TK20 FOR STUDENT TEACHERS
This guide will help students who are participating in a Student Teaching placement to navigate TK20, complete required materials, and review assessments.

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**LOGIN TO TK20:**  [HTTP://EDTEMPLE.TK20.COM](HTTP://EDTEMPLE.TK20.COM)

Begin by logging-in to TK20 using your TUSecure username and password. Keep in mind that you should NOT add the @temple.edu to your username. If you have problems accessing the site, you may need to reset your password at [http://accounts.temple.edu](http://accounts.temple.edu)

**ACCESS YOUR STUDENT TEACHING BINDER(S)**

On the HOME tab in TK20, look in the “Pending Tasks” section. You should see two binders related to your student teaching Placement. The first binder called “Field Experience Student Teaching Fall 2013” includes the required materials that must be completed by you, your University Coach, and your Cooperating Teacher.

The second binder called “Field Experience Student Teaching Fall 2013 Optional Forms” includes additional TORs and the Student Teacher Growth Plan (STGP), which MAY be implemented by your University Coach.

**NAVIGATING YOUR BINDER**

Once you click on the name of the binder from the HOME tab, you will be shown the main information page of the binder. Each binder includes several different sections. To access any section, click on the appropriate black tab at the top of the binder.
COMPLETING A PRE-OBSERVATION FORM

For each of your four observed lessons, you are asked to complete a form called “Observed Lesson: Goals and Objectives”. This form allows you to share your plans for the lesson with your University Coach and will be referred to by your Coach as he/she completes your TOR.

To access the Pre-Observation form:

1) Click on the “Observed Lessons: Goals and Materials” tab in the binder
2) Find the appropriate observation number (e.g. 1, 2, 3, or 4) and click the words “click here to Attach” under the title section of this binder tab.
3) Confirm you are in the correct form and click “Continue”
4) Complete the form by filling-in the blanks. You can make the form bigger by clicking and dragging on the bottom-right corner of the window.
5) When completed, click the SAVE button at the bottom of the screen to share your responses with your University Coach.
Assessments that have been completed for your observed lessons will be available on the Assessment tab in your binder. Click on the appropriate form name to view the completed form.
This image has been redacted to protect the privacy of the student. At the bottom of the TOR, the student can see the overall rating and a total of all standards.
**COMPLETE THE STUDENT TEACHING EXIT SURVEY**

As part of the course requirements for student teaching, you must complete an exit survey. This survey will be available the first week of December and can be accessed through the tab labeled “Exit Survey for Student Teachers” in your TK20 Student Teaching binder.

When the survey is available, you will click on the "Click here to Attach" title to access the form.
**Submitting Your Binder**

You may save your work in your binder at any time by clicking on the “Save Draft” button at the bottom of the screen. Pre-Observation forms that have been saved will be visible to your University Coach.

You may only submit your binder when all required forms have been completed. This includes:

1. Pre-Observation Form X 4
2. Exit Survey for Student Teachers

Once all required forms have been completed (or you enter N/A for items that do not apply or are not required by your Coach), you may SUBMIT the binder. But be careful – submitted binders are locked and cannot be edited again!