagara Disposition', and 'MEES Teacher Candidate Summative Assessment FE'. A 'University Supervisor's Assessments' section is also visible at the bottom right.

Field Experience Form	Description	Last Update
MEES First Teacher Candidate Formative Assessment FE		
MEES Second Teacher Candidate Formative Assessment FE		
FE Niagara Disposition	This is a disposition form that will be used to provide feedback on students on dispositions.	
MEES Teacher Candidate Summative Assessment FE		

University Supervisor's Assessments	
University Supervisor:	
Assessment Tools	Last Update
Yes/No FE Form	

4) Assessing Your Student Teacher

Northwest Missouri State CampusTools HigherEd wctet.wiche.edu

https://tk20.nwmissouri.edu/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-28092e3a50b44a80147d9ddbec2-7ffd=cor

Fake FE Binder, Please Ignore Five Day Report Demographic Form Standards

Fake FE Binder, Please Ignore >

Fake FE Binder, Please Ignore

Field Experience Name Fake FE Binder, Please Ignore

Description

To start assessing your student, click on the link to the first assessment.

Fake FE Binder, Please Ignore

Student: [Redacted]

Assessment Tools Extensions Feedback

Field Experience Forms

1 Pending Field Experience Forms Open for Editing

Field Experience Form	Description	Last Update
MEES First Teacher Candidate Formative Assessment FE		
MEES Second Teacher Candidate Formative Assessment FE		
FE Niagara Disposition	This is a disposition form that will be used to provide feedback on students on dispositions.	
MEES Teacher Candidate Summative Assessment FE		

Save Submit Close

University Supervisor's Assessments

University Supervisor: [Redacted]

Assessment Tools	Last Update
Yes/No FE Form	

Northwest Missouri State CampusTools HigherEd wctet.wiche.edu

https://tk20.nwmissouri.edu/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-28092e3a50b44a80147d9ddbec2-7ffd=cor

Fake FE Binder, Please Ignore Five Day Report Demographic Form Standards

Fake FE Binder, Please Ignore >

Fake FE Binder, Please Ignore

Field Experience Name Description

Use your mouse to drag the center of the split screen to the left so the form is more readable.

Fill in the identifying information and then rate the student teacher on each scale. When done, click "save draft". You do not need to enter a "grade" or "total score" at the bottom of this form.

Student: []

<< 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

Introduction Section

Teacher Candidate: []

Student ID: []

University Supervisor: []

Date: [] Choose date

School: []

Cooperating Teacher: []

Subject/Grade: []

Main Section

Definition of Rating Descriptors Candidate - 0: the teacher candidate is prepared and possesses the necessary knowledge but does not demonstrate the performance Emerging - 1: the teacher candidate is prepared and possesses the necessary knowledge and inconsistently and somewhat effectively demonstrates the performance at the Emerging Level Emerging - 2: the teacher candidate is prepared, possesses the necessary knowledge and consistently and effectively demonstrates the performance at the Emerging Level Developing - 3: the teacher candidate is prepared, demonstrates consistently at the Emerging Level and is beginning to demonstrate at the Developing Level

Standard #1: Content Knowledge Aligned with Appropriate Instruction

* Please score the observation using the following criteria:

Criterion	Performance Rating					Score
	Not Observed	Candidate	Emerging	Emerging	Developing	
1.1 Content Knowledge and	<input type="radio"/>	<input type="radio"/> 0 the teacher candidate is prepared and	<input type="radio"/> 1 the teacher candidate is prepared and	<input type="radio"/> 2 the teacher candidate is prepared,	<input type="radio"/> 3 the teacher candidate is prepared,	<input type="text"/>

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.