

University Supervisor Quick Guide

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:

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

NOTE: You only need to Submit the binder when all of your assessments are complete

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.

The screenshot shows the Tk20 Southern web application interface. The left sidebar contains a navigation menu with options like HOME, DOCUMENT ROOM, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE (selected), and PORTFOLIOS. The main content area is titled 'ASSESSMENTS' and shows a table of 'Current Field Experience Assessments'. The table has columns for Student, Name, Term, Course Number, Section Title, Instructor, Sent By, and Status. Two rows are listed, both with a status of 'Open For Editing'.

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 CCAST 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 **Save & Close** button.

To Complete the CCAST Evaluation(s):

1. Click on the name of the form (i.e., **Student Teaching Assessment: CCAST**)
2. To complete the assessment, select the radio button that corresponds to the rating you wish to give.
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 **Save & Complete** button.

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 – you only do this when you are finished with all of your assessments.

Help Resources:

- Email any questions you have to: tk20support@southernct.edu
- Refer to Tk20's faculty help information by clicking on **Help** in the upper right corner of the screen.