

## Best Practices for Clinical Instructors and Cooperating Teachers

### TK20 by Watermark -- Best Practices

- Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure you are using one of the latest two versions for optimal performance. Do not use Internet Explorer. You must also have no other tabs open in Chrome/Safari when using Tk20. If it's necessary to have more screens open, you could use Firefox (or another browser) for an item you're working on, then utilize Chrome for your Tk20 application.
- Logging in to Tk20 is different for Cooperating Teachers and Teacher Candidates:** Teacher candidates/faculty log in using their BroncoNetId and password via: <https://wmich.edu/teachercertification/data-reporting/tk20>  
Cooperating teachers must log in through the direct link that was emailed to them from OCE at the time of binder sending. If binder access link needs to be resent, you can contact the Office of Clinical Experiences (check your spam).
- Do NOT use the browser "back" button:** Instead, navigate using the tabs within Tk20
- Do NOT sign in to Tk20 in multiple tabs or windows.** It will cause errors and browser issues.
- Wait until a page fully loads before taking a subsequent action.** Look for the spinning circle. Do not click on things multiple times.
- Save often:** Remember Tk20 times out quickly! If you do not click save, your work will not be saved.
- Save does not mean submit:** Save when you need to save your work, then submit when all is complete.
- Complete vs Save:** You can use **complete** when you are done (for example filling out a rubric) or **Save** if you would like to come back to it. Remember if you do not SAVE something you have been working on, it will not be saved.
- Submit:** indicates you are done with the scoring
- Add:** Add is mostly used when attaching an artifact or uploading a file. Usually when you are adding you will also either SAVE or SUBMIT. Save if you will continue to work or SUBMIT if you are done.
- Always "log out" of Tk20 when you are done.** Do not just "X" out.