NOT AVAILABLE UNTIL LATE SEPTEMBER\*

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| **University Supervisor****Quick Guide***Using TK20, a web-based evaluation system* |  | http://www.tk20.com/graphite/img/Tk20_ColorLogo.png |

Go to: ***corban.tk20.com***

Username: first initial, last name, ex. Kbennett. Contact Corban I.T. (support@corban.edu) if you are unable to log in.

Password: your Corban network password

Select the Field Experience Tab

* You will see names of student teachers you are supervising. \*You will not see your student(s) for up to 3 weeks following the start of a Corban semester.
* Select the student you wish to record information for. Each student will have a red flag near their name until everything necessary has been submitted.

Student Name Here

* On the right hand side, you will see a number of observation or evaluation forms that you will complete. (Image below)
* For all practica complete lesson observations, edTPA submission rubric, summative evaluation and teacher dispositions.
* The number of observations and evaluations depends on the type of practicum experience. Sometimes 2 observation reports and 1 evaluation, sometimes 4 observations and a mid and summative eval, etc.

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|  | Select form to complete. Select **‘save’** occasionally throughout the process of completing the form.Select **‘complete’** when 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.  |