Student Teaching Assessment

Instructions for Teacher Candidates

Access and View Student Teaching Assessment
in a Tk20 Field Experience Binder
Access Tk20:
https://brockport.tk20.com/
Enter Username and Password and Click on ‘Login’
Go To Field Experience

You are now on the 'Home' Tab in Tk20

Click on the 'Field Experience' Tab
Click on the Name of the EDA Internship Assessment

The red flag means you have a task to complete.
Click on the Artifact Wizard

The College at Brockport

Field Experience

Edit PHED Student Teaching Assessment for screenshots

Please Note:
To complete this field experience, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here to begin.

Field Experience Name

PHED Student Teaching Assessment

Description

Start Date: 08/03/2012 10:00:37 AM

Due Date: 08/31/2012 12:00:00 PM

Site Information

Name: Alden CSD

Site ID: 14010100000

Address1: 12190 Park St

Address2: Location

District: Alden

City: Alden

State: NY

Zip: 14004-1099
Click on ‘Click here to Attach’ to complete the self-assessment
Click ‘Continue’
Enlarge Window View for Ease of Completion

Enlarge window for ease of completion:
Hover your cursor over the lower right corner of box until your cursor changes to a double arrow cursor. Click and drag the corner of the window to a size convenient for you.
Skip the Upload Document Section
Enter Title for your self-assessment
(it is called an artifact in Tk20 and will appear in your Artifact Library)

Give your Self-Assessment a Title. Your Self-Assessment will appear in your Tk20 Artifact Library with the name you specify here.

The * indicates a required field. You must provide a Title or you will not be able to submit your self-assessment.
Complete the Self-Assessment by clicking on the radio button associated with your rating.
Scroll to the bottom of the assessment and click Save!

Always scroll down and click Save! You may complete the assessment in multiple sessions but, be sure you Save your work!
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 self-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 ‘Artifacts’ Tab
- Click on the your Self-Assessment Artifact (the Title you gave when you started the Self-Assessment)
- Save your work each time you work on the self-assessment
- When you are ready to submit, Click on the Field Experience Tab, Click on the Name of the Field Experience Binder, Click on the Artifact Wizard
- Click Submit
About your Field Experience Binder

• This Field Experience Binder will remain available to you in your Tk20 account under the Field Experience Tab. It will contain your self-assessments and any assessments completed by your supervisors.

• You may print the assessment results by clicking on the binder name, clicking on the Assessment Tab, clicking on the Assessment Template you would like to print, and clicking on the ‘print’ icon on the right side of screen.

• You may also use the Field Experience Binder in Presentation Portfolios that you create.
About Your Self-Assessment Artifacts

• Your Self-Assessments are saved in your Artifact Library
• If there is a ‘lock’ icon in front of the Artifact Name, that means you submitted it as part of an assignment or requirement. You will not be able to edit the artifact once it is submitted. However, you may make a copy of the artifact and edit the copy.
• To copy the artifact, click the little square box in front of the artifact name you would like to copy. Click on the ‘copy’ button at the top of the column. The copy will appear as ‘Copy of………’. You make rename and edit by clicking on the artifact.
• You may print the self-assessment artifact by clicking on the artifact name and then clicking the ‘print’ button on the upper right corner (next to the ?).
• You may use the artifacts in any presentation portfolio you choose to create.
Questions and Help

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

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