Mentor Teacher Click-by-Click
-Using the Emailed Link-

You will receive an email from **tk20support@tntech.edu** when the evaluation forms open for editing. The email will contain a link to your candidate's field experience binder that contains the supervisor evaluation and candidate summative evaluation forms.

Click the link in the email.
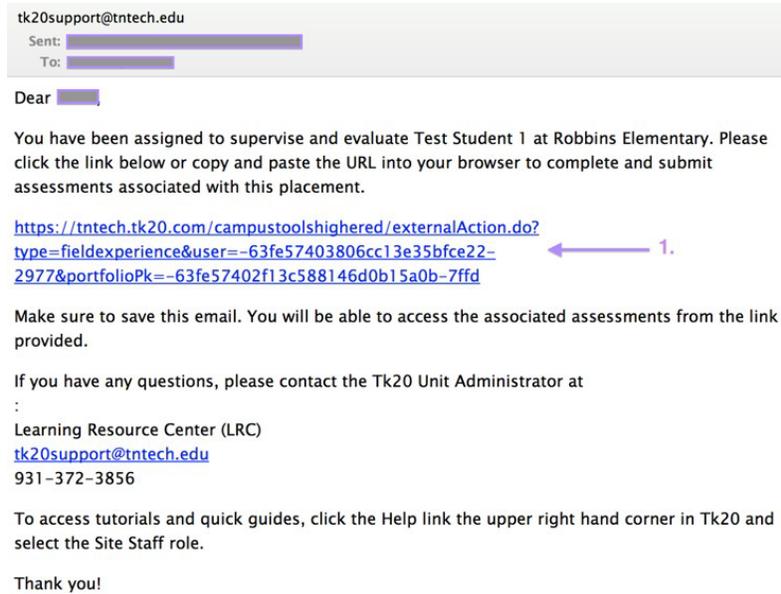
The field experience binder's split screen will open and appear in your web browser.

Links to the evaluation forms will be on the right side of the split screen.
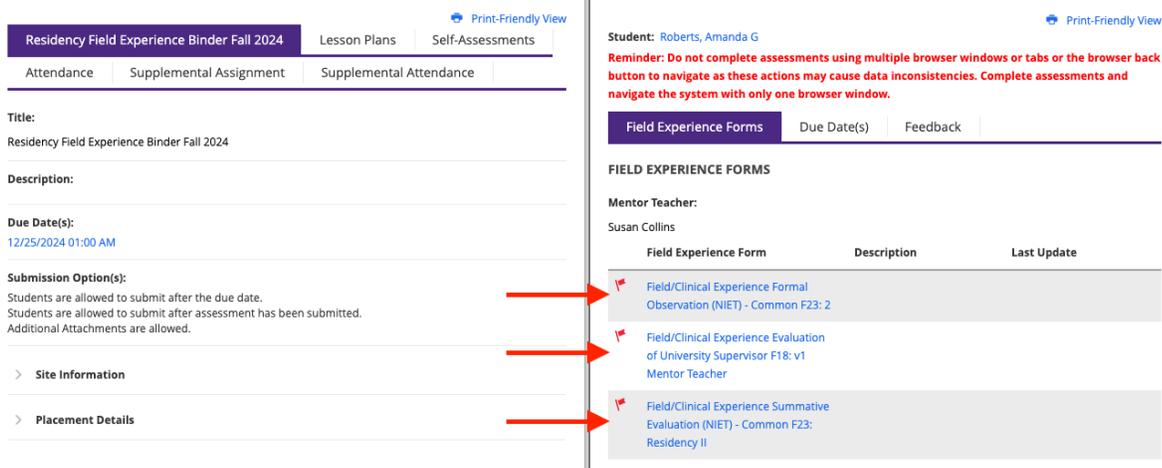
NOTE: You may also click on the Clinical Supervisor's observation form links to view the candidate's scores and feedback.

After clicking a form's link, it will open in the right side of the split screen. Click on and drag the center gray bar to the left for more room to work.

Complete the form.

When finished, click the "Save and Close" button at the bottom right of the page. NOTE: please click the "Save" button frequently to prevent being timed-out.

Click "Close" in the top right corner.

NOTE: You will not click "Submit" until the end of the semester and the evaluations have been completed.

Click your name at the top right of the page and then "Sign Out" to end the session.