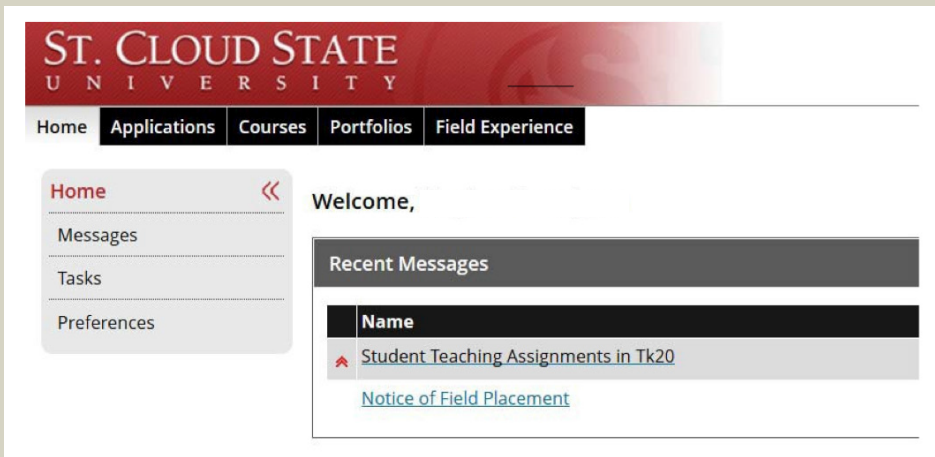


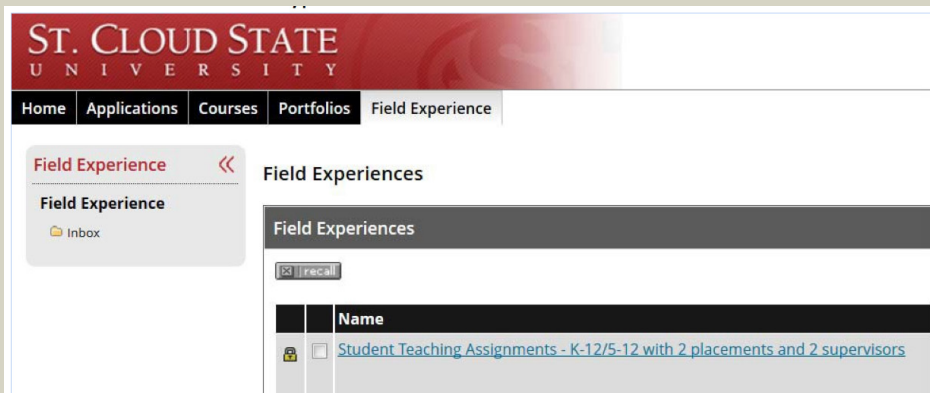
## Tk20 Field Experience: Getting Started

To complete an assignment in your Tk20 Field Experience binder:

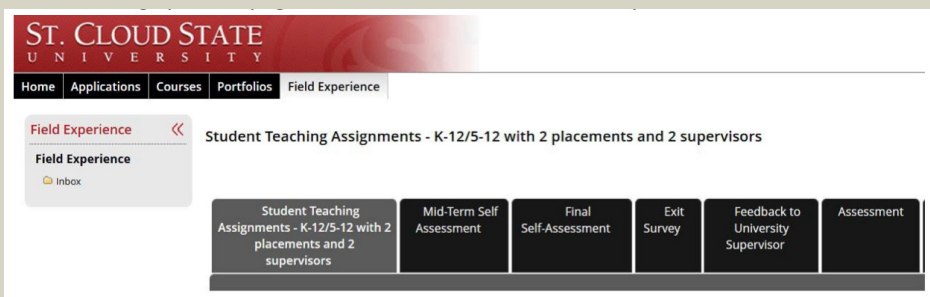
1. Log into Tk20 – Use your StarID and password.
2. Once logged into Tk20, you should be on the **Home** tab.
3. Select the **Field Experience** Tab.



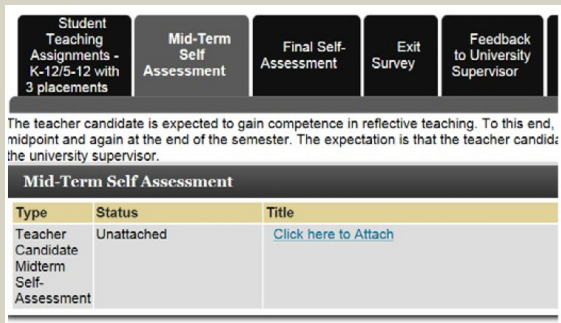
4. Click on the blue hyperlink located in the middle of the screen.



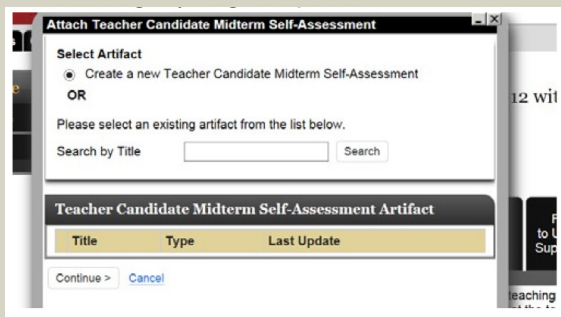
5. This will bring up a new page with a series of tabs across the top.



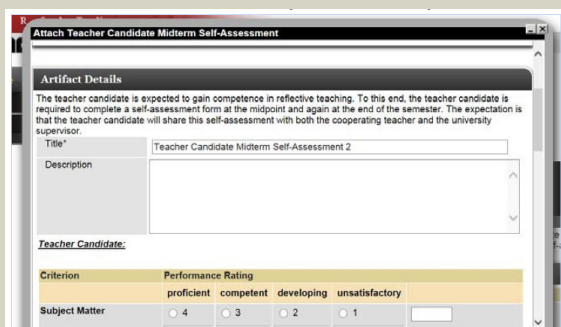
6. There should be a tab for each task that you need to complete. Select the tab for your corresponding task. For example: to do your Mid Term Self Assessment, select the **Mid Term Self Assessment** tab. Once you have selected the appropriate tab, you should see two blue hyperlinks that says *Click here to Attach*. Select the one located under **Title**. When you click on that link a new window will pop up.



7. The radio button should be active next to the *Create a new [task]*. (The title is a bit misleading, but you will not actually be attaching anything here.) Click **Continue**.



8. The assignment will open for you to fill out.
- Adjust the size of the window as necessary by dragging on any corner.
  - Scroll down and complete all areas of the task.
  - Click **SAVE** when you have completed the survey/assessment.



Once the document has been saved, it will be viewable by the assessors associated with your placement (Field Experience Supervisor, University Instructor).



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