

Introduction to TK20 Knowledge-Management System

BEST PRACTICES FOR USING TK20

The following are some simple best practices guidelines for navigating TK20 and minimizing errors with the system:

- Only have one browser window open when working in the system
- Don't use your browser back button
 - o Utilize internal navigation such as **close** and **cancel** to go back in the system
- Save your work regularly
- Don't select submit at the top of the binder until the end of the semester when all assessments have been completed
- Use Safari or Firefox as your browser, if possible
- When finished in Tk20 sign out by selecting your name in the top right-hand corner, rather than just closing the page (this will prevent a lot of Oops messages)

Logging into TK20

- **Mentor teachers** should login with the unique link they received when the field binder was initially sent
 - o They should not have to enter any login information
 - o If mentor teachers cannot find the email with their link please contact Stephanie Ratmeyer (Stephanie.Ratmeyer@uvm.edu) to have it resent

Navigating Field Binders

- The video at this [link](#) provides a helpful walk through of navigating the system (roughly 4 minutes)
- Here is also a breakdown of the instructions in the video:
- When you log in you will see a split screen (below). On the left are the student's assessment to complete and on the right at the Mentor Teacher and Faculty's assessments to complete

The screenshot displays a split-screen interface. The left pane, titled 'EDCO389_Mental Health Field Binder_Fall_2019', shows an 'Acknowledgment of Evaluation' form with fields for Title, Description, Due Date(s), and Submission Option(s). A red box labeled 'Student Assessment' is overlaid on this pane. The right pane shows a dashboard with tabs for 'Field Experience Forms', 'Due Date(s)', and 'Feedback'. It lists 'FIELD EXPERIENCE FORMS' and 'UNIVERSITY SUPERVISOR'S FORMS' with columns for 'Field Experience Form', 'Description', and 'Last Update'. A red box labeled 'Faculty and Mentor Teacher Assessments' is overlaid on this pane.

- On the student's side you will see tabs, such as those below. Depending on the contents of the binder the names of the tabs will vary.

Title: EDEL 285 - Student Teaching Field Binder - Spring 2020

- The first tab gives an overview of all the student's assessments and due dates. The assessments **CANNOT** be completed from this page
- Selecting the other tabs will take you to the respective assessments located under those tabs
- Once a student has completed an assessment the text will turn blue (as seen below) and you can click into the assessment to view the student's responses

Please complete the midterm evaluations.

If you have questions or problems with completing the evaluations, please contact Amanda Simpfenderfer at asimpfen@uvm.edu

Name	Status	Type	Standard	Reflection
EDEL 155/175 PF Standard 1: a. Midterm 1	Not Submitted-Late	EDEL 155/175 PF Standard 1: a. Midterm		
EDEL 155/175 PF Standard 1: b. Final 2	Not Submitted-Late	EDEL 155/175 PF Standard 1: b. Final		
EDEL 155/175 PF Standard 2: a. Midterm 1	Not Submitted-Late	EDEL 155/175 PF Standard 2: a. Midterm		
EDEL 155/175 PF Standard 2: b. Final 2	Not Submitted-Late	EDEL 155/175 PF Standard 2: b. Final		

- The assessments mentor teachers are responsible for completing are listed under the **FIELD EXPERIENCE FORMS TAB** and **HEADER** on the right-hand side of the page

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
DOE - Intern Observation Report: File uploads		
DOE - PADA: a. Midterm		
DOE - PADA: b. Final		
DOE Mentor Teacher Survey (rev. Aug. 2018): Survey	Rev. Aug 2018	
EDEL 285 Student Teaching Evaluation: a. Midterm		
EDEL 285 Student Teaching Evaluation: b. Final		

- Clicking the Blue link will open the respective assessment. Mentor teachers select the scale option based on your assessment of the student's performance. Mentors can add comments and scores if applicable

[Submit](#) [Close](#)

< BACK

DOE - PADA: a. Midterm

*UNIVERSITY OF VERMONT DEPARTMENT OF EDUCATION
PROFESSIONAL ATTRIBUTES & DISPOSITIONS ASSESSMENT
(REVISED FEB. 1, 2019)*

- The Target level is the expectation for student teachers at the end of the student teaching experience. However, it is not expected that all interns will score in the "Target" category in all dispositions.
- When completing the PADA, it is appropriate to evaluate an intern across rubric elements with clarification in the comment box. For example, a student could be at "Target" on some parts of an element and "Developing" on others. In that case, it is up to the judgment of the evaluator to determine whether the overall rating is "Developing" or "Target" (please do not use half ratings).
- If you have not had the opportunity to observe the student in relation to a particular element, please select "Not Able to Observe."

PROFESSIONAL PRACTICE

	Undeveloped	Developing	Target	Advanced	Not Able to Observe	Score
Collegiality in Sharing Ideas InTASC 10 <input type="checkbox"/> NA	<input type="radio"/> 1 Unwilling to share or exchange ideas or materials with others.	<input type="radio"/> 2 Reluctant to share and exchange ideas or materials with others, but will do so if prompted.	<input type="radio"/> 3 Willing to share and exchange ideas and/or materials with others without prompting	<input type="radio"/> 4 Actively initiates and facilitates sharing ideas and materials with others.	<input type="radio"/>	<input type="text" value="Score"/> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Policies and Practices InTASC 9 <input type="checkbox"/> NA	<input type="radio"/> 1 Is unaware of school policies and practices (hasn't sought out information) or is unwilling to follow school/university policy and practices (e.g., confidentiality, FERPA, student discipline)	<input type="radio"/> 2 Is aware of school policies and practices but does not always follow them (e.g., confidentiality, FERPA, student discipline).	<input type="radio"/> 3 Is aware of school policies and practices and follows school/university policies/practices (e.g., confidentiality, FERPA, student discipline).	<input type="radio"/> 4 Closely adheres to school/university policies and practices (e.g., confidentiality, FERPA, student discipline) and uses this knowledge to inform their decision-making and advocacy.	<input type="radio"/>	<input type="text" value="Score"/> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

- Once you have finished the assessments select **SAVE & CLOSE** at the bottom of the page

- Once you have completed all the assessment listed under **FIELD EXPERIENCE FORMS** please make sure to **SUBMIT** the binder. Using the **SUBMIT** button in the top right hand corner of the page.

Submit
Close

[Print-Friendly View](#)

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms
Due Date(s)
Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
DOE - Intern Observation Report: File uploads		
DOE - PADA: a. Midterm		
DOE - PADA: b. Final		
DOE Mentor Teacher Survey (rev. Aug. 2018): Survey	Rev. Aug 2018	
EDEL 285 Student Teaching Evaluation: a. Midterm		
EDEL 285 Student Teaching Evaluation: b. Final		
EDEL First Quarter Evaluation Form: Three-way conference	Our conference will focus on the student teaching internship in terms of the intern's strengths and next steps in Lesson Planning and Preparation, Teaching (Communication, Interaction, and Classroom Management), Assessment (Preparation, Administration, and Recording), and Professional Demeanor and Responsibilities. Its purpose is to ensure the intern's readiness to move toward the solo teaching weeks. For specific guidelines refer to Indicators on the Mid-Term and Final Evaluation document.	

FACULTY'S FORMS

Faculty: Kelly Mancini Becker

Field Experience Form	Last Update
DOE - Intern Observation Report: File uploads	
DOE - PADA: a. Midterm	
DOE - PADA: b. Final	

TROUBLESHOOTING OOPS MESSAGE

If you receive a window with an oops message while completing your evaluation you can follow the following instructions to reset the system:

- Close all current internet windows
- Launch one window to access Tk20
- Login to Tk20 using the link in email
- Navigate to the silhouette at the top right corn of the page that says, "Hi Name"
- Click on the drop down, then click "Sign Out"
- Proceed to clear the browsing data and history using the steps for the browser being used
- Closed ALL internet windows
- Reopen only one window to access Tk20
- Login using link in email

If Issues Persist: Contact TK20 support at 1-800-311-5656