

<http://oswego.tk20.com>

Go to the Tk20 website listed above. Type the username and password from your introduction letter. If you do not have this information, please contact the Administrator listed on the page.



The first time you log in, you will be asked to change your password. Follow the instructions on the screen. Your new password could be as simple as “oswego” or as secure as “iWntSprg03”.

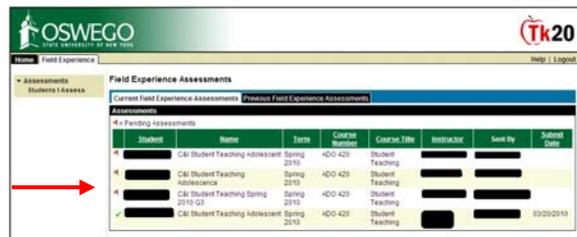


After successfully completing the password change, you will be logged into the home page of Tk20.

This is the home page (the **Home** tab). Click on the **Field Experience** tab.

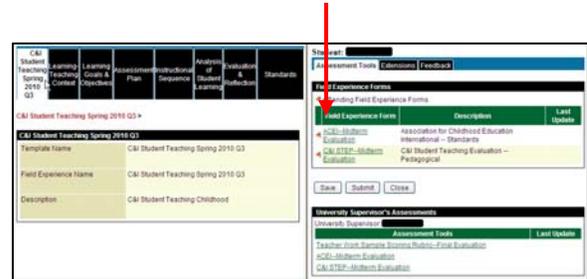


You will see a list of your SUNY Oswego pre-service teacher candidates for the current semester. Those with a green check mark have already been assessed by you. Those with a red flag need to be assessed.

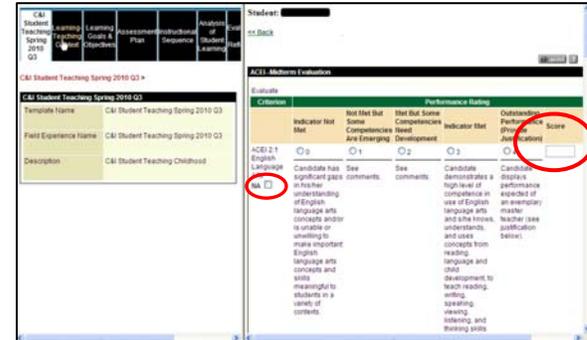


The candidate’s name is a link you can click on. Click on the link for the candidate when you are ready to make their assessment.

The next screen has 2 columns (split screen). The right column contains the evaluation rubric(s) for you to complete, identified with red flags. Note that you can also see the evaluations done by the candidate's college supervisor.



Click on the first link marked by a red flag. The center bar between the 2 columns can be moved by clicking on it and sliding it to the left or right. This can make it easier for you to read.

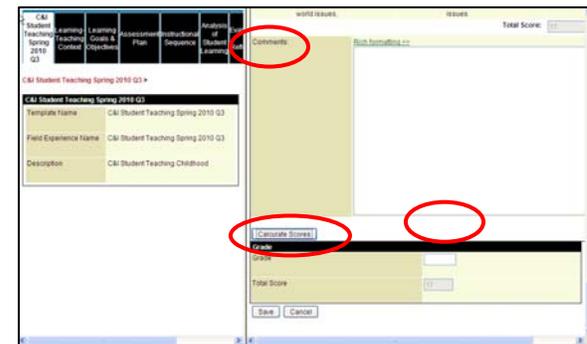


On the rubric on the right side of the window, click on the radio button of the score you wish to give the candidate. The number will then appear in the box labeled **Score**. You may also type the score in the box.

Continue entering your scores until you reach the end of the rubric. If you have not observed the candidate for one of the elements, click on the button labeled **NA**.

Please enter **Comments** when appropriate.

The field labeled **Grade** is optional.

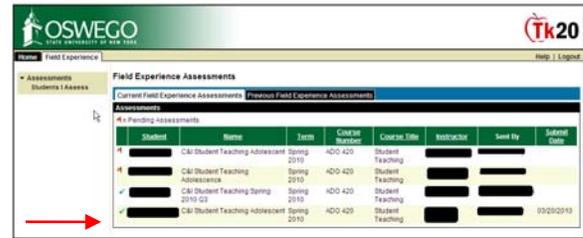


Click on the **<Save>** button and you will be returned to the split screen. Notice the red flag is gone from the evaluation you just completed.

If additional assessments are required, please repeat the steps on this page for the second assessment tool.

After completing the assessment(s) on the split screen, you have 3 options:

- **Save** – saves your work and takes you back to the candidate list screen.
- **Submit** – saves your work, marks your work as complete, and takes you back to the candidate list screen.
- **Close** – returns you to the candidate list screen.



Use the **Save** option if you have not completed both rubrics and need to return to make further changes.

Use the **Submit** option if you have completed both rubrics and have given the candidate teacher both a total score and a grade.

If you have successfully entered the grade and calculated the rubric scores for both assessment tools, then the red flag becomes a green check mark on the candidate list.

You can continue to another candidate to evaluate or logoff.

THANK YOU for evaluating your pre-service candidate teacher in our online assessment system.

### **HELP Resources**

Tk20 has step-by step tutorials located on your log-in page. Click on the Tutorials sub-tab. You will see a listing of the tutorials.

Note – Tk20 will time-out after 3 hours of inactivity. Any unsaved work will be lost.