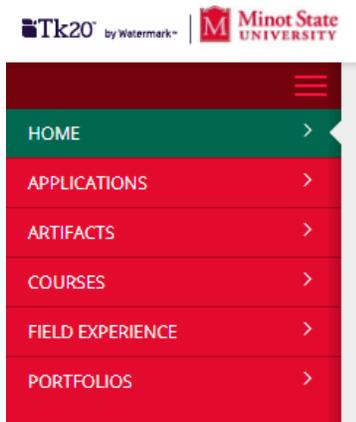
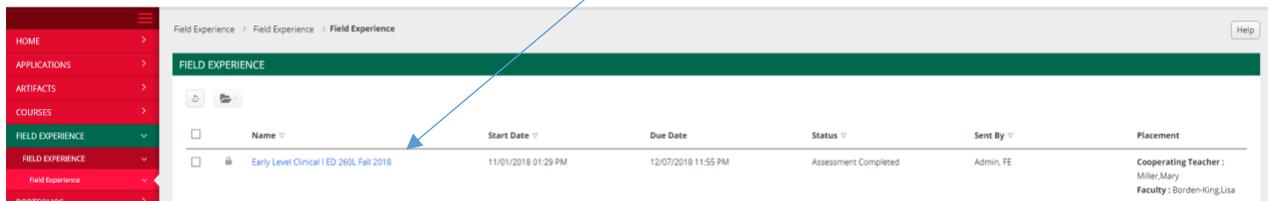


Directions for MSU students- Ed 260L Binders in TK20

1. Go to tk20: <https://minotstateu.tk20.com>
2. Log into Tk20 using the same username and password as for your other MSU logins. You just need firstname.lastname and NOT the @minotstateu.edu part.
3. Look on the left side of the page for the link marked FIELD EXPERIENCE and click on it.

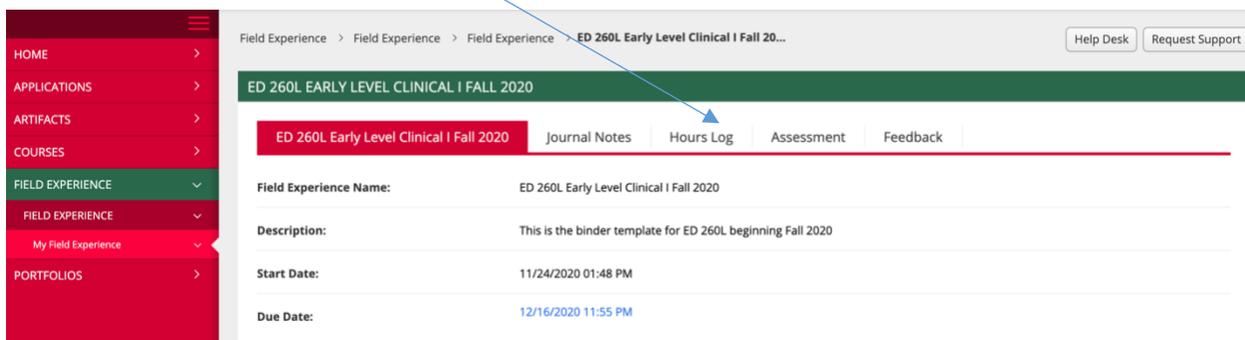


4. You should see something like this on your screen:



Click on the blue link that says Early Level Clinical I ED 260L

5. Click on the hours log tab.



6. Click on the select button for the hours log on the right side of your screen.

Field Experience > Field Experience > My Field Experience > ED 260L Early Level Clinical I Fall 20...

ED 260L EARLY LEVEL CLINICAL I FALL 2020

ED 260L Early Level Clinical I Fall 2020 | Journal Notes | **Hours Log** | Assessment | Feedback

INSTRUCTIONS

ATTACHMENT(S):

0-Hours Log: Hours Log:
Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

7. You should see this on your screen:

Enter your Beginning and ending date

0-HOURS LOG: HOURS LOG 2

This form should be completed at the end of your placement and based on your weekly tally of hours in the categories listed. Create a line for each week by using the green + button and enter your hours for that week – as numbers only – in each appropriate category Record any important information about the placement and/or hours you need us to know in the description box (for example, if you completed the hours at multiple sites or with multiple teachers, etc)

Title:*

Description:

HOURS LOG

This hours log is used for all clinicals, including methods and student teaching. Time should be recorded only in categories that are appropriate for the clinical.

Beginning Date

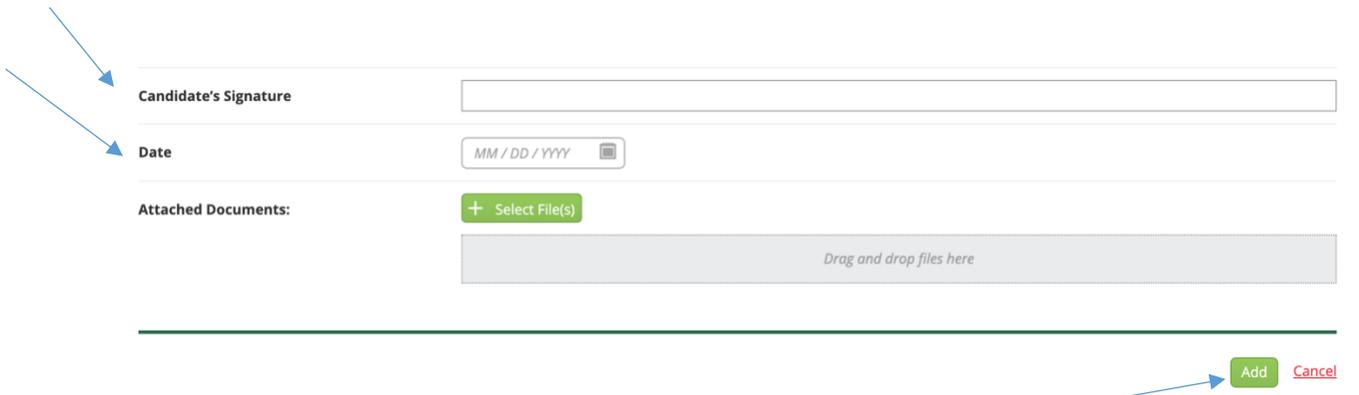
Ending Date

ENTER NUMBER OF HOURS PER WEEK using only numbers

WEEK	Observation & Participation	Actual Teaching	Preparation for Teaching	Activities Related to teaching	Total Hours
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5
2	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5

- Enter the hours per work that you observed, if you need to add another week click on the green arrow and continue to enter the information.

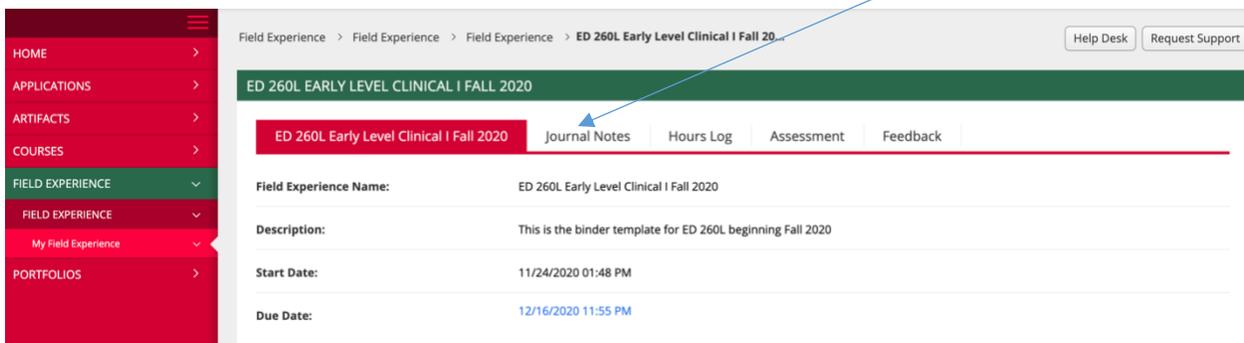
8. When you have added all the time, type your name in the box that says Candidate Signature and select today's date.



The screenshot shows a form with three main sections. The first section is labeled 'Candidate's Signature' and has an empty text input box. The second section is labeled 'Date' and has a date picker with the placeholder text 'MM / DD / YYYY'. The third section is labeled 'Attached Documents:' and features a green '+ Select File(s)' button and a grey drag-and-drop area with the text 'Drag and drop files here'. At the bottom right of the form, there are two buttons: a green 'Add' button and a red 'Cancel' button. Two blue arrows point to the 'Candidate's Signature' and 'Date' fields, and another blue arrow points to the 'Add' button.

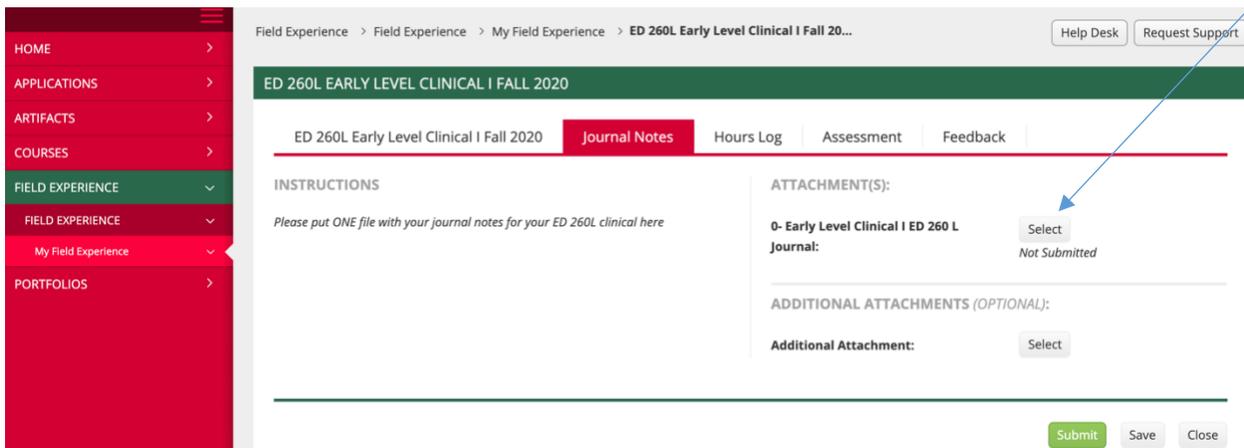
9. When you are done, click ADD in the green box at the bottom right-hand side.

10. Attaching your journal notes- Go to the JOURNAL NOTES tab



The screenshot shows a web interface with a red sidebar on the left containing navigation options: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, My Field Experience, and PORTFOLIOS. The main content area has a breadcrumb trail: 'Field Experience > Field Experience > Field Experience > ED 260L Early Level Clinical I Fall 20...'. Below this is a green header 'ED 260L EARLY LEVEL CLINICAL I FALL 2020' and a tabbed interface with 'Journal Notes' selected. The 'Journal Notes' tab displays the following information: 'Field Experience Name: ED 260L Early Level Clinical I Fall 2020', 'Description: This is the binder template for ED 260L beginning Fall 2020', 'Start Date: 11/24/2020 01:48 PM', and 'Due Date: 12/16/2020 11:55 PM'. A blue arrow points to the 'Journal Notes' tab.

11. Click on the SELECT button



The screenshot shows the same web interface as the previous one, but now the 'Journal Notes' tab is active. The 'INSTRUCTIONS' section says 'Please put ONE file with your journal notes for your ED 260L clinical here'. The 'ATTACHMENT(S):' section shows '0- Early Level Clinical I ED 260 L Journal:' with a 'Select' button and the text 'Not Submitted'. Below this is the 'ADDITIONAL ATTACHMENTS (OPTIONAL):' section with an 'Additional Attachment:' label and a 'Select' button. At the bottom right, there are three buttons: 'Submit', 'Save', and 'Close'. A blue arrow points to the 'Select' button in the 'ATTACHMENT(S):' section.

12. Upload photos or Word documents that have your journal entries in them here. You can either drag & drop your file or use the green SELECT FILE button. TK20 does not like TIFF or PNG file formats so you might need to put the photos into a Word document or a PDF file.

APPLICATIONS >
ARTIFACTS >
COURSES >
FIELD EXPERIENCE >
FIELD EXPERIENCE >
My Field Experience >
PORTFOLIOS >

SELECT 0- EARLY LEVEL CLINICAL I ED 260 L JOURNAL

Create New Artifact

Please put your journal notes from your clinical experience here in order to have them available when you have your Early Level Transition Conference.

Title:* 0- Early Level Clinical I ED 260 L Journal 1

Description:

JOURNAL NOTES

Please put your journal notes for ED 260L in here* + Select File

Drag and drop file here

Attached Documents: + Select File(s)

Drag and drop files here

13. Click on the green ADD button.

JOURNAL NOTES

Please put your journal notes for ED 260L in here* + Select File

Drag and drop file here

Attached Documents: + Select File(s)

Drag and drop files here

Add Cancel

14. If you are completely done, click the green SUBMIT button.

Field Experience > Field Experience > My Field Experience > ED 260L Early Level Clinical I Fall 20...

Help Desk Request Support

ED 260L EARLY LEVEL CLINICAL I FALL 2020

ED 260L Early Level Clinical I Fall 2020 Journal Notes Hours Log Assessment Feedback

INSTRUCTIONS

Please put ONE file with your journal notes for your ED 260L clinical here

ATTACHMENT(S):

0- Early Level Clinical I ED 260 L Journal: Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment: