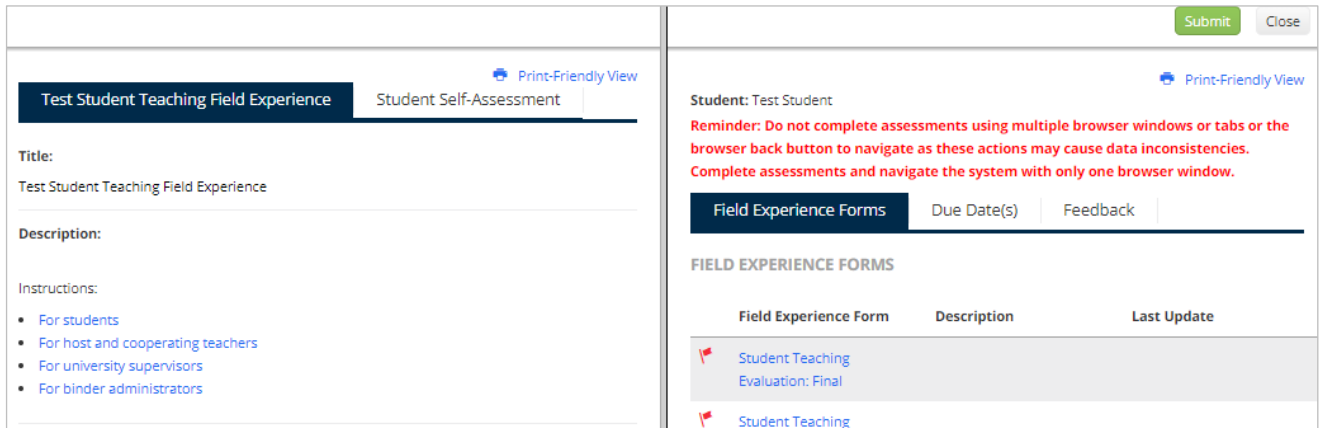## University Supervisor/Faculty's Guide to the Field Experience Module

1. Log into Tk20 via: easternct.tk20.com preferably using Google Chrome or Apple Safari.
   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.
2. Click on   **LOG INTO YOUR ACCOUNT →**
3. Make sure you are logged in as a University Supervisor.
   a. Click on your name in the salutation in the top-right corner of the window.
4. Once you click on your name, a menu will appear. If the menu reads Faculty or some other role, click on the menu and select University Supervisor.
5. Click on the FIELD EXPERIENCE tab in the left-hand menu bar.
6. Select the student and placement you wish to assess by clicking on his/her name.
   a. If the student has multiple placements, be sure to read the placement title in the column on the right of the student's name.
   b. Click on the student's name to the left of the placement you are assessing.
7. For each field experience placement, a two-sided screen will appear.

   a. To adjust the width of the split screen, click and drag the gray center divider when the cursor changes to a double-ended horizontal arrow.
   b. The Print-Friendly View is a view only option and cannot be used for any data entry.
8. On the right side of the screen, under Field Experience Forms, click on the name of the form you would like to complete.
   a. Review any additional information and or instructions, if provided, for each form.

9. You do not need to complete an entire evaluation at once. Click Save at the bottom right of the form to save your work. If you have completed the form, click Complete at the bottom right of the form.

   a. You can still edit a completed evaluation.

   b. The Grade field at the bottom of an assessment form does not need to be entered.

      i. Course grades are posted via eWeb. For more information regarding eWeb, please refer to this link: http://www.easternct.edu/registrar/files/2014/11/Using-E-Web-Online-Services-for-Faculty.pdf

   c. To return to the main field experience page, click < BACK (under the student name, above the form name) at the left top of split screen page.

10. To review your student's self-assessments and or clock hours form, click on the appropriate tab in the left-hand column.

   a. If your student has uploaded his/her assessment or clock hours, the name of the form will be available as a link.

      i. Click on the available link to read the form.

   b. If the form name is not clickable, this means your student has not uploaded his/her information.

   c. To return to the main field experience page, click < BACK (under the tabs, above the form name) at the left top of split screen page.

11. If you still have assessments or observations to complete for this student for this placement, or would like the opportunity to revise your entries, click Close at the top-right of the window. If this *is* your final assessment of your student for this placement, click Submit.

12. If after you have submitted your assessment and need to make changes, you can revoke your submission by clicking on Revoke at the top-right of the window. Once you do that, the Revoke button will become the Submit button once more. You can now resume updating your assessment.

Additional Resources:

- Tk20 Quick Guides for the Field Experience Module:

   o For University Supervisors/Faculty:

      ▪ https://helpdesk.tk20.com/helpdesk/assessing-a-field-experience-binder-faculty-version-8/

      ▪ https://helpdesk.tk20.com/section/video/field-experience-video/faculty-field-experience-video/(video)

   o For Host Teachers:

      ▪ https://helpdesk.tk20.com/section/8/field-experience-8/site-staff/

- https://helpdesk.tk20.com/section/video/field-experience-video/cooperating-teacher/ (video)
    - For Students:
        - https://helpdesk.tk20.com/section/8/field-experience-8/student-field-experience-8/
        - https://helpdesk.tk20.com/section/video/field-experience-video/student-field-experience-video/ (videos)

- Educational and Clinical Experiences site: http://www.easternct.edu/clinical/
- ITS Help Desk site: http://www.easternct.edu/helpdesk/
- ITS Help Desk phone number: 1-860-465-4346