

Tk20: Student Teacher Guide

How to Log into Tk20

1. Using the latest version of Firefox, go to the following URL: coe.unm.edu/tk20
2. Click on the “Students” 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.

How to Access and Upload Assignments

1. From the Tk20 homepage, you will notice that in the middle of the page there is a section entitled, “Pending Tasks”—these are tasks that need to be completed. Click on the Field Experience task.

PENDING TASKS	
Name	Type
Please start the Field Experience EDUC 400.011: Semester 1	Field Experience

2. You will be taken to a summary page. At the top of the page are tabs, the first tab is the summary, after that are tabs in which you are required to complete assignments. Click on the tab where you would like to complete an assignment.

EDUC 400.011: Semester 1	Observation & Conversation Reflection	Evidence of Practices: Evaluation of Dispositions and Habits of Mind
--------------------------	---------------------------------------	--

3. You will see the list of Attachments that need to be completed. Click on “Select” next to the assignment you would like to complete.

Attachment(s):

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

TED: Elem Ed - Classroom Observation & Conversation—Post-Observation Reflection: [Standard\(s\)](#)
Not Submitted

4. A pop-up window will open, with the form you are required to complete. Complete the Form/Artifact. Be sure to scroll all the way down and answer any necessary questions and fill out any required textboxes. (Note: You can make the window bigger by going to the bottom right hand corner, until the cursor changes to a two-headed arrow, and dragging.)

Attach Elementary Education Evidence of Practices: Evaluation of Dispositions and Habits of Mind (Semesters 1&2)

Artifact Details

Title*

Description

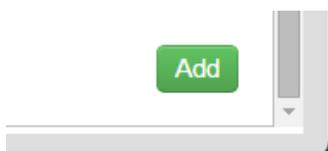
Note to Observer: Please indicate evidence of each of the criterion below. Use the rubrics to evaluate the Student Teacher on the following Rating Scale:

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Area in Need of Improvement

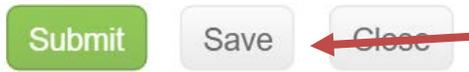
Caring

Criterion	Performance Rating
Area in Need of	Meets Expectations
	Exceeds Expectations

5. Click on Add, at the bottom of the window, after you have completed the form.



6. You will be directed back to the page with the Assessments listed. If you have more than one assessment, you can now click on the next assessment and repeat steps 3-6. **Be sure to click “Save” on this page after completing each form to ensure your work is saved correctly (see Step 8)**



7. To submit your assignment to your faculty member, click Submit. **Note: You will only click on Submit once in the semester, after you have completed all required forms across all tabs. If you click Submit, the assignment will no longer be available to you—unless you contact your faculty member to send it back to you to make changes**



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.** Student teachers must complete self-observation/evaluation forms according to the instructions outlined above, while cooperating teachers must complete observation/evaluation forms according to the instructions outlined in the [Tk20 Cooperating Teacher Guide](#).

Technical Issues?

Contact: Tk20 Support Staff, coetk20@unm.edu

Support Desk: coecss.zendesk.com

