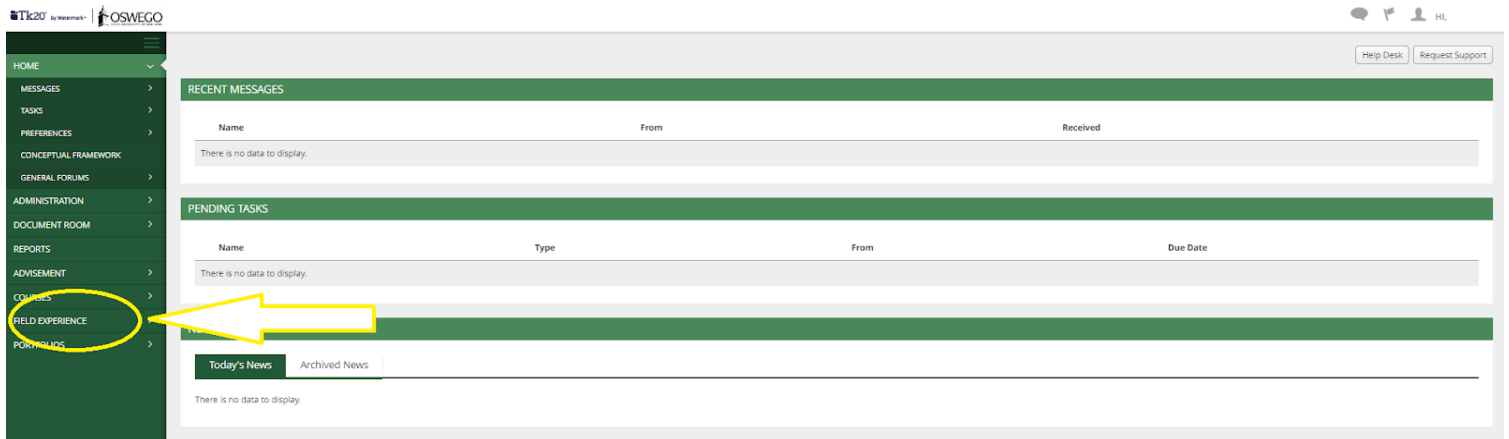


Getting Started

1. Log in to your TK20 account [here](#).

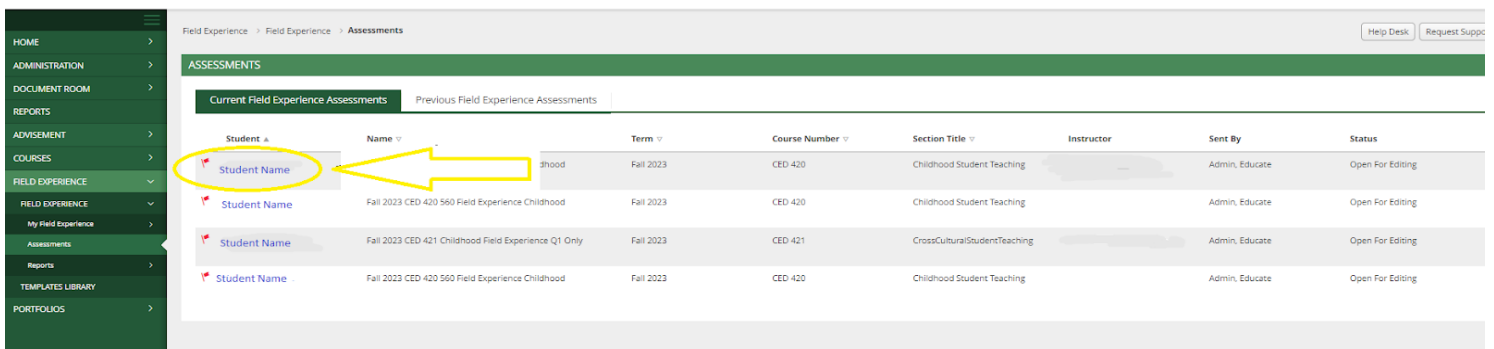
- On your homepage you will see a green side bar and a dashboard screen.
- TK20 is used for many different types of assessments, and you only need to access the ones that are assigned to you. As supervisors, you will need to access the Field Experience binders.
-

2. Click on **Field Experience** in the sidebar, then **Assessments**.



The screenshot shows the TK20 dashboard. On the left is a green sidebar with a menu. The 'FIELD EXPERIENCE' option is highlighted with a yellow circle, and a yellow arrow points to it from the right. The main content area shows sections for 'RECENT MESSAGES', 'PENDING TASKS', and 'Today's News', all of which currently display 'There is no data to display.'

3. Click on the **name of the candidate** whose binder you want to assess.



The screenshot shows the 'ASSESSMENTS' page. The breadcrumb trail is 'Field Experience > Field Experience > Assessments'. There are two tabs: 'Current Field Experience Assessments' (selected) and 'Previous Field Experience Assessments'. Below the tabs is a table with the following columns: Student, Name, Term, Course Number, Section Title, Instructor, Sent By, and Status. The first row of the table has 'Student Name' in the 'Student' column, which is circled in yellow. A yellow arrow points to this circled name from the right.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
Student Name	Childhood Student Teaching	Fall 2023	CED 420	Childhood Student Teaching		Admin, Educate	Open For Editing
Student Name	Fall 2023 CED 420 560 Field Experience Childhood	Fall 2023	CED 420	Childhood Student Teaching		Admin, Educate	Open For Editing
Student Name	Fall 2023 CED 421 Childhood Field Experience Q1 Only	Fall 2023	CED 421	CrossCulturalStudentTeaching		Admin, Educate	Open For Editing
Student Name	Fall 2023 CED 420 560 Field Experience Childhood	Fall 2023	CED 420	Childhood Student Teaching		Admin, Educate	Open For Editing

After you open the candidate's field experience binder you can see the following:

- On the left, you will be able to view the binder description, due date, and site/placement information.
- On the right, you will be able to view the binder's assessment tools, grant due date extensions, and provide additional feedback.

Print-Friendly View

Fall 2023 CED 420 560 Field Experience Childhood Additional Files (optional)

Title: Fall 2023 CED 420 560 Field Experience Childhood

Description: Faculty Supervisors and Cooperating Teachers will assess candidates with the following instruments:

Supervisor's Observation Reports (Faculty Supervisor Only)
A report is to be written for each visit and placed in the student teacher's folder. Each report should contain comments on the teaching observed and progress to date.

Student Teaching Evaluation - The SUNY Oswego Student Teaching Evaluation Form is an instrument used to document the evaluation of a student teacher's culminating performances in the categories of Planning, Instruction, Assessment, and Professionalism. The criteria in each of these categories reflect the priorities the SUNY Oswego School of Education has for its teacher candidates and the *INTASC Model Core Teaching Standards*. The three rating levels for each criterion represent a continuum of performances, each with increasing complexity and sophistication in alignment with the *INTASC Learning Progressions for Teachers 1.0*.

Additionally, the faculty supervisor will assess candidates with a content-specific student teaching evaluation. The criteria in this instrument are aligned with the professional standards of the content area.

Candidate Disposition Tool - learning about how to become a teacher/professional is an arduous process that requires an understanding of particular dispositions, as defined by our preparation programs. The dispositions are an important way of being a teacher/professional. The candidate's understanding of the dispositions will align to appropriate teacher/professional actions and behaviors. Please complete the rubric by clicking on the radio button that describes how you feel the candidate has met the descriptors listed. The rubric requires you click a radio button in each of the seven disposition indicators. Comments are optional.

General Information for completing the assessments:

On the right side of the screen are the assessments assigned to each assessor. To open the assessment, click on the name of the assessment (blue text). For each criterion click the radio button that indicates your rating of the candidate. The score (far right) does not need to be completed nor does the grade (at the bottom). When done click Complete at the bottom of the assessment.

Once both assessments are completed, click Submit on the upper right-hand side.

If you encounter any issues, please contact the TK20 Administrator at tk20@oswego.edu.

Due Date(s): 12/31/2023 01:00 AM

Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.

- > Site Information
- > Placement Details

Submit Print-Friendly

Student Name: Kathleen Mantaro

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

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

SUNY Oswego Faculty:	Field Experience Form	Description	Last Update
	Candidate Professional Dispositions Assessment Tool (Addendum): FE	Candidate Dispositions Assessment Tool Effective Spring 2020.	
	Student Teaching Evaluation (Childhood): Childhood Student Teaching Assessment	Childhood Student Teaching Assessment Effective Spring, 2017 CED420, CED421, CED595, and CED596	
	Student Teaching Evaluation Form-Revised Fall 2019	The SUNY Oswego Student Teaching Evaluation Form is an instrument used to document the evaluation of a student teacher's culminating performances in the categories of Planning, Instruction, Assessment, and Professionalism. The criteria in each of these categories reflect the priorities the SUNY Oswego School of Education has for its teacher candidates and the <i>INTASC Model Core Teaching Standards</i> . The three rating levels for each criterion represent a continuum of performances, each with increasing complexity and sophistication in alignment with the <i>INTASC Learning Progressions for Teachers 1.0</i> .	
	Student Teaching Supervisor's Observation Reports	A report is to be written for each visit. Each report should contain comments on the teaching observed and progress to date. As you complete them or at the end of each quarter, submit your written observation reports to the candidate's Field Experience Folder in TK20. If your observation reports are hand-written, you can scan and attach them. (Please do not photograph reports.) Scanning can be done from a Smartphone using the Notes app (iPhone) or a free scanning app. If your observation reports are typed, you can attach them as Word documents or PDFs.	

COOPERATING TEACHER/SITE STAFF'S FORMS

Cooperating Teacher/Site Staff:	Cooperating Teacher Name	Last Update
	Candidate Professional Dispositions Assessment Tool (Addendum): FE	
	Student Teaching Evaluation Form-Revised Fall 2019	

Completing Rubrics

4. Click on any of the **Field Experience Forms** available on the right side of the screen to complete assessments of your students.

5. Complete the assessment by selecting the radio button for each criterion within the rubric as well as any additional questions.

6. When you open the form, you can choose to

- Open the assessment and look them over and do nothing- Click on the **Close** button on the top left next to the Submit button
- Work on some of the assessment but not finish- Click on **Save** at the very bottom of the rubric on the right part of the screen to save the work and return at a later time or
- Complete one assessment and return to the previous screen- Click **Save & Close** at the bottom right of the rubric.

Completing Observation Reports

7. When you click on the section entitled **Supervisor's Observation Reports** it will open to a screen where you can upload your observation reports. Upload each observation separately and attach any additional observations or feedback or resources in the Additional Observations section.

2023 CED 420 560 Field Experience Childhood Additional Files (optional) Print-Friendly View

Student: Student Name

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

Supervisor's Observation Reports

Observation 1* + Select File(s) Drag and drop files here

Observation 2* + Select File(s) Drag and drop files here

Observation 3 + Select File(s) Drag and drop files here

Additional observations/feedback/resources + Select File(s) Drag and drop files here

GRADE

Grade: [input field]

Submit Save & Close

Supervisor's Observation Reports (Faculty Supervisor Only)
 A report is to be written for each visit and placed in the student teacher's folder. Each report should contain comments on the teaching observed and progress to date.

Student Teaching Evaluation - The SUNY Oswego Student Teaching Evaluation Form is an instrument used to document the evaluation of a student teacher's culminating performances in the categories of Planning, Instruction, Assessment, and Professionalism. The criteria in each of these categories reflect the priorities the SUNY Oswego School of Education has for its teacher candidates and the INTASC Model Core Teaching Standards. The three rating levels for each criterion represent a continuum of performances, each with increasing complexity and sophistication in alignment with the INTASC Learning Progression for Teachers 1.0.

Additionally, the faculty supervisor will assess candidates with a content-specific student teaching evaluation. The criteria in this instrument are aligned with the professional standards of the content area.

Candidate Disposition Tool - learning about how to become a teacher/professional is an arduous process that requires an understanding of particular dispositions, as defined by our preparation programs. The dispositions are an important way of being a teacher/professional. The candidate's understanding of the dispositions will align to appropriate teacher/professional actions and behaviors. Please complete the rubric by clicking on the radio button that describes how you feel the candidate has met the descriptors listed. The rubric requires you click a radio button in each of the seven disposition indicators. Comments are optional.

General information for completing the assessments:

On the right side of the screen are the assessments assigned to each assessor. To open the assessment, click on the name of the assessment (blue text). For each criterion click the radio button that indicates your rating of the candidate. The score (far right) does not need to be completed nor does the grade (at the bottom). When done click Complete at the bottom of the assessment.

Once both assessments are completed, click Submit on the upper right-hand side.

If you encounter any issues, please contact the TK20 Administrator at tk20@oswego.edu.

Date(s): 12/31/2023 01:00 AM

Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.

8. When you have completed everything that you need to, click the green **Submit** button in the top right corner.

If you want to save the Observations as you do them and choose to not submit the entire Field Experience, then click the **Save and Close** or **Save** buttons on the bottom right of the page.

6. ADVOCACY AND LEADERSHIP

Educators are expected to understand how social structures and power relations disadvantage some groups of learners; assume an effective leadership role in recognizing and challenging injustice; and act with courage and patience to ensure all students can learn authentically at high levels in socially just schools.

12.+

Does Not Yet Meet Expectations	Meets expectations	Exceeds Expectations	Score
<input type="radio"/> 1 Does not advocate for learners and their success or does so minimally.	<input type="radio"/> 2 Supports the school's mission, advocating for learners and their success.	<input type="radio"/> 3 Collaborates with others to advocate for all learners and their success.	Score [input field]
Rubric Score: [input field]			
Rubric Mean: [input field]			

Comments: [text area]

GRADE

Total Score: 0

Total Mean: [input field]

Grade: [input field]

Submit Save & Close Save

If you have any questions about the content of the forms, observation reports, students, or deadlines.

Please reach out to Joanne O'Toole, Student Teaching Coordinator at joanne.otoole@oswego.edu

for questions about the TK20 system, how to log in, how to view documents, and how to recall Field Experience binders.

Please reach out to Trinity Engle, Data Manager at trinity.engele@oswego.edu or tk20@oswego.edu