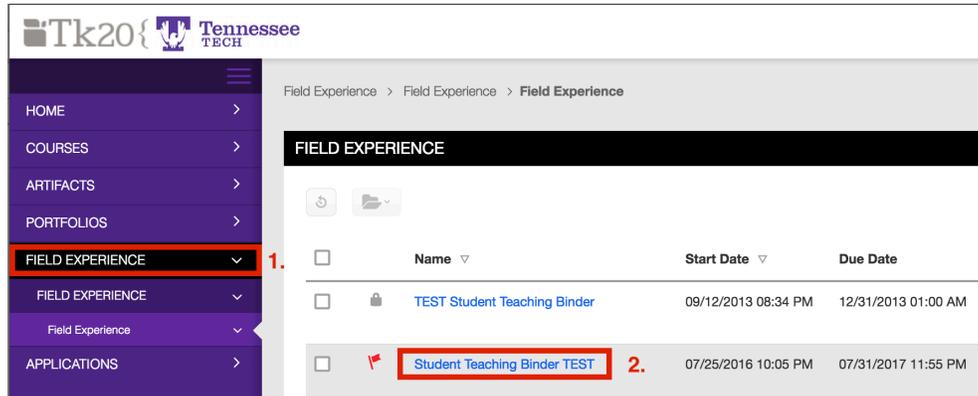
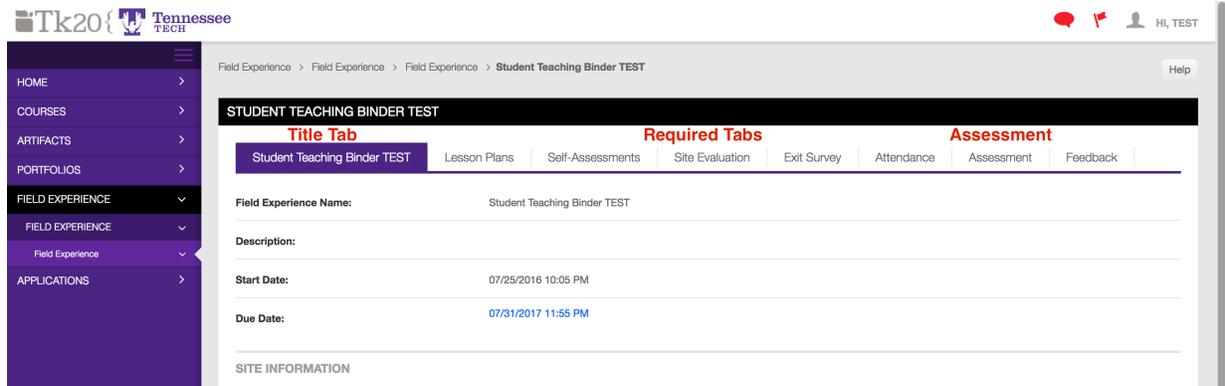


Field Experience Quick Guide

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



- The page will open to the binder’s “Title” tab and the additional tabs in the binder.



- 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: tk20support@tntech.edu