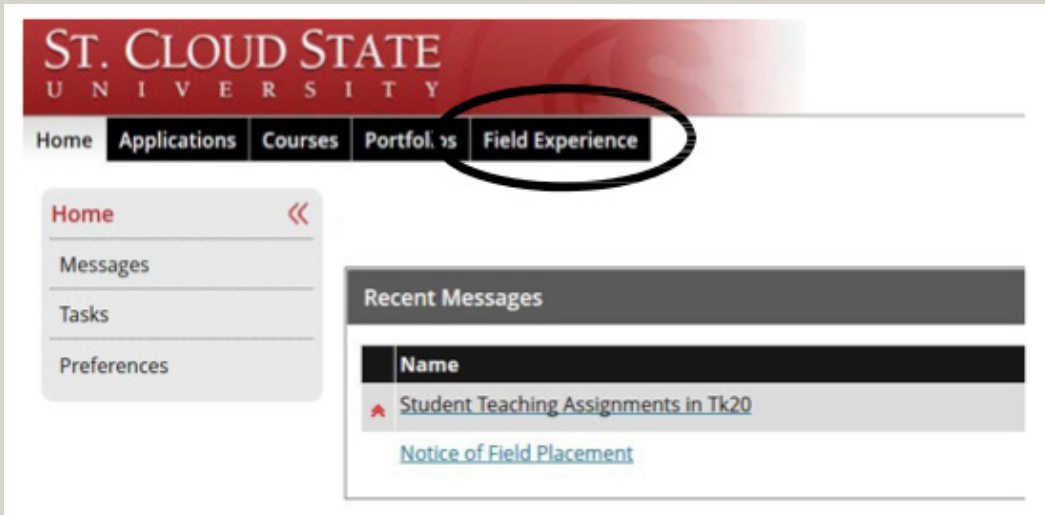
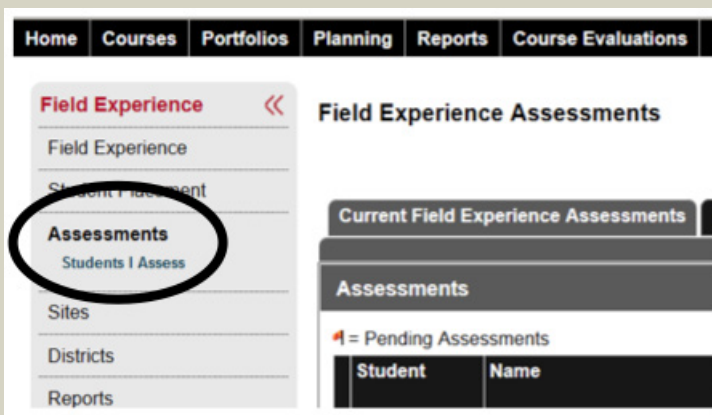


Tk20™

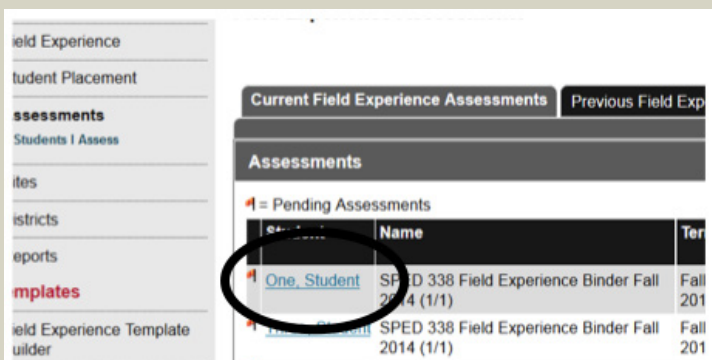
1. Log into Tk20 using your StarID and the associated password.
2. Once logged into Tk20, you will land on the Home tab.
3. Select the Field Experience Tab.



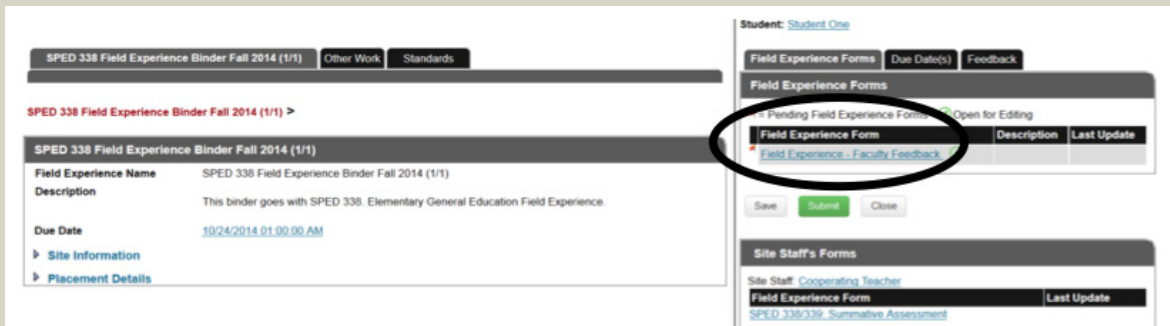
4. Click on the Assignments link located on the left hand navigation bar.



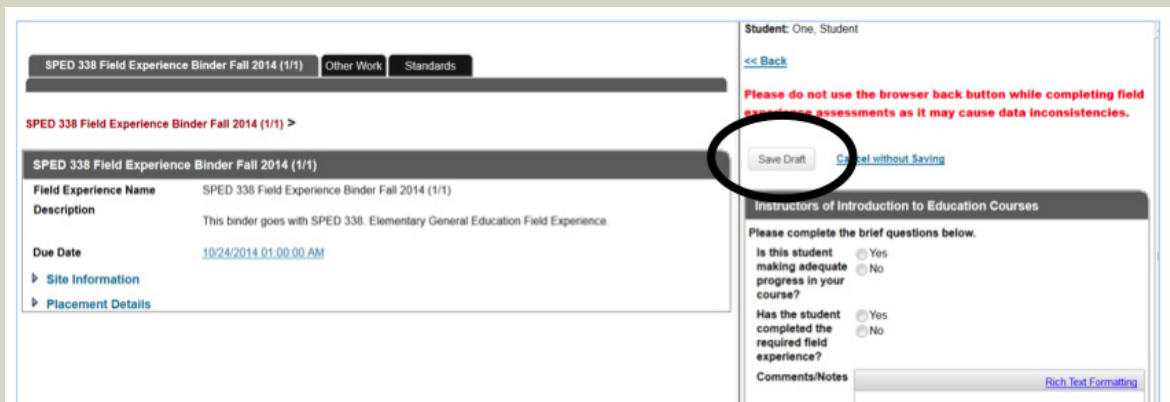
5. Click on the blue hyperlink of the student's name to access that student's evaluations.



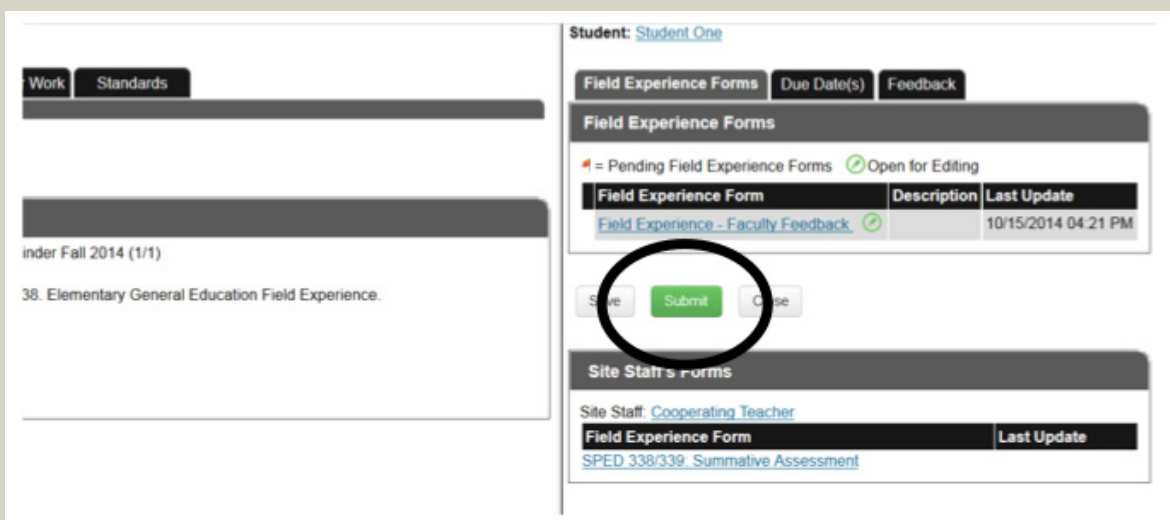
- A split screen will appear, showing the student's work on the left and your evaluation forms on the right. There will be a small red flag to the left of the hyperlinked title of the task, indicating it is pending. There will also be a green pencil to the right of the title, indicating that it is "open for editing".
- Click the hyperlink. The form will open in a pop-up window on the right side of the screen. If you would like to view the student's work while you are completing the form, it will remain on the left side of the screen..



- When you have completed filling out the form, click **Save Draft**, which will be available at both the top and bottom of the form.



- This will bring you back to the previous view, but the small red flag should no longer appear next to the hyperlinked title. If you have no further tasks, click the green **Submit** button.



10. Once you click submit, you will be brought back to the page that lists the students you have been assigned to assess. A green checkmark will appear next to the student's name if you have both completed and submitted their evaluation.

The screenshot displays the 'Field Experience Assessments' page. The navigation bar at the top includes 'Home', 'Courses', 'Portfolios', 'Planning', 'Reports', 'Course Evaluations', 'Surveys', 'Advisement', 'Field Experience', and 'Faculty Qualifications'. The left sidebar contains 'Field Experience', 'Student Placement', 'Assessments', 'Students I Assess', 'Sites', 'Districts', 'Reports', 'Templates', 'Field Experience Template Builder', 'Placement Templates', and 'Field Experience Forms'. The main content area shows 'Field Experience Assessments' with tabs for 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. Below the tabs is a table of assessments:

Student	Course	Term	Course Number	Section Title
✓ One_Student	SPED 338 Field Experience Binder Fall 2014 (1/1)	Fall Semester 2014	SPED 338	General Education Field Experience I
✗ Three_Student	SPED 338 Field Experience Binder Fall 2014 (1/1)	Fall Semester 2014	SPED 338	General Education Field Experience I
✗ Two_Student	SPED 338 Field Experience Binder Fall 2014 (1/1)	Fall Semester 2014	SPED 338	General Education Field Experience I

Thank you again for your partnership with St. Cloud State University!

