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 student)

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
3. 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
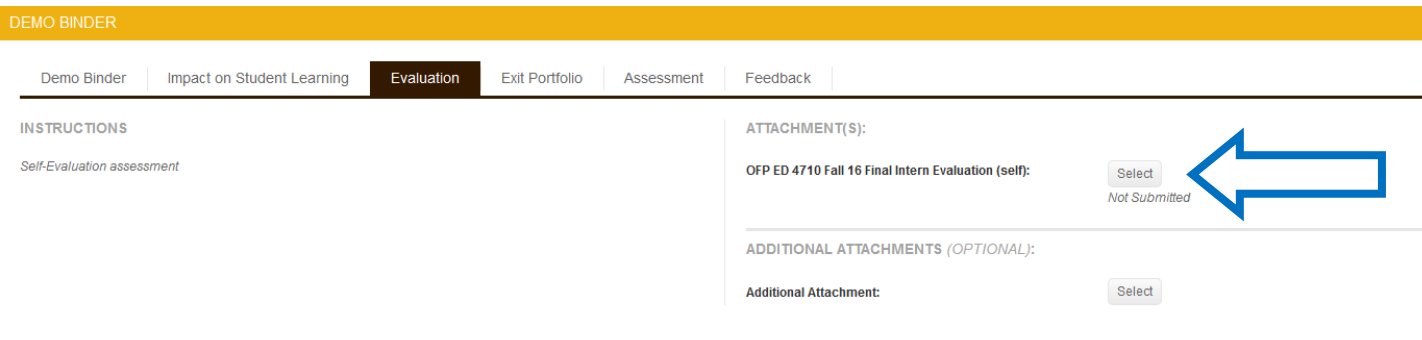

Field Experience information (for student)

1. Select the desired binder by choosing the an available link – most binder are named by course number
2. Binders will consist of a number of tabs located along the top of the binder
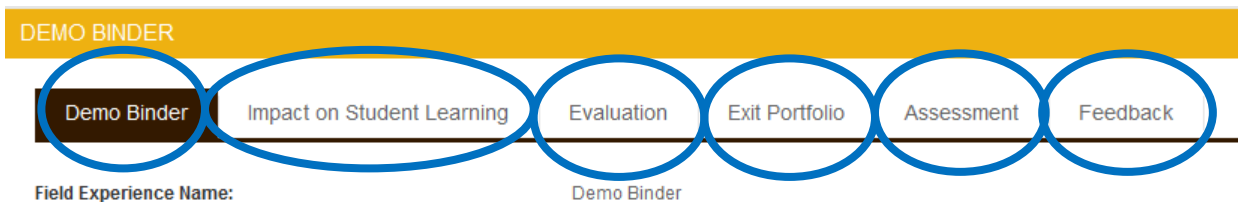
3. Select a tab to see what work is available to complete in that area
4. Select the assignment you wish to work on by pressing the select option

5. Upload documents and complete tasks as needed to complete assignments
6. Choose **SAVE** to save your work

7. The **SUBMIT** button is used only when you have fully completed an assignment (this is the same as turning in a final paper – you will not be able to make any further changes)

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