University Supervisors and Tk20

Hands on Training
January 7th and 8th, 2013
Thank you!

- For your hard work last semester!
- The foundation for Tk20 has been laid
- Ready to move forward....
What We’ll Do Today

Look at what you’ll do this semester on Tk20
Cover common Tk20 questions and how they will be handled
Logging in to Tk20

- Open internet browser to Northwest homepage here:  http://www.nwmissouri.edu/
- Click on the link titled “Connect” on the top bar of links.
- Underneath “Connect”, click on “myNorthwest”.  https://my.nwmissouri.edu/cp/home/displaylogin
- Login to myNorthwest.  This should be the same username and password you use to access your Northwest email account.
- Click on the link titled “Tk20”
- On the following page, click on the Tk20 logo once more
If a US cannot Login to MyNW

- Passwords must be reset every 3 months
- Go here to reset your password:
  - [http://www.nwmissouri.edu/compserv/Passwords/changepasswords.htm](http://www.nwmissouri.edu/compserv/Passwords/changepasswords.htm)
- If this does not work, contact IT at 660-562-1634
Assignments for Student Teachers

- US’s have no assignments to send
- All on Field Experience Binders or TWS Portfolios
- You will notify your student teachers of their own due dates
- Final Due Dates for Student Teachers:
  - April 8th: TWS Portfolios
  - April 29th: FE Binders
FE Binder Items for Student Teachers

- One binder for each student
  - 5 Day Report
  - Demographic Form
  - Summative Reflection Form
  - Niagara Disposition
- NOT on Tk20 (see student teaching website)
  - CT Payroll Form
  - SPED Verification Form
TWS Portfolio Items for Student Teachers

- TWS Elements, 1-7
- Lesson Reflection
US Responsibilities on Tk20

- Completing FE Binder Items
- Scoring TWS Portfolio
FE Binder Items for US

- Niagara Disposition
- Formative Observation Form
- Summative Observation Form
FE Binder Items, Voluntary

- Additional Formative Observations
How to Score TWS Portfolio

- With the TWS Portfolio
  - Portfolios tab
  - Name of Portfolio
  - Review each item by clicking on the tab, and link
  - Score with Rubric
  - Save as you go
  - Submit when done
  - See tutorial*
How to Complete FE Binder Items

- Click on Field Experience Tab
- Click on each item with a red flag next to it
- Save as you go
- Submit when done
- Review student work by clicking on tabs to the left
- Review Cooperating Teacher or Content Supervisor work as well
Red Flag Disposition (if needed)

- Courses
  - Coursework
  - Observations
  - Assess
Red Flag Disposition, cont.

- Template “Red Flag Assessment”
- Select course
- Select student
- Complete form
- Submit
- Results seen by advisor, report created by administrator
Upcoming

- Placements up this week
- CT’s notified of login info by the end of this week
Dealing with Tk20 Questions

- Biggest complaint on Tk20 survey to Student Teachers: Communication Bottleneck
Dealing with Tk20 Questions

- Questions from Student Teachers will come to US’s first
- If you do not know, make sure to consult the Tk20 Info Website (link on TESS site): http://www.nwmissouri.edu/dept/peu/tess/tk20/index.htm
- If can’t find answer, email tk20@nwmissouri.edu
- If no answer in two days, call me: 660-562-1089
US Questions we have covered

- How do I access Tk20?
- How do I access a student TWS portfolio or binder?
- How do I score a TWS portfolio?
- How do I complete FE Binder Items?
US Questions Not Covered Yet

- How do I send a message?
- I can’t find my student?
- Do I need to calculate scores on a rubric?
Student Teacher Questions

- **How do I access Tk20?**
  - Students must first purchase a subscription (online through MyNW or at the bookstore)
  - Students will then login exactly the same as US’s

- **Why can I not login?**
  - Password out of date
  - 919 was not entered at first login
  - Locked out 48 hours after first login
Student Teacher Questions

- I cannot access a Portfolio or Binder
  - Is the Portfolio/Binder showing up under the respective tab?
  - Did you do work and save it?
Student Teacher Questions

- I have wrong information in my binder
  - Besides the name of the binder (secondary vs. elementary....)
  - If wrong US, CT, or placement data, email tk20@nwmissouri.edu so this can be revised
Student Teacher Questions

- What if I submitted an incorrect assignment?
- If a student only saves an incorrect item on their Binder or Portfolio, easy fix
  - They open either, click on tab to particular item, click on grey “x” next to incorrect file
Student Teacher Questions

- If the student has submitted a binder or portfolio with an incorrect item (or prematurely)
  - The US will need to login, click on respective tab
  - For Portfolio, revoke assessment, grant extension
  - For FE Binder, grant extension
Student Teacher Questions

- How do I submit an assignment?
  - Assignments only submitted through FE binder or TWS Portfolio
  - SAVE all, and then submit
Student Teacher Questions

- How do I complete assignments?
  - Open either FE binder or TWS Portfolio through respective tabs
  - Use “Artifact Wizard”
  - Save all, and submit when all is saved
Student Teacher Questions

- Cooperating Teacher Payroll Form?
  - TESS Site: [http://www.nwmissouri.edu/dept/peu/tess/index.htm](http://www.nwmissouri.edu/dept/peu/tess/index.htm)
  - Deliver to Joyce Luke, Brown Hall 200

- SPED Verification Form?
  - Also from TESS Site
  - Deliver to TESS Office, Admin 348
Student Teacher Questions

- How do I see the grades of submitted work?
  - Click on either FE Binder or Portfolio tab
  - Click on tab titled “Assessments”
  - Click on link to any item or rubric completed
Cooperating Teacher Questions

- How do I access Tk20?
  - Different than everyone else!
  - Through this website: [https://tk20.nwmissouri.edu/campustoolshellhered/start.do](https://tk20.nwmissouri.edu/campustoolshellhered/start.do)
  - If current, use login from last semester
  - If new, login information goes out this week
Cooperating Teacher Questions

- I can’t login to Tk20 with my login info
  - Email Tk20@nwmissouri.edu
  - A new password will be sent to you
Cooperating Teacher Questions

- I can’t see my student teacher
  - Email Tk20@nwmissouri.edu
  - This will be revised
Any Other Questions?
This Presentation, Plus Notes...

- Will be uploaded to Tk20 website on TESS site:
  http://www.nwmissouri.edu/dept/peu/tesst/tk20/index.htm
You and Your Student Teachers....

- Are going to do great!
- You’ve got experience!
- You know the answers to 90% of their questions
- They’ve got more experience
- We’ve got more experience with Tk20
- If there is anything you cannot handle, consult the website, and then contact us
Contact Information

- Mike McBride
- 660-562-1089
- mam77@nwmissouri.edu