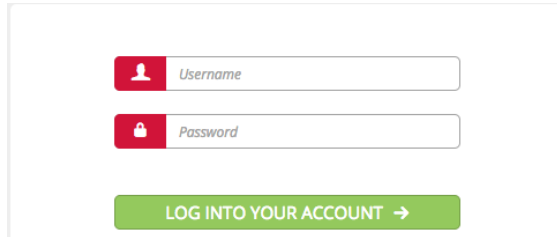


Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

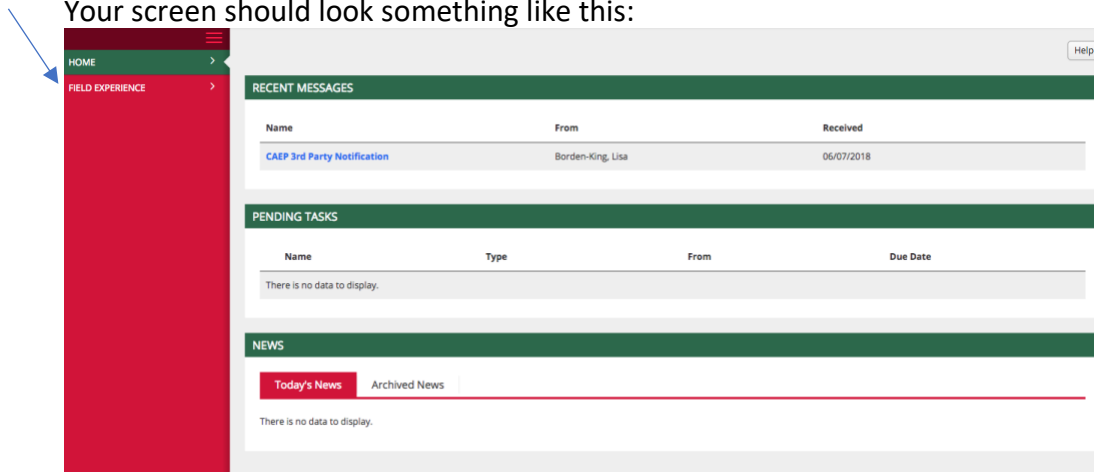
- 1) Log into Tk20 here: <https://minotstateu.tk20.com/> and the screen should look like this:



The login form consists of three main elements: a username field with a person icon, a password field with a lock icon, and a green button labeled "LOG INTO YOUR ACCOUNT" with a right-pointing arrow.

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. If you need your password reset, please email Deborah.ringham@minotstateu.edu.

Your screen should look something like this:



The screenshot shows the Tk20 dashboard. On the left is a red sidebar with a menu containing "HOME" and "FIELD EXPERIENCE". A blue arrow points to "FIELD EXPERIENCE". The main content area has a "Help" button in the top right. Below it are three sections: "RECENT MESSAGES" with a table containing one message from "Borden-King, Lisa" received on "06/07/2018"; "PENDING TASKS" with a message "There is no data to display."; and "NEWS" with tabs for "Today's News" and "Archived News" and a message "There is no data to display.".

Name	From	Received
CAEP 3rd Party Notification	Borden-King, Lisa	06/07/2018

Name	Type	From	Due Date
There is no data to display.			

NEWS

[Today's News](#) [Archived News](#)

There is no data to display.

- 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 Final Clinical VIII. There will be a small red flag next to any binders that you haven't completed.

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

- 4) Your screen should then look something like this. Look for Student Teaching Final Narrative Assessment and Goal Setting for Teacher Candidates and click on the blue link to read the directions.

The screenshot displays a web application interface. On the left is a sidebar menu with the following items: 'Final Clinical VIII ED 491 Fall 2020', 'Previous Goals and Student Teaching Autobiography', 'Agreement of Duties and Responsibilities', 'Hours Log', 'Schedule', 'Self-Assessment', and 'Feedback form for Cooperating Teacher'. The main content area is titled 'FIELD EXPERIENCE FORMS' and contains a table with three columns: 'Field Experience Form', 'Description', and 'Last Update'. A blue arrow points to the first row of the table, which contains the text: 'Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US): Untitled Instance 1'. Other rows in the table include 'Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII)', 'Student Teaching Early Progress Report (Clinical VIII)', 'Student Teaching Final Evaluation Form (Clinical VIII): Spring 2017', 'Student Teaching Hours Verification', and 'Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1'.

- 5) The directions look like this:

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.

< BACK

**Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US):
Untitled Instance 1**

UNTITLED GROUP

Please read the narrative self-evaluation and goals written by the teacher candidate at the end of this final clinical experience. Based on what you have read, please comment on the following items: 1. Describe areas discussed by the teacher candidate for which you feel that the teacher candidate's self-assessment is thoughtful and accurate 2. Describe areas discussed by the teacher candidate for which you feel the teacher candidate's self-assessment is not entirely accurate 3. Describe any additional areas you believe should have been mentioned by the teacher candidate as either strengths or weaknesses Finally, please comment on each of the teacher candidate's goals and actions for those goals providing any suggestions you have for the teacher candidate as he/she moves into being a first year teacher.*

+ Select File(s)

Drag and drop files here

GRADE

Grade:

Save & Close

Save

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

- 6) Once you have read the directions, look on the left side of the binder (student side) and click on the SELF-ASSESSMENT tab.

Final Clinical VIII ED 491 Fall 2020 [Print-Friendly View](#)

Previous Goals and Student Teaching Autobiography

Agreement of Duties and Responsibilities | Hours Log | Schedule

Self-Assessment | Feedback form for Cooperating Teacher

Title:
Final Clinical VIII ED 491 Fall 2020

Description:
This field experience binder is for use in a student teaching placement in which there is 1 cooperating teacher

Due Date(s):
12/16/2020 11:55 PM

Submission Option(s):
Students are allowed to submit after the due date.
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

> **Site Information**

> **Placement Details**

FIELD EXPERIENCE FORMS Submit Close

Field Experience Forms | Due Date(s) | Feedback

Field Experience Form	Description	Last Update
Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US): Untitled Instance 1		
Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII)		
Student Teaching Early Progress Report (Clinical VIII)		
Student Teaching Final Evaluation Form (Clinical VIII): Spring 2017		
Student Teaching Hours Verification		
Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1		

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

- 7) If the student has written the paper and uploaded it, the text should be blue like this. If the text is grey, the student has not yet written their part. Click on the blue link Student Teaching Teacher Candidate Narrative Final Assessment and Goal Setting and read what the teacher candidate has written.

Final Reports include:

- a. The Final Student Teaching Evaluation, which reflects candidate performance on the Interstate NewTeacher Assessment and Support Consortium key performance progressions and MSU program outcomes/dispositions.
- b. Student Teaching Candidate Narrative Final and Goal Setting, which allows the candidate to self-reflect on growth during student teaching and to establish goals for his/her first year of teaching

Name	Status	Type	Standard
Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1 1	Not Submitted	Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1	
Student Teaching Teacher Candidate Narrative Final Assessment and Goal Setting (Clinical VIII): Untitled Instance 1 1	Not Submitted	Student Teaching Teacher Candidate Narrative Final Assessment and Goal Setting (Clinical VIII): Untitled Instance 1	
Student Teaching Final Evaluation Form (Clinical VIII): Fall 2017 1	Not Submitted	Student Teaching Final Evaluation Form (Clinical VIII): Fall 2017	

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

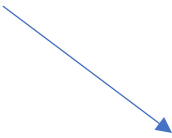
- 8) Return to your side of the binder and follow the directions for uploading your comments.

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.

< BACK

**Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US):
Untitled Instance 1**

UNTITLED GROUP



Please read the narrative self-evaluation and goals written by the teacher candidate at the end of this final clinical experience. Based on what you have read, please comment on the following items: 1. Describe areas discussed by the teacher candidate for which you feel that the teacher candidate's self-assessment is thoughtful and accurate 2. Describe areas discussed by the teacher candidate for which you feel the teacher candidate's self-assessment is not entirely accurate 3. Describe any additional areas you believe should have been mentioned by the teacher candidate as either strengths or weaknesses Finally, please comment on each of the teacher candidate's goals and actions for those goals providing any suggestions you have for the teacher candidate as he/she moves into being a first year teacher.*

+ Select File(s)

Drag and drop files here

GRADE

Grade:

Save & Close

Save

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

- 9) Upload your comments to the text box. You do NOT need to put anything in the grade box as it is not a required field.

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< BACK

**Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US):
Untitled Instance 1**

UNTITLED GROUP

Please read the narrative self-evaluation and goals written by the teacher candidate at the end of this final clinical experience. Based on what you have read, please comment on the following items: 1. Describe areas discussed by the teacher candidate for which you feel that the teacher candidate's self-assessment is thoughtful and accurate 2. Describe areas discussed by the teacher candidate for which you feel the teacher candidate's self-assessment is not entirely accurate 3. Describe any additional areas you believe should have been mentioned by the teacher candidate as either strengths or weaknesses Finally, please comment on each of the teacher candidate's goals and actions for those goals providing any suggestions you have for the teacher candidate as he/she moves into being a first year teacher.*

+ Select File(s)

Drag and drop files here

GRADE

Grade:

Save & Close

Save

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

10) Then click the green SAVE AND CLOSE button.

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< BACK

**Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US):
Untitled Instance 1**

UNTITLED GROUP

Please read the narrative self-evaluation and goals written by the teacher candidate at the end of this final clinical experience. Based on what you have read, please comment on the following items: 1. Describe areas discussed by the teacher candidate for which you feel that the teacher candidate's self-assessment is thoughtful and accurate 2. Describe areas discussed by the teacher candidate for which you feel the teacher candidate's self-assessment is not entirely accurate 3. Describe any additional areas you believe should have been mentioned by the teacher candidate as either strengths or weaknesses Finally, please comment on each of the teacher candidate's goals and actions for those goals providing any suggestions you have for the teacher candidate as he/she moves into being a first year teacher.*

+ Select File(s)

Drag and drop files here

GRADE

Grade:

Save & Close

Save

Directions for Completing the Student Teaching Final Narrative Assessment and Goal Setting

- 11) If you are completely done with the binder, click the green SUBMIT button on the top right-hand side of the binder. This will only work if all the items have been completed and there are no red flags (this person still has work to do before submitting).

Final Clinical VIII ED 491 Fall 2020

Print-Friendly View

Previous Goals and Student Teaching Autobiography

Agreement of Duties and Responsibilities | Hours Log | Schedule

Self-Assessment | Feedback form for Cooperating Teacher

Title:
Final Clinical VIII ED 491 Fall 2020

Description:
This field experience binder is for use in a student teaching placement in which there is 1 cooperating teacher

Due Date(s):
12/16/2020 11:55 PM

Submission Option(s):
Students are allowed to submit after the due date.
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

> Site Information

> Placement Details

Submit Close

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US): Untitled Instance 1		
Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII)		
Student Teaching Early Progress Report (Clinical VIII)		
Student Teaching Final Evaluation Form (Clinical VIII): Spring 2017		
Student Teaching Hours Verification		
Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1		

Hopefully your binder looks more like this and is ready to submit.

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.

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US): Untitled Instance 1		11/19/2020 10:27 AM
Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII)		08/28/2020 09:19 AM
Student Teaching Early Progress Report (Clinical VIII)		10/13/2020 09:49 AM
Student Teaching Final Evaluation Form (Clinical VIII): Spring 2017		11/20/2020 11:45 AM
Student Teaching Hours Verification		09/16/2020 10:49 AM
Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1		10/12/2020 06:20 PM

- 12) As always, if you are having trouble, please email Deborah.ringham@minotstateu.edu or call 701-858-3838 and she can walk you through finishing up the binder. Thank you!