

Shepherd University Department of Education



Cooperating Teachers' How-to Sheet -Assessing Student Teachers in Tk20-

Dear Cooperating Teachers,

This semester, the evaluation forms for student teachers (Performance Review and ST 11) will be returned to Shepherd University electronically using the Tk20 Assessment Data system.

You will be provided with a link that will direct you to evaluations without the need for login information.

When your student teacher nears the middle of the student teaching assignment (week 4 or 10) and the completion of his/her placement with you and you are ready to complete the assessment forms, please use the evaluation link provided and follow the instructions below.

Note: Tk20 functions most efficiently when accessed through Google Chrome.

I. Viewing student artifacts and completing an assessment in Tk20

1. Follow the evaluation link provided to access all student evaluations.
2. A split screen will appear. A list of all of the assessment instruments (for the University Supervisor and any other assessors for which the supervisor has visibility) will appear on the right side of the screen.
3. To complete an assessment, locate the list of assessment tools on the right side of the split screen. Select the name of the assessment tool (**Performance Review or ST 11**) that you wish to complete.
4. Complete the assessment tool as required.
5. Once you are finished filling out the assessment tool, select **Save**. Tk20 will not let you **Submit** the assessment until you have completed *all* assessments. However, once you select **Save**, the student will be able to see your completed assessment.
6. Complete this process during the semester until you have finished all assessments. When you have completed the last assessment tool, select **Submit**. **After you select Submit, the evaluations will lock, so please ensure that they are complete!**

II. Help Resources

A. What are some best practices for using Tk20?

- Use the most recent versions of our recommended internet browsers (see next question).

- Wait until a page fully loads before taking a subsequent action. Look for the spinning circle!
- Check the Tk20 Help Desk articles for assistance completing a task in the system.
- Always log out of Tk20 when you're done working in the system.
- Do NOT use the browser back button. Instead, navigate using the tabs and menus within Tk20.
- Do NOT sign into Tk20 in multiple tabs or windows.

B. Is My System Compatible with Tk20?

Desktops & Laptops

For optimal performance when using the Tk20 application, be sure your computer meets these minimum system specifications:

- Microsoft Windows 7 OS
- Apple Mac OS X
- 4 GB RAM
- Dual core 2.0 GHz processor

Tablets

Tk20 features a responsive framework that responds to different screen sizes by automatically adjusting page contents on mobile devices that meet these minimum specifications below. The Tk20 system is vast and complex, so some workflows may not be optimal for tablets or other mobile devices. If you notice any responsiveness issues, please contact support@Tk20.com.

- Apple iPad with iOS
- Android tablet with 2 GB RAM

Web Browsers

As a web-based system, Tk20 can be accessed from a Web browser when connected to the Internet. We recommend using the latest versions of these browsers for optimal use of Tk20:

- Google Chrome™
- Mozilla Firefox® (when working on a Linux® platform)
- Microsoft Internet Explorer®
- Apple Safari®

C. Administration

You may also contact your campus Tk20 Unit Administrators for assistance.

Student Teaching Coordinator: Helen M. Baker

Email: HBAKER@shepherd.edu

Phone: 304-876-5270

Administrator: Stephen M. McPherson

Email: SMCPHERS@shepherd.edu

Phone: 681-321-0048