

## Tk20 Information for Cooperating Site Supervisors

Thank you for your willingness to help train our candidates by agreeing to participate as a mentor. The importance of your contributions to our mission cannot be over emphasized.

As a cooperating site supervisor, you have an account in our assessment collection & analysis system. Here's what you need to know:

1. Your Tk20 login credentials will be given to you by the university supervisor with whom you collaborate throughout the semester.
2. To log onto Tk20, go to <http://westga.tk20.com> and enter your username and password. Click "Login."
3. Click on the Field Experience tab inside your Tk20 account. There you'll see a list of candidates you supervise. To score any assessment instruments, click on a student's name. A dual screen will open, and the instruments will be on the right side.
4. The forms you need to fill out within Tk20 will vary by program. ***The university supervisor will let you know which ones you will be asked to complete. See below for helpful resources.***

## FAQs for Site Supervisors

### **1. What is Tk20?**

To ensure that College of Education graduates are prepared to work in their chosen professions, as well as to satisfy all assessment-related requirements of accrediting and approval bodies for quality programs, the COE conducts systematic assessment of candidates, programs, and operations.

Assessment requirements to maintain state approvals and national accreditation are very specific, quite extensive, and complex. The COE assessment plan has been developed to meet these requirements. Several tools are used by the COE to manage the assessment plan including Tk20, a system that allows candidates to submit a variety of assessments (course embedded assignments, clinical experience evaluations, program specific observations, portfolios, etc.) that are used to

measure candidate performance. These assessments are then connected to other candidate performance data such as scores on entrance and certification tests taken outside the College and grades in courses. Programs then use these multiple sources of data to examine and improve courses and make curricular and procedural revisions that are needed.

## **2. How do I log onto Tk20?**

As a cooperating site supervisor associated with UWG, you will be given login credentials that you will use to access Tk20. The URL is <http://westga.tk20.com>. Simply enter your username and password, and then click “Login.”

## **3. Where can I find help with technical issues or other aspects of working in Tk20?**

There are many different resources available to you regarding assistance with Tk20:

- Tk20 Tutorials and Quick Guides: [http://tk20.com/support/tutorials/ct\\_he.html](http://tk20.com/support/tutorials/ct_he.html)
- [Tk20@westga.edu](mailto:Tk20@westga.edu) (E-mails answered daily M-F)
- <http://www.westga.edu/coe/tk20> (UWG Tk20 Information Page)
- 678-839-6104 (Tk20 Unit Administrator Phone Number)

**SEE THE NEXT PAGE FOR THE QUICK  
GUIDE**



## Assessing Field Experience Binders

### Viewing Student Artifacts

1. Click on the **Field Experience** tab, then on **Assessments** in the side menu. A list of binders to be assessed will appear.
2. Click the link for the binder you wish to assess.
3. A split screen will appear with the student's artifacts on the left side of the screen and a list of all assessment instruments on the right side of the screen. (Note: A red flag will be present beside any unsaved assessments)
4. The binder is divided into multiple tabs and each tab contains different artifacts that have been submitted by the student. Click on the appropriate tab, then the link to the appropriate artifact. If a file has been attached to an artifact, it will appear, slightly indented, beneath the artifact name. Click on the name of the file that you wish to view first. Files will open in the program in which they were saved (Word documents will open in Microsoft word, Excel files in Microsoft Excel, etc.)

### Completing Assessments or Other Forms

1. To complete an assessment, locate it on the right side of the split screen and click on its name.
2. Once you click on the assessment tool name, it will populate the right side of the screen. Complete all fields as required.
3. Once you have finished all required fields, click **Save**. Once an assessment has been saved, the results will be visible to administrators at the institution, as well as to the student if visibility was set as such. *Note: Tk20 will not allow you to submit your binder until you have completed all assessment tools.*
4. Complete this process until you have finished all assessments. When you are finished with the last assessment tool, click **Submit**.

**After you click Submit, the evaluations become locked, so be sure that they are complete!**

### Help Resources

#### Online tutorials:

Tk20 has step-by-step tutorials located by clicking **Help** in the upper right corner of the screen (except the login page). This will take you to a page where you may select the role that best describes you. Once you click on a role, you may view all resources available to that role by functionality.

#### Tk20 Unit Administrator:

Contact information can be found on the right side of your institutions Tk20 login page.