## Tk20 Overview for Students

- This document contains links to various Tk20 help guides relevant to various tasks assigned as part of the education program curriculum. These guides are created by Tk20 and do not contain requirements specific to individual tasks/assignments, but they are useful for helping with navigating and using the system functionalities.

- Once you have been admitted to CARE, you need to register for a paid student account.

- *You need an activated paid student account in order to access the listed functionalities within Tk20.*

- Log into Tk20 via: easternct.tk20.com preferably using Google Chrome, Apple Safari, Mozilla Firefox, or Internet Explorer. There are some compatibility issues with Microsoft Edge, and so we do not recommend using that browser.

  a. Your username is your Eastern userid (email address before the @).
  b. Your password is your Eastern email password.
  c. If you have forgotten your password or need to update/reset it, please contact Eastern ITS.

- Click on

- You will be presented with a list of menu items on the left hand side of the window. You can click on any of the menu item to access more functionalities.
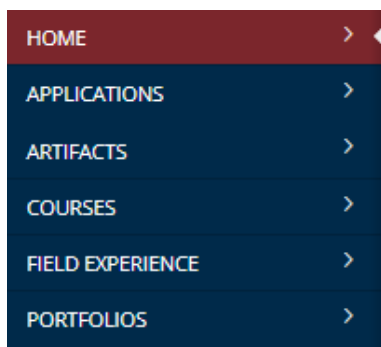
- Within the Home screen, you can view a list of PENDING TASKS for the current semester. This list can change as tasks can be added and or deleted throughout the semester.

- The APPLICATIONS section contains application forms for any required clinical field placement applications.

  a. Completing an Application in Tk20

b. Guidelines for Recalling a Standard Application in Tk20

- The ARTIFACTS section contains certain rubric and form templates used for various assignments. It will also contain a list of your completed artifacts that you have submitted.
  a. To repurpose a saved artifact for another assignment, refer to the following link: Making a Copy of an Existing Artifact in Tk20
- The COURSES section contains a list of your classes for the current semester as well as for your prior semester.
  a. Within the COURSES section, you can see a list of your classes as well as pending tasks for all courses.
    i. Only courses since you have been activated in Tk20 will be included.
  b. Within the COURSEWORK section, you will have access to your Tk20 course assignments.
    i. Refer to the following guides to familiarize yourself with the various COUREWORK types used:
      1. For Assignments and Projects:
        a. Completing an Assignment in Tk20
        b. Recalling a Submitted Assignment in Tk20
      2. For Course Binders:
        a. Completing a Course Binder in Tk20
        b. Recalling a Submitted Course Binder in Tk20
- The FIELD EXPERIENCE section will contain all your field experience related information.
  a. Refer to the following guides for more information regarding working with a field experience binder:
    i. Completing a Field Experience Binder in Tk20
    ii. Recalling a Submitted Field Experience Binder in Tk20
- The PORTFOLIOS section will contain your edTPA and or other Portfolio assignments.
  a. Refer to the following guides for more information regarding working in a portfolio binder:
    i. Completing an Assessment Portfolio in Tk20
    ii. Recalling an Assessment Portfolio in Tk20
- Specific instructions/requirements for tasks/assignments may be configured/provided within the task/ assignments. For questions regarding task/assignment requirements, please contact the course instructor and or field experience coordinator.
- If you have questions regarding the Tk20 process, please send an email to: tk20@easternct.edu.