



Field Experience Quick Guide

- Log into Tk20 and click on the Field Experience tab.
- Click on the field experience binder's link.

Tk20{ 🐺 Tennessee									
HOME		Field Experience > Field Experience > Field Experience							
COURSES			FIELD	EXPERI	ENCE				
ARTIFACTS			5						
PORTFOLIOS	>								
FIELD EXPERIENCE	~	1.			Name 🗸	Start Date \bigtriangledown	Due Date		
FIELD EXPERIENCE					TEST Student Teaching Binder	09/12/2013 08:34 PM	12/31/2013 01:00 AM		
Field Experience	~ <								
APPLICATIONS				۳	Student Teaching Binder TEST 2.	07/25/2016 10:05 PM	07/31/2017 11:55 PM		

• The page will open to the binder's "Title" tab and the additional tabs in the binder.

Tk20{ Tennessee 🔍 Y 1 HI, TEST									
		Field Experience > Field Experience > Field Experience > Student Teaching Binder TEST Heip							
HOME									
COURSES		STUDENT TEACHING BINDER TEST							
ARTIFACTS		Title Tab	Required T	abs	Assessment				
PORTFOLIOS		Student Teaching Binder TEST	Lesson Plans Self-Assessments Site Evalua	tion Exit Survey Attendance	e Assessment Feedback				
FIELD EXPERIENCE	~	Field Experience Name:	Student Teaching Binder TEST						
FIELD EXPERIENCE		Description							
Field Experience	~ <	Description:							
APPLICATIONS		Start Date:	07/25/2016 10:05 PM						
		Due Date:	07/31/2017 11:55 PM						
		SITE INFORMATION							

- The *Title Tab* shows general binder and *placement* information. Always check this information for accuracy before uploading artifacts to the binder.
- The *Required Tabs* are documents or forms you are expected to complete during your placement. These items may include lesson plans, self-assessments, surveys, etc. They are always between the Title and Assessment tabs and may vary by binder. Click on each tab to review its artifact uploading instructions. Click by click guides are also available on the Tk20 Student Resources page.
- The *Assessment Tab* contains faculty or clinical supervisor and mentor teacher information. Check to make sure their names are correct before uploading artifacts to the binder. Observation and evaluation forms are also listed on this tab. You can view their scores and comments by clicking on each form's link.
- A supervisor will usually advise you if they left feedback on the *Feedback Tab* or noted all of it in your observation forms. Occasionally check this tab to ensure you have not missed any information from your supervisor.

After you have completed and uploaded all required items, you may click "Submit" to submit the binder.

For assistance, please contact the Learning Resource Center: Phone: 931.372.3856 | Email: <u>tk20support@tntech.edu</u>