How-to Guide: Field Assessments for Cooperating Teachers

Purpose

This guide is a step-by-step set of instructions to assist cooperating teachers in completing field assessments and observations for student teachers and interns (e.g., MAP & Dispositions Evaluations).

Assumptions

This guide assumes that you are a cooperating teacher and do not normally log into Tk20 with a username and password. It assumes you assess Tk20 by using a link sent to you in a system generated email and you use this link to evaluate student teachers or interns who have been placed in your classroom or school.

Step by Step Instructions

To assess a student in Tk20, you will not need to login. You should receive an email with a link that will give you access to the student's assessments in Tk20 without logging in. Step by step instructions on how to assess a student in Tk20 are listed below.

Step 1: Open the Tk20 link from your email. If you are in Internet Explorer, make sure you switch to Firefox or Chrome before using the link. Tk20 does not work well in Internet Explorer.

Step 2: Clicking on the link will open the field experience assessment screen and you'll see all the Field Experience Forms (rubrics) you will need to fill out on the right side of the screen. The student's field experience binder will be on the left (though there may be no tabs visible). All of the rubrics that you need to complete should have a red flag next to them.

Step 3: Fill out each rubric or form by the deadline (this should be communicated to you by the course's instructor or the SAFE office). Make sure to complete all blanks, especially ones marked with an "*" as these are required fields.

Step 4: Make sure to click "Complete" after you finish each form or rubric. This button will be in the lower right part of the screen -- you may have to scroll all the way down. You can click "Save" if you haven't finished filling in the rubric or form and want to complete it later. As you complete each one, the red flag goes away.

Step 5: When you have finished all of the forms and rubrics, click "Submit" at the top right to submit all of the student's assessments. This will submit all of your forms and rubrics into the system.

If you have any problems during the process, check the Q&A below. If you have any technical problems with the system, contact the Tk20 Coordinator: Thomas Dailey @ 706-507-8738 or tk20@columbusstate.edu.

Common Questions and Answers

Question: When I try to submit I'm getting a message pop-up that says: "columbusstate.tk20.com says: Please complete the required field(s) in:" and then lists forms. What do I need to do?

On some forms, there are required fields that must be filled out. The form will save with no issues, but when you try to submit the entire binder, you'll get the pop-up error along with a list of every form that has a required field that is missing. The most common field missed is "Date of Observation" but any field marked with a "*" is required and must be filled out. Go back and check each form listed and look for missing required fields.

Question: I filled out the required form, but it will not let me submit the form. Tk20 says "Please complete the Field Experience Form(s)." Why can't I submit?

The "Submit" button is only used when you have completed the entire binder. The system will not allow you to submit unless you have completed all of your forms and you won't need to do this until the end of the semester. When you complete the first form, just save it. Once all forms have been completed and saved, then you can submit without a problem.

Question: I'm done with the rubric, but when I try to click the "Submit" button, I can't because it's grayed out. How do I submit the rubric?

The submit button is only used when you have completed the entire binder and is grayed out when you are inside of a rubric. Scroll all the way down to the bottom of the rubric and you'll find the "Complete" and "Save" button. Click "Complete" to finish the rubric or "Save" to save your work and return to it later to complete.

Question: When I hit complete, Tk20 says, "The inputted score does not match the value of the performance rating for the following rubric(s):" What do I do?

The "score" blanks on the rubric are not used. If you entered values into these blanks, just go back and delete the value or enter a 0 for each one. This will allow you to complete the rubric.

Question: There is a blank for "score" on the rubric. What should I enter in for the score?

The "score" blanks on the rubric are not used. Just leave them empty and you will not have any issues completing the rubric. If you accidently do enter in a value, just change it to 0 or delete it.