

University Supervisor Quick Guide Submitting Multiple Observations

Login to Tk20 at: <https://southernct.tk20.com>

- **Username:** SCSU Username
- **Password:** SCSU Identification Number or other password provided

You will receive one or more Tk20 Field Experience “binders” for each student you supervise. Students who only have one placement per semester, will have only 1 binder. Students with two placements per semester, will have 2 binders. Within those binders you will find the assessments you are required to complete in Tk20:

- **University Supervisor Daily CPAST Observations**
- **Student Teaching CPAST Formative Assessment**
- **Student Teaching CPAST Summative Assessment**
- **EDA – Educator Disposition Assessment**

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 **University Supervisor Instructions** sub-tab.
5. On the right side of the screen, under **FIELD EXPERIENCE FORMS**, click on the name of the evaluation.

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 Professional Dispositions for Student Teachers	Test Term	TEST101	Testing Course	Faculty, Test	Southern Connecticut State University, .	Open For Editing
Teacher, Student	TEST Student Teaching Field Experience - 1st placement	Test Term	TEST101	Testing Course	Faculty, Test	Southern Connecticut State University, .	Open For Editing

To Complete the Daily CPAST Observations

1. Click on the name of the form (i.e., **Student Teaching Observation for Supervisors**)
2. You now have a couple of different options for completing the form in Tk20. You can upload a scanned copy or a word document, **OR** you can complete the form right in Tk20. You **ONLY** need to do 1 or the other.
3. 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.
4. You do not need to complete the Grade at the end of the form, it is optional.
5. When you are finished, scroll down to the bottom of the page and click on the green **Complete** button.

To Add an Additional Observation (i.e., there are 2 observations shown but you have 3)

1. Click on Observation #1
2. Find the section labelled: **You can add additional files here:**
3. Add an additional file by clicking on the second + Select File button

Student Teaching Observation for Supervisors: Observation #1

INSTRUCTIONS: UPLOAD YOUR COMPLETED SCANNED FORM, OR UPLOAD A COMPLETED WORD DOCUMENT OF THE FORM, OR COMPLETE THE FORM BELOW.

You can upload a scanned copy of your Observation Form

OR

upload a word document version of your Observation Form

OR

you can complete the form below, beginning with Candidate Information

PLEASE NOTE: You **ONLY** need to complete one of the above options.

Upload a copy of your Observation here:

+ Select File

Click on the +Select File to the right to upload a scanned or word document copy of your Observation Form.

Cooperating Teacher Quick Guide.pdf (362.68 kb)

Drag and drop file here

You can add additional files here:

+ Select File

Site Supervisor Quick Guide for Graphite.pdf (533.86 kb)

Drag and drop file here

To Review Feedback and/or Comments Provided by Others:

1. In the INSTRUCTOR'S FORMS or the COOPERATING TEACHER'S FORMS section (below the Field Experience Forms), click on the name of the form you want to view. When you have read the evaluation, click on **<BACK** (under the student name) at the top of the page.

To Complete the Field Binder:

1. When all the evaluations in the FIELD EXPERIENCE FORMS section (at top) are complete, click on the green **Submit** button at the top of the page.

Help Resources:

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