

Contact information: [cehd-Tk20@wmich.edu](mailto:cehd-Tk20@wmich.edu)

Do not use the **back button** in your browser OR open **multiple tabs** of TK20 at one time – may cause **data loss**.

Only use the navigation within the TK20 system.

### Log in information (for faculty/staff)

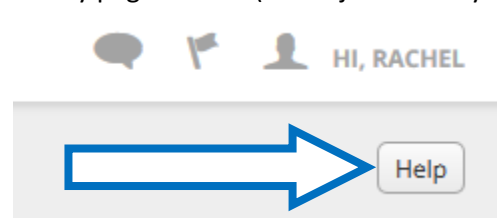
1. Go to: <http://wmich.edu/teachercertification/data-reporting/tk20>
  - a. Use the gold Tk20 log in button (the one for faculty and students)
2. Log into the CAS portal using your Bronco NetID and Password
2. Select the Field Experience option in the left side navigation column (should be near the bottom of the list)
  - a. If you do not see anything on the left, select the 3 bars located near the top on the left to open the navigation.



### Field Experience assessment information

1. Select the student's binder you wish to open and view
2. There will be a split screen – both screens navigate independently
  1. Student's field experience binder work is on left side of the split screen
  2. Assessments and other forms for faculty/staff are associated to the field experience on the right side
3. Choose the field experience form that you need to complete (e.g., Intern Evaluation, observation form, etc.) from the list of assessments/forms on the right side
  1. Fill in the required information
  2. Choose radio buttons for each category and provide comments
  3. No need to fill in a grade at the bottom – Tk20 does not communicate with the grade book
4. Choose **SAVE** to save your work at any point
5. If there is a Signature Form for student self-evaluation:
  1. Please complete this form after you have reviewed the student's self-evaluation
6. Choose **SAVE** to save your work at any point
7. **COMPLETE** button is used only when you have fully completed the assessment or form (this is the same as turning in a final evaluation – you will not be able to make any further changes)

Feel free to use the Tk20 online help. It is always available and easy to find. Locate the help button on the top right of any page in Tk20 (found just below your name).



(Also see, <https://helpdesk.tk20.com/helpdesk/assessing-a-field-experience-binder-faculty-version-8/>)

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