

Tk20: PTI/Clinical Supervisor Guide

How to Log into Tk20

1. Using the latest version of the Firefox browser, go to the following URL: coe.unm.edu/tk20
2. Click on the “COE Faculty” link
3. Enter your username and password. It will be your **UNM NetId and password** (*the same one you use to log into MyUNM*)

Enter your NetID and Password

NetID:

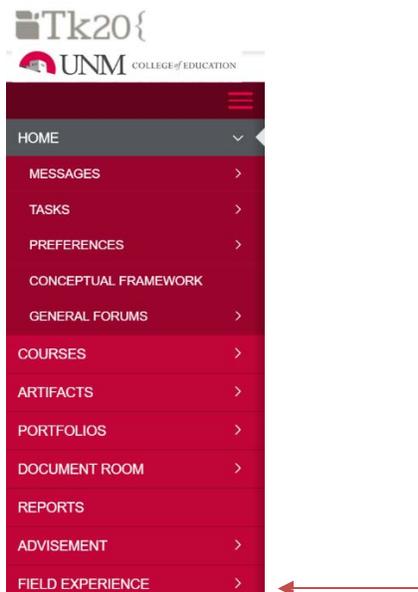
Password:

Warn me before logging me into other sites.

LOGIN **CLEAR**

How to Access and Conduct Assessments

1. Click on the Field Experience menu



2. You will see the name of your student(s)—click on the name of the student you wish to assess.

Student ▲	Name ▼
 Bailey, Vanessa	ECME 440L: Field Experience

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.

Field Experience Forms Due |

FIELD EXPERIENCE FORMS

Field Experience Form

-  IFCE: ECME 440L: Student Teacher
-  IFCE: ECME: Field Experience / Pre
-  IFCE: ECME: Field Experience / Pre ←

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.

If it is necessary, you can also give a “Grade” (i.e., “Pass,” “A,” “90,” etc.), although you can ignore this field if you are not required to give a grade.

GRADE

Total Score:

Total Mean:

Grade:
 ←

5. After you have completed the form, choose one of the following actions:
- Save:** save work and return at a later time
 - 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 submitted. You can now click on the next assessment and repeat steps 3-5.

6. After you have completed ALL 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.)

Submit

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