TK20 FOR UNIVERSITY COACHES

This guide will help University Coaches who are mentoring a Temple Student Teacher to navigate TK20, complete required materials, and review assessments.

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LOGIN TO TK20:  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

CAN'T SEE THE FIELD EXPERIENCE TAB?
If you are an instructor of record, you may be assigned a Faculty role in TK20, as well as a Supervisor role. By default, you may login in the Faculty role. The Faculty role cannot access the Field Experience tab. To change this role, go to the drop-down box next to “You are currently logged in as” and change “Faculty” to “Supervisor”
CHANGE YOUR DEFAULT ROLE: SUPERVISOR

To avoid having to change the role each time you login to TK20, click on the “Preferences” link on the left-side menu. Then click on “View.” Set the Default View to “Supervisor” and click Save. Your role will be Supervisor the next time you login to TK20.
**ACCESS STUDENT TEACHING BINDER(S)**

From the login screen, click on the “Field Experience” tab in TK20. Under the “Current Field Experience Assessments” tab, you should see the students who have been assigned to you for this semester.

Each student is listed twice to deploy the two student teaching binders. The first binder called “Field Experience Student Teaching Fall 2013” includes the required materials that must be completed by the student teacher, you, and the Cooperating Teacher.

The second binder called “Field Experience Student Teaching Fall 2013 Optional Forms” includes additional two TORs and the Student Teacher Growth Plan (STGP), which MAY be implemented by you and the student teacher, for additional professional development opportunities.
**STUDENT TEACHING REQUIRED BINDER**

The Student Teaching Required Binder is displayed after you click on a student's name in the Field Experience tab. On the left-side of the screen, you can access the student-submitted forms and documents to assist with your evaluation.

*Student Teaching Binder in TK20*
**Accessing Student Pre-Observation Forms**

Beginning Fall 2013, student teachers are being asked to complete an Observed Lesson: Goals and Objectives form for each observed lesson. To access this form click on the “Observed Lessons: Goals and Materials” tab on the left-side of the binder.

**Accessing TOR and PDE 430 Forms**

Under “Field Experience Forms,” click on the name of the form you want to edit. Once the form opens, you can click and drag the line that separates the left-side and right-side of the screen to make the form take up more of your screen.

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*Drag the separator line to make the form fill more screen area*
**Evaluating the Standards in the TOR**

For each of the 6 Standards, the TOR includes a set of standard evidence, learner competencies, feedback/comments section, and an overall score. Be sure to complete each section for each standard, as well the assessment of professionalism and classroom environment.

- If you want to enter some data and return later to complete the form, click “Save Draft”
- If you want to clear the form and start again, click “Cancel without Saving”

**Grading Each TOR: N/A**

TK20 automatically adds a grade box to the bottom of each TOR. You should enter N/A into the box. A final grade for the course will be calculated using, in part, the TOR Summary form completed at the end of the semester.
EVALUATING THE PDE 430

The PDE 430 follows the format required by PDE. For each Category,

1) enter a performance rating (scale of 0-3)
2) enter “Sources of Evidence”
   a. Choose “Add Row” to select a source of evidence and a justification for that rating.
   b. Choose “Add Row” again to add additional sources of evidence
   c. Note: you can only have one instance of each “type” of evidence
3) Enter your Justification for Evaluation
4) After you have entered information for all Categories, click the “Calculate Scores” button towards the bottom of the form and TK20 will total the scores for all categories and enter the number in the “Total Score” box. Use this total score to select the corresponding “Overall Rating.” You should then enter N/A” in the Grade box.

**Completing the Exit Survey for University Coaches**
The End-of-Semester Survey for University Coaches will be available to be completed by the end of November. Note: this form is not visible to either your Student Teacher or your Cooperating Teacher. It only needs to be completed once (not once for each student).

**Saving and Exiting Your Forms**
1) Click “Cancel without Saving” to discard all changes and abandon this form.
2) Click “Save Draft” to save your changes and return to the binder. Any changes you save will be visible to the Student Teacher.
3) Click “Save” in the main binder window to save all your changes to any form in the binder. Saved changes will be visible to the Student Teacher.
**SUBMITTING YOUR BINDER**

A Binder can only be submitted once at the end of the semester when the binder has been completed. Submitting your binder locks it from future changes/edits. You must enter data in each form within the binder before you can submit it. Tip: if a form is not used, open the form and enter N/A ratings to complete the form and allow the binder to be submitted.

You may save your work in your binder at any time by clicking on the “Save” button at the bottom of the binder screen.

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

1) ST-TOR #1, #2, #3, & #4  
2) ST-TOR Summary  
3) PDE 430 #1 & #2  
4) Exit Survey for University Coach

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