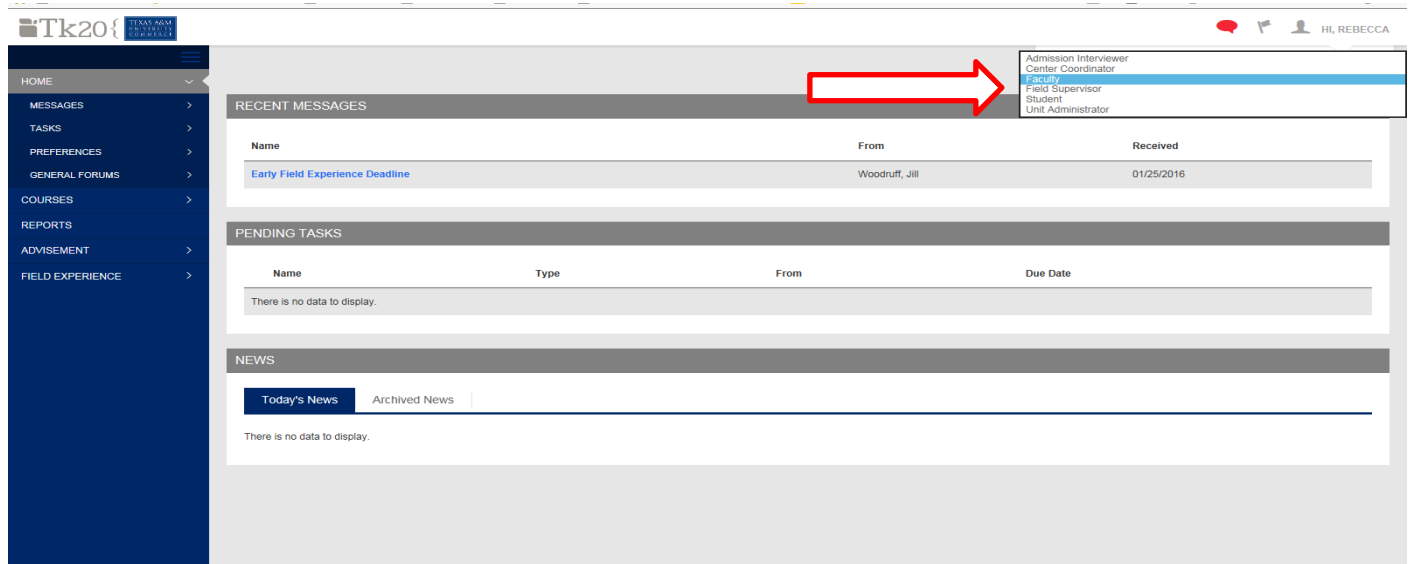


# Field Supervisor: How to Access and Complete Forms

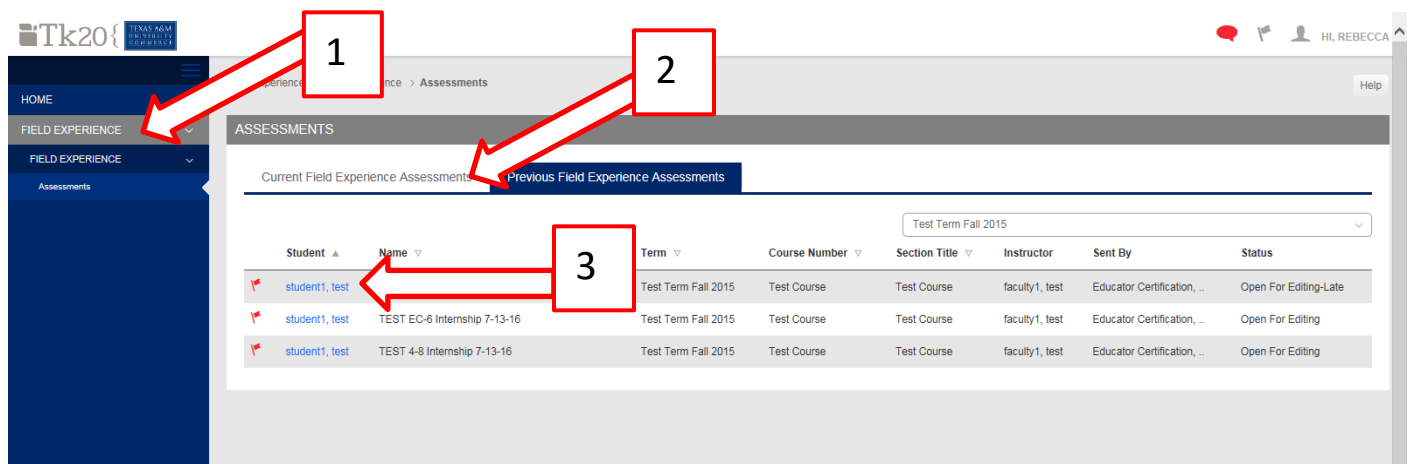
## Step 1: Login to your TK20 Account

You may access the website at: <https://tamuc.tk20.com/campustoolshighered/start.do> OR go to [www.tamuc.edu/teacher](http://www.tamuc.edu/teacher) and click on the TK20 icon. You will use your CWID for your username and the password to login into your TAMUC computer/email as the password

## Step 2: Change Role to “Field Supervisor”



The screenshot shows the Tk20 dashboard interface. On the left is a navigation menu with categories like HOME, MESSAGES, TASKS, PREFERENCES, GENERAL FORUMS, COURSES, REPORTS, ADVISEMENT, and FIELD EXPERIENCE. The main content area is divided into sections: RECENT MESSAGES, PENDING TASKS, and NEWS. In the top right corner, a user profile dropdown menu is open, showing roles: Admission Interviewer, Center Coordinator, **Field Supervisor** (highlighted with a blue bar and a red arrow), Student, and Unit Administrator.



The screenshot shows the 'ASSESSMENTS' page in Tk20. The left navigation menu has 'ASSESSMENTS' selected under the 'FIELD EXPERIENCE' section. The main content area has tabs for 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. A table displays assessment data for 'Test Term Fall 2015'. Three red callout boxes with arrows point to specific elements: '1' points to the 'ASSESSMENTS' menu item, '2' points to the 'Previous Field Experience Assessments' tab, and '3' points to the 'Name' column header in the table.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
student1, test	TEST EC-6 Internship 7-13-16	Test Term Fall 2015	Test Course	Test Course	faculty1, test	Educator Certification, ...	Open For Editing-Late
student1, test	TEST EC-6 Internship 7-13-16	Test Term Fall 2015	Test Course	Test Course	faculty1, test	Educator Certification, ...	Open For Editing
student1, test	TEST 4-8 Internship 7-13-16	Test Term Fall 2015	Test Course	Test Course	faculty1, test	Educator Certification, ...	Open For Editing

## Step 4: Complete the Forms with the red flag.

**TEST EC-6 Internship** | [ILT Conferences](#) | [Lesson Plan/Evaluation with Field Supervisor](#) | [Lesson Plan/Evaluation with Mentor Teacher](#) | [ITEP-EFE2](#) | [Mental Health](#) | [Other](#) | [TexES](#) | [Print-Friendly View](#)

**Title:**  
TEST EC-6 Internship

**Description:**  
Students will complete the binder during the Internship semester of student teaching.

**Due Date(s):**  
03/04/2017 01:00 AM

**Submission Option(s):**  
Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are allowed.

- > Site Information - test cooperating teacher2
- > Site Information - test cooperating teacher1
- > Placement Details

Students Work

**Student:** test student1 | [Print-Friendly View](#)

**Field Experience Forms** | [Due Date\(s\)](#) | [Feedback](#)

**FIELD EXPERIENCE FORMS**

Field Experience Form	Description	Last Update
<a href="#">Field Supervisor Visit Data Log</a>	Supervisors will log each student visit on campus. This form will also be used to run reports for the visit log TEA ASEP reporting. The form became active spring 2017 with interns and residents.	
<a href="#">Field Supervisor Lesson Evaluation-Rotation 1</a>		
<a href="#">Field Supervisor Mid-Term Evaluation Form- ILT</a>	The field Supervisor will complete the evaluation form mid-term	
<a href="#">Field Supervisor Lesson Evaluation-Rotation 2</a>		
<a href="#">Field Supervisor Final Evaluation Form- ILT</a>	The field Supervisor will complete the evaluation form at the end of the semester	
<a href="#">Field Supervisor-Residency Approval</a>	The field Supervisor will determine a students approval to begin the next semester.	

**MENTOR TEACHER 1'S FORMS**

**Mentor Teacher 1:**  
test cooperating teacher1

**Field Experience Form**  
[Mentor Teacher Training](#)

Click on the Form to complete- listed under Field Experience Form

**Step 5: Complete the Form. You can use the “back” button to go back to the screen in step 4 OR click on “Complete” if the form is complete OR a portion is complete. You can continue to make changes until you “submit” the binder at the end of the semester.**

**TEST EC-6 Internship** | [ILT Conferences](#) | [Lesson Plan/Evaluation with Field Supervisor](#) | [Lesson Plan/Evaluation with Mentor Teacher](#) | [ITEP-EFE2](#) | [Mental Health](#) | [Other](#) | [TexES](#) | [Print-Friendly View](#)

**Title:**  
TEST EC-6 Internship

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03/04/2017 01:00 AM

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Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are allowed.

- > Site Information - test cooperating teacher2
- > Site Information - test cooperating teacher1
- > Placement Details

**Student:** test student1 | [Print-Friendly View](#)

**< BACK**

**Field Supervisor Visit Data Log**

The Texas Education Agency requires we document each in-formal and formal visit. Please complete the log as documentation of each visit.

**STUDENT PLACEMENT DETAILS**

**Initial Contact:**

**Field Supervisor/Liaison Last Name:**

**Field Supervisor/Liaison First Name:**

**Date Student Began Semester:**

**FIELD SUPERVISOR VISIT DATA LOG**

The Texas Education Agency requires we document each in-formal and formal visit. Please complete the log as documentation of each visit.

Please click on “Add Row” to enter each visit.

Date of Visit	Type	Duration of Visit	Comments
There is no data to display.			

**Additional Comments (optional):**

“Complete”

**NOTE: Always “SAVE” !!! Do not SUBMIT until the entire binder is complete, including each form within the binder. Questions regarding Tk20 login and functionality may be sent to [beateacher@tamuc.edu](mailto:beateacher@tamuc.edu) or 903-886-5886**

# Field Supervisor: How to Locate Students Work

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to locate the students work within in the binder. The students work is always located on the left-hand side of your screen.

1. Click on the tab located on the left-hand side.
2. Using the Scroll located in the center/divider scroll to the bottom of the form.

Click on Tab

Use the divider scroll to scroll to bottom of page.

Name	Status	Type	Standard
Acknowledgement of ILT Conference Rotation 1 not attached.	Not Submitted	Acknowledgement of ILT Conference Rotation 1	

Field Experience Form	Description	Last Update
Field Supervisor Visit Data Log	Supervisors will log each student visit on campus. This form will also be used to run reports for the visit log TEA ASEP reporting. The form became active spring 2017 with interns and residents.	
Field Supervisor Lesson Evaluation-Rotation 1		
Field Supervisor Mid-Term Evaluation Form- ILT	The field Supervisor will complete the evaluation form mid-term	
Field Supervisor Lesson Evaluation-Rotation 2		
Field Supervisor Final Evaluation Form- ILT	The field Supervisor will complete the evaluation form at the end of the semester	
Field Supervisor-Residency Approval	The Field Supervisor will determine a students approval to begin the Resident semester.	

3. All forms located within the tab will be located at the bottom of the page. Once a student has completed one of the forms the form name will turn BLUE. If BLUE you can click on the blue form name to review the form completed by the student.

Click on the blue form name to review

Name	Status	Type	Standard
Acknowledgement of ILT Conference Rotation 1 1	Completed	Acknowledgement of ILT Conference Rotation 1	
Acknowledgement of Midterm ILT Conference 1	Not Submitted	Midterm ILT Conference	
Midterm ILT Evaluation not attached.	Not Submitted	Midterm ILT Evaluation	
Mentor Midterm ILT Evaluation Upload not attached.	Not Submitted	Mentor Midterm ILT Evaluation Upload	
Acknowledgement of ILT Conference Rotation 2 not attached.	Not Submitted	Acknowledgement of ILT Conference Rotation 2	
Acknowledgement of Final ILT Conference not attached.	Not Submitted	Acknowledgement of Final ILT Conference	
Final ILT Evaluation not attached.	Not Submitted	Final ILT Evaluation	

# Field Supervisor: How to Re-Open a Binder for a Student

(If a student has submitted but needs to be able to access again to make changes)

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to re-open a submitted binder for the student.

1. Click on "Due Date" Tab
2. Click on "Edit Due Date" button located on the right hand side.

This screenshot shows the 'Due Date(s)' tab selected in the top navigation bar. A red box with the text '2<sup>nd</sup> click on Edit Due Date' has two red arrows: one pointing to the 'Due Date(s)' tab and another pointing to the 'Edit Due Date' button on the right side of the page. The main content area shows the current due date as 03/04/2017 01:00 AM and a comment box containing the text: 'Educator Certification .. set the due date for all students on 01/03/2017 09:38 AM'.

3. Enter a new due date.
4. Type the reason for re-opening the binder in the "comments" box.
5. Click on the "Update" button.

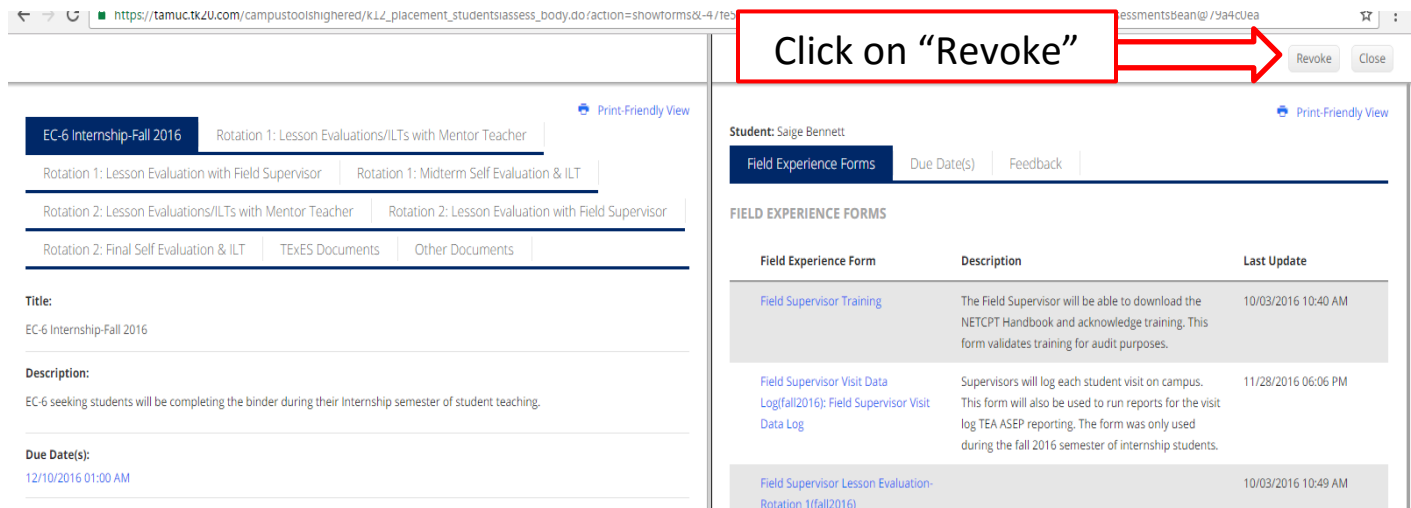
This screenshot shows the 'EDIT DUE DATE(S)' form. A red box with the text 'Enter Date & Comments' has two red arrows: one pointing to the date input field and another pointing to the comments text area. Below the date field, there is a 'New Due Date/Time:\*' field with a calendar icon and a time selector. A second red box with the text 'Click on "Update"' has a red arrow pointing to the 'Update' button at the bottom right of the form.

# Field Supervisor: How to Re-Open the Field Supervisor Binder

If you submit the binder but later want to make additions/changes to the binder you may “Revoke” the binder to re-open.

Once you’ve completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to re-open a submitted binder for the student.

1. Click on the “REVOKE” button located on the right-hand upper corner. Once additions/changes have been you will need to “submit” the binder again.



The screenshot shows a web browser window with the URL [https://tamuc.tkz0.com/campustoolshighered/k12\\_placement\\_studentsiassess\\_body.do?action=showforms&4/te](https://tamuc.tkz0.com/campustoolshighered/k12_placement_studentsiassess_body.do?action=showforms&4/te). The page displays information for a student named Saige Bennett. A red box highlights the "Revoke" button in the top right corner, with a red arrow pointing to it. The text "Click on 'Revoke'" is written inside the box. Below the navigation tabs, there is a table titled "FIELD EXPERIENCE FORMS" with columns for "Field Experience Form", "Description", and "Last Update".

Field Experience Form	Description	Last Update
<a href="#">Field Supervisor Training</a>	The Field Supervisor will be able to download the NETCPT Handbook and acknowledge training. This form validates training for audit purposes.	10/03/2016 10:40 AM
<a href="#">Field Supervisor Visit Data Log(fall2016): Field Supervisor Visit Data Log</a>	Supervisors will log each student visit on campus. This form will also be used to run reports for the visit log TEA ASEP reporting. The form was only used during the fall 2016 semester of internship students.	11/28/2016 06:06 PM
<a href="#">Field Supervisor Lesson Evaluation-Rotation 1(fall2016)</a>		10/03/2016 10:49 AM

# Field Supervisor: How to Locate Previous Semesters/Students

1. Once logged in as a Field Supervisor click on the Field Experience tab.
2. Click on “Previous Field Experience Assessments tab.
3. Click on the drop-down menu to select the semester.
4. Click on the student name.

The screenshot shows the Tk20 Field Experience Assessments interface. The left sidebar has a 'FIELD EXPERIENCE' menu with 'Assessments' selected. The main content area has two tabs: 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. A dropdown menu is set to 'Test Term 2016'. Below is a table of assessments with columns for Student, Name, Term, Course Number, Section Title, Instructor, Sent By, and Status. Red callout boxes with arrows point to: 1. The 'FIELD EXPERIENCE' menu item. 2. The 'Previous Field Experience Assessments' tab. 3. The 'Test Term 2016' dropdown menu. 4. A student name 'student1, test' in the table.

Student ▲	Name ▾	Term ▾	Course Number ▾	Section Title ▾	Instructor	Sent By	St
student1, test	TEST EC-6 Residency	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op
student1, test	TEST 4-8 Internship	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op
student1, test	TEST 4-6 Internship	Test Term 2016	TEST	TEST	faculty1, test	Educator Certification, ...	Op

## Helpful Facts:

- The red flag will disappear once you've adding any data to your form.
- You can select “complete” but continue to make changes within the form until you “submit” the binder at the end of the semester.
- If you're not locating your students double check and make sure you are logged in as the Field Supervisor role.