

Cooperating Teacher Quick Guide

Login to Tk20 at: <https://southernct.tk20.com> Enter the following information:

Username: SCSU Username
Password: password provided if first time login

You will receive a field experience binder (e.g., folders) for each students' field placement. The binders will be labelled:

Student Teaching Field Experience

The *Student Teaching CPAST Evaluation(s)* and the *Professional Dispositions Assessment*, are both to be completed by the university supervisor, and are available for you to view. You may add any comments to the evaluation(s) by opening the *Acknowledgment of Student Teaching Evaluation(s): Signature*.

To View the Evaluations:

1. Click on **Field Experience** in the left side menu.
2. You will see a list of your assigned student(s). Click on the name of the student that you want to assess, next to the name of the binder you want to access.
3. A two-sided screen will appear. 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.
4. On the left side of the screen, open the **Cooperating Teacher Instructions** sub-tab.
5. On the right side of the screen, under UNIVERSITY SUPERVISOR'S FORMS, click on the name of the evaluation you want to view. When you are done you can scroll back to the top of the screen and click on <BACK

Field Experience > Field Experience > Assessments

ASSESSMENTS

Current Field Experience Assessments Previous Field Experience Assessments

Test Term

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
Teacher, Student	TEST Student Teaching spring 2017	Test Term	TEST101	Testing Course	Faculty, Test	Southern Connecticut State University, ..	Open For Editing-Late
Teacher, Student	Student Teaching Binder - Revised	Test Term	TEST101	Testing Course	Faculty, Test	Lindsay, Carey	Completed-Late

To Provide Comments and a Signature:

1. Click on *Acknowledgment of Student Teaching Evaluation(s): Signature* on the right side of the screen.
2. There is a space to provide comments if you would like. Then check the box to provide your electronic signature, and add the date. The Grade is optional and will not be used.
3. When you are finished, scroll down to the bottom of the page and click on the green **Complete** button.
4. Click on the green **Submit** button at the top of the page to submit and close the binder.

Help Resources:

- Email any questions you have to: tk20support@southernct.edu