

## Cooperating Teacher Quick Guide

Using TK20, a web-based evaluation system



1. Click on the link in your TK20 email sent from [noreply@tk20.com](mailto:noreply@tk20.com). Skip to number 3.

OR

1. Go to: **corban.tk20.com**: Username: first initial, last name, 0000 (ex: mtrahan0000). Password: first initial, last name (ex: mtrahan). From here, you will be prompted to create a new password.
2. Select the Field Experience Tab
  - a. You will see names of student teachers you are supervising.
3. Select the student you wish to record information for.



Hi, DAVID

The screenshot shows the TK20 web interface. On the left is a dark blue sidebar menu with options: HOME, MESSAGES, TASKS, PREFERENCES, CONCEPTUAL FRAMEWORK, GENERAL FORUMS, and FIELD EXPERIENCE. The main content area has a green header 'RECENT MESSAGES' and a table with columns 'Name', 'From', and 'Received'. One row is highlighted in yellow with 'Student Name Here' in the 'Name' column, 'Kuepper, Chelsea' in the 'From' column, and '08/27/2012' in the 'Received' column. Below the table is a green header 'PENDING TASKS'. In the top right corner, there is a 'Help' button and a user profile indicator 'Hi, DAVID'.

4. On the right-hand side, you will see a number of observation or evaluation forms that you will complete. (Image below)
5. The number of observations and evaluations depends on the type of practicum experience. Sometimes 2 observation reports and 1 evaluation are required, sometimes 4 or 6 observations and a formative and summative eval, etc.

Select forms to complete.

Select **'save'** occasionally throughout the process of completing the form.

Select **'complete'** when the form is completed.

This will take you back to the page you see to the left.

Select **'Save'** when you have done some work or completed one or more forms, but have not completed everything.

Return to complete all forms.

Select **'Submit'** when all forms are completed.

The screenshot shows the 'FIELD EXPERIENCE FORMS' page. At the top, there is a green header with a 'Submit' button. Below it is a navigation bar with 'Field Experience Forms', 'Due Date(s)', and 'Feedback' tabs. A 'Print-Frier' button is visible. The main content area is titled 'FIELD EXPERIENCE FORMS' and contains a table with two columns: 'Field Experience Form' and 'Description'. The table lists several forms, including '1st Lesson Observation Report Updated v. 2', '2nd Lesson Observation Report Updated v. 2', '3rd Lesson Observation Report Updated v. 2', '4th Lesson Observation Report Updated v. 2', 'Cooperating Teacher Survey Updated', 'Cooperating Teacher Verification of License and Experience Updated', 'Student Teaching Summative Evaluation Updated', and 'Student Teaching Midterm Formative Evaluation Updated'. Each row has a red flag icon on the left.

Contact Megan Trahan ([mtrahan1@corban.edu](mailto:mtrahan1@corban.edu)) if you have difficulties with TK20 functions.