






Student'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. Click on the **FIELD EXPERIENCE** tab in the left-hand menu bar.
 - a. A list of your placements should appear.
4. Click on the placement link to begin or to resume work in your field experience binder.
 - a. If you see a  icon next to a link, click on the checkbox next to it and then click the recall button  above the checkbox column to re-open the placement for further editing. However, if you receive an error message after the recall attempt. Email your Tk20 Specialist (sepstk20@easternct.edu) to request the placement be re-opened.
5. The field experience binder consists of several tabs.
6. Click on each tab to access additional information.
7. The first tab contains some basic information about the placement.
8. The second tab contains your assignments for the placement.
 - a. Follow the instructions, if provided, for each assignment.
 - b. If this is your first time accessing an assignment, click **Select** for the appropriate assignment.
 - c. Once you are ready to exit a new assignment, click **Add** at the bottom of the form to add your work.
 - d. If you have accessed an assignment document before, click on the link to continue working on the appropriate content. Once you are ready to exit the assignment, click **Update** at the bottom of the form to update your work.
 - e. You do not need change the title and or add a description to any of the assignments.
 - f. For the Clock hour form, click **+** in the Field Experience Time Record section to enter your hours. To see a running total of your hours, click **Calculate**. You can also download a clock hour form to be completed offline and then upload the completed form.
 - g. For Student Teaching binders, there is also an  **Add Reflection** link as part of your field experience documentation. Click on this link to add your reflection.

- h. Once you are ready to exit out of a binder,
 - i. Click **Save** at the bottom right of the screen to save your work if you have not completed all your assignments for the placement.
 - ii. Click **Submit** at the bottom right of the screen if you have completed all the assignments for the placement.
 1. Clicking **Submit** is the equivalent of signing off on your placement and all your submitted documents. Once you do so, you may be locked out of your field experience binder (refer to item 4a for more information). **DO NOT** do this until your placement is complete.
9. The third tab (Assessment) contains a list of rubrics and/or observations from your cooperating teachers and university supervisors. Click on any of the assessment you want to review.

Additional Resources:

- Tk20 Quick Guides for Student field experience:
 - <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