
For University Supervisors

Updated January 2016
Contents
1) Login to Tk20................................................................................................................................. 2
2) View a Field Experience Binder .................................................................................................. 5
3) Assess a Field Experience Binder ............................................................................................... 6
4) Contact Information....................................................................................................................... 9
1) Login to Tk20

First login to myNorthwest
https://my.nwmissouri.edu/cp/home/displaylogin

Enter your username and password

The username and password are those used to access your Northwest email account. For example, if your e-mail is abc@nwmissouri.edu then your username is just “abc”.

**If you encounter problems while logging into the system, contact our IT department at 660-562-1634.**
After logging in to MyNorthwest, your home screen will look like this.

Click on the TK20 logo on the right side of the page. It is shaped like an apple.

Click on the TK20 logo again.

TK20 Assessment System

TK20 will be available to education majors only. Check back soon and find out when you will be able to set up your subscription.

TK20 is a new data management system that will help education students as they seek advisement services, certification requirements and employment. TK20 will collect a student’s best artifacts, field experience evaluations, video links and other examples of proficiency and display them in a portfolio, professional and organized manner.

To learn more about TK20, please view our update page: http://www.mnmsstate.edu/tpat/softsys/tk20/index.htm

Tutorials:

A few notes for students on logging into TK20:

1. Please do not use the “Forgot Password” link. Your login and password will not be changed in TK20 from your already established NW Missouri username and password.
2. Please note that account activations may take up to 2-3 days.
3. You will need to enter your SIS number instead of your “5” number in order to login.
This is the home screen that appears after successful login.

Your name appears here
2) View a Field Experience Binder

Each student teacher will receive a placement binder for each placement and one final binder for the entire trimester. For each placement binder, the University Supervisor will receive one assessment, a simple Yes/No rubric to check once the student and Cooperating Teacher have completed all of their assessments. In the final binder, the University Supervisor will complete their most important assessments: formatives; one summative; and one disposition assessment. Five formative assessments will be completed throughout the semester during or after observations. Every item on the formatives will not need to be scored, as supervisors will only be able to observe certain skills during each observation. For skills that are not observed, supervisors are asked to choose a “not observed” option on the formative assessment. By the end of the semester, all items on the formative assessments should have been observed and scored at least once. At the end of the semester, a summative assessment and a dispositional assessment will be completed in the final binder.
3) Assess a Field Experience Binder

This is a placement binder

A split screen appears after clicking the binder link.

The left side of the screen consists of links to student artifacts.

The right side of the screen contains your assessment instruments.

The 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 assess the teacher candidate. The red flag indicates pending assessments. In this placement binder, a US has one required assessment, a Yes/No indicator of whether the student and teacher completed their assessments.

Click “Save” here each time you complete an assessment.

When you have completed and saved all of the assessments, click “Submit”.

**You should not click “Submit” unless you have completed and saved ALL of your assessments.

Hint: You can see how the cooperating teacher scored the teacher candidate by clicking on links to completed assessments in the cooperating teachers above.
This is a final binder, where University Supervisors will complete the majority of their assessments through the semester.

Click on the appropriate assessment tool to complete it. “Not observed” is an option on all items in the formative assessments. Formatives are completed throughout the semester after each observation and the summative and disposition forms are completed at the end of each semester. The red flag indicates pending assessments.

Click “Save” here each time an assessment is completed.

When you have completed and saved all of the assessments, click “Submit”.

**You should not click “Submit” unless you have completed ALL assessments in a binder.**
Click "Save Draft" each time an assessment is completed. Then, click "Save" again on the Binder main page. When all assessments are completed and saved, you can submit a binder.

Complete all text items and then score the student on the scale items below. "Not observed" is an option on formative assessments.

Hint: use your mouse to drag the split screen to the left so your form is easier to read and complete.

This is one of the formative assessments.
4) Contact Information

First stop:
If a student teacher has a question about Tk20, we ask that they first contact the University Supervisor to see if they have the answer.

Second stop:
If they do not know the answer, the University Supervisor and student should consult the Tk20 website (and the student teaching website under the “Forms and Documents” link).

Tk20 Information website (link on TESS site): http://www.nwmissouri.edu/dept/peu/tess/tk20/index.htm
Student Teaching Website (follow “Forms and Documents” link) http://www.nwmissouri.edu/dept/peu/studentteach/

Third stop:
If still no answer is found, one of them should contact us using the Tk20 email account: Tk20@nwmissouri.edu or mam77@nwmissouri.edu

Fourth stop:
Finally, if no answer is heard back within two days, please call Mike McBride directly at 660-562-1089.