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1. **TK20 Login**

First, login to My Northwest. ([https://my.nwmissouri.edu/cp/home/displaylogin](https://my.nwmissouri.edu/cp/home/displaylogin)). You will use your s number as a username and the same password as your Northwest email account. If you encounter problems while logging into MyNorthwest, contact the IT department at 660-562-1634 in order to get a new password.

Click on the Tk20 logo on the right side of the page. It is shaped like an apple.
Click on the Tk20 logo once again.
2. Field Experience Binders

Binders are a shared space on Tk20, where University Supervisors, Cooperating Teachers and Content Supervisors (if applicable) assess your skills as a teacher candidate. These assessors complete formative, summative and disposition assessments on you. These assessments can be viewed by you at any time by clicking into a binder and clicking on the tab titled “assessments”. In like manner, these supervisors and teachers can also view anything that you upload to your field experience binders.

Click on the “Field Experience” tab to see links to your binders.

The red flag indicates a pending binder. Click on the name of the binder to access the assignments.

NOTE: We have separate placement binders for each student teaching placement. All teacher candidates also have one final binder.
You will receive a placement binder for each student teaching placement. Each placement binder will include two items for you to complete:

1. Student Teaching Schedule and Information Form
2. Demographic Form

The Student Teaching Schedule and Information Form includes your daily schedule and is used by your University Supervisor to determine when to observe you. It also includes information necessary to recommend you for certification. The Demographic Form will include data from your classroom similar to what is needed in your MoPTA Task 1.

In addition to each placement binder, you will receive a final binder that you will complete near the end of the semester. The only assignment included in the final binder will be a Disposition Assessment, which you will use to assess yourself according to different types of professional behavior and attitudes that you exhibited. Final binders also include a “MEES Signature Form”. This is a form you can use to track how many times your university supervisor has observed you. However, the signature form is not mandatory.
3. Student Teaching Schedule and Information Form

First, click on the link to your “Placement Binder”. Then, Click on the appropriate tabs to access your binder assignments. Please complete your “Student Teaching Schedule and Information Form” and “Demo graphic Form” early in your placement. We will walk you through the steps to complete both of these items.

HINT: You can click on the tab titled “Assessment” to view assessment results completed by your supervisor and teachers. Ignore the tabs titled “Standards”, “Extensions” and “Feedback”.

To begin, click on “Student Teaching Schedule and Information Form” tab.
To complete your Student Teaching Schedule and Information Form, click on “Select”.

This is the Student Teaching Schedule and Information Form. Please do as best as you can to input information in this template. If you need to upload additional data or if your schedule does not fit this template, you can use a “select” button at the bottom of the template to upload an additional file. When done, click “Add” and then “save draft” on the next page.
4. Demographic Form

Click on “Field Experience” tab

Click on the link to your placement binder.
Click “Demographic Form”.

Fill in the form. The asterisks (*) indicate which fields are mandatory.

Click “Select”.
You can upload a file for additional data. This is optional.

*HINT: This will return you to the binder homepage. Click “Save Draft” on this page once you have completed each form. Do not click “Submit” until all of your work is uploaded to each binder.

This concludes how to complete a placement binder. Final binders are similar, except you must only complete one form, a disposition self-assessment under the “Disposition” tab of the binder.

Once your STS and Demographic forms are complete in each the placement binder click “Submit”.
5. Disposition Form

Click on “Field Experience” tab

Click on the link to your Final binder.
Click “Disposition Self-Assessment” tab.

Click “Select”.

Fill in the form. The asterisks (*) indicate which fields are mandatory.
*HINT: Fill in the student’s disposition by filling in the appropriate bubble. Note that a response of “Disagree” or “Strongly Disagree” is below expectation.

Please provide additional input if you have given “Disagree” or “Strongly Disagree” for any of the disposition item.

Scroll down to fill in the form and then click “Add”. Once the disposition form is complete, you can click “submit” to submit the final binder. Your supervisors and teachers can still upload materials to any binder after you submit it.
6. Contact Information

First stop:
If you have a question about Tk20 or student teaching, ask your University Supervisor first.

Second stop:
Consult Tk20 Information website (for Student-Teachers):
http://www.nwmissouri.edu/education/peu/tess/tk20/faq.htm

Third stop:
Contact us using the Tk20 email account: tk20@nwmissouri.edu

Fourth stop:
Finally, if no answer is heard back within two days, contact Mike McBride directly at mam77@nwmissouri.edu or 660-562-1089.