Students: How to Access and Complete a Course Binder

Step 1: Login to your TK20 Student Account

If you do not have a TK20 student account you may purchase one of two ways.

- Contact the <u>University Bookstore</u> (students qualifying for Financial Aid may opt to purchase through the Bookstore)
 OR
- Login to <u>TK20</u> and set up your student account by clicking on "Click here to register your student account" Located on the left-hand side at the bottom.

Step 2: Click on the Binder one of two ways.

Option 1: The binder will be located in the "Pending Tasks" box on the Home page.

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HOME	~ ~							
MESSAGES	>	RECENT MESSAGES						
TASKS	>		_					
PREFERENCES	>	Name	From	Received				_ /
COURSES	>	There is no data to display.						
ARTIFACTS	>							
PORTFOLIOS	>	PENDING TASKS						
FIELD EXPERIENCE	>							
APPLICATIONS	>	Name		Туре	From	Due D	ate	_
		Please send the Course Binder TEST EFE Course	Binder Fall 201	Course Binder	Woodruff, Jill	12/17/2	2016	
		Please start the Field Experience TEST SED Binde	r 7-13-16	Field Experience	, Educator Certification	09/01/2	2016	
		NEWS						and I
		Today's News Archived News						_ [
		There is no data to display.						

Option 2: Click on the "Courses" tab bar. Then click on "Coursework" then "Course Binders" on left bar.

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Course Binders Folders			۴	Sample Course Binder	Course Binder	Test Course	Late	Flynn, Gary	02/29/2016 01:00:00 AM	
Observations	15		۳	TEST EFE Course Binder Fall 2016	Course Binder	Test Course	Open For Editing	Woodruff, Jill	12/17/2016 01:00:00 AM	
LIBRARIES	>		>							
ARTIFACTS	>									
PORTFOLIOS	>									
FIELD EXPERIENCE	>									
APPLICATIONS	>									

Click on the "Course Binder" for EFE.

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НОМЕ	>	Courses > Cour	rsework > Course Binders						Help
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Course Binders	~ <	· · · · · · · · · · · · · · · · · · ·	Sample Course Binder	Course Binder	Test Course	Late	Flynn, Gary	02/29/2016 01:00:00 AM	
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Observations	>	· · · · ·	TEST EFE Course Binder Fall 2016	Course Binder	Test Course	Open For Editing	Woodruff, Jill	12/17/2016 01:00:00 AM	
LIBRARIES	>								
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Step 3: Enter EFE Placement Details

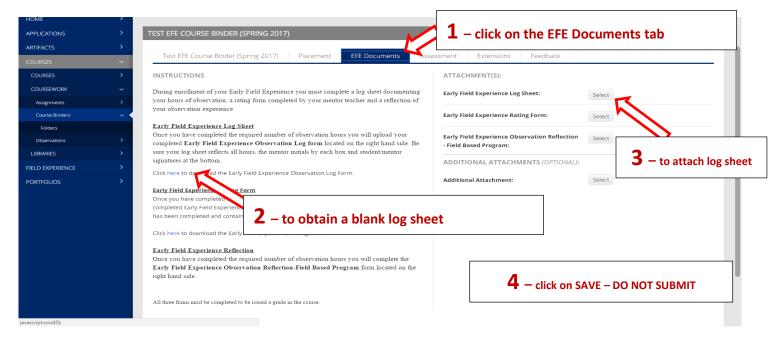
- 1. Click on the "Placement" Tab of the binder
- 2. Click on the "Early Field Experience Placement Details" form in the color blue.
- 3. Add placement details to the form and click on "update" located in the bottom right corner.
- 4. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.

HOME	Attack Attack Attack Attack	Courses > Coursework > Course Binders > Test EFE Course Binder (Spring 2017)	click on the Placement tab
ARTIFACTS	> ~	Test EFE Course Binder (Spring 2017) Placement EFE Documents Asse	essment Extensions Feedback
COURSES	>	INSTRUCTIONS	ATTACHMENT(S):
COURSEWORK	~	Once you have secured a placement to complete your observation hours you must click on and	Early Field Experience Placement Details: Select
Assignments	>	complete the Early Field Experience Placement Details Form located on the right hand side. Completing this form provides your instructor your placement details.	
Course Binders	~ <	You may complete your observation experience only in one school. Observation in multiple	ADDITIONAL ATTACHMENTS (OPTIO)
Folders		schools is not permitted. However you are encouraged to observe multiple grades to have a	Additional Attachment: Select
Observations	>	diverse observation experience.	
LIBRARIES	>	Once you have received a field observation assignment, it cannot be changed. You will be required to complete observation in the secured district placement.	
FIELD EXPERIENCE	>	require to complete coort and in the second double precentary	2 aliah an the Fault Field
PORTFOLIOS	>		2 – click on the Early Field Experience Placement Details form

Home			
APPLICATIONS	>	EARLY FIELD EXPERIENCE PLACEMENT DETAILS 1	
ARTIFACTS	>	You may complete your observation experience only in one sch	ool. Observation in multiple schools is not permitted. However you are encouraged to observe multiple grades to have a diverse observation experience. Once you have received a
	~	field observation assignment, it cannot be changed. You will	be required to complete observation in the assigned district placement.
COURSES	>	Title:*	Early Field Experience Placement Details 1
COURSEWORK	~		
Assignments	>	Description:	
Course Binders	~ <		
Folders			
Observations	>		
LIBRARIES	>		
FIELD EXPERIENCE	>		
PORTFOLIOS	>		2 comulate the form and hit
			3 – complete the form and hit
		PLACEMENT 1	"update".
			ain an understanding of the expectations of teachers in a modern society, and mak
		 Your field observation must be completed in a district/school You may not observe a classroom in which a family member 	
		3. You may complete your observation experience only in one s	
		District Placement*	Mesquite ISD
		Campus Placement	Mesquite HS
		Grade Assigned	10th
			Update Cancel
			01/04/2017 03:11 PM 4:766 MB of 750 MB used

Step 4: Completing the EFE Documents (Log Sheet)

- 1. Click on the "EFE Documents" Tab of the binder
- 2. A blank Observation Log is available under "Instructions".
- 3. Once you complete the "Observation Log" you MUST attach the log under "Attachments". If you have more than one log you may attach using "Additional Attachments" within the form.
- 4. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.



Step 5: Completing the EFE Documents (Rating Form)

- 1. Click on the "EFE Documents" Tab of the binder
- 2. A blank Rating Form is available under "Instructions".
- 3. Once you complete the "Rating Form" you MUST attach the form under "Attachments". If you have more than one rating form you may attach using "Additional Attachments" within the form.
- 4. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.

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APPLICATIONS	>	TEST EFE COURSE BINDER (SPRING 2017)
ARTIFACTS	>	Test EFE Course Binder (Spring 2017) Placement FEE Documents Cossessmill 1 – click on the EFE Documents tab
COURSES	~	Test EFE Course Binder (Spring 2017) Placement EFE Documents Assessme
COURSES	>	INSTRUCTIONS ATTACHMENT(S):
COURSEWORK	~	During enrollment of your Early Field Experience you must complete a log sheet documenting Early Field Experience Log Sheet: Select
Assignments	>	your hours of observation, a rating form completed by your mentor teacher and a reflection of your observation experience.
Course Binders	~ <	Early Field Experience Rating Form: Select
Folders		Early Field Experience Log Sheet Once you have completed the required number of observation hours you will upload your Early Field Experience Observation Paffaction
Observations	>	completed Early Field Experience Observation Log form located on the right hand side. Be
LIBRARIES	>	sure your log sheet reflects all hours, the mentor initials by each box and student/mentor signatures at the bottom. ADDITIONAL ATTACHMENTS (OPTIONAL
FIELD EXPERIENCE	>	Click here to download the Early Field Experience Observation Log Form.
PORTFOLIOS	>	Additional Attachment:



Step 6: Completing the EFE Documents (Observation Reflection Form)

- 5. Click on the "Rating(s) Form" Tab of the binder
- 6. A blank Rating Form is available under "Instructions".
- 7. Once you complete the "Rating Form" you MUST attach the form under "Attachments". If you have more than one rating form you may attach using "Additional Attachments".
- 8. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.

HOME	
APPLICATIONS >	TEST EFE COURSE BINDER (SPRING 2017)
ARTIFACTS >	
COURSES ~	Test EFE Course Binder (Spring 2017) Placement EFE Documents seessment Extensions Feedback
COURSES >	INSTRUCTIONS ATTACHMENT(S):
COURSEWORK ~	During enrollment of your Early Field Experience you must complete a log sheet documenting Early Field Experience Log Sheet: Select
Assignments >	your hours of observation, a rating form completed by your mentor teacher and a reflection of your observation experience.
Course Binders ~	Early Field Experience Rating Form: Select
Folders	Early Field Experience Log Sheet Once you have completed the required number of observation hours you will upload your Early Field Experience Observation Reflection Select
LIBRARIES >	completed Early Field Experience Observation Log form located on the right hand side. Be sure your log sheet reflects all hours, the mentor initials by each box and student/mentor
	signatures at the bottom. ADDITIONAL ATTACHMENTS (OPTION
FIELD EXPERIENCE	Click here to download the Early Field Experience Observation Log Form. Additional Attachment: Select
	Early Field Experience Rating Form Once you have completed the required number of observation hours you will upload your completed Early Field Experience Rating form located on the right hand side. Be sure the form has been completed and contains all required signatures. Click here to download the Early Field Experience Rating Form. Early Field Experience Observation Nours you will complete the required number of observation hours you will complete the required number of observation hours you will complete the right hand side. All three forms must be completed to be issued a grade in the course. All three forms must be completed to be issued a grade in the course.

Note: The Observation Reflection is completed within TK20. You will not attach the form. If you have additional documents that you feel should be included with the Reflection you may attach as "additional Attachments". Additional Attachments is not required.

Step 7: "Submit" the Course Binder

Note: Once you click on "Submit" your binder is locked down and you are unable to make any changes. Therefore, make sure all tabs are completed prior to clicking on "Submit".

OURSES	>	INSTRUCTIONS	ATTACHMENT(S):	
URSEWORK	~	During enrollment of your Early Field Experience you must complete a log sheet documenting your hours of observation, a rating form completed by your mentor teacher and a reflection of	Early Field Experience Log Sheet:	Select
ssignments ourse Binders	*	your observation experience.	Early Field Experience Rating Form:	
Folders		Early Field Experience Log Sheet	Early Field Experience Rating Form:	Select
bservations	>	Once you have completed the required number of observation hours you will upload your completed Early Field Experience Observation Log form located on the right hand side. Be	Early Field Experience Observation Reflection - Field Based Program:	Select
RARIES	>	sure your log sheet reflects all hours, the mentor initials by each box and student/mentor signatures at the bottom.	ADDITIONIAL ATTACLIMENTS (COTIONIAL)	
DEXPERIENCE	>	Click here to download the Early Field Experience Observation Log Form.	ADDITIONAL ATTACHMENTS (OPTIONAL):	
		Early Field Experience Rating Form Once you have completed the required number of observation hours you will upload your completed Early Field Experience Rating form located on the right hand side. We sure the form has been completed and contains all required signatures. Click here to download the Early Field Experience Rating Form. Early Field Experience Reflection Once you have completed the required number of observation hours you will complete the Early Field Experience Observation Reflection-Field Based Program form located on the right hand side.		
		All three forms must be completed to be issued a grade in the course.		
C	Click S	Submit once steps 3, 4,5 & 6 are	complete	Submit Save Clo

Note: Once you SUBMIT the Course Binder you will receive an email from TK20 confirming the binder has been submitted.