Handbook Created by and Created For

MALONE UNIVERSITY
CHRIST'S KINGDOM FIRST

**School of Education and Human Development**

***Educators Serving Together***

**"For the body is not one member, but many."**

Tk20™ by Watermark™

# Cooperating Teacher/ District Mentor Handbook

This manual contains directions concerning the following:

- *Completing a Pre-Clinical Field Experience Binder*
- *Completing a Clinical Field Experience Binder*
- *Completing an EDGT Practicum Field Experience Binder*

# Contents

**Cooperating Teacher- Completing a Field Experience Binder in Tk20** ..... 1

**Cooperating Teacher- Completing a Clinical Field Experience Binder in Tk20** ..... 3

**District Mentor- Completing an EDGT Practicum Field Experience Binder in Tk20** ..... 5

## Can't find what you're looking for?

Contact your *tk20 administrator at tk20_admin@malone.edu for any questions regarding the tk20 system.

**Please allow up to 48 hours for reply; although most communications will be answered same day, administrator availability is limited to business days and posted Malone campus office hours.*

Questions concerning field requirements and/or assessments should be directed to the either the field director or course instructor.

# Cooperating Teacher- Completing a Field Experience Binder in Tk20:

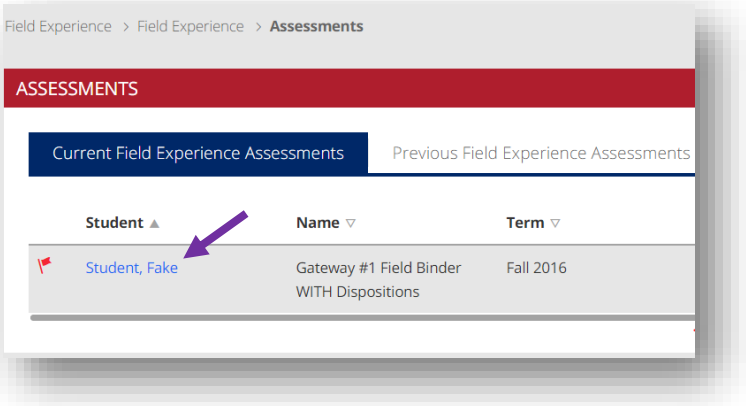
## Accessing the Online Evaluation(s) and Assessing Your Field Teacher Candidate(s)

***If you are hosting a Student Teacher and NOT a field student, please refer to the "Completing a Clinical Field Experience Binder" directions.***

1. Click the ***link** provided in the email you received from tk20. This will direct you into the system.

**If you can't locate this email, please contact the unit administrator at tk20_admin@malone.edu and request a new link be sent.*
**Cooperating teachers do not have username and passwords*

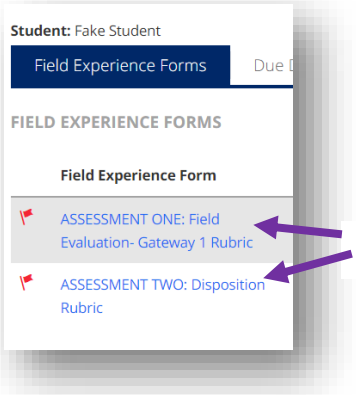
2. Under "Current Field Experience Assessments," please click the **name of the teacher candidate** you wish to assess.




*The red flag next to the student's name, indicates that the field binder has not yet been submitted by you.*

3. Selecting a teacher candidate name will open a split-screen; the left displays information about the field experience while the right-side contains the evaluations you are responsible for completing. *You will have either ONE or TWO evaluations to complete.

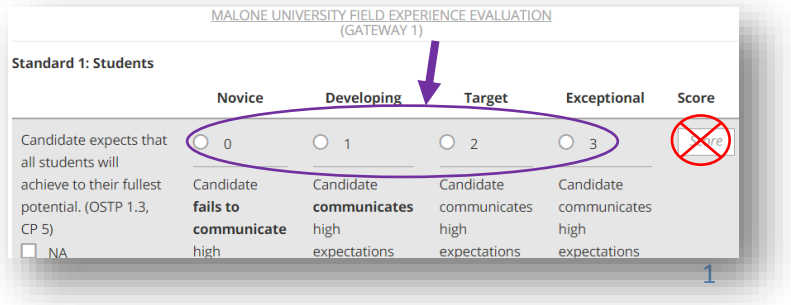
**Depending on the course for which the teacher candidate is completing field, there will be either <u>one</u> or <u>two</u> evaluations that needs completed*




Click the desired **Assessment/Evaluation**

4. Select the ***radio button** corresponding the score you would like to give the student for each criterion.

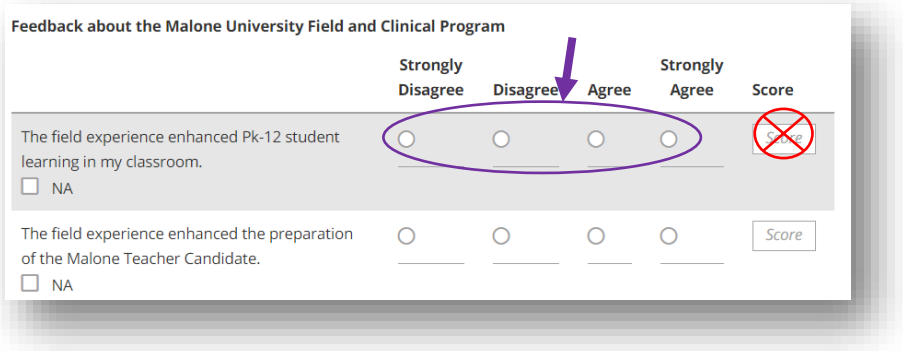
**Please <u>DO NOT enter a number in the in the Score box</u>. Tk20 will automatically populate these boxes with the score you choose with ther radio buttons. Please try to answer each question and avoid selecting the NA button, if possible.*






Click to Return to Contents

5. Please **complete the feedback survey** about the Malone University Field and Clinical Program. The data collected will be used to improved our processes, celebrate our strengths, and corrects our weaknesses.
**There are no numerical scores tied to this survey; the teacher candidate's total score will not be affected by how you rate Malone University. Again, please do not enter a numerical score in the Score box or this will impact the Total Score received by the teacher candidate.*



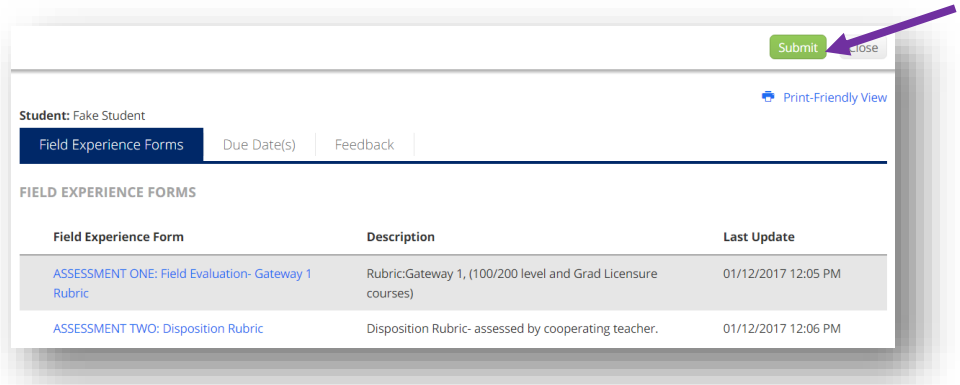

6. If the student received a score of 0, "novice" for any of the criterion, please indicate why in the **comment** box.

7. The Field Experience Evaluations do not receive a Grade. The grade box is there by default**, either SKIP or COPY the Total Score number in the Grade Box.**

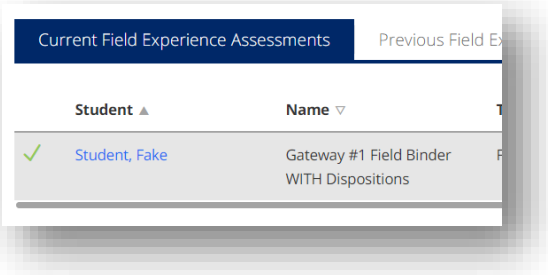
8. Once you have completed the entire evaluation, click the green **Complete** button.

9. If you have a second evaluation, please complete it in the same fashion.

10. Once the evalation(s) have been completed, click the green **Submit button** to mark the field experience binder as being finished.
**Note, tk20 will prevent you from submitting the field binder if any evaluation has not been completed.*




The red flag next to the student's name will be replaced with **a green checkmark** to indicate the field binder was succesfully submitted!




**Please contact the Malone field director with any questions related to your teacher candidate's field requirements and required assessments.*
**If you have any issues accessing or submitting the field binder, please contact your unit administrator at tk20_admin@malone.edu.*



Click to Return to Contents

# Cooperating Teacher- Completing a Clinical Field Experience Binder in Tk20:

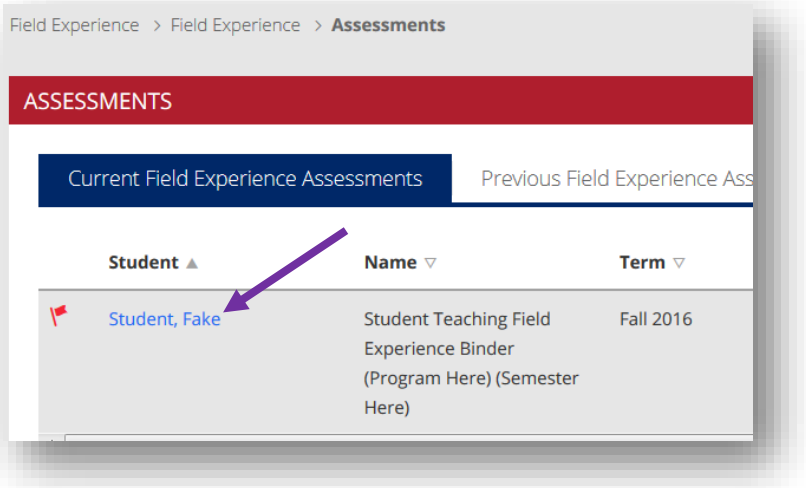
## Accessing the online Evaluation(s) and Assessing Your Student Teacher(s)

***If you are hosting a field student and NOT hosting a Student Teacher, please refer to the "Completing a Field Experience Binder" directions***

1. Click the ***link** provided in the email you received from tk20. This will direct you into the system.

**If you can't locate this email, please contact the unit administrator at tk20_admin@malone.edu and request a new link be sent.*
**Cooperating teachers do not have username and passwords*

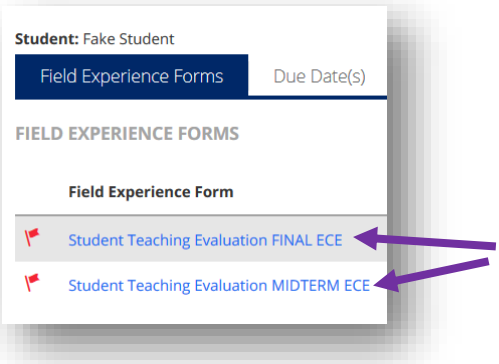
2. Under "Current Field Experience Assessments," please click the **name of the student teacher** you wish to assess.




*The red flag next to the student's name, indicates that the field binder has not yet been submitted by you.*

3. Selecting a student teacher name will open a split-screen; the left displays information about the clinical experience while the right-side contains the evaluation(s) you are responsible for completing. *You will have either ONE or TWO evaluations to complete.

**If you are hosting the student teacher for the entire length of the field, you will be completing a midterm and a final.*
**If you are hosting a student teacher for only half of the field, you will be completing EITHER a midterm OR a final- depending on which half of the clinical experience you host.*

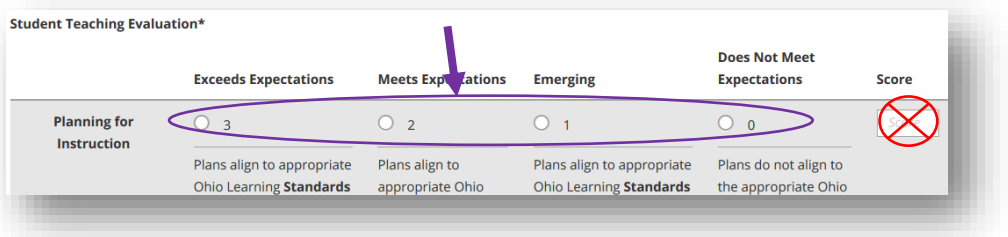



Click the desired **Assessment/Evaluation**



Click to Return to Contents

4. Select the ***radio button** corresponding the score you would like to give the student for each criterion.
**Please DO NOT enter a number in the in the Score box. Tk20 will automicatically populate these boxes with the score you choose with ther radio buttons. Please try to answer each question and avoid selecting the NA button, if possible.*



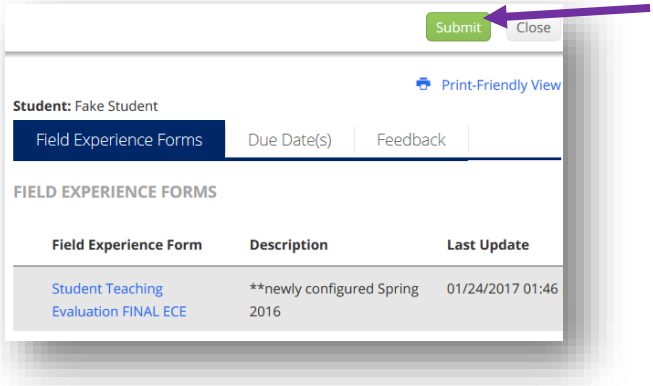

5. If applicable, please utilize the comment boxes and leave feedback concerning your student teacher.

6. The Student Teacher Evaluations do not receive a Grade. The grade box is there by default**, either SKIP or COPY the Total Score number in the Grade Box.**

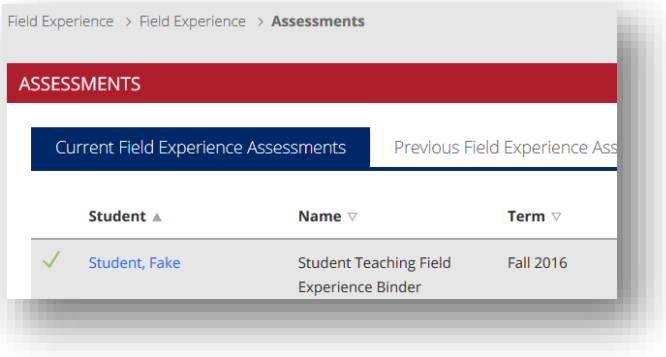
7. Once you have completed the entire evaluation, click the green **Complete** button.

8. If you have a second evaluation, please complete it in the same fashion at the end of the student teaching experience.

9. Once the evalation(s) have been completed, click the green **Submit button** to mark the clinical field experience binder as being finished.
**Note, tk20 will prevent you from submitting the field binder if an evaluation has not been completed.*




The red flag next to the student's name will be replaced with **a green checkmark** to indicate the field binder was succesfully submitted!




**Please contact the Malone field director with any questions related to your teacher candidate's field requirements and required assessments.*

**If you have any issues accessing or submitting the clinical field experience binder, please contact your unit administrator at tk20_admin@malone.edu.*



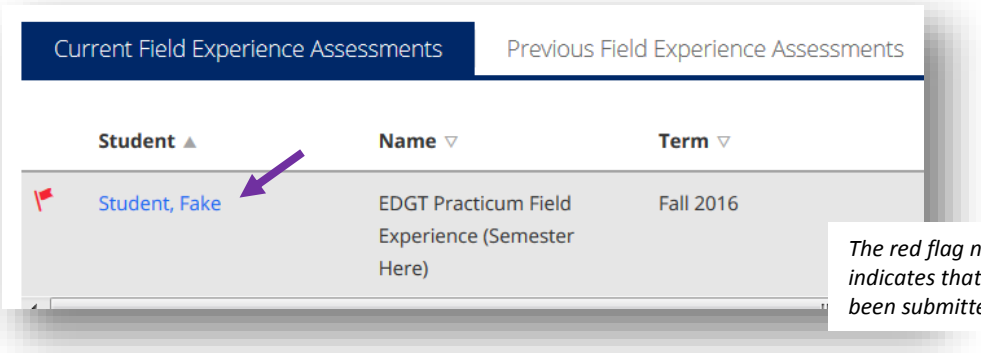
Click to Return to Contents

# District Mentor- Completing an EDGT Practicum Field Experience Binder in Tk20:

## Accessing the online Evaluation(s) and Assessing Your Field Student

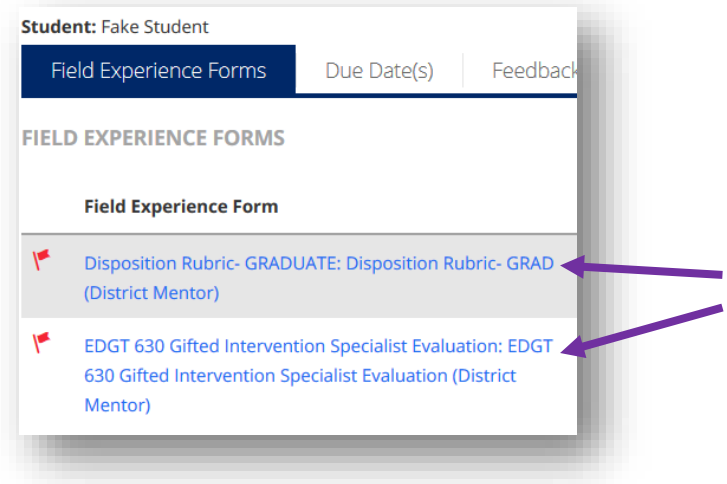
1. Click the ***link** provided in the email you received from tk20. This will direct you into the system.
**If you can't locate this email, please contact the unit administrator at tk20_admin@malone.edu and request a new link be sent.*
**District mentors do not have username and passwords*

2. Under "Current Field Experience Assessments," please click the **name of the student** you wish to assess.



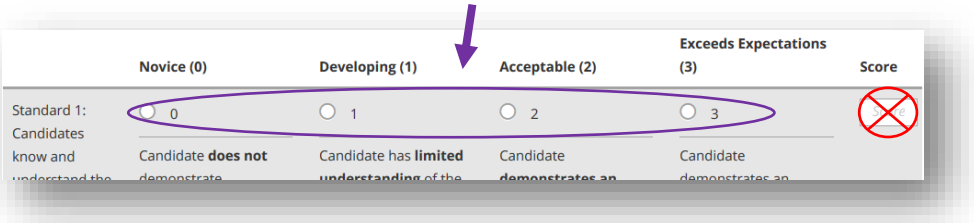

*The red flag next to the student's name, indicates that the field binder has not yet been submitted by you.*

3. Selecting a student name will open a split-screen; the left displays information about the field experience while the right-side contains the evaluations you are responsible for completing. *You will have TWO evaluations to complete.




Click the desired **Assessment/Evaluation**

4. Select the ***radio button** corresponding the score you would like to give the student for each criterion.
**Please DO NOT enter a number in the in the Score box. Tk20 will automicatically populate these boxes with the score you choose with ther radio buttons. Please try to answer each question and avoid selecting the NA button, if possible.*






Click to Return to Contents

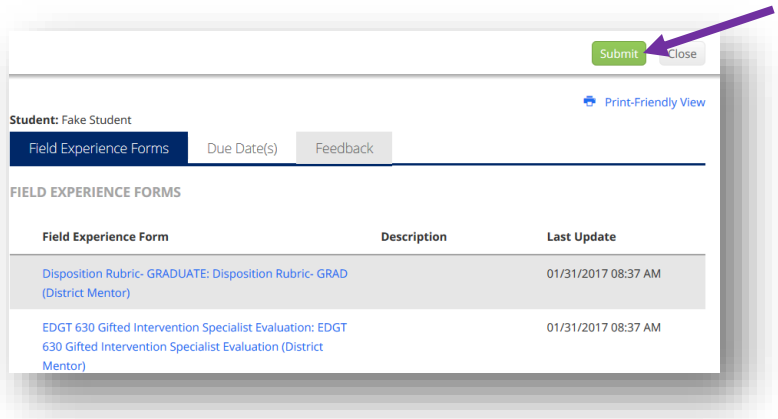
5. If the student received a score of 0, “novice” for any of the criterion, please indicate why in the **comment** box.

6. The Field Experience Evaluations do not receive a Grade. The grade box is there by default**, either SKIP or COPY the Total Score number in the Grade Box.**

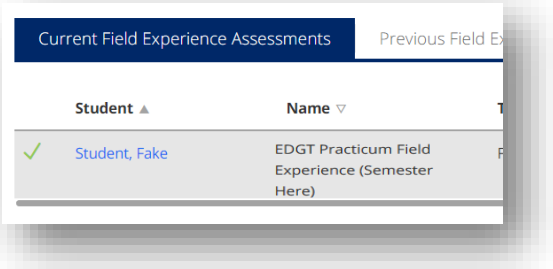
7. Once you have completed the entire evaluation, click the green **Complete** button.

8. If you have a second evaluation, please complete it in the same fashion.

9. Once both evaluations have been completed, click the green **Submit button** to mark the field experience binder as being finished.
**Note, tk20 will prevent you from submitting the field binder if any evaluation has not been completed.*




The red flag next to the student’s name will be replaced with **a green checkmark** to indicate the field binder was succesfully submitted!




**Please contact the Practicum Instructor with any questions related to your candidate’s field requirements and required assessments.*

**If you have any issues accessing or submitting the field binder, please contact your unit administrator at tk20_admin@malone.edu.*



Click to Return to Contents