## Host Teacher/Cooperating Teacher's Guide to the Field Experience Module

1. Within the first month of a semester, for each student you will be hosting, you should receive an email containing a unique link that will allow you to access Tk20.
   a. Please save this email so that you can continue to access Tk20 for the particular student's placement.
   b. If you have not received an email with a link for a student you are hosting (by mid-February for Spring and late September for Fall), please contact tk20@easternct.edu
2. Click on the link or copy and paste it into a web browser.
   a. A userid or password is not be needed to access this Tk20 link.
   b. Tk20 works with the Apple Safari, Google Chrome, Mozilla Firefox, Internet Explorer browsers. At this point, we do not recommend using Microsoft Edge.
3. For each field experience, a two-sided screen will appear.
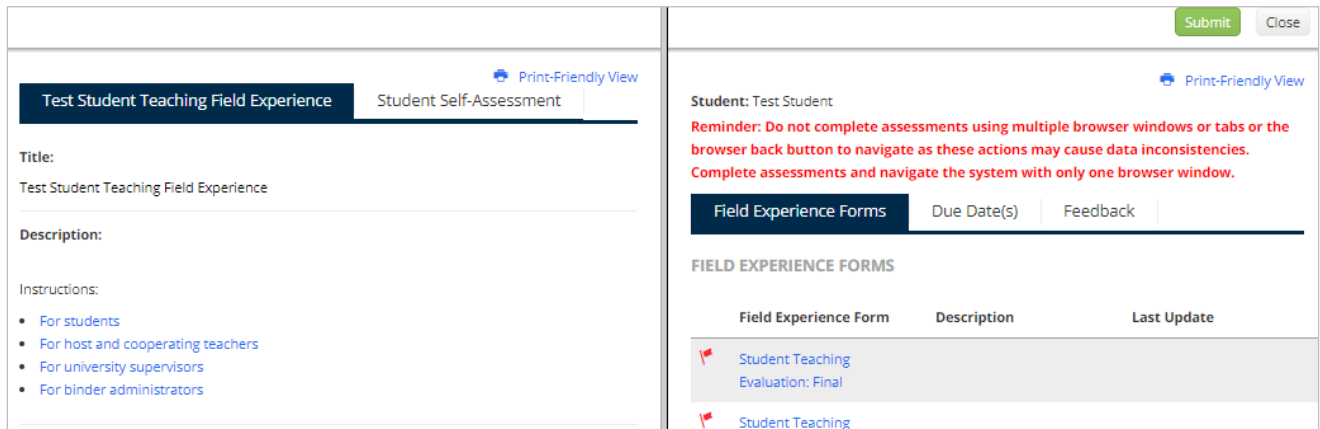
   a. To adjust the width of the split screen, click and drag the gray center divider when the cursor changes to a double-ended horizontal arrow.
   b. The Print-Friendly View is a view only option and cannot be used for any data entry.
4. On the right side of the screen, under Field Experience Forms, click on the name of the form you would like to complete.
   a. Review any additional information and or instructions, if available, for each form.

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

    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.

6. 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(s) or clock hours, the name of the form will become available as a clickable link.

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

    b. If the form name is not clickable, that means your student has not uploaded any information or begun work on that form.

    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.

7. 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.

8. 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 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)
    o 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/