PEU Student Teaching Assessment

Instructions for Field Supervisors: SBTEs

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

You are now on the 'Home' tab in Tk20
Click on the Name of the Teacher Candidate you would like to View or Assess

**If by chance you do not see the student’s name under “Current Field Experience Assessments”, click on “Previous Field Experience Assessments”. The student’s name should appear on either one of the tabs**
The assessment form you complete is found on the right half of the screen on the Assessment Tools Tab under Field Experience Forms:

Click on the name of the assessment

The 'red' flag means you have an assessment to complete. Once you submit the assessment, the red flag will go.
Adjust the screen so it is easier to complete the assessment form: Hover your mouse over the vertical bar dividing the screen until it turns to a double arrow. Click and drag the bar to the left until the form is the size you would like.
Complete the Assessment by clicking on the radio button associated with your rating. To add comments, move your cursor into the comment box, select, and begin typing.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Unacceptable</th>
<th>Developing</th>
<th>Proficient</th>
<th>Exemplary</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and implement short and long term plans that are linked to program and instructional goals as well as a variety of student needs. (NASPE 3.1) NA</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Click the radio button associated with your performance rating of the candidate*

*Type any supporting comments you would like. This field is optional.*
Scroll to the bottom of the assessment and click Save! You may skip over the “Calculate Scores” section.
Completing the Assessment

• You may complete the assessment in one sitting or over several sittings. BE SURE TO SCROLL TO BOTTOM OF ASSESSMENT AND CLICK ‘SAVE’.

• When you have completed the assessment and you are ready for the Intern to view the assessment results, click on SUBMIT
Completing the Assessment

- Read the ‘Criterion’ carefully
- Consider the observable performance of the Intern
- Click on the Radio Button associated with Intern performance: Exemplary, Proficient, Developing, Unsatisfactory, or NA.
- Please reserve the ‘Exemplary’ rating for the most outstanding Intern performance
If you are ready to Submit your self-assessment, go to the next slide. If you need to complete at a later time or you would like to go back and make changes or edits at a later time, skip the next slide and go on to the next slide.
When you have completed the assessment to your satisfaction, Click Submit
If you would like to complete the self-assessment in more than one session or you would like to make edits or changes prior to submitting, follow these instructions:

• Log into Tk20
• Click on the ‘Field Experience’ Tab
• Click on the name of the teacher candidate you would like to assess
• Click on the name of the Field Experience Form
• Adjust your screen size
• Complete or edit the assessment
• Scroll all the way down and CLICK SAVE
• If you are ready to submit, click SUBMIT
• If you submit the assessment and then discover that you were not satisfied with your assessment, contact Kathy LaLonde at klalonde@brockport.edu for help
How do you know it was submitted?

A green check mark replaces the red flag will be by the name of the teacher candidate.
Viewing The Assessments You Completed

• Log into Tk20 using your username and password
• Click on Field Experience Tab
• Click on the name of the Intern you would like to view
• Click on the Field Experience Form you would like to view
Questions and Help

• [www.helpdesk@brockport.edu](http://www.helpdesk@brockport.edu)
  or call 585-395-5151

• Online help documents:
  [http://www.brockport.edu/peu/portal/tk20.html](http://www.brockport.edu/peu/portal/tk20.html)