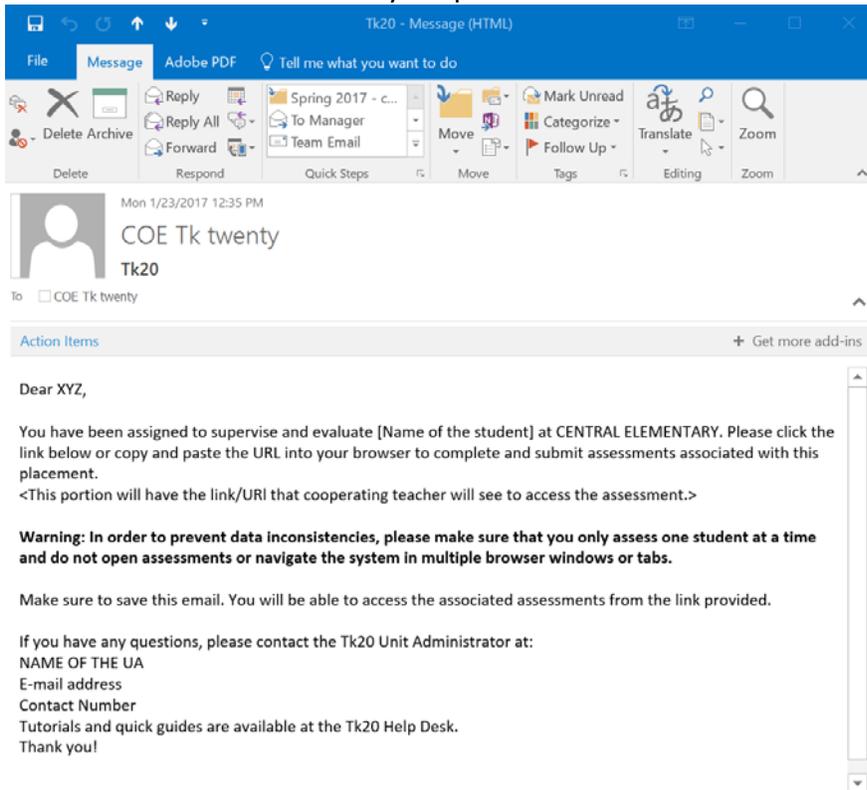




Tk20: Cooperating Teacher Guide

No need to log-in

Keep a look out for an email from Tk20 (noreply@tk20.com), with the link that is used to complete assessments associated with your placement:



Once you receive this email it means that Tk20 has been configured for the semester and it is open to start completing assessments. **Please Note: This link is only good for the semester it is sent out, be sure to keep this email in a safe place. If you misplace the email, please send an email to coetk20@unm.edu and they will send you another copy.**

How to Access and Conduct Assessments

1. Click on the link provided in the email:

placement.

<This portion will have the link/URI that cooperating teacher will see to access the assessment.>

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student and do not open assessments or navigate the system in multiple browser windows or tabs.

3. Your screen will split. On the left side is the student’s work, and on the right side are the Field Experience Forms, which you will need to fill out. You will notice a red flag—this means that these forms still need to be completed. Click on the Assessment form.



4. Fill out each radio button with the appropriate rating. You will notice that the numerical score will auto-populate in the score column. You can add any comments that you wish.

You can ignore this, “Grade” (i.e., “Pass,” “A,” “90,” etc) field.

GRADE

Total Score:

Total Mean:

Grade:

5. After you have completed the form, choose one of the following actions:
- a. **Save:** save work and return at a later time
 - b. **Complete:** mark the assessment as complete and return to the previous screen



You will be taken back to the page with the Assessments listed. You will notice that the red flag has disappeared from the assessment you just completed. **Be sure to click Save on this page after completing each form to ensure your work is saved correctly.** You can now click on the next assessment and repeat steps 3-5.

6. After you have completed ALL (usually at the end of the semester) assessments, click on Submit. (Note: Once you have submitted the assessments you won’t be able to make changes. If you haven’t completed all assessments but want to come back at a later time, click Save. If you haven’t made any changes and don’t need to save, click Close.)



NOTE: Tk20 has an automatic time-out feature integrated into the system that causes an account to log off after three hours. For this reason, it is highly recommended that you frequently click Save as you are working on your forms in Tk20, especially if it is a particularly long form or you are planning on working on a form intermittently over an extended period of time. Neglecting to click Save (as outlined in the steps above) will result in lost work.

In addition, it is important to note that cooperating teachers and student teachers have their own individual, separate Tk20 accounts. **Cooperating teachers and student teachers do not share a single Tk20 account.** Cooperating teachers must complete observation/evaluation forms according to the instructions outlined above, while student teachers must complete self-observation/evaluation forms according to the instructions outlined in the [Tk20 Student Teacher Guide](#).

Technical Issues?

Contact: Tk20 Support Staff, coetk20@unm.edu

Support Desk: coecss.zendesk.com
