



Uploading Files to a Field Experience Binder

- 1. Click on the appropriate tab.
- 2. Click the "Select" button next to the item you would like to upload.

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	\equiv	Field Experience > Field Experience > Field Experience > Student Teaching Binder TEST	-	
HOME	>			
COURSES	>	STUDENT TEACHING BINDER TEST		
ARTIFACTS	>			
PORTFOLIOS	>	Student leaching Binder IEST Lesson Plans Selt-Assessments Site Evaluation Exit Survey Attendance Assessment	Feedback	
FIELD EXPERIENCE	~	INSTRUCTIONS 1. ATTACHMENT(S):		
FIELD EXPERIENCE	~	In this tab, you will upload your lesson plans for observations. Informal Lesson Plan: 1: 2. Select		
Field Experience	~ <	Please CLICK HERE to download the lesson plan template. Completed lesson plans must be Not Submitted		
APPLICATIONS	>	uploaded to Tk20 at least 72 hours before informal and formal observations.		
		To upload the completed lesson plan: Formal Lesson Plan: 1: Select		
		Click the 'Select' button. Not Submitted		
		Scroll to the bottom of the pop-up window.		
		 Click the "Select File/e)" button to select the document/e)from your computer. 		

- 3. Click the "Select Files" button to select the document(s) from your computer.
- 4. After you see the *Upload Success* statement next to the document in the gray box, click the green "Add" button.

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	Select Informal Lesson Plan: 1	×
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>	Informal Lesson Plan: 1 2	
>	Description:	
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	INFORMAL LESSON PLAN 1	Submitted
	Attached Documents:	
	+ Select File(s) 3.	
	TEST Text Document.docx (12.65 kb)	ect
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5. Click "Save" to save your files and changes to the binder.

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	>	Reld Experience > Reld Experience > Reld Experience > Student Teaching Binder TEST			Help					
	>	> STUDENT TEACHING BINDER TEST								
	> >	Student Teaching Binder TEST Lesson Pans Salf-Assessments Site Evaluation Exit Survey Attendance Assessment Feedback								
	~	INSTRUCTIONS	ATTACHMENT(S):							
	~ ~ <	In this tab, you will upbad your lesson plans for cherevations. Passe CLCK HERE to download the lesson plan terrolization. Completed lesson plans must be updicade to TAD at least 72 hours before informal and formal observations. To uplan the completed lesson plan: 9. Click the "dised" tubics. 9. Click the "dised" tubics. 9. Click the "dised" tubics. 9. Click the "dised" tubics. 9. Click the "dised" tubics. 10. Click the "	Informal Lesson Plan: 1:	Informal Lesson Plan: 1 2 Not Submitted						
	>		Formal Lesson Plan: 1:	Select Not Submitted						
			Formal Lesson Plan: 2:	Select Not Submitted						
			ADDITIONAL ATTACHMENTS (OPTIONAL)	:						
			Additional Attachment:	Select						
				5.						
				Submit Save	Close					

NOTE: Disregard the *Not Submitted* statement under the file or "Select" button. Tech currently does not use this option in Tk20.

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