



## How-to Guide: Field Assessments for University Supervisors

### Purpose

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

### Assumptions

This guide assumes that you are a supervising faculty member and will be doing field assessments for students who are acting as student teachers or interns. It also assumes you have been assigned a course, students have been enrolled in that course, and you have been assigned as their university supervising faculty.

### Step by Step Instructions

To assess a student in Tk20, first you will need to login.

**Step 1:** Open your internet browser. If you are in Internet Explorer, make sure you switch to Firefox or Chrome before trying to use Tk20. Tk20 does not work well in Internet Explorer. Go to the web address <https://columbusstate.tk20.com> to log into Tk20.

**Step 2:** Use the same username and password that you use to log onto your other CSU applications. After you click on the big green button labeled "LOG INTO YOUR ACCOUNT," you may be directed to enter in a username and password again. If this pops up, enter the same username and password again.

**Step 3:** Once you have logged in successfully, you will be on Tk20's "HOME" screen. From there, click on "FIELD EXPERIENCE" in the left hand menu. This should automatically expand to put you on the Field experience "Assessments" screen, but if it doesn't, you can select "Assessments" from the expanded menu (as shown).

You should have an active tab on this screen that says "Current Field Experience Assessments." On this screen you will have a list of students to assess. If the student's name has a red flag, there are assessments to be completed.



**Step 4:** Click on a student's name to access their field experience binder and open the field experience assessment screen. 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 5:** Fill out each rubric or form by the deadline. Make sure to complete all blanks, especially ones marked with an "\*" as these are required fields.

**Step 6:** 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 7:** 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. You will need to repeat the process for each student.

**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](mailto:tk20@columbusstate.edu).**

### Common Questions and Answers

**Question: When I go to the “ASSESSMENTS” screen, it says “There is no data to display” under the “Current Field Experience Assessments.” Where is the list of students I need to assess?**

Check with the SAFE office to make sure you are listed as the faculty assessor for the students you are supervising. Though you may be assigned as the instructor for the field experience course, you’ll also need to be assigned as the assessor for each student in their field experience binder.

Another solution may be your active role in Tk20. If you have more than one role (program administrator for example), you will need to click on your name in the upper right corner of the screen and switch your role to “faculty.” The university supervisor assessor role for the field experience binders is set to be a faculty member, so only the faculty role can assess a student’s field experience binder.

**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 an “\*” 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 accidentally do enter in a value, just change it to 0 or delete it.