COMPLETING A FIELD EXPERIENCE BINDER
Viewing a Field Experience Binder

• To open a Field Experience Binder, locate it in your pending tasks. You can find your pending tasks by clicking on the “flag” icon in the top right of the screen.

• Note that the icon will be red if you have unread pending tasks, as shown to the right. If the binder doesn’t show up there, you may need to click View All Tasks to locate it.
Viewing a Field Experience Binder

- Alternately, you can select the “Field Experience” tab from the left menu.
- Click into the name of the binder to open it.
Viewing a Field Experience Binder

**Binder Tabs**: each sub-tab represents a different section of the binder.

- **Title & Instructions**: title and pertinent instructions are located on the Field Experience Binder cover page.
- **Due Date(s)**: binder, tab, or attachment due dates provided by your instructor.
- **Placement Information**: relevant placement information and site location details are also provided as you scroll down the page.
- **Assessment**: instructor and site supervisor(s) assessments of your work.
- **Feedback**: your instructor may leave feedback about your work.
Completing a Field Experience Binder

• Step 1: Click on the sub-tab to the right of the Field Experience Binder cover page. (Tab titles will vary.)
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• Step 2: Field Experience Binders require you to fill in defined submission fields known as **Artifacts**. Click on **Select** button(s) underneath Attachment(s).
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• All fields with an asterisk (*) must be filled in before the system will let you add your artifact.

• If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove a file, click ☒ next to that file.
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• Step 3: Once you have completed your artifact, click on Add. Your attachment will be listed underneath Attachment(s) as shown.
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• Step 4: Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Field Experience Binder.

Notes:

• If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown. If you need to make revisions to a previously submitted artifact before attaching it to your current binder, please refer to the quick guide titled Making a Copy of an Existing Artifact.
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• Click on Select to add Additional Attachments to your portfolio. (optional)

• Save your work by selecting the “Save” button, located in the bottom right of your screen.

• Do NOT select the green “Submit” button until you are ready to submit the ENTIRE BINDER.
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From any binder tab, you can:

1. **Save**: save your work and return at a later time.
2. **Submit**: submit the binder for review. This will lock the binder so that you can no longer make edits. If you need to open your binder back up for editing, please refer to the section below titled Recalling a Submitted Binder.
3. **Close**: exit the course binder without saving any changes.

**Note:**

- Attachments can be edited prior to submission by clicking on the attachment title.
Submitting a Field Experience Binder

• When you are ready to submit your ENTIRE BINDER, then select the green “Submit” button, located at the bottom right of your screen.
Recalling a Submitted Binder

1. Click on the **Field Experience** tab.
2. Place a checkmark next to the **Field Experience Binder Title**, then click on .
3. You will see a red flag appear, and the portfolio status will change to “Open For Editing”.
4. Click on the name of the Assessment Portfolio to edit it.
5. Click on **Save** or **Submit** when you have completed making the changes.
Reviewing Assessor Feedback

1. Log in to your Tk20 account using your “myUWG” portal and click on the Field Experience tab.

2. Click on the Field Experience Binder Title you want to view.

3. From the Assessment tab, you can view the scored assessment and your instructor’s comments (if any).
File Upload Comments

1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the sub-tab containing your file.
2. Click on the attachment title.
3. Click on View next to your file to view any comments.

For any additional questions, please email your Tk20 Unit Administrator: tk20@westga.edu