Tk20™
Southern's Online Assessment System

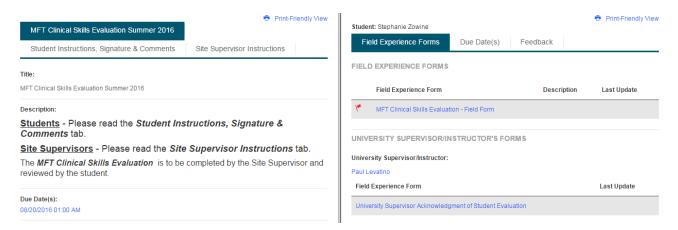# Supervisor Guide for Completing Practicum/Internship Evaluations

Login to Tk20 at: https://southernct.tk20.com   Enter the following information and then click "Login"
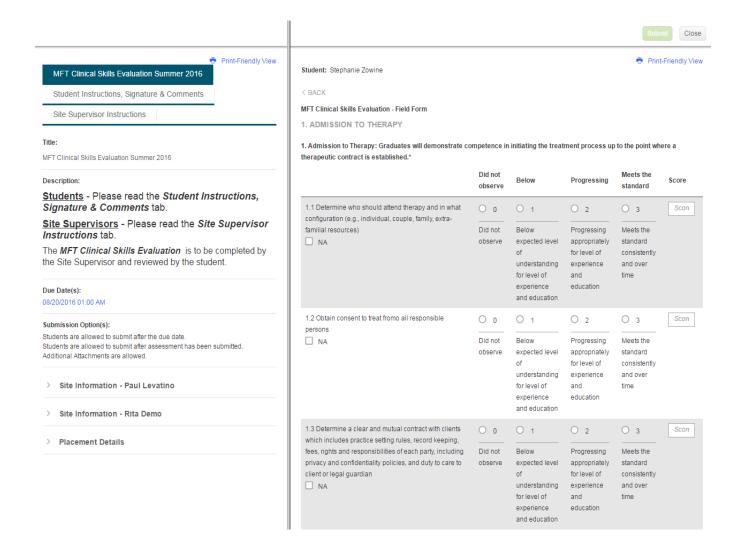
Username: **SCSU Username**
Password: **SCSU Identification Number** (8 digit number that begins with a 7)

To Complete an Evaluation

1. Login to your Tk20 account and 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.
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 **Supervisor Instructions** sub-tab.
5. On the right side of the screen, in the **Field Experience Forms** box, click on the name of the evaluation you would like to complete.
6. Below the **Field Experience Forms** box you will be able to see a link to evaluation(s) completed by other evaluator(s) assigned to the student. Click on the name of the evaluation to view.

7. To complete the assessment, select the radio button that corresponds to the performance rating you wish to give. The performance ratings, and their corresponding values, are shown on the left side of the screen.
8. You do not need to complete the entire evaluation at one time. If you would like to come back to the evaluation at a later time you can save your work at any time by clicking the **Save** button at the bottom of the screen. You can also click on the **Close** button at the top of the page. ==Please be aware that once you save the evaluation, the student will be able to see the partial evaluation.==

9. When you have completed the evaluation please provide your electronic signature by checking the box and adding the date. Your Tk20 account is accessible only by you, so your submittal of this electronic form will serve as your signature on the evaluation.
10. The *Grade* box at the end of the form is provided by Tk20 and is optional.
11. When the evaluation is complete, click on the green **Submit** button at the top of the page or the **Complete** button at the bottom of the page.

Help Resources:

- Southern's Tk20 website: http://www.southernct.edu/tk20
- Email any questions you have to: tk20support@southernct.edu

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