

NOT AVAILABLE UNTIL 3
WEEKS INTO SEMESTER

University Supervisor Quick Guide

Using TK20, a web-based evaluation system



Go to: corban.tk20.com

Username: first initial, last name, ex. Mtrahan. Contact Megan Trahan (mtrahan1@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.

ASSESSMENTS

Current Field Experience Assessments

Previous Field Experience Assessments

SPRING SEMESTER 2016

Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼
Student Name Here	Spring 2016 2nd Authorization with edTPA - 2 CTs	SPRING SEMESTER 2016	ED46400	STUDENT TEACHING - 2nd Authorization

- 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.

Field Experience Forms

Due Date(s)

Feedback

Select form to complete.

FIELD EXPERIENCE FORMS

Field Experience Form	Description
1st Lesson Observation Report Updated v. 2	This Lesson Observation Report should be complete...
2nd Lesson Observation Report Updated v. 2	This Lesson Observation Report should be complete...
edTPA TK20 Submission Rubric	This evaluation is designed for the university supervi...
Student Teaching Summative Evaluation Updated	This form will be used as the Summative evaluation f...
Teacher Dispositions Field Experience Updated	This form will be used beginning the 2014-2015 aca...

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.

COOPERATING TEACHER #1'S FORMS

Cooperating Teacher #1:

Field Experience Form	Last U
1st Lesson Observation Report Updated v. 2	02/10/2
2nd Lesson Observation Report Updated v. 2	03/29/2
Cooperating Teacher Survey Updated	04/11/2
Cooperating Teacher Verification of License and Experience Updated	03/29/2
Student Teaching Summative Evaluation Updated	03/29/2
Teacher Dispositions Field Experience Updated	04/11/2

Return to complete all forms.

Select 'Submit' when all forms are completed.

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