Content

Click the Topic

1. TK20 Login ................................................................. 2
2. Field Experience Binder ............................................... 4
3. View Student’s Artifacts ............................................. 5
4. Assessing Your Student Teacher .................................. 6
1. **TK20 Login**

Use this URL to login to your account:

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

Note: Do not use Internet Explorer to login to Tk20.

Enter your username and password and click the Login button. You should have received these by email from Mike McBride.

If you:

1. Have not received your Tk20 login information
2. Have forgotten your login information
3. Or your login information does not work

Just contact Mike McBride at mam77@nwmissouri.edu to receive new login info.

HINT: Do not use Internet Explorer to login to Tk20.
This is the home screen that appears after successful login.

There are two tabs:
1) Home
2) Field Experience
2. Field Experience Binder

Click on the Field Experience tab.

Binders that have not been submitted will have a red flag in front of them.

List of students whose assessments are pending will appear here. Click on the student’s name to access each binder.
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 tools.

Name of the student appears here.

Click on the appropriate assessment tool to complete it. You have four to complete. These are two formatives, a summative assessment and a dispositional assessment. Only the summative needs all items completed.

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

HINT: If you are a teacher for a placement shorter than 6 weeks, please only complete the summative assessment in TK20.
4. Assessing Your Student Teacher

After clicking on the name of the assessment on the previous page, it appears here.

Use your mouse to drag the center of the split screen to the left so the form is more readable.
Please rate the candidates on all relevant items.

HINT: Only the summative assessment needs to have all items completed.
Fill in the identifying information and then rate the teacher candidate on each scale. When done, click “Complete”. You do not need to enter a “grade” or “total score” at the bottom of this form.

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 candidate’s placement.

When all assessments are completed and saved in a binder, click “submit” on the binder main page.
5. Common Errors in the TK20 System and Contact Information

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log in</td>
<td>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.</td>
</tr>
<tr>
<td>2. Submitted Field Experience Binders before completing all of the assessments.</td>
<td>In this case too, you should contact <a href="mailto:mam77@nwmissouri.edu">mam77@nwmissouri.edu</a>.</td>
</tr>
</tbody>
</table>

If you or your candidates 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/education/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.