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:

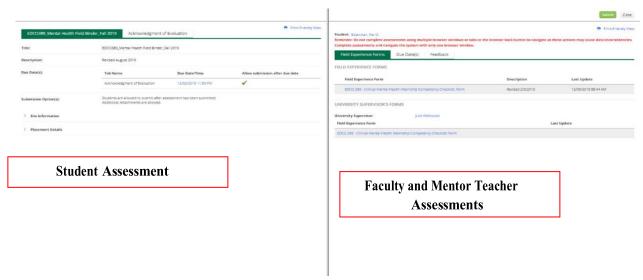
- Only have one browser window open when working in the system
- Don't use your browser back button
 - o Utilize internal navigation such as **close** and **cancel** to go back in the system
- Save your work regularly
- Don't select submit at the top of the binder until the end of the semester when all 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
 - 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 <u>link</u> 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

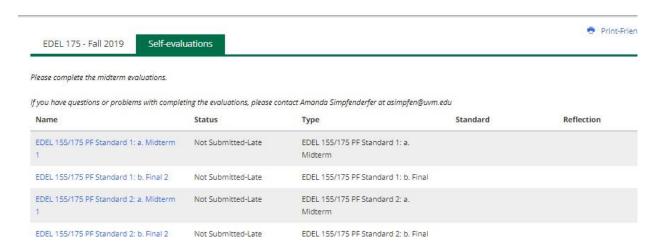


On the student's side you will see tabs, such as those below. Depending on the contents of the binder the names of the tabs will vary.

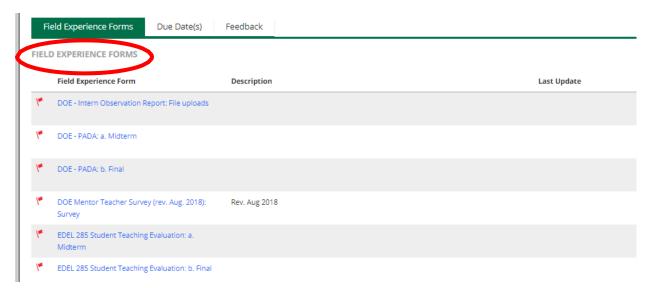
Title:

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



- 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



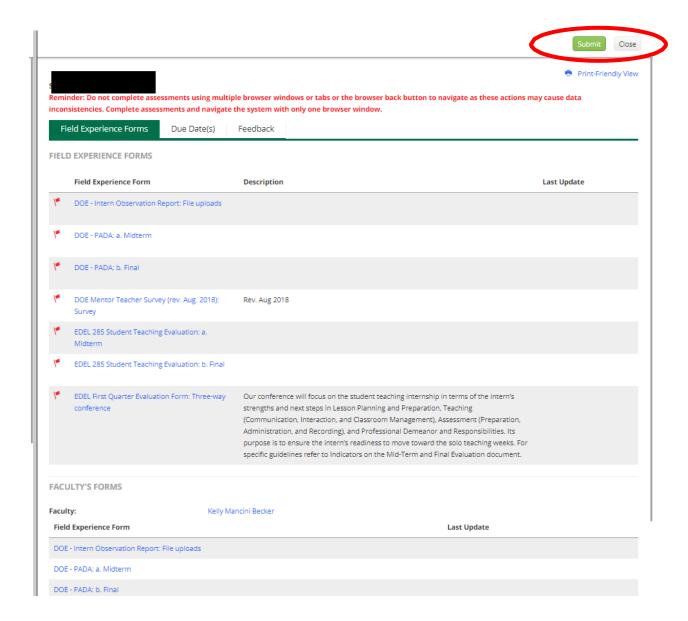
- Clicking the Blue link will open the respective assessment. Mentor teachers select the scale option based on your assessment of the student's performance. Mentors can add comments and scores if applicable

						Submit
BACK						
OE - PADA: a. M	idterm					
			SITY OF VERMONT DEPARTM ONAL ATTRIBUTES & DISPOS (REVISED FEB. 1, 20	SITIONS ASSESSMENT		
all dispositions. When complet ome parts of an e o not use half ra	ing the PADA, it is appropr element and "Developing" tings).	iate to evaluate an intern on others. In that case, it	across rubric elements with cla	rification in the comment baluator to determine wheth	ox. For examp er the overall	nterns will score in the "Target" cat ble, a student could be at "Target" (rating is "Developing" or "Target" (
ROFESSIONAL P	RACTICE	Developing	Target	Advanced	Not Able to Observe	Score
Collegiality in	0 1	O 2	О 3	O 4	0	Score
Sharing Ideas InTASC 10 NA	Unwilling to share or exchange ideas or materials with others.	Reluctant to share and exchange ideas or materials with others, but will do so if prompted.	Willing to share and exchange ideas and/or materials with others without prompting	Actively initiates and facilitates sharing ideas and materials with others.		
Policies and Practices	0 1	O 2	O 3	O 4	0	Score
InTASC 9 NA	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)	Is aware of school policies and practices but does not always follow them (e.g., confidentiality, FERPA, student discipline).	Is aware of school policies and practices and follows school/university policies/practices (e.g., confidentiality, FERPA, student discipline).	Closely adheres to school/university policies and practices (e.g., confidentiality, FERPA, student discipline) and uses this knowledge to inform their decision- making and		

- 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.



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