Instructions for Field Supervisors:
College Supervisors (CS)
Access, Complete, and View Internship Assessment in a Field Experience Binder
Access Tk20:
https://brockport.tk20.com/
Enter Username and Password and Click on ‘Login’
Go To Field Experience

Click on the Field Experience Tab
Click on the Name of the Teacher Candidate you would like to View or Assess

**If by chance that the student’s name does not appear under “Current Field Experience Assessments”, click on the tab labeled “Previous Field Experience Assessments”. The student’s name should appear on either one of the tabs.**
You may view mid-placement assessments and complete an optional feedback form

1. VIEW TEACHER CANDIDATE SELF_ASSESSMENTS
   - PHED Student Teaching Assessment: Mid Placement 1 for screenshots
   - Teacher Candidate Self-Assessment: Mid Placement
   - Please complete the Self-Assessment of your knowledge and skills at mid-placement.
   - Attachments:
     - PHED Student Teaching Assessment: NASPE and Danielson Domains not attached.

2. VIEW SBTE ASSESSMENT OF TEACHER CANDIDATE
   - PEU College Supervisor Mid Assessment Feedback to Student Teacher and SBTE (optional)

3. PROVIDE FEEDBACK TO TEACHER CANDIDATE & SBTE
   - Site Staff: Carlton Cooperator
   - PHED Student Teaching Assessment: NASPE and Danielson Domains (SBTE) 08/03/2012

1. View Self-Assessments completed by the Teacher Candidate. Click on the Teacher Candidate Self-Assessments Mid Placement Tab and then on the Name of the Self-Assessment listed under Attachments.

2. View Assessments completed by the SBTE, click on the name of the assessment under Assessment Tools.

3. Provide written feedback (optional) to the teacher candidate and the SBTE, click on the feedback form under Field Experience Form.
About the Performance Ratings

• Read the ‘Criterion’ carefully
• Consider the observable performance of the Teacher Candidate
• We expect most of the candidates will be Proficient or Developing on each of the knowledge and skills.
• An ‘Exemplary’ rating is reserved for the most outstanding Teacher Candidate performance
1. VIEW TEACHER CANDIDATE SELF_ASSESSMENTS

a. Look on the left half of the screen
b. Click on the Teacher Candidate Self-Assessment Mid Placement Tab
c. Click on the Name of the Self-Assessment under the Attachments column
d. Use the scroll bars to view the self-assessment. The ‘green checks’ indicate the rating the teacher candidate selected.
e. Adjust the screen for easier viewing by hovering your cursor over the vertical bar that divides the screen. When the cursor changes to a ‘double arrow’, click and drag the screen to the right.
f. If you would like to print the assessment, right-click on the assessment and select ‘Print’
g. To exit view, click on the PHED Student Teaching Assessment Mid-Placement 1 for screenshots Tab
2. VIEW SBTE ASSESSMENT OF TEACHER CANDIDATE PERFORMANCE

a. Look on the right half of the screen
b. Find the Site Staff’s Assessment box
c. Under the Assessment Tools column, click on the name of the assessment you would like to view
d. Click on the Name of the Self-Assessment under the Attachments column
e. Use the scroll bars to view the self-assessment. The ‘green checks’ indicate the rating the teacher candidate selected.
f. Adjust the screen for easier viewing by hovering your cursor over the vertical bar that divides the screen. When the cursor changes to a ‘double arrow’, click and drag the screen to the left.
g. If you would like to print the assessment, right-click on the assessment and select ‘Print’ or click on the ‘print’ button in the upper right hand corner of the assessment
h. To exit view, click on the red ‘<<Back’ link in the upper left corner of the left screen (above ‘Assess By: ………’)
3. PROVIDE FEEDBACK TO TEACHER CANDIDATE & SBTE

a. Look on the right half of the screen
b. Find the Field Experience Forms box
c. Under the Field Experience Form column, click on the name of the form you would like to complete
d. Type or Paste your comments and feedback to the Student Teacher and the SBTE
e. Skip Grade section
f. Click Save button
g. When you are ready for the teacher candidate and the SBTE to be able to read your comments, click Submit. Otherwise click Save.
h. If you submit and then discover you were not done or would like to make some changes, Click on the name of the teacher candidate and then click Revoke Assessment.
Questions and Help

• www.helpdesk@brockport.edu
  or call 585-395-5151

• Online help documents:
  http://www.brockport.edu/peu/portal/tk20.html