Field Supervisor Instructions for Tk20

Logging into Tk20

1) Tk20 can be accessed by clicking the link sent to you in the notification message you received by email. You will receive a separate email link for each student you are currently supervising. Be sure to save a copy of this email so that you can return to the evaluation if you don't complete it in one sitting.

   *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 Student's Evaluation

1) Once you click the link, you will be brought directly to your student's evaluation. You will see a vertically divided page. 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."

2) 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 following form:

   a. Field Experience Form (which you may view AND edit)

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

3) To edit the Field Experience Form, click on the title of the evaluation form, which will show up in blue.

   This will bring you to your student's evaluation form, which consists of long answer and multiple choice questions. For long answer questions, you will be able to type text into the fields. To add formatting, such as italics, fonts, and underlining, click "Rich Text Formatting" found on the top right of each text box. Click "Plain Text" to make the formatting menu disappear.

***Click "Save" often so that you can return to the evaluation if you don't complete it in one session. Use the same link each time you want to return.

4) When you have saved and completed the form, click the green "Complete" button that appears at the bottom of the screen. Then click "Submit" at the top of the screen to submit the evaluation.