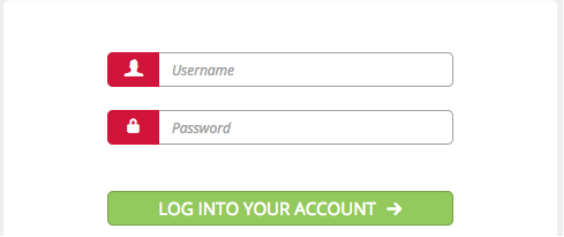
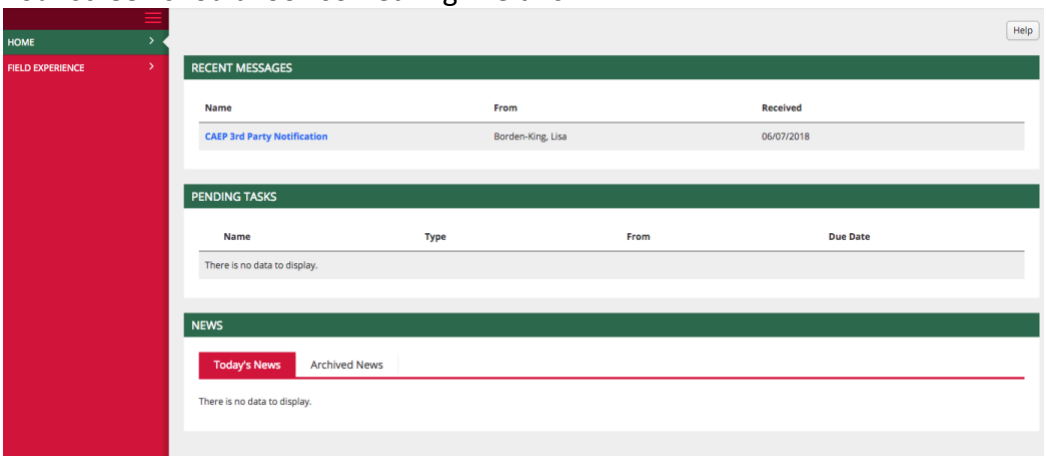
Instructions for ED 324L for Cooperating Teachers

1) Log into Tk20 here: https://minotstateu.tk20.com/ and the screen should look like this:



Your username and password are the email address that you provided to us. If your email is teacher@gmail.com, type teacher@gmail.com in both the username and password. If this is your first time logging into Tk20, it will prompt you to change your password so do that and then we recommend that you either write down your new password or change it back to the email.

Your screen should look something like this:



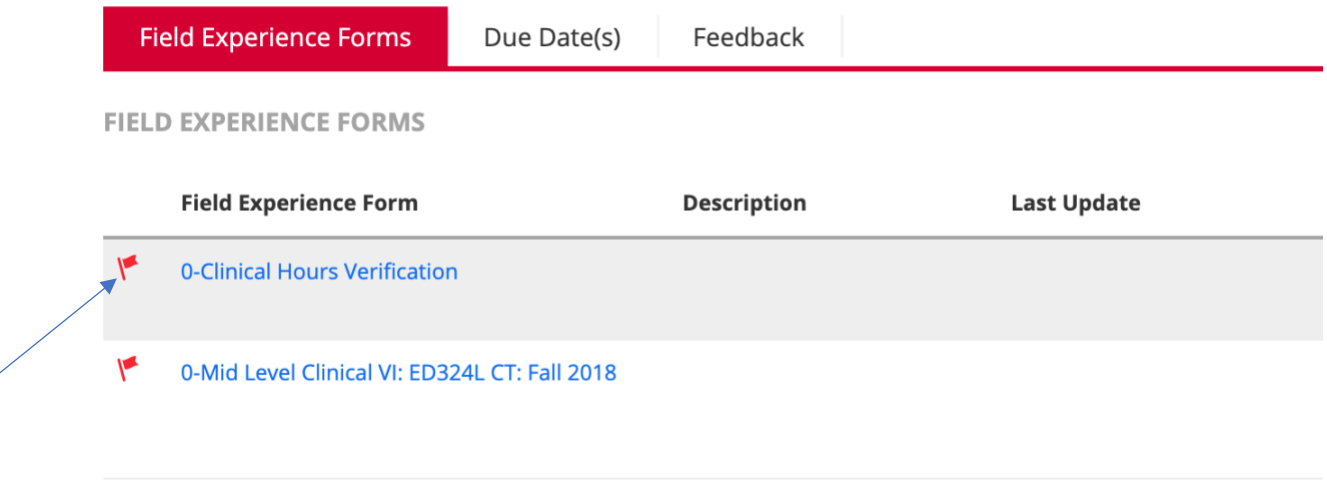
2) Look on the left-hand side for the red area and click on FIELD EXPERIENCE which is in white letters (see blue arrow).

3) The next screen should have one and more binders with the name of the teacher candidate with whom you are working. The name should be in blue letters. Click on the one that is called something like Mid-Level Clinical IV ED 324L. There will be a small red flag next to any binders that you haven't completed.

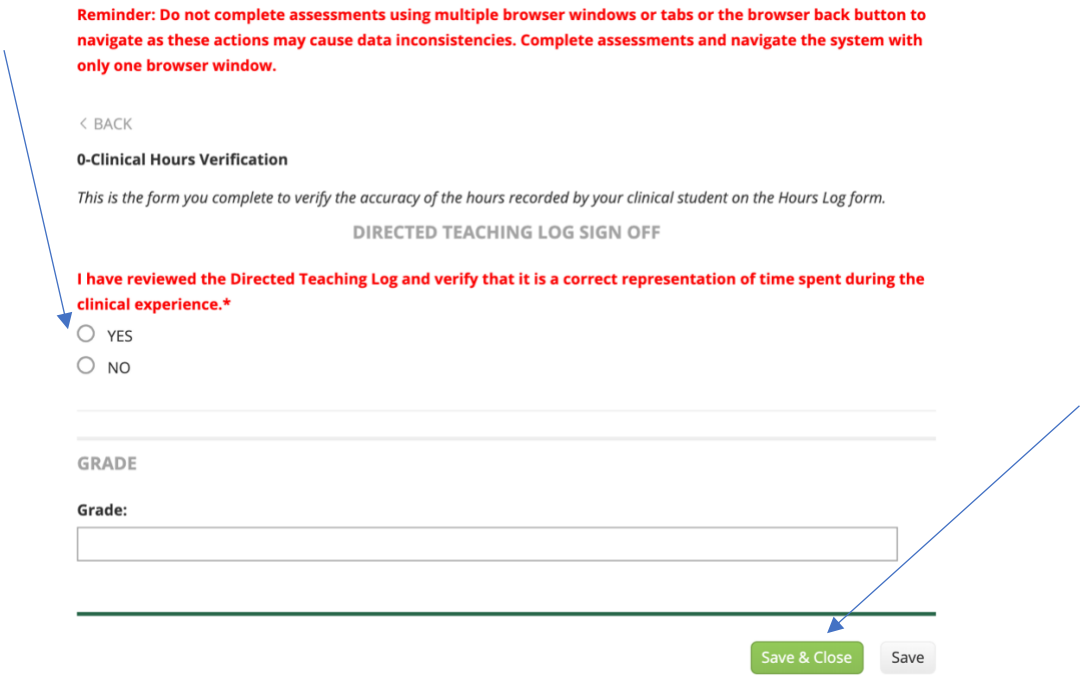
4) You should then arrive at a split screen. The teacher candidate's information should be on the left and your information should be on the right. Everything you complete should be on the right and should look like this:

Instructions for ED 324L for Cooperating Teachers

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

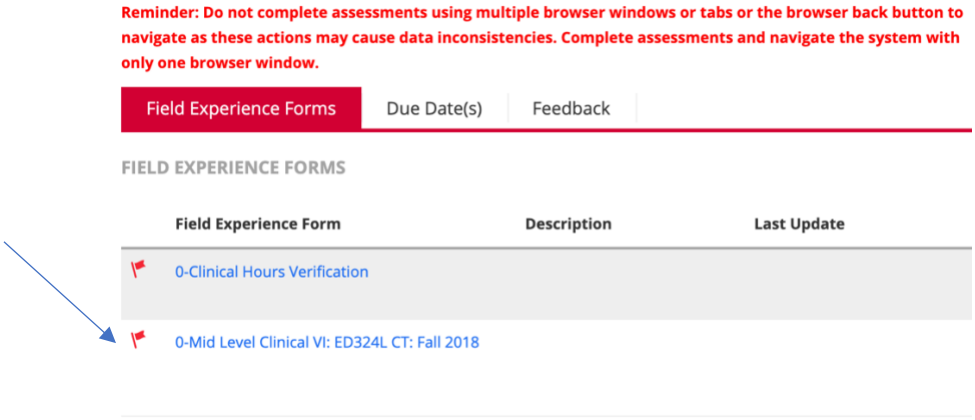


5) Click on the blue link that says 0-Clinical Hours Verification. (see blue arrow).
6) Your screen should look like this. Click on the YES radio button and then click the green SAVE AND CLOSE button.

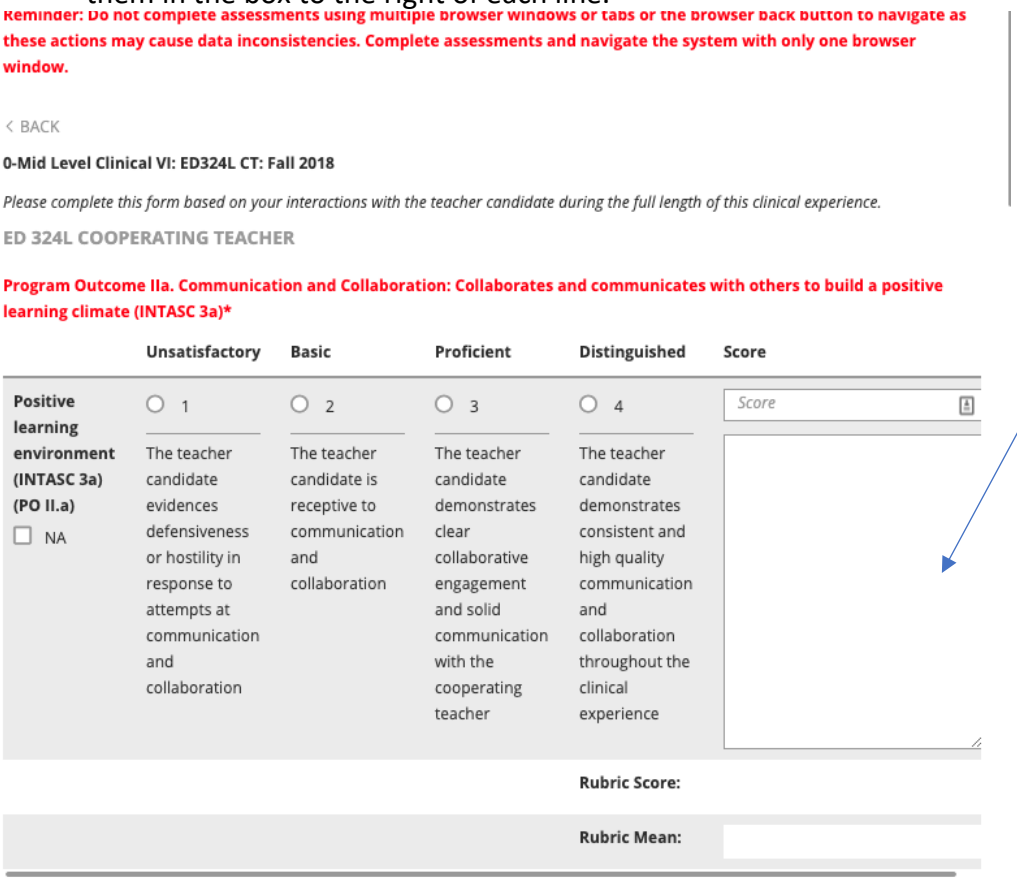


7) You will then return to this screen and then click on the second line 0-Mid-level Clinical IV: ED 324L.

Instructions for ED 324L for Cooperating Teachers

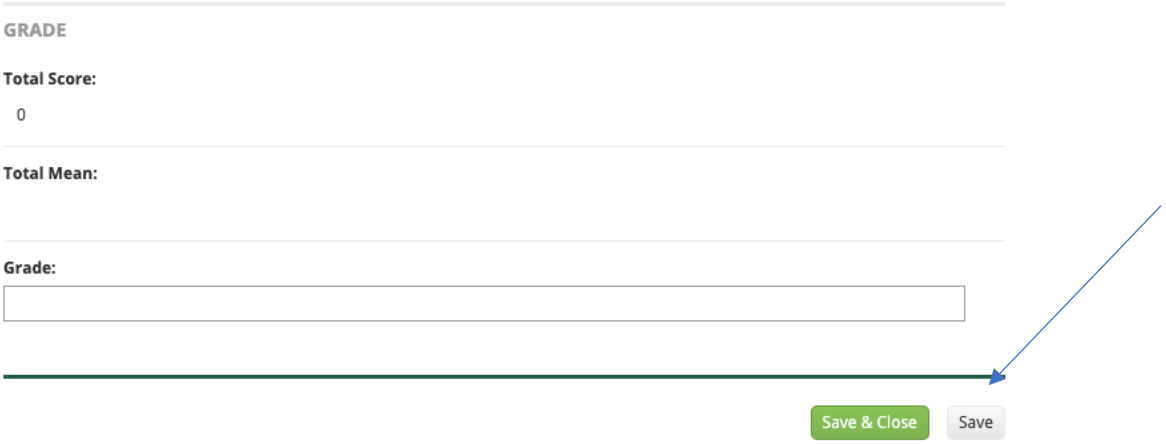


8) You will arrive a screen with a rubric to complete. Please read the descriptors and fill it out. You can just click on the radio buttons. You do not need to type in the score. If you have comments, please put them in the box to the right of each line.

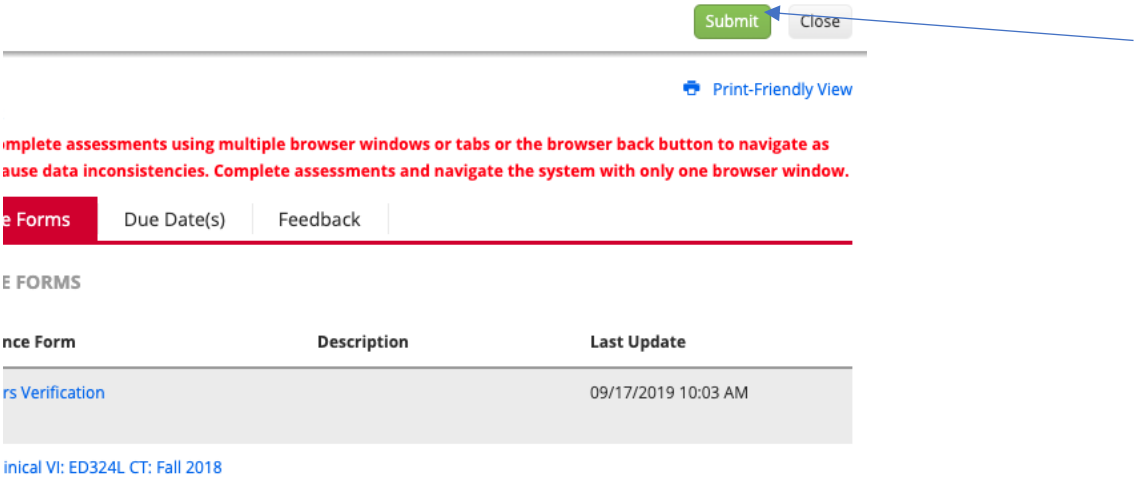


9) If you are done, click the green SAVE AND CLOSE button. If you want to return to something, click the grey SAVE button.

Instructions for ED 324L for Cooperating Teachers



10) To let us know that you are done, please click the green submit button at the top right-hand side of the page.



Once you click the submit button, you should see a very satisfying green check that replaced the red flag. This means you are done with the binder!

Please contact us if you have additional questions. Our emails are Deborah.ringham@minotstateu.edu or Kathy.hintz@minotstateu.edu and our phone numbers are 701-858-3838 (Deb) or 701-858-3572 (Kathy). We would love for these to be completed by September 15.