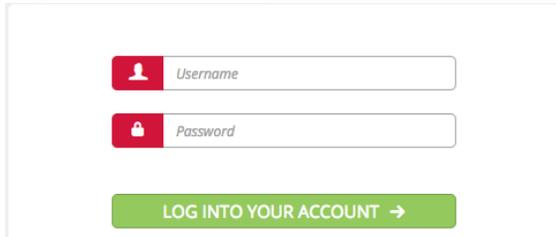


## Instructions for Signing Agreement of Student Teaching Duties and Responsibilities

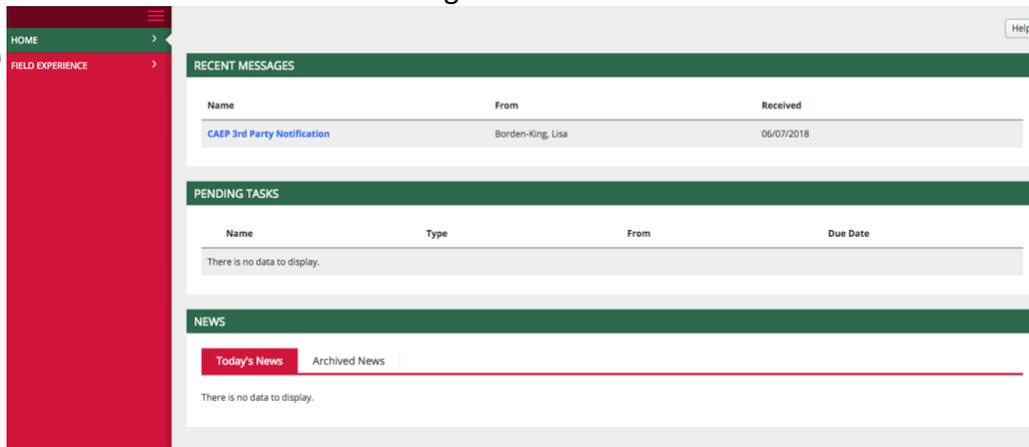
- 1) Log into Tk20 here: <https://minotstateu.tk20.com/> and the screen should look like this:



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](mailto:teacher@gmail.com), type [teacher@gmail.com](mailto: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:



The screenshot shows the Tk20 dashboard with a red sidebar on the left. The sidebar has "HOME" and "FIELD EXPERIENCE" in white text. 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", "PENDING TASKS", and "NEWS".

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 that.
- 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 for the semester should be on the right and should look like this:

## Instructions for Signing Agreement of Student Teaching Duties and Responsibilities

**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 Form	Description	Last Update
Student Teaching: Goals from Blocks/Methods Course and Student Teaching Autobiography: Untitled Instance 1		
Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII)		
Student Teaching Early Progress Report (Clinical VIII)		
Student Teaching Mid Term Evaluation Form (Clinical VIII): Untitled Instance 1		
Student Teaching Narrative Final Assessment and Goal Setting for Teacher Candidate (CT, US): Untitled Instance 1		
Student Teaching Final Evaluation Form (Clinical VIII): Fall 2017		

- 5) Click on the blue writing that says Student Teaching Cooperating Teacher Agreement of Duties and Responsibilities (Clinical VIII) (see blue arrow).
- 6) Once you are in that screen, you should see instructions to follow. There is a blank box for adding any unusual situations or conditions. Then scroll down and you should see this:

Cooperating Teacher:

- Yes  
 No

Date

MM / DD / YYYY

GRADE

Grade:

- 7) Click radio button that says YES and add the date. You may need to type anything in the Grade section to allow you to complete. Then click the grey SAVE button if you need to add more later or the green COMPLETE button if you are done with this form.

Please contact us if you have additional questions. Our emails are [Deborah.kinzell@minotstateu.edu](mailto:Deborah.kinzell@minotstateu.edu) or [Kathy.hintz@minotstateu.edu](mailto:Kathy.hintz@minotstateu.edu) and our phone numbers are 701-858-3838 (Deb) or 701-858-3572 (Kathy).