

# Faculty Guide to Tk20

The following document is a helpful guide that you can use to evaluate your students on Tk20.

## What You See:

- Once logged into Tk20 (using your SUNY Oswego LakerNet ID and password), you will see the home screen.
- At the top, you will see a navigation bar. To evaluate students' Student Teaching assessments, select the Field Experience tab.



## What You Do:

- Once in the Field Experience tab, you can either evaluate your current students or students from past semesters. To evaluate students from past semesters, select Previous Field Experience Assessments.



- Students name are hyperlinked to their evaluations. Select the student you wish to evaluate.
  - Students whose evaluations have not been *submitted* are marked with a Red Flag.
- Once their assessment page opens, you can select which evaluation you wish to complete.
  - The screen is split. You can move the screens, by selecting the bar, to expand a side.
- Once you have chosen the assessment, fill in the bubbles with the corresponding criteria.
  - Assessments that need to be completed are marked with a Red Flag.
  - As noted in the directions, for students who receive an **NB** rating, select the square



box labeled **NA**.

- If you wish to make comments, you have the opportunity to do so. Or, if the cooperating teacher has completed the evaluation, you can leave their comments. (If the cooperating teacher leaves comments, make note that those are their comments, not yours.)
- You do not have to calculate student scores when you complete their evaluation. When you save the evaluation, scores are calculated for you automatically.
- Once the evaluation is complete, **SELECT SAVE** at the bottom.
- This will not submit their evaluation on Tk20, but if you need to make changes, you can back to their evaluation and do so.
- The Red Flag will also disappear.

Field Experience Forms	
Field Experience Form	Description
<a href="#">Teacher Work Sample for Technology Students</a>	A Teacher Work deliver, and asse performance; an Through your TV following six star Objectives 3) As: Learning 6) Evali
<a href="#">C&amp;I STEP--Final Evaluation (Spring 2010)</a>	C&I Student Tea
<a href="#">NCSS--Final Evaluation</a>	National Council 2012-2013 year.

- Once all of the evaluations have been completed, and all the Red Flags are gone, **SELECT SUBMIT**.

- This submits their evaluations onto Tk20.
- When you return to your Field Experience tab, their name will be marked by a green check.

