Cooperating Teacher Quick Guide *Using TK20, a web-based evaluation system*	CORBAN UNIVERSITY	Tk20™

1. Click on the link in your TK20 email sent from 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.

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.