Tk20 Instructions for Faculty who are also Liaisons

Logging into Tk20

1) Tk20 can be accessed in two ways:

    a. Copy the following url into the address bar: http://upenn.tk20.com/campustoolshighered/shib-login
    OR
    b. Go to SP2's home page http://www.sp2.upenn.edu/.
        i. Then click "Degree Programs" and select "Master of Social Work."
        ii. On the left, you will see a vertical menu. Click the tab called "Tk20" (found below "Field Education and above Resources).
        iii. On this page, you will see an introductory paragraph about Tk20. Below this, you will see the heading For Student and Faculty Access to Tk20. Click where it says "click here." This will bring you to the log in page.

2) Enter your PennKey and Password when prompted to do so.

    *Tip: once you are logged in, do not use the forward/back arrows on the address bar to navigate the site. Instead, follow the steps outlined below to find the pages you need.

Viewing a List of Your students

1) Once you have logged in, you will see a message that says:

    Hi, [Your Name]

2) You have the option of changing your role since you are both faculty and a field liaison. You may do this by clicking on your name on the top right of the screen. There will be a dropdown box that will allow you to change your role.

    a. If you wish to view the students for which you are faculty, select "Faculty."
    b. If you wish to view the students for which you are field liaison, select "Field Liaison."

If You Have Selected the Faculty Role:

1) On the top left, you will see 4 tabs:

   a. Home
   b. Advisement
   c. Courses
   d. Field Experience

   Click the tab that says "Field Experience."

2) You will see the title Assessments.

   Under this title are 2 tabs:

   a. Current Field Experience Assessments (lists your students from this semester)
   b. Previous Field Experience Assessments (lists your students from past semesters)

   Select "Current Field Experience Assessments" to view your students from this semester.

3) You will see a table with the students' name, course, and assessment status.

   If the student's binder has been submitted (i.e., the student's supervisor has completed the evaluation), the "Status" column on the right will say "complete."

   If the student's binder has not been submitted (i.e., the student's supervisor has not completed the evaluation), this will be indicated by a message that says "open for editing." (Note that only the supervisor can edit the evaluation; you can view the form but cannot edit it).

- ***Viewing a Student's Binder***

  1) Once you are in the Field Experience Assessments tab, click on the student's name whose binder you wish to view.

  2) You will be brought to a vertically divided page. Across the top left, you will see 2 tabs:

     a. Field Binder [Date]
     b. Acknowledgment

  Click on "Field Experience Binder [Date]."

On the left half of the screen, you will see the binder's instructions and due date. You can also view details about the student's placement by clicking "Site Information" or "Placement Details."

3) On the right half of the screen, you will see 3 tabs:

   a. Field Experience Forms
   b. Due Date(s)
   c. Feedback

Click the "Field Experience Forms" tab.

You will be able to see the field evaluation under Field Supervisor's Forms (which you may view ONLY but not edit). Click on the title of the form, which appears in blue.

*Tip: you can drag the vertical scroll bar to the left to enlarge the right half of the screen.

- ***Returning to Your List of Students/Logging Out***

1) Once you have finished viewing a particular student's form, click the "Close" button found under the Field Experience Forms heading. This is the rightmost of a row of buttons: Submit and Close.

2) This will bring you back to your list of students. You may now select another student's binder to view by following the steps described above.
3) Alternatively, if you are finished viewing your students' binders, click "Log Out" on the top right of the screen.

If You Have Selected the Field Liaison Role:

3) On the top left, you will see 2 tabs:
   e. Home
   f. Field Experience

   Click the tab that says "Field Experience."

4) You will see the title Assessments.

Under this title are 2 tabs:

c. Current Field Experience Assessments (lists your students from this semester)
d. Previous Field Experience Assessments (lists your students from past semesters)

Select "Current Field Experience Assessments" to view your students from this semester.

5) You will see a table with the students' name, course, and assessment status.

If the student's binder has been submitted (i.e., the student's supervisor has completed the evaluation), the "Status" column on the right will say "complete."

If the student's binder has not been submitted (i.e., the student's supervisor has not completed the evaluation), this will be indicated by a message that says "open for editing." (Note that only the supervisor can edit the evaluation; you can view the form but cannot edit it).

- ***Viewing a Student's Binder***

1) Once you are in the Field Experience Assessments tab, click on the student's name whose binder you wish to view.

2) You will be brought to a vertically divided page. Across the top left, you will see 2 tabs:

   a. Field Experience Binder [Date]
   b. Acknowledgment

Click on "Field Experience Binder [Date]."

On the left half of the screen, you will see the binder's instructions and due date. You can also view details about the student's placement by clicking "Site Information" or "Placement Details."

3) On the right half of the screen, you will see 3 tabs:

   a. Field Experience Forms
   b. Due Date(s)
   c. Feedback

Click the "Field Experience Forms" tab.

You will be able to see the field evaluation under Field Supervisor's Forms (which you may view ONLY but not edit). Click on the title of the form, which appears in blue.

*Tip: you can drag the vertical scroll bar to the left to enlarge the right half of the screen.

- ***Returning to Your List of Students/Logging Out***
  1) Once you have finished viewing a particular student's form, click the "<u>Close</u>" button at the top right.

  2) This will bring you back to your list of students. You may now select another student's binder to view by following the steps described above.

  3) Alternatively, if you are finished viewing your students' binders, click "<u>Log Out</u>" on the top right of the screen.