



By Watermark
Southern's Online Assessment System

Student Quick Guide – Field Experience Overview

Viewing the Assignment (aka Binder)

- Click on **FIELD EXPERIENCE** in the left side menu.
- On the right-hand side of the screen you will see the **Name** of the field experience – click on the name of the binder you want to access.
- The binder is separated into different tabs. In addition to the tabs that are specific to your binder (e.g., *Student Instructions*), you will see the following standard tabs:
 - **Assessment:** In this tab, you can view the assessment instrument(s) the assessors uses.
 - **Feedback:** This tab contains feedback that has been given by any of your assessors.
- Open the **Student Instructions** sub-tab to get detailed directions of what needs to be completed.

The screenshot shows the Tk20 interface for a field experience binder. The left sidebar contains a navigation menu with 'FIELD EXPERIENCE' highlighted. The main content area is titled 'STUDENT TEACHING FIELD EVALUATIONS FOR ONE PLACEMENT' and includes tabs for 'Assessment' and 'Feedback'. The description states that the binder contains EDA, CPAST Formative, and CPAST Summative evaluations. It provides instructions for students, cooperating teachers, and university supervisors. The start date is 07/28/2020 12:38 PM and the due date is 07/30/2021 01:00 AM.

To View Your Completed Evaluation(s):

- Open the **Assessment** sub-tab.
- Click on the name of the *Field Experience Form* you want to view (e.g., *Student Teaching Observation*). Please review the entire evaluation. Close the window by clicking on the **X** in the upper right-hand corner.

To Complete the Binder:

- As you work in the binder you will always have the option to **Close** (will not save), **Save** (save your work without submitting) or **Submit** your work.
- **When the binder is complete**, click on the green **Submit** button in the lower right hand corner of any of the tabs. The binder will be closed and locked.

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