Tk20 User Guide for Students

Contents

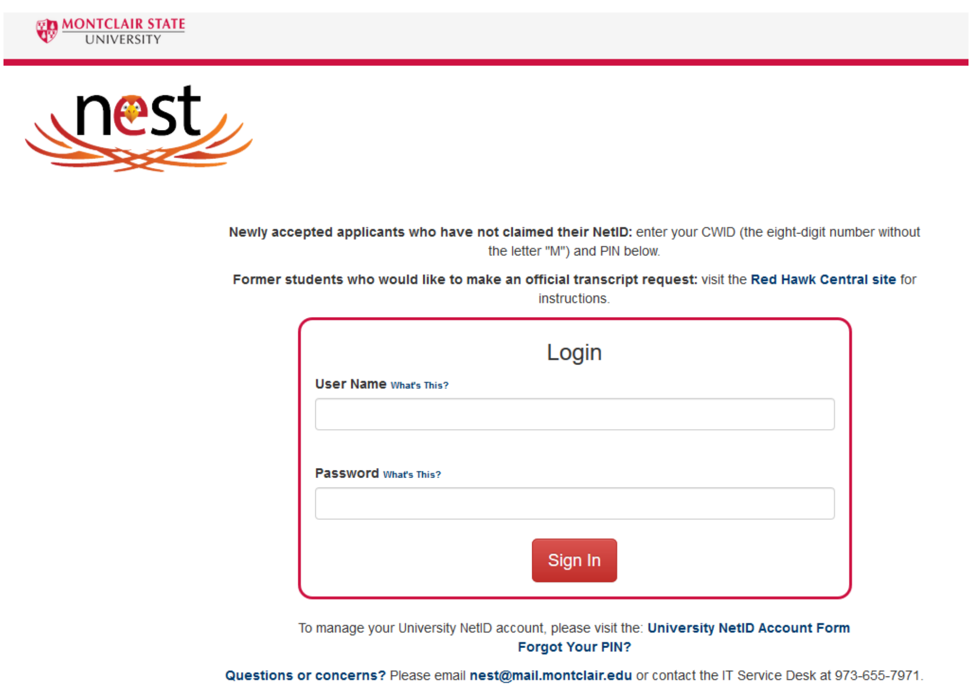
TK20 is the assessment and accreditation database for Clinical I and II intern information, including Clinical I and Clinical II Assessments. This guide will walk you through how to navigate the system.

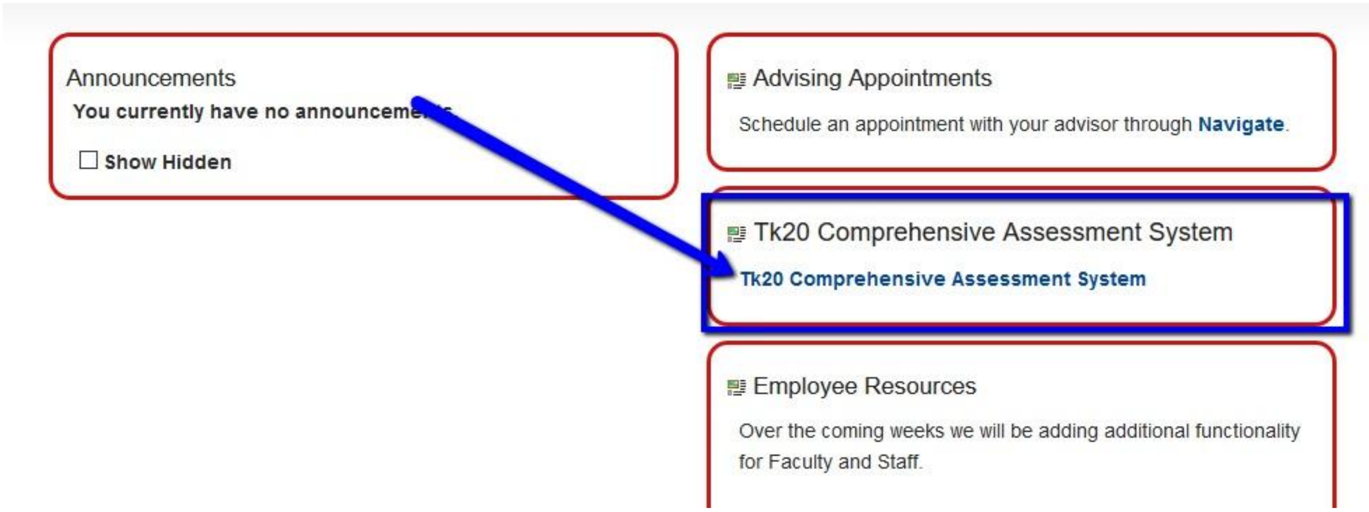
Best Practices:

- Use the most recent version of your Internet browser. Recommended browsers:
  - Google Chrome, Firefox, and Safari
- DO NOT use the browser back button
  - Instead navigate using the “back” options
- DO NOT sign into Tk20 using multiple browser windows
- Wait until a page fully loads before taking a subsequent action
- Always sign out of Tk20 before closing browser window.

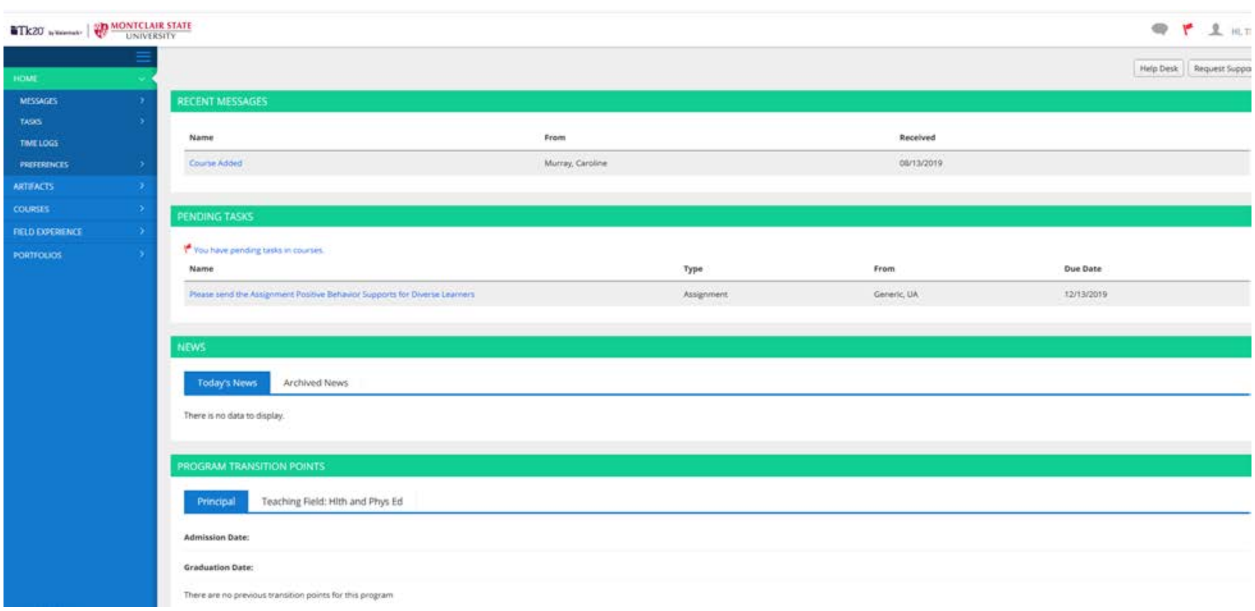
I. Signing In and Signing Out

As students when signing in to Tk20 you will go through the Nest portal. After you enter your username and password you will be directed to another page where you can click on the Tk20 Assessment link.

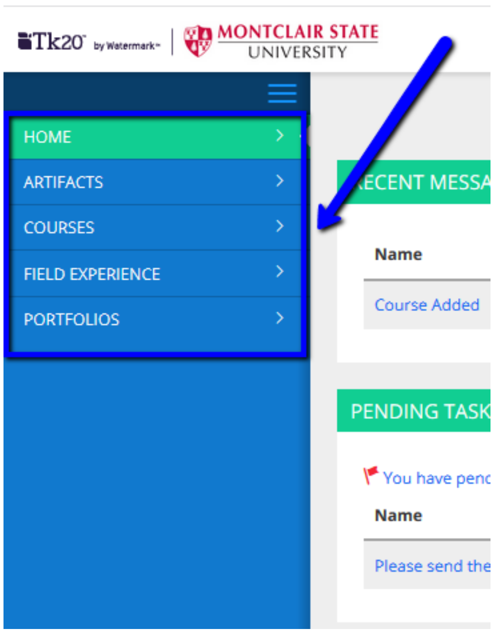




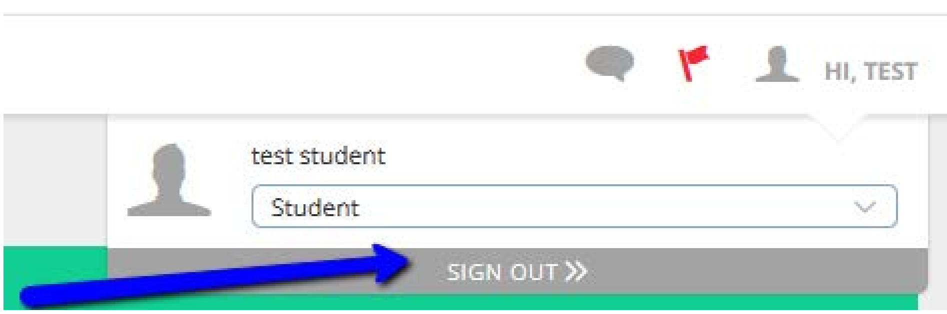
You will now be on your homepage. On the homepage you will see recent messages, pending task, news and program transition points.



On the left side of your screen you will see the navigation pane. It is composed of multiple tabs that you will use to navigate within Tk20.



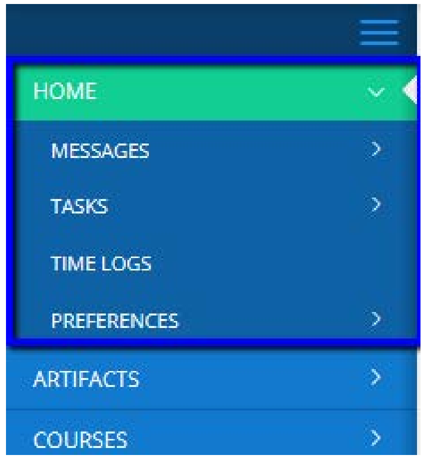
To sign out of Tk20 click on your name at the top right of the page. A box will appear where you can click the **sign out** button.



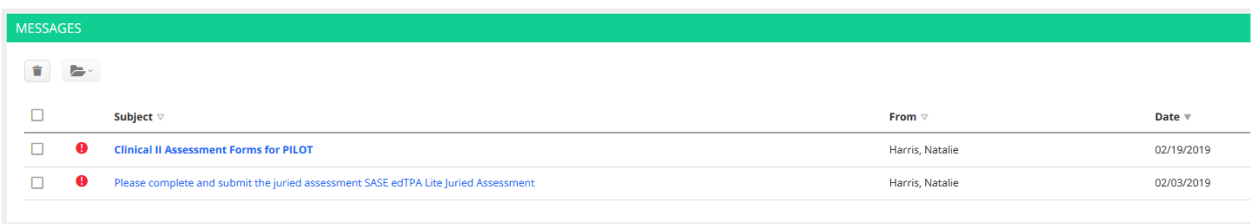
II. Home Tab

The Home tab consist of multiple buttons including:

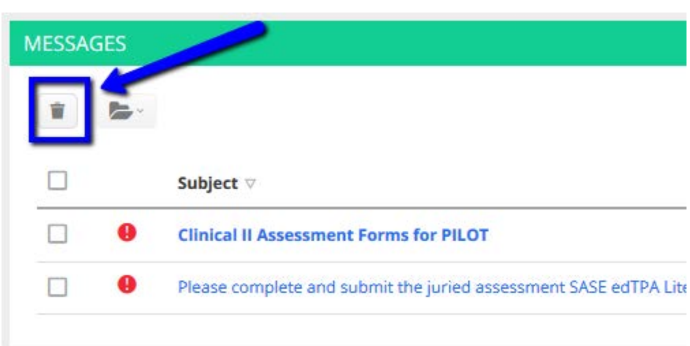
- Messages
- Tasks



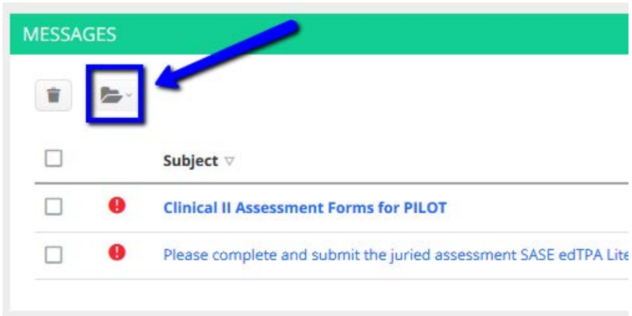
Messages button provides you with a list of messages that have been sent to you.



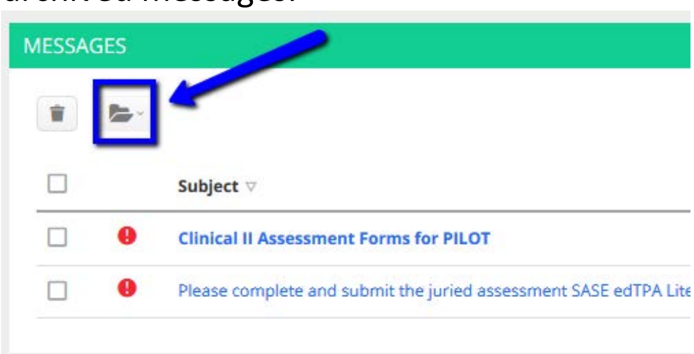
To **delete** a message click on the check box of the message and then click the trash bin icon on the upper-left of the screen



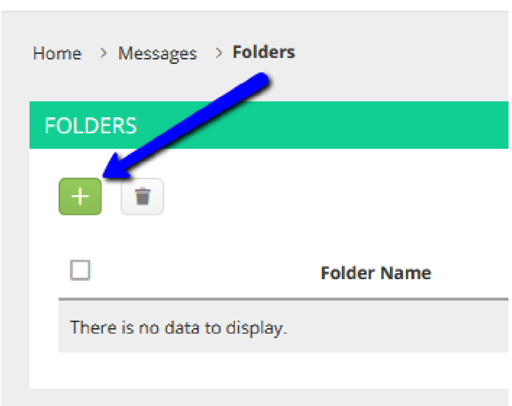
To **archive** a message click on the check box of the message and then click the folder icon



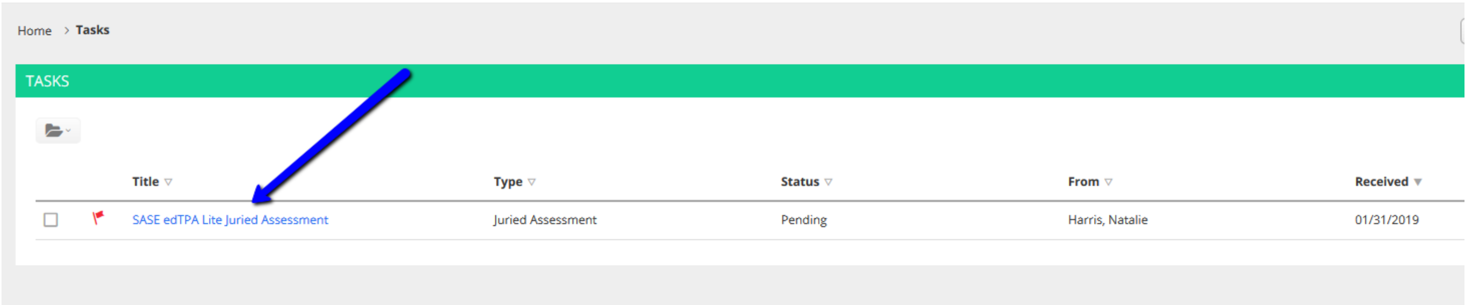
You also have the option to compose a message, view your sent messages and view your archived messages.



Under the **folders** button, you have the option to create folders for your messages by clicking on the green plus(+) button. You will need to name your folder and click **add**.



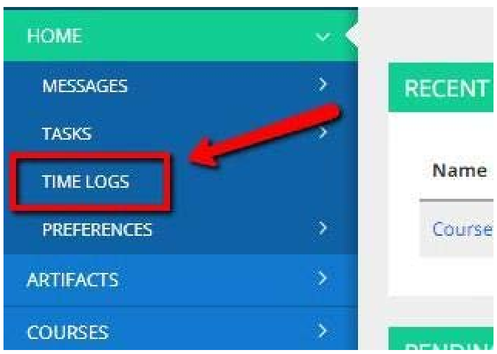
Tasks is the next menu option. This will provide a list of any pending items you will need to complete. You can archive task by clicking on the checkbox and then clicking on the folder icon.



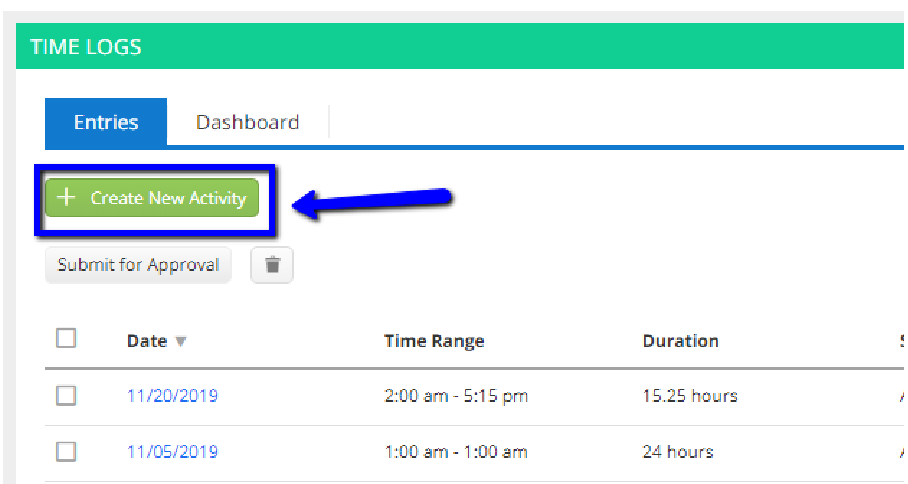
III. Time Logs

Time Logs is where you will be able to create entries to record your clinical hours.

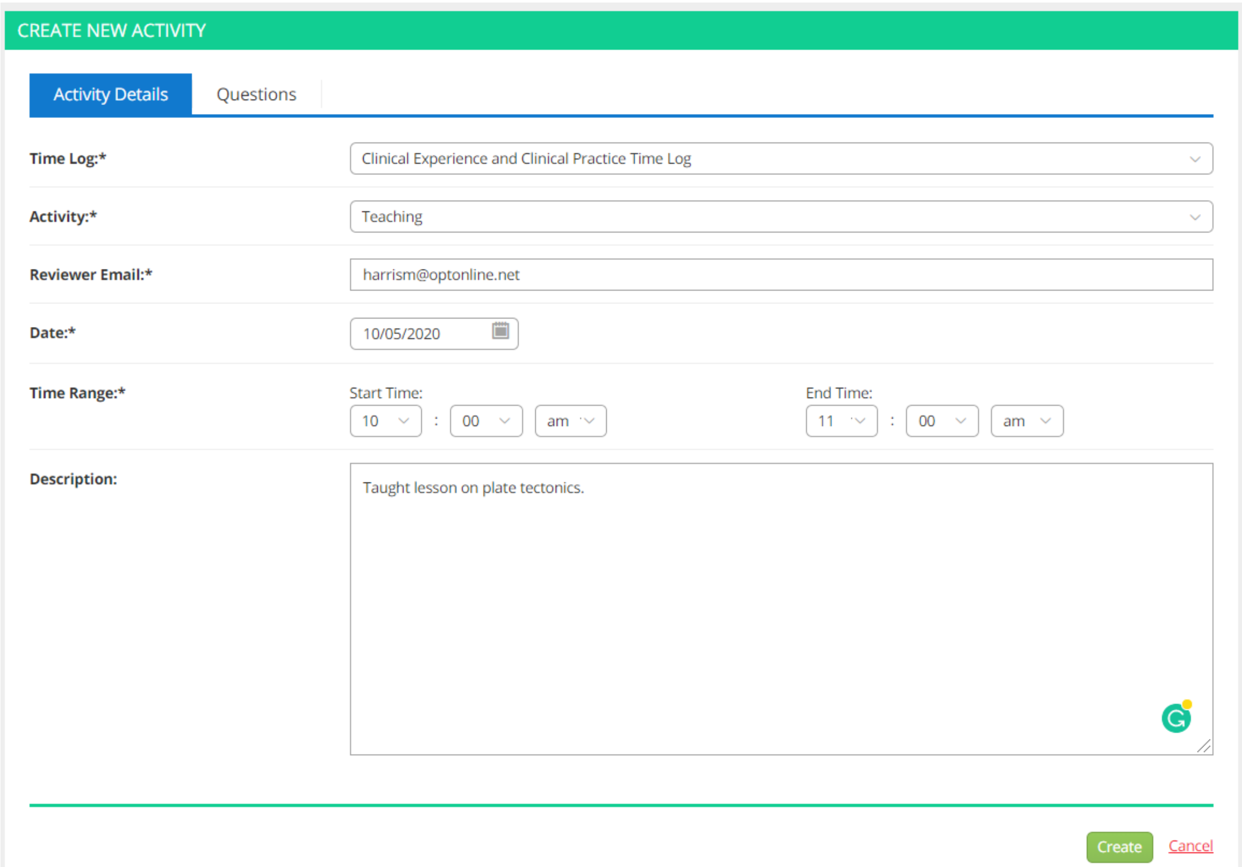
Step 1: Click **Time Logs**.



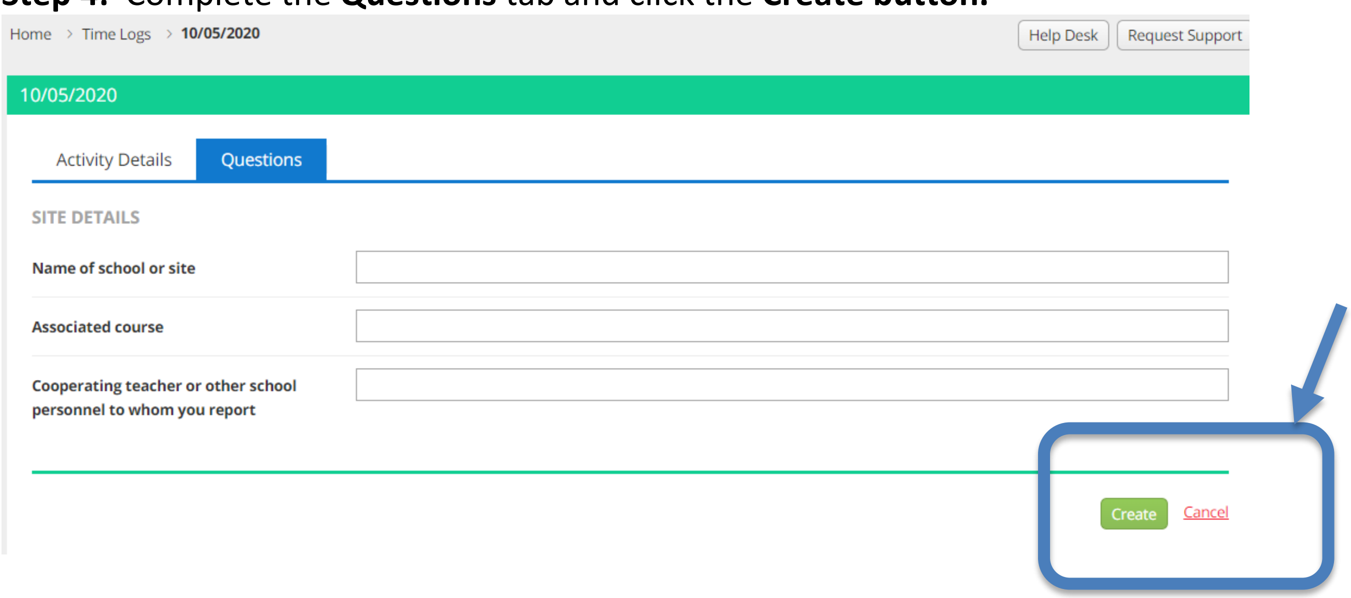
Step 2: On the time log screen, click the green **Create New Activity** button to add a new time log.



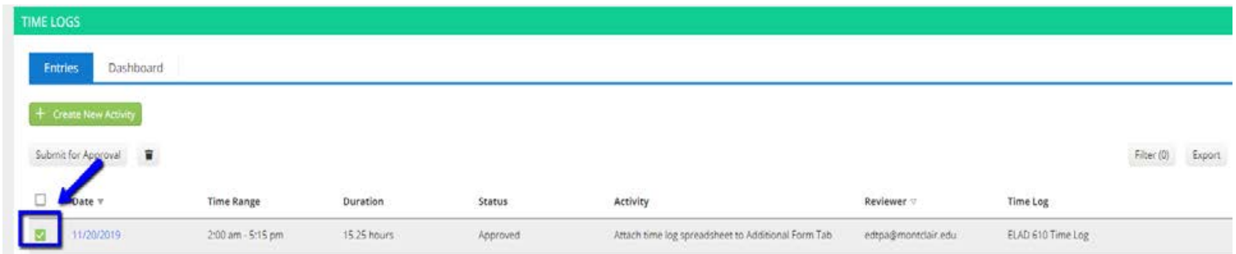
Step 3. Complete the **Activity Details** tab.
Select **Clinical Experience Clinical Practice** Time Log from Time Log drop down menu.
For Reviewer E-mail, enter your Cooperating Teacher's e-mail address.



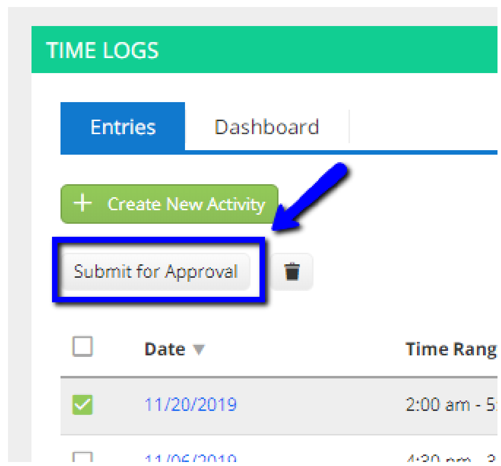
Step 4: Complete the **Questions** tab and click the **Create button.**



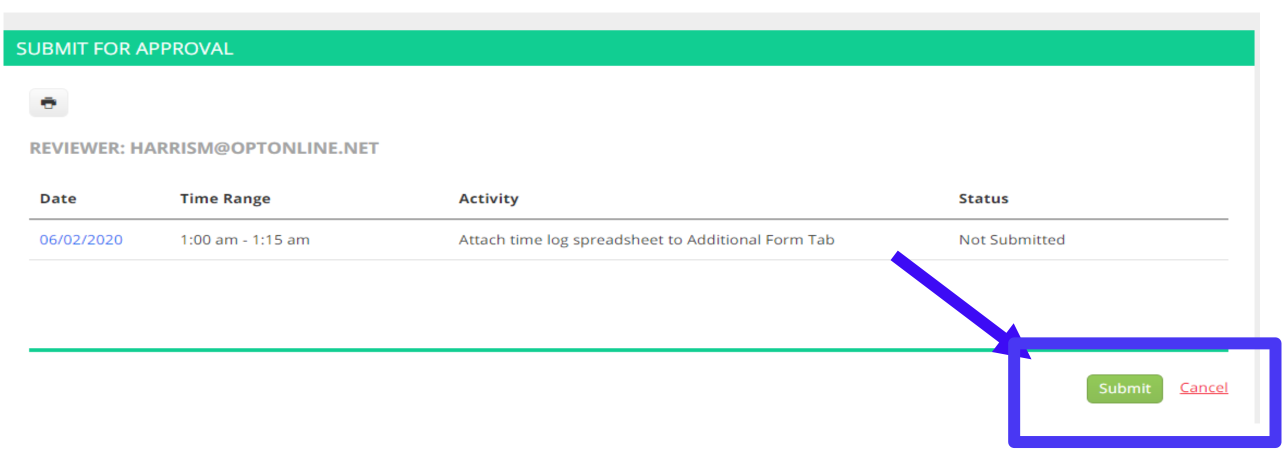
Step 5: Once you click **Create**, you will be brought back to your time log dashboard. To submit the time log(s) for your Cooperating Teacher to approve, click the square button next to the time log(s) you would like to submit.



Step 6: Click **Submit for Approval.**



Step 7: Click the Green **Submit button**. This sends an email to your Cooperating Teacher with a link to your Time Logs.



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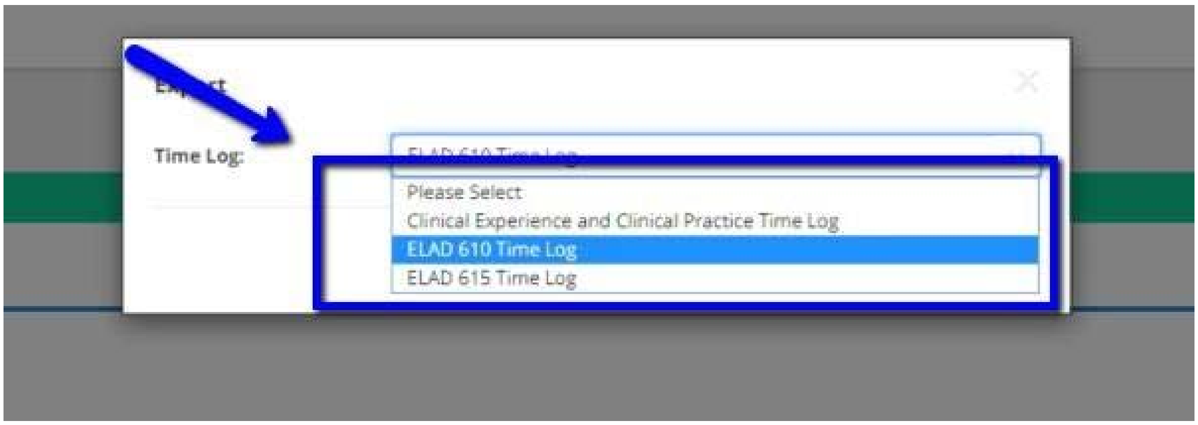
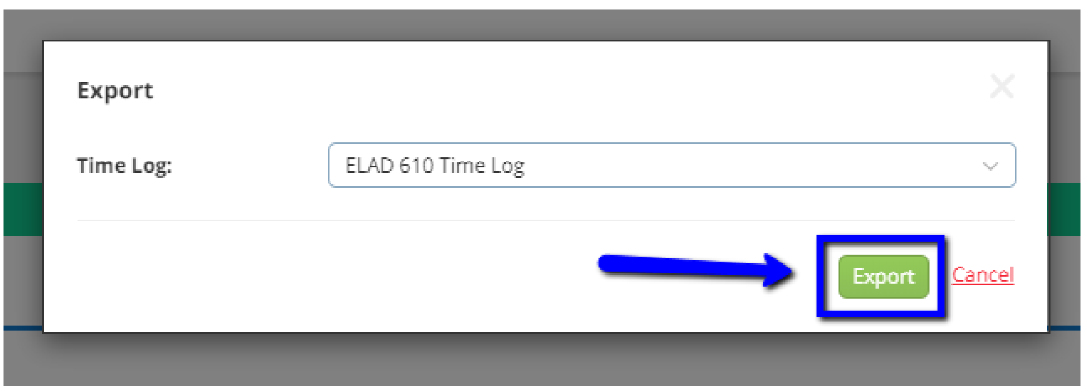
Step 8: You can export a report of your time logs. Click on the **Export** button.

Step 9: A dialogue box with a drop down menu will pop up. Click the drop down menu and select the time log.

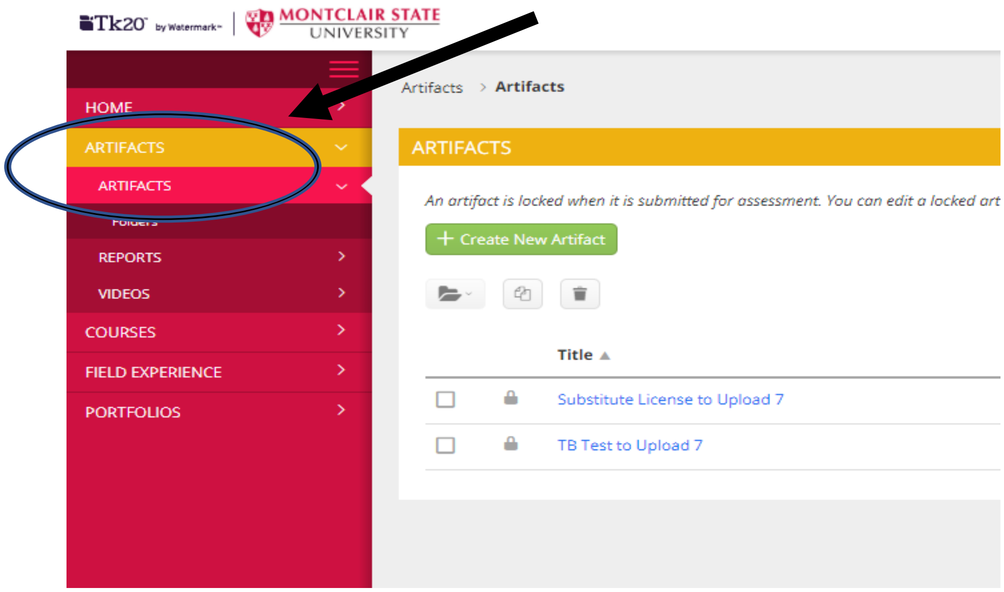


Step 10: Click the green Export button.

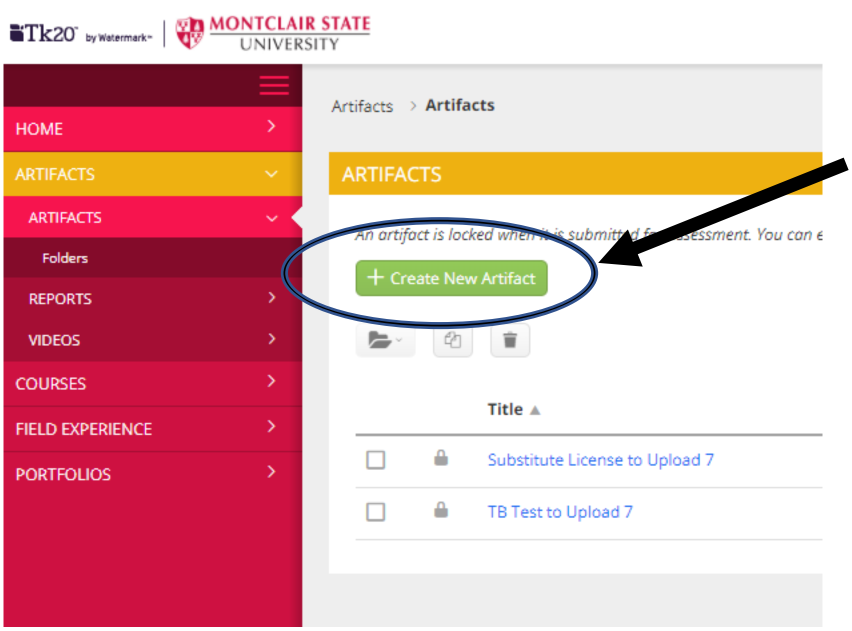


IV. Dispositions Self-Assessment

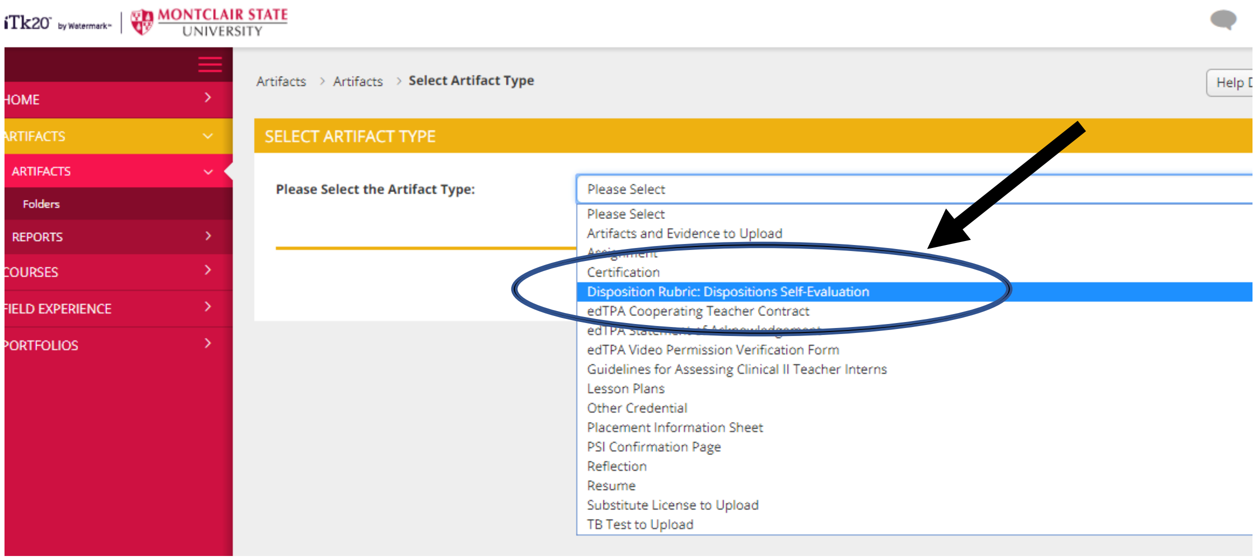
Step 1: This will open your Home page in Tk20. Click on **Artifacts** in the left-hand side menu.



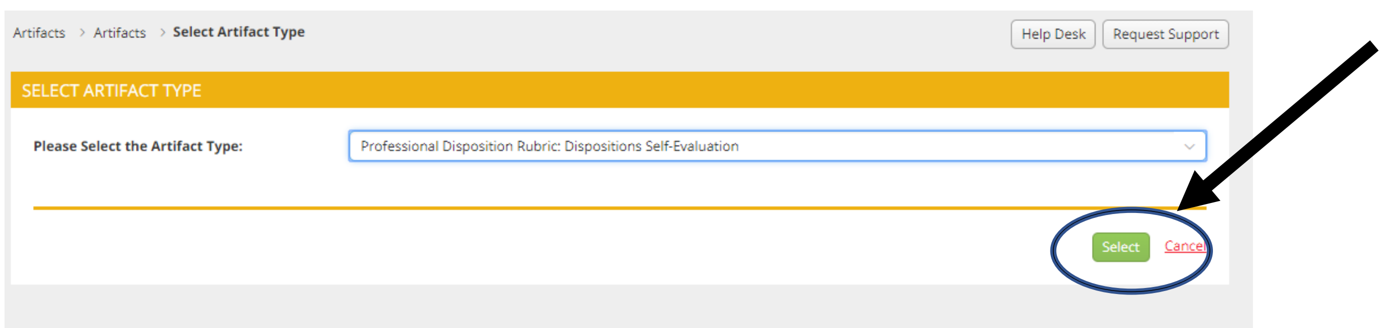
Step 2: Click on the green **Create a New Artifact** button.



Step 3: From the Select the type of artifact drop down menu, select **Dispositions Rubric.**



Step 4: Then click **Select.**



Step 5: This opens the **Professional Dispositions Rubric.** Ignore the Description box and proceed to completing the rubric. Take some time reflect on each professional disposition on the rubric. Review the rubric progression levels (4-3-2-1) and select the level that you honestly believe describes you. This is a self-assessment and will not be used to evaluate your performance in the program.

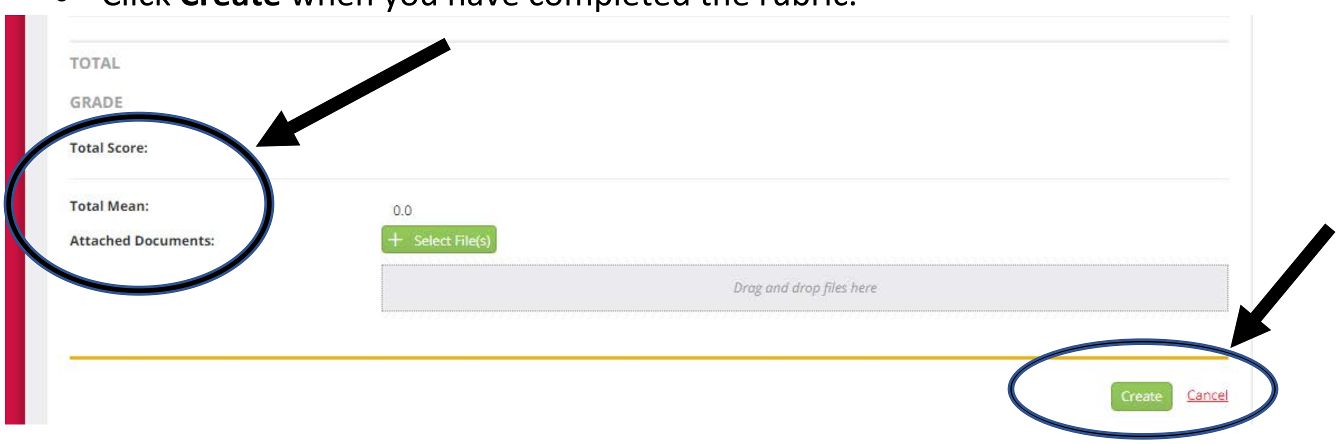
PROFESSIONAL DISPOSITION RUBRIC

	Exceeds expectations	Meets expectations	Meets expectations with reservation	Does not meet expectations	Score
1. Provides and reflects upon equitable learning opportunities for all students. **(MSU 28)** **(InTASC 2)** **(NJPTS 2)** **(CAEP 3.3)** ☐ NA	○ 4 Candidate demonstrates and articulates a commitment to education for all students; focuses on students' assets instead of deficits; communicates a strong belief that all children can learn, and that children bring varied talents, strengths, and perspectives to learning.	○ 3 Candidate demonstrates a commitment to education for all students; focuses on students' assets instead of deficits; appears to believe that all children can learn, and that children bring varied talents, strengths, and perspectives to learning.	○ 2 Candidate demonstrates a basic commitment to education for all students; however, s/he focuses on students' deficits instead of assets.	○ 1 Candidate does not demonstrate a commitment to education for all students; does not engage learners at all levels and abilities; focuses on students' deficits instead of assets.	

Step 6: Enter any comments into the **Comments** box you may have to yourself about something you would like to improve or to the College.

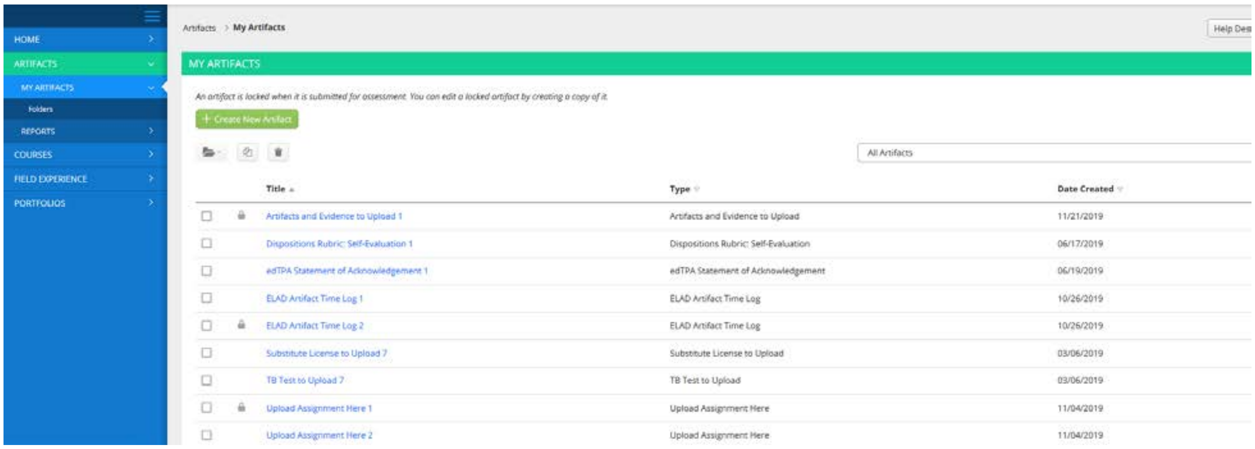
Step 7: Saving your assessment.

- You will see your total score and mean score displayed.
- There is not need to attach any files Attach Documents
- Click **Create** when you have completed the rubric.

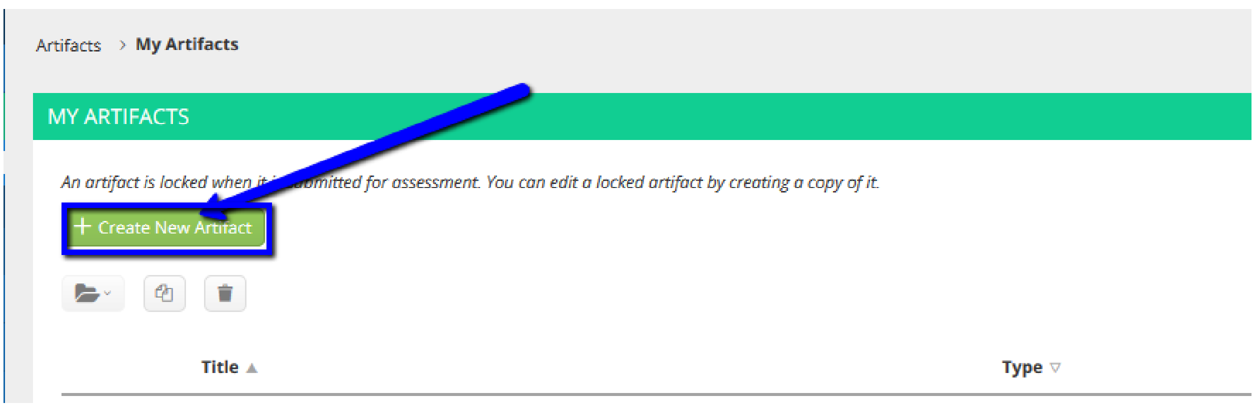


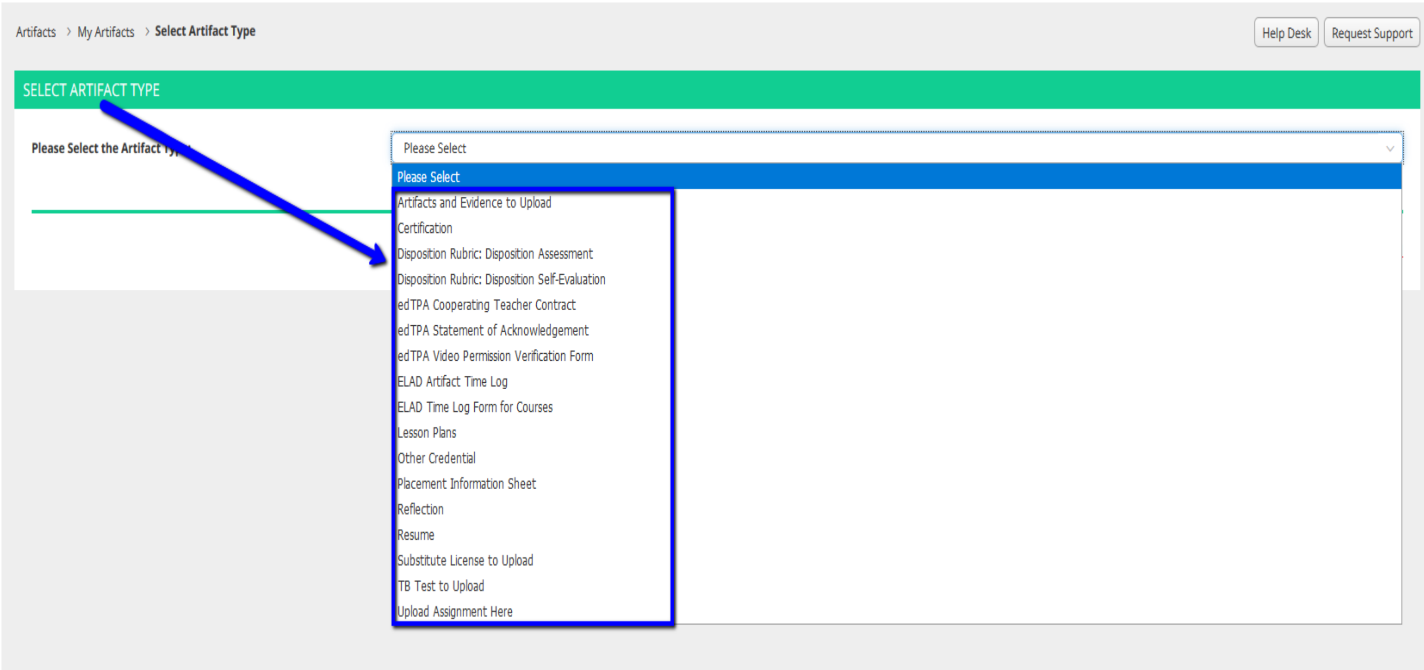
V. Artifacts

The **Artifacts** section allows you to upload various documents pertaining to your courses.

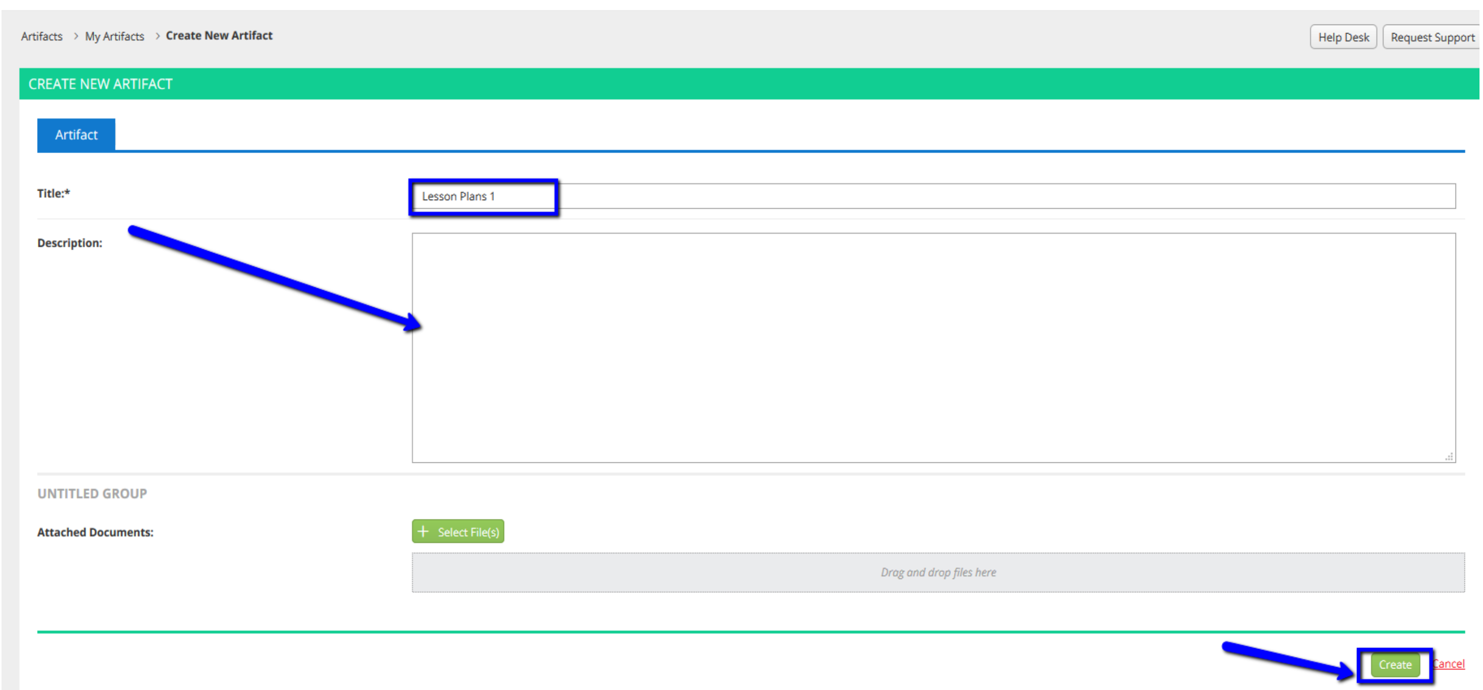


When you click on **create artifact**, you will have to option to select the artifact type that you would like to upload.



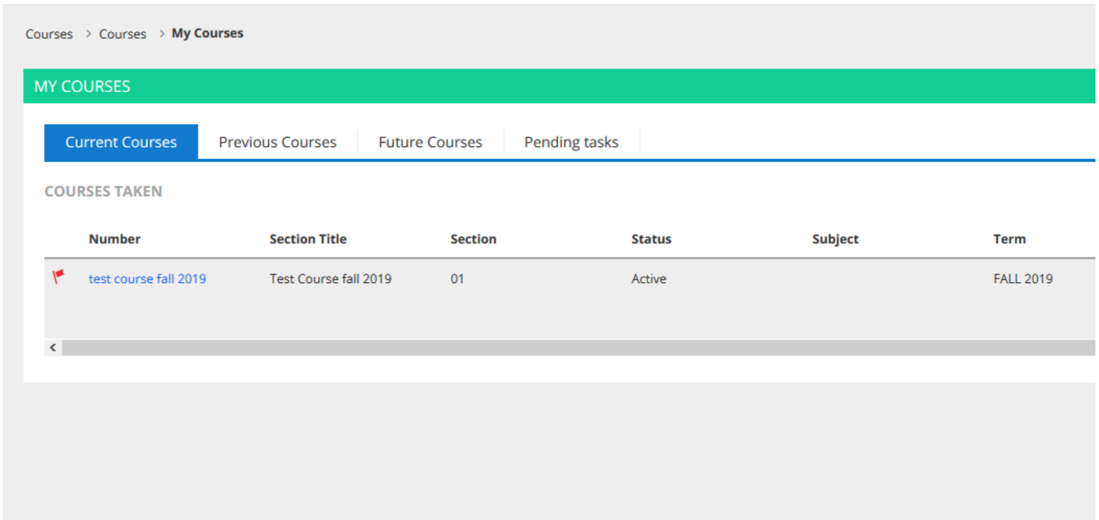


Once you select the artifact type, you will be able to create a description of the artifact and upload the document or file you want to use.

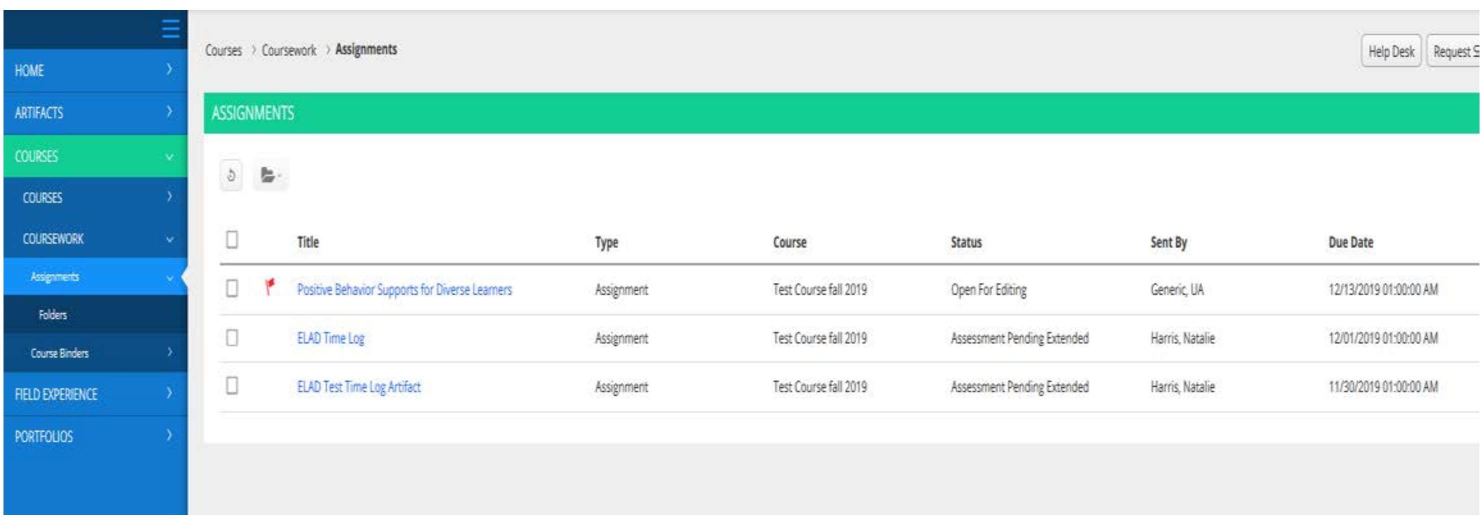


VI. Course Based Assessments

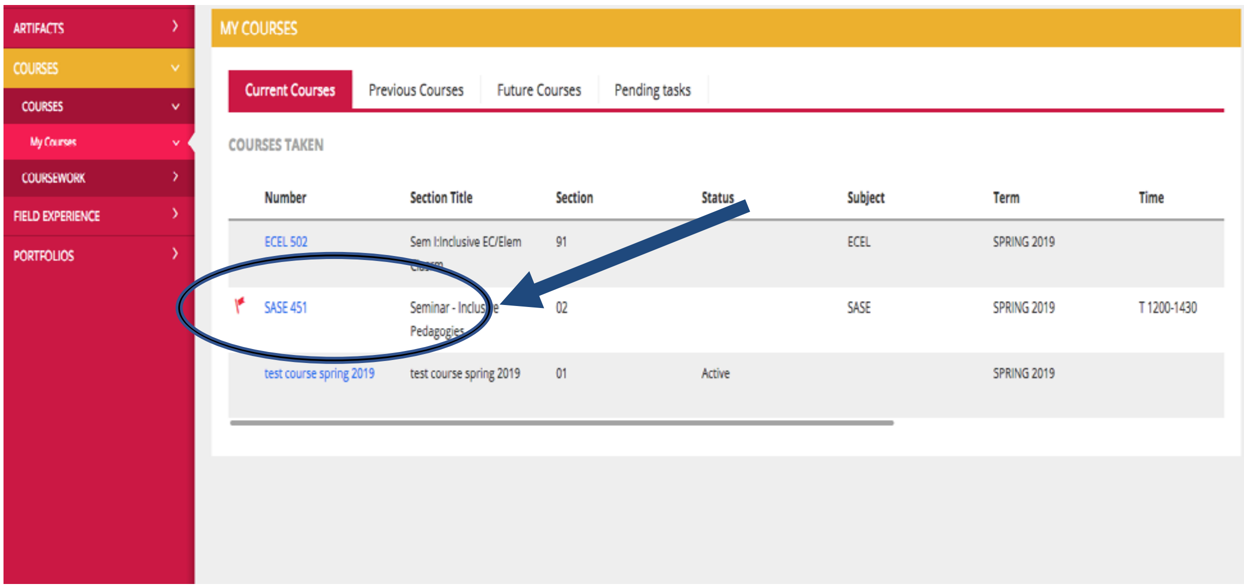
Courses contains you a view of current, previous and future courses and assignments. It also shows a list of pending task that you may have.



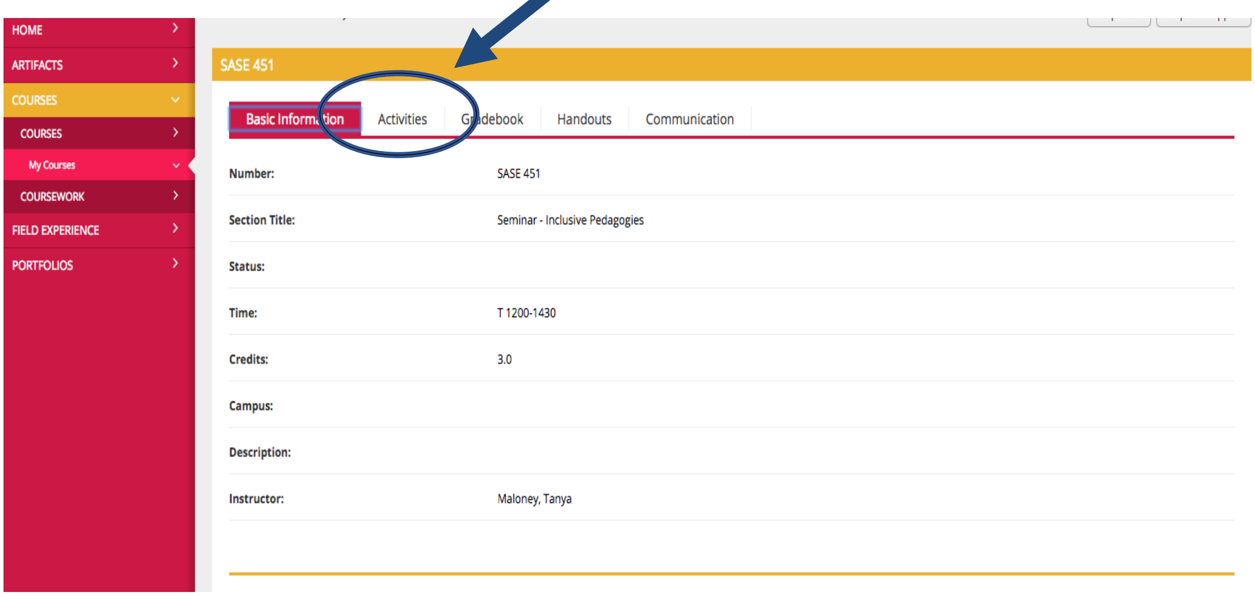
The **Coursework** tab shows a list of assignments and the respective due dates.



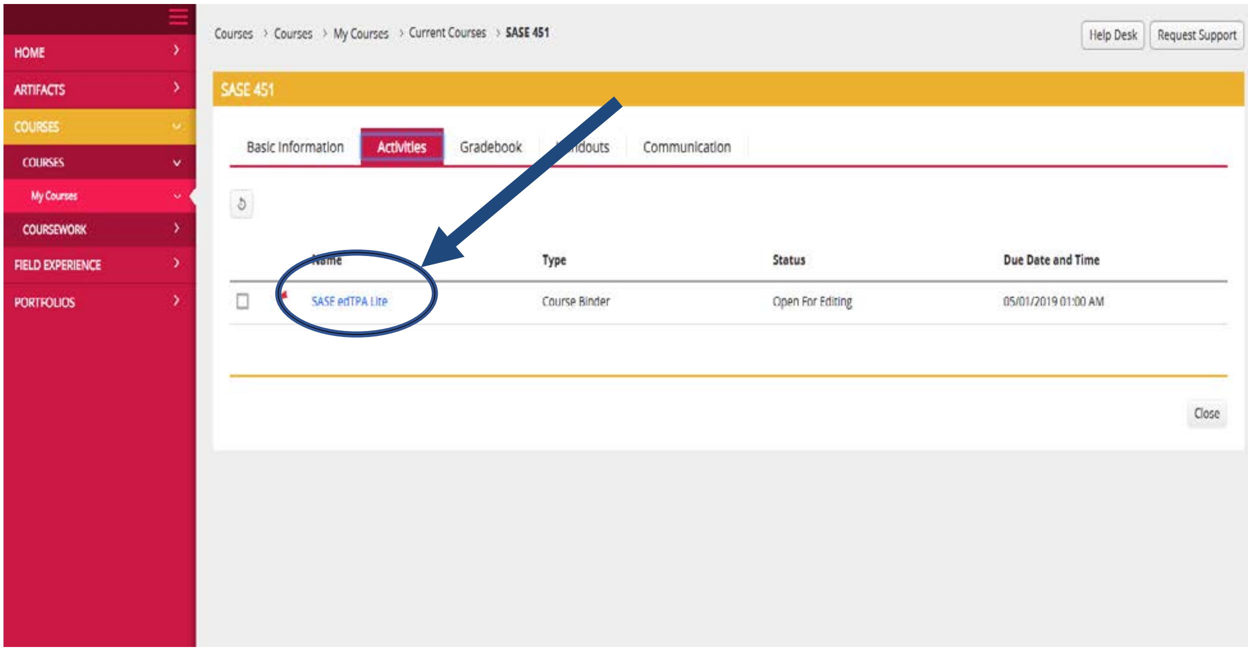
Step 1: Click on the class in which the assignment is associated.



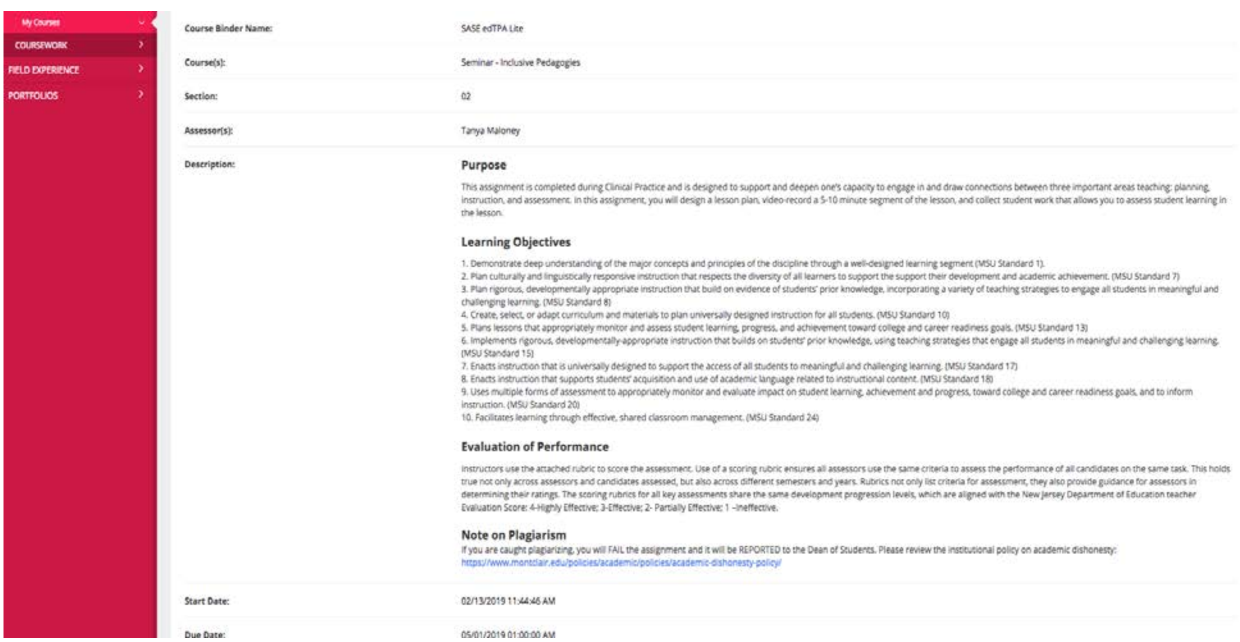
Step 2: Click on **'Activities'**.



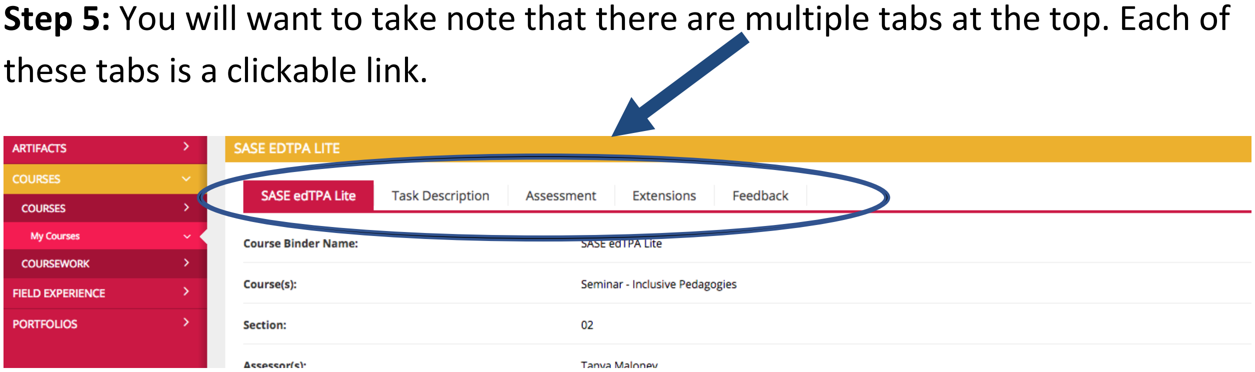
Step 3: Click on the assignment name to open it. This is the 'course binder' in Tk20.



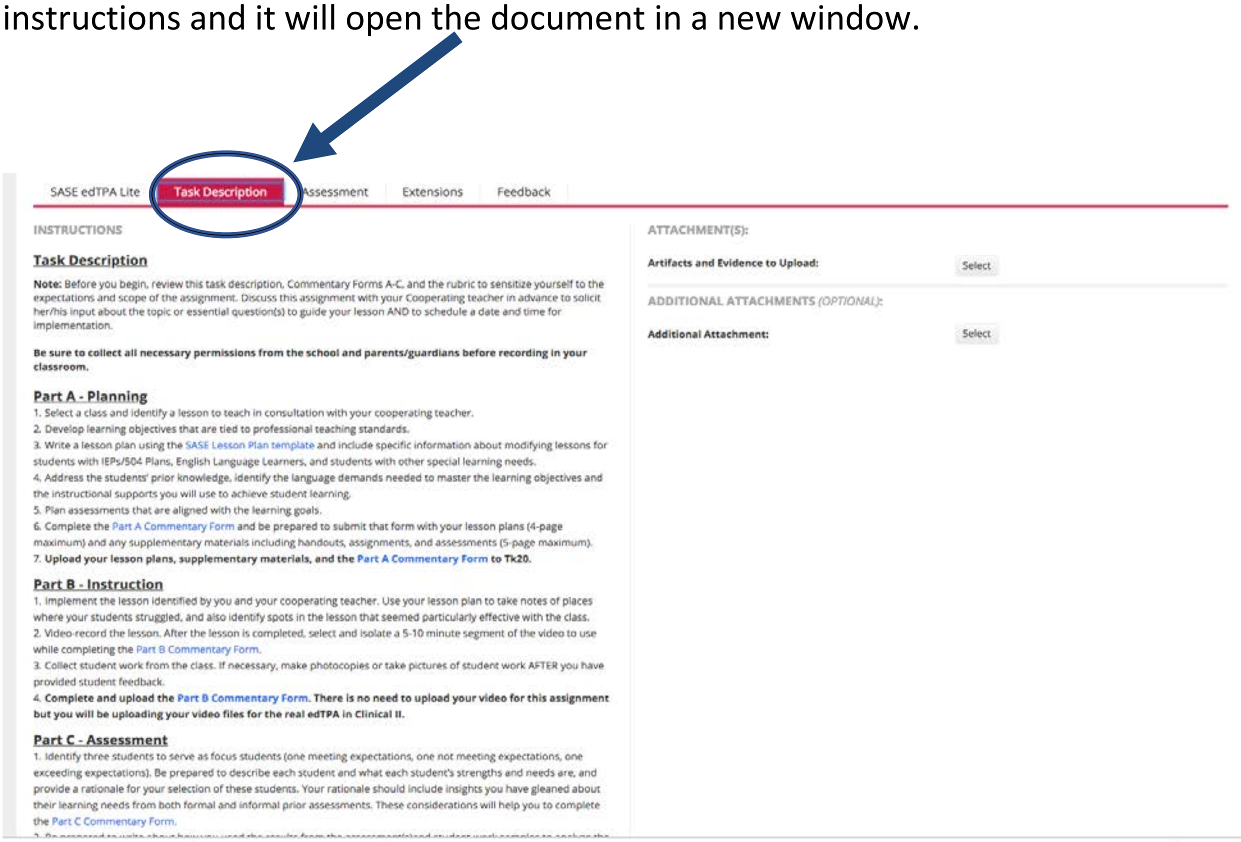
Step 4: The first page will bring you to information about the assessment. You can go ahead and review the start/end date and any other important instructions there.



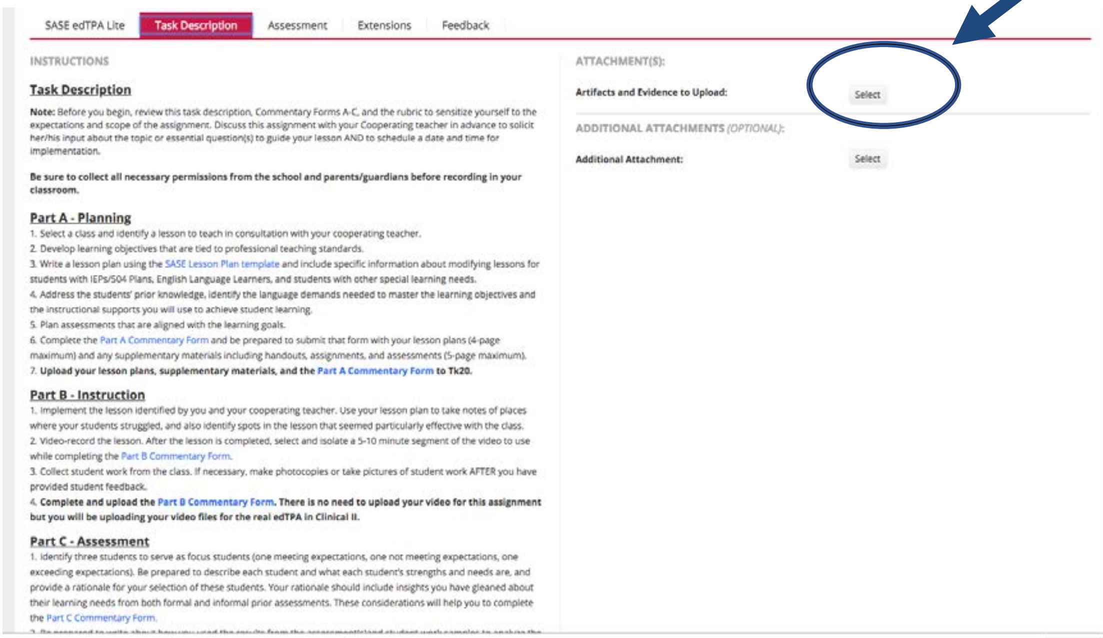
Step 5: You will want to take note that there are multiple tabs at the top. Each of these tabs is a clickable link.



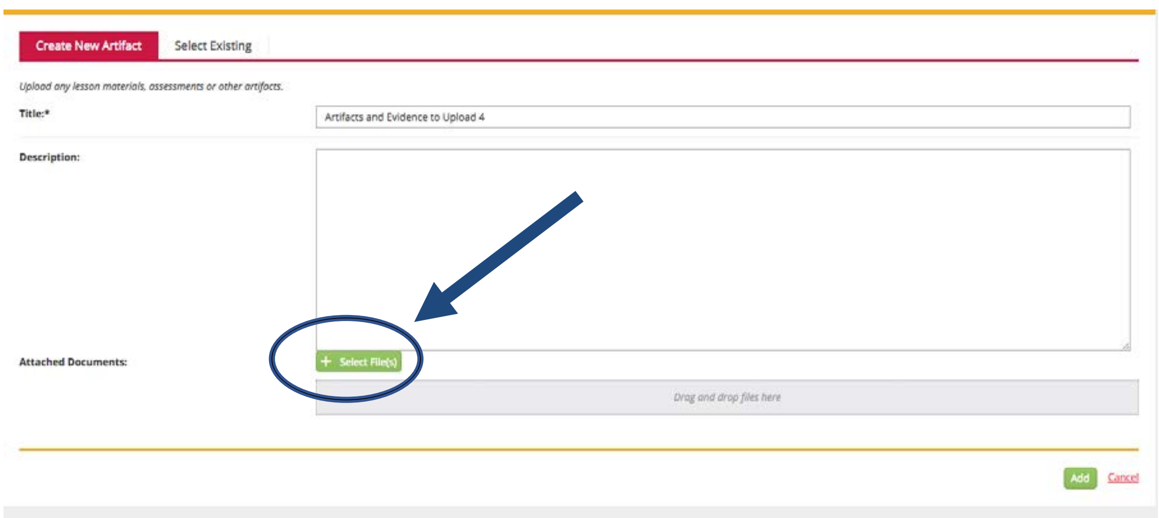
Step 6: Click on the **'Task Description'** tab. You will see the instructions for the assessment. Additionally, you will see some embedded links in the instructions. If you need a copy of any template, you can click on that blue hyperlink in the instructions and it will open the document in a new window.



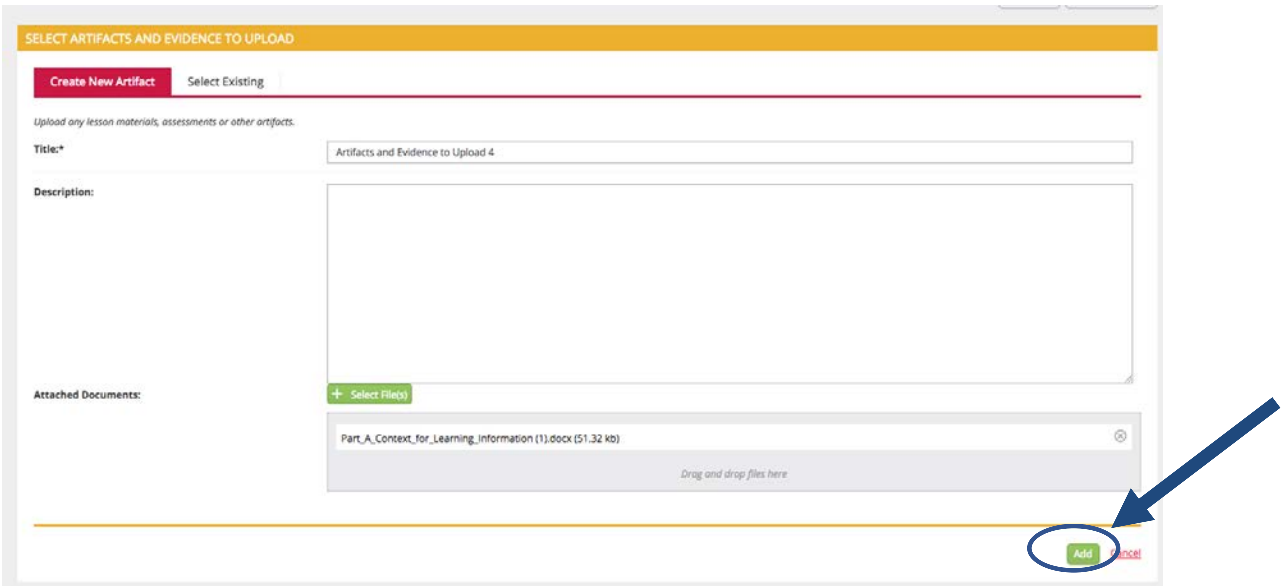
Step 7: After you completed the assignment, it is time to upload. Over to the right-hand side there is an attachment section. This is where you are going to upload each part of your assessment. Click **'Select'**.



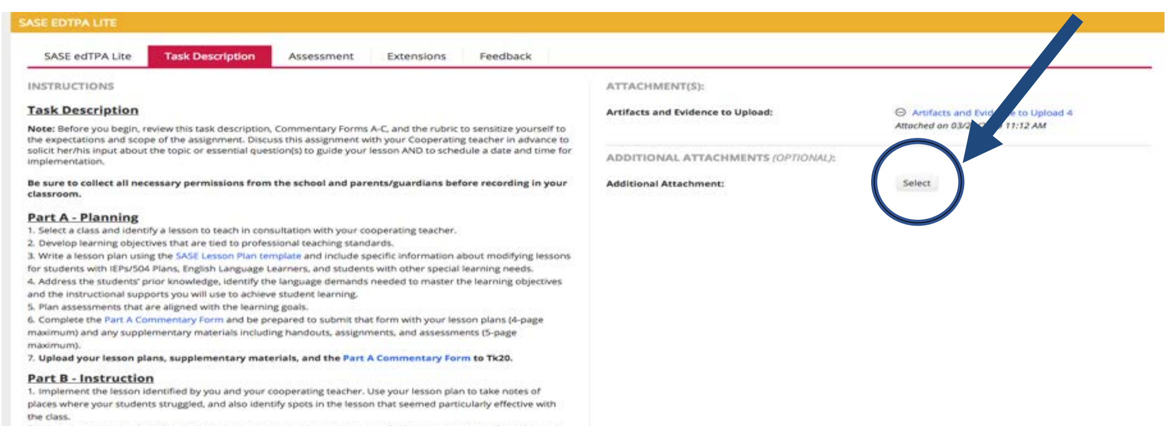
Step 8: To upload your file, click the green button **'Select File'** and then double click on your document.



Step 9: You will see that the upload was successful. Then you will want to click the green button **'Add'**.



Step 10: As you can see, your document has been added to your attachments. If you need to upload more than one document, you can click on **'Additional Attachments'** and go through the same process.



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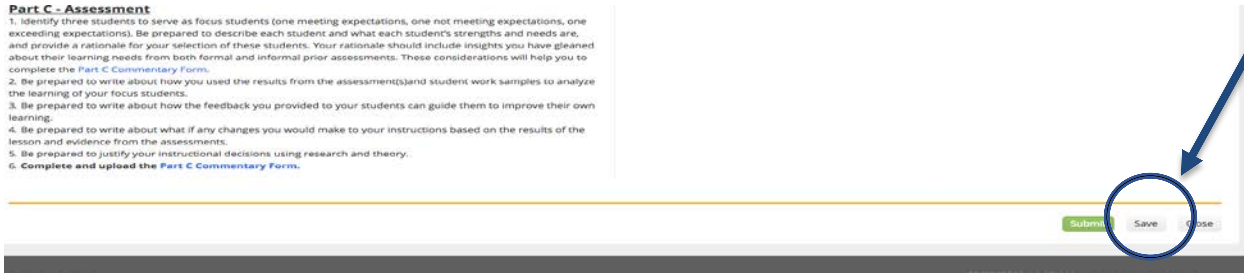
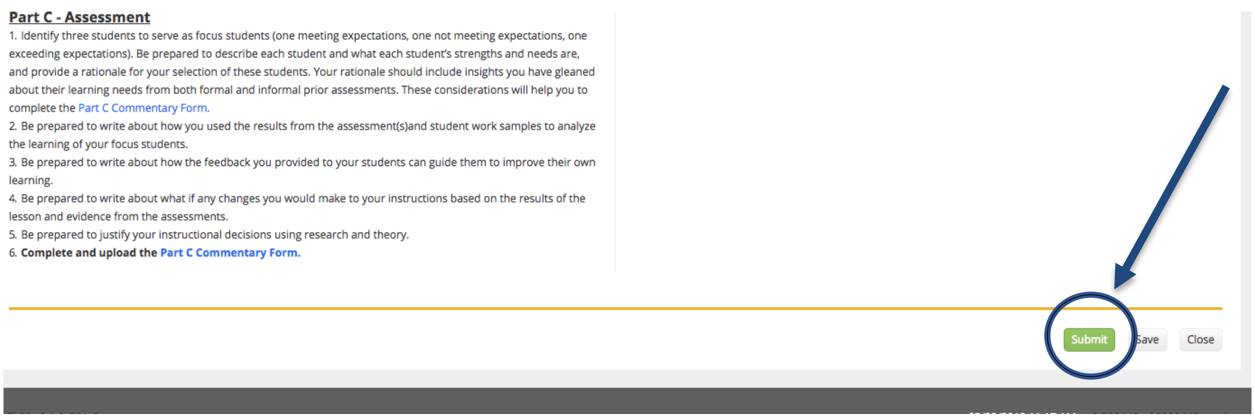
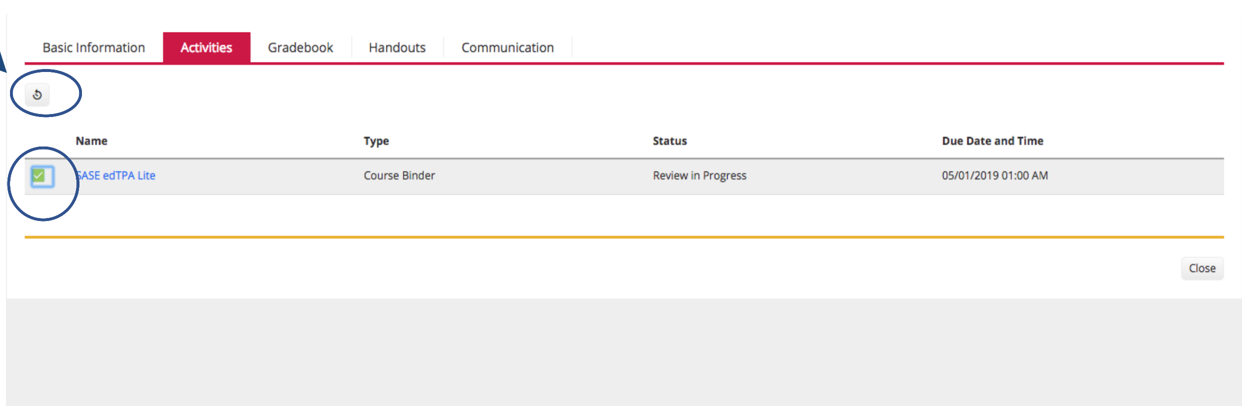
Step 11: Make sure you remember to hit the **'Save'** button at the bottom of the page.



Step 12: Once you are finished with the entire course binder, you will click the green button **'Submit'** at the bottom of the page. Only hit **'Submit'** once you are completely finished.



*If you click 'Submit' before your binder is ready, check the box next to the name of your Course Binder. Then click the 'Recall' button.



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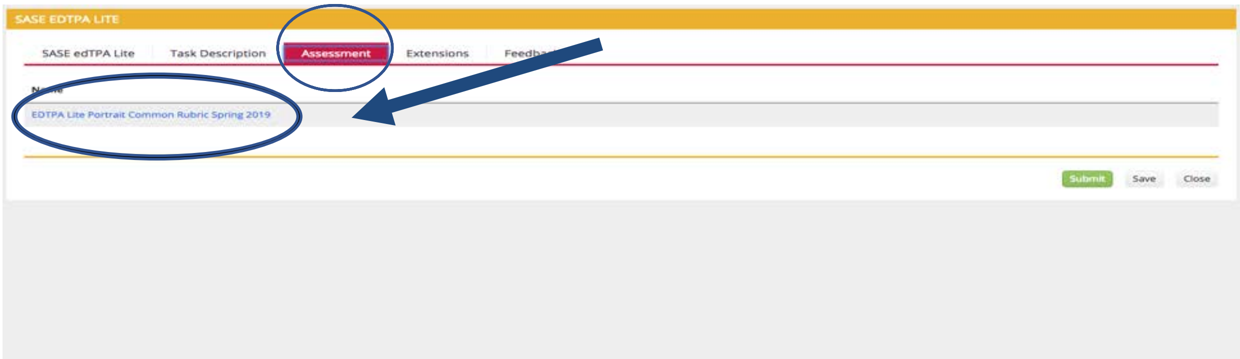
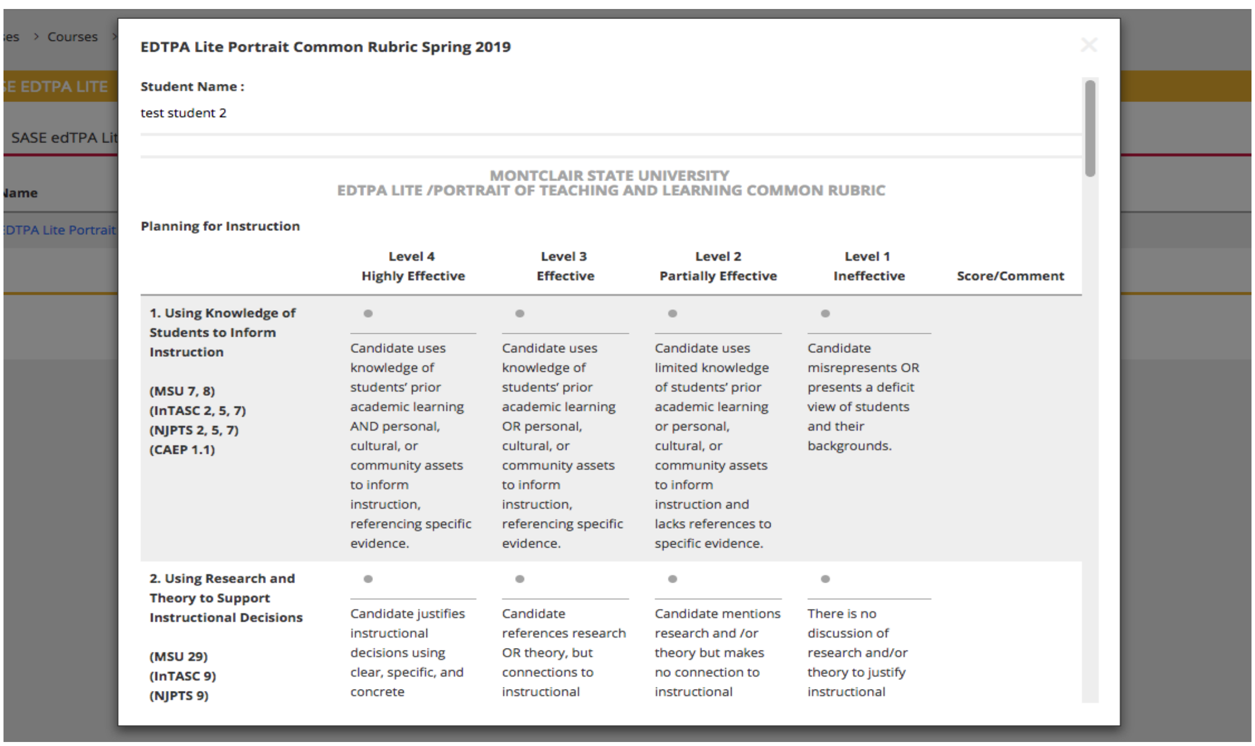
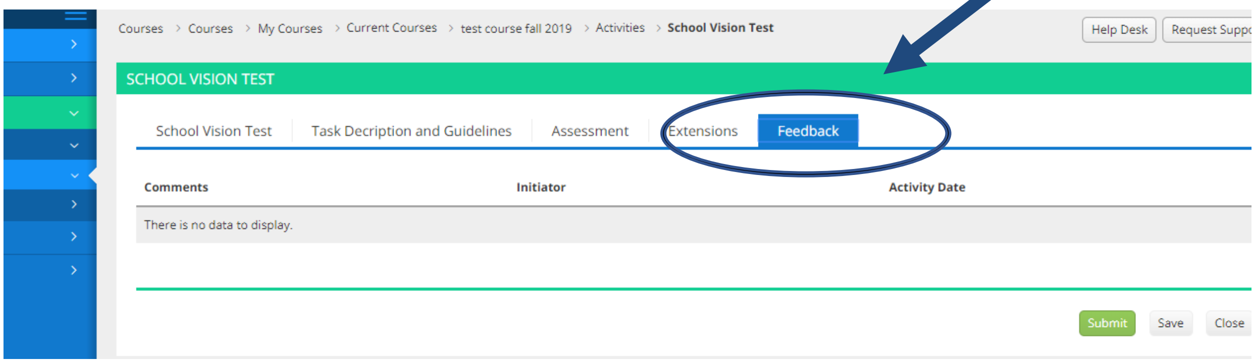
Step 13: To review the rubric for the assignment, click on the **'Assessment'** tab then Click on the blue hyperlink to see the rubric.



This is a sample of what the rubric will look like.



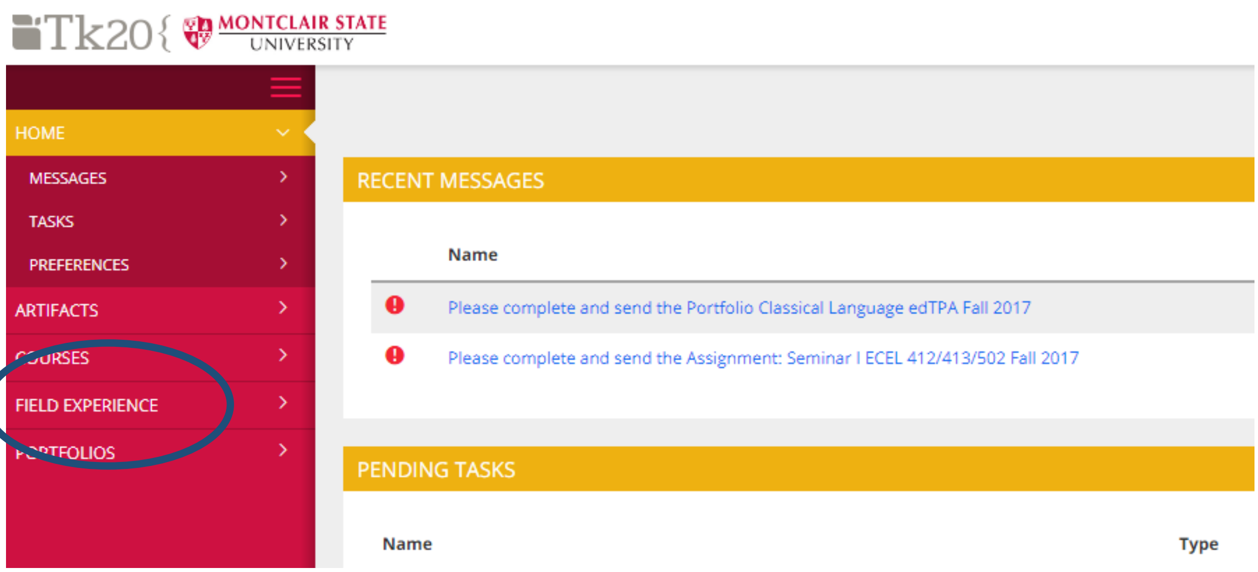
Step 14: Click on the **'Feedback'** tab to review additional narrative feedback provided by your instructor.



VII. Field Experience

In Tk20, Clinical Practice is known as Field Experience. This is where to you will review your Clinical Assessments.

Step 1: Click on the **Field Experience** on the left.



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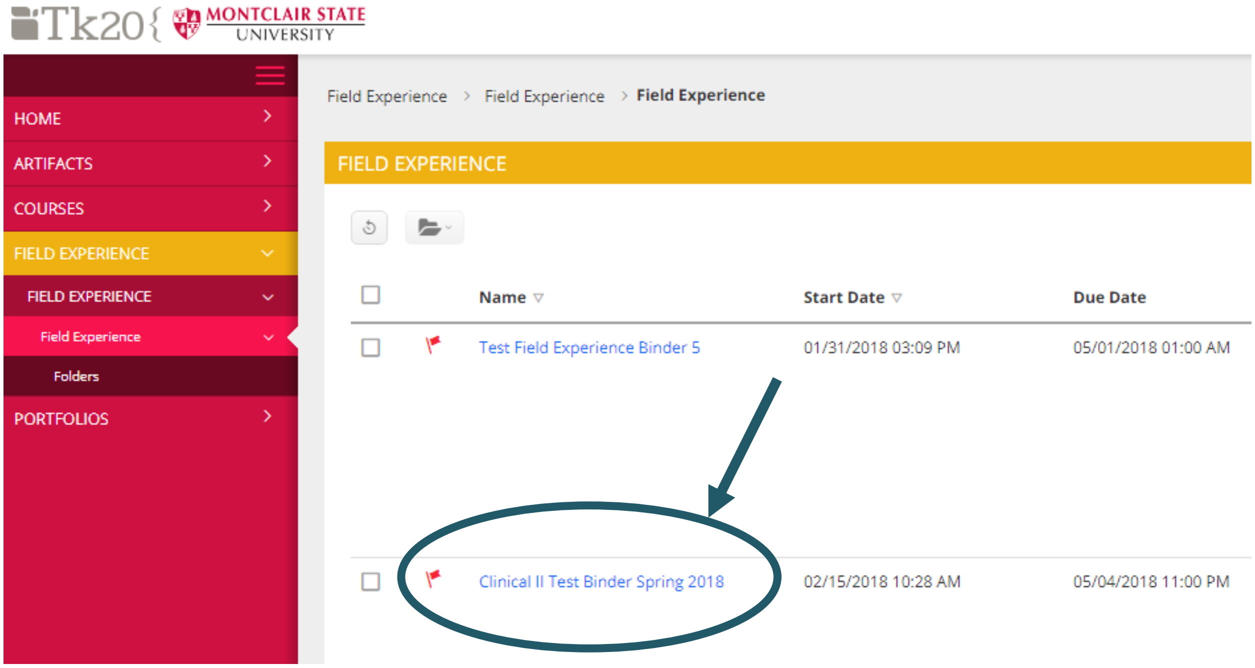
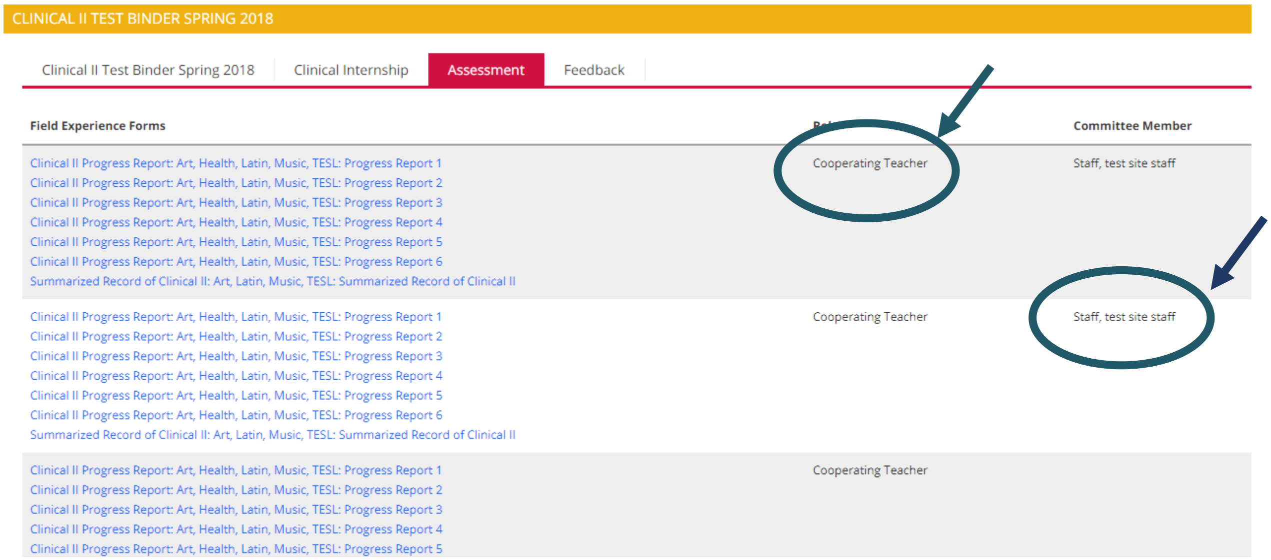
Step 2: Click on the **Field Experience Binder** you want to view.

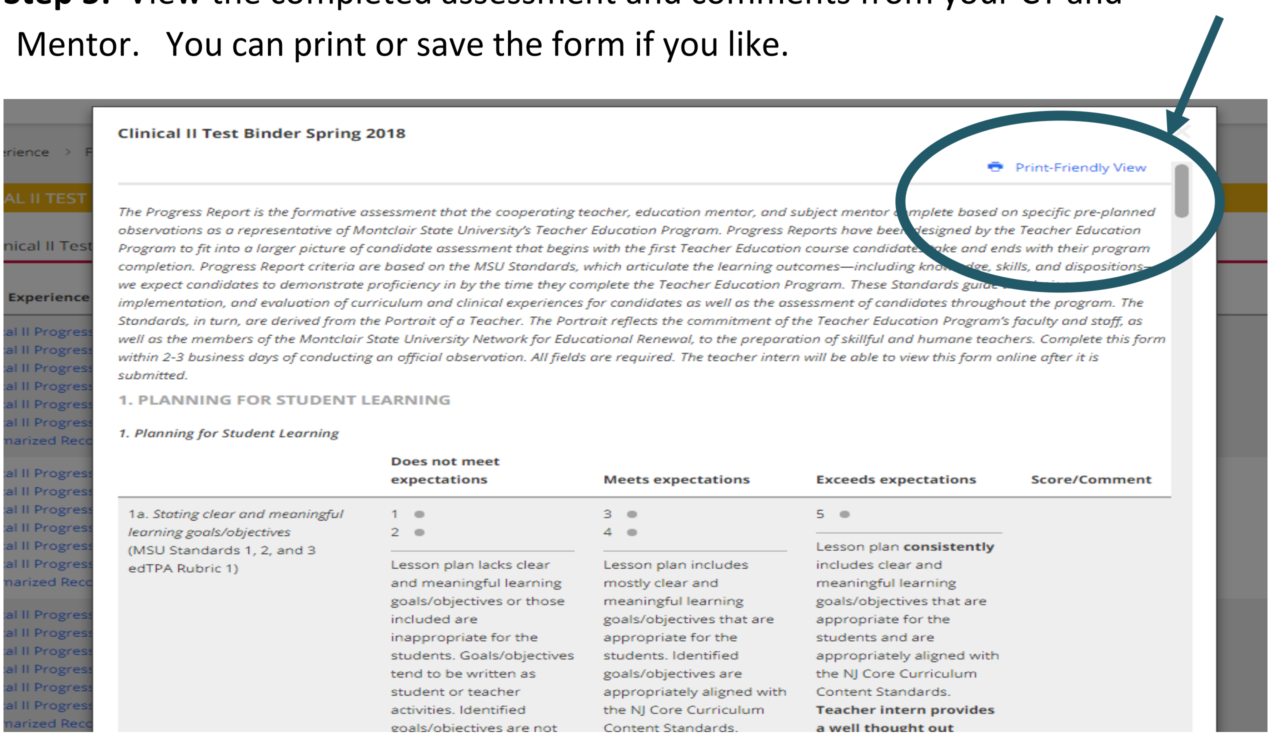


Step 3: From the **Assessment tab** on this page, you can view the scored Clincial Assessments.

Step 4: Please note that there are separate links for Clinical Assessment completed by each CT and mentor. If you have more than one CT and/or mentor, the forms will be listed separately.



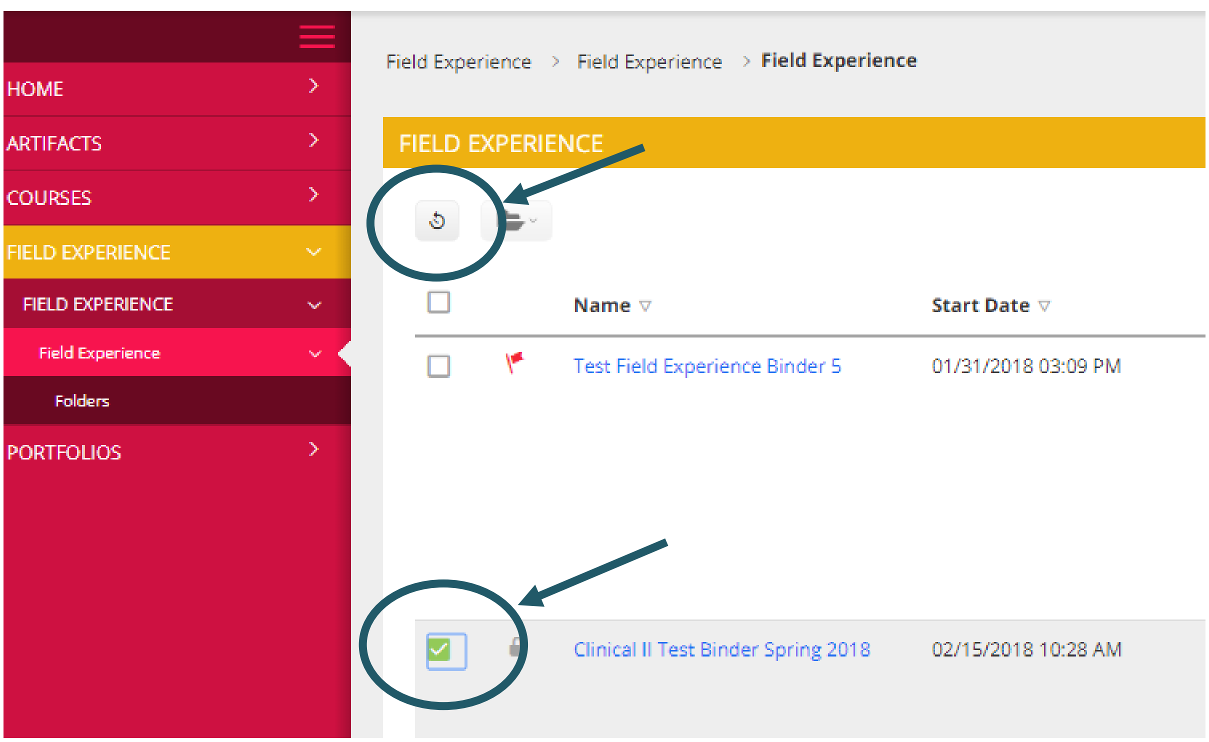
Step 5: View the completed assessment and comments from your CT and Mentor. You can print or save the form if you like.



Step 6: (The “oops” step) If you accidently ‘Submit’ the binder, you can make changes by “Recalling” the binder.

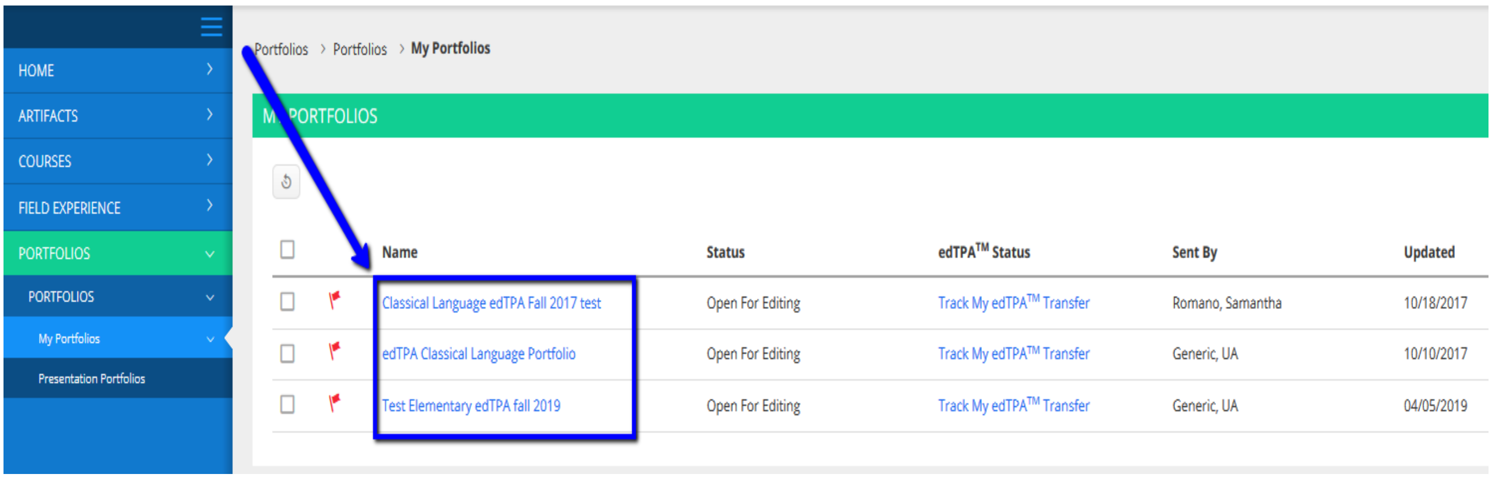
1. Click **Field Experience** in main navigation menu.
2. Click on Field Experience in the secondary menu to see a list of Field Experience binder, including the one(s) you have submitted.
3. Place a checkmark next to the binder you want to edit, then click the Recall button , at the top.
4. If you are able to successfully recall the binder, you can click on the name of the binder in the master list to make changes.

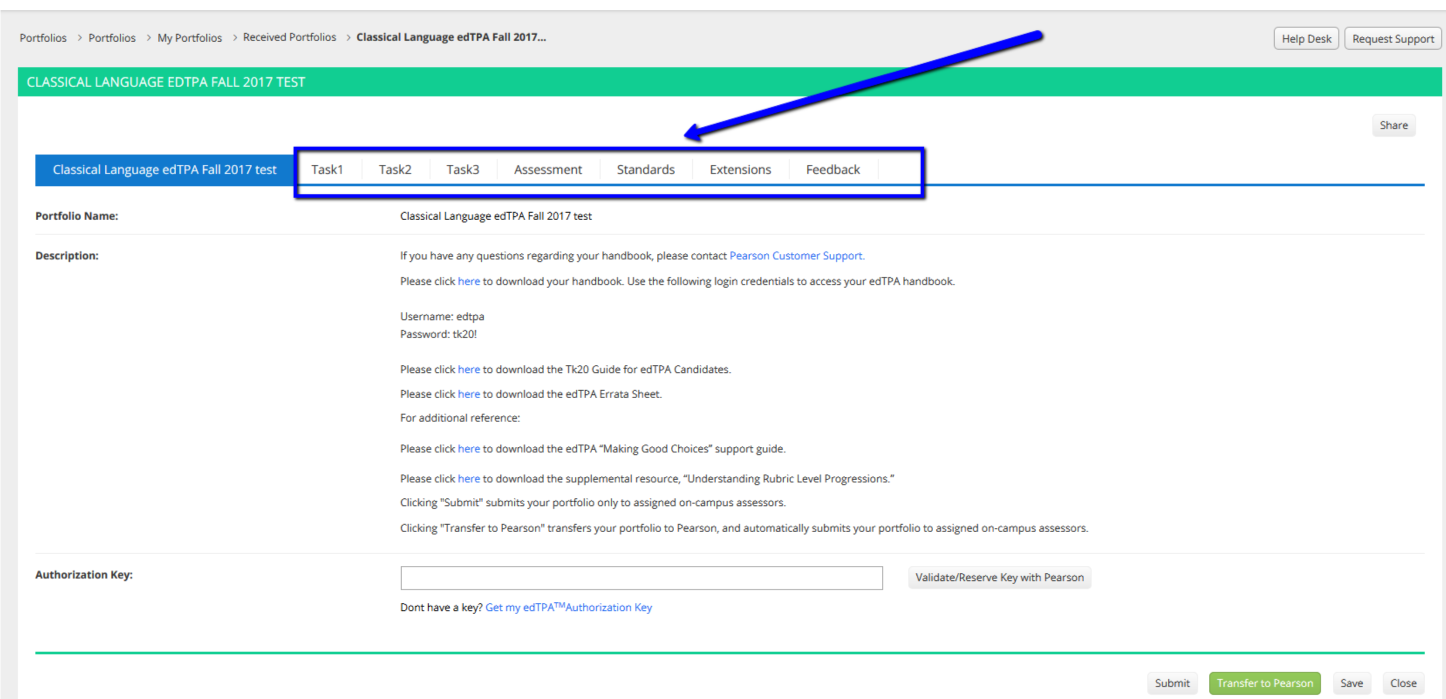
Note: If assessment of you binder has already begun, you will receive the following message “The following binder cannot be recalled as they have a locked – late status or have assessments saved.”



VII. Portfolios

The **Portfolios** tab shows you a view of the portfolios you have create.
When you click on an existing **portfolio** you will see a description of the portfolio. You will also see any information about the tasks associated with the course portfolio that would need to be completed. Including the **edTPA portfolio**.





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FAQs

What is my username and password?

- If you have an email account, you will log in using the Tk20 link in Nest

Can I see all assessments in one place for all of my interns?

- When you log into TK20 and go to the Field Experience tab on the left side of the screen, you will see a list of your interns' assessments. A red flag indicates you need to assess that intern. A green check indicates you have already completed that assessment.

How do I download or print an assessment for my records?

- On the top right, underneath the 'Submit" and "Close" button, there is a blue 'Printer Friendly View" button. Click that to save or print the assessment.

Who can see the assessments I've completed for an intern?

- The intern will be able to see the assessment and the other cooperating teachers and mentors will be able to see the assessments.

Can I see what other evaluators have completed for an intern?

- You will see the assessments completed by the other evaluators on the same page as your own.

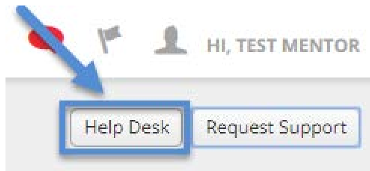
I made a mistake on an assessment. How do I fix it?

- If you "Saved" or "Completed" the assessment you can simply go back to that intern's assessment and make the changes.
- If you already "Submitted" the assessment, you can make changes by clicking the "Revoke" button. Please note that after changes have been made, you will need to 'submit' the binder again.

Who do I contact for assistance?

- MSU contact is mailto:tk20@montclair.edu

- The TK20 Help Desk has a library of videos and help guides. You can access the help guides by clicking the **Help Desk** button in the upper right hand corner.



If the knowledge base of quick guides and tutorials in the Help Desk don't have what you need, you can email support@Tk20.com for additional assistance 24 hours a day, Monday through Friday, as well as on Saturday and Sunday from 11:30 AM to 9 PM (Central). You can also call us at 1-800-311-5656, Monday through Thursday, 7 AM to 7 PM (Central), and Friday, 7AM to 6 PM (Central).

I see a mistake in the system (name, school, etc.). Who do I notify?

- MSU contact is mailto:tk20@montclair.edu