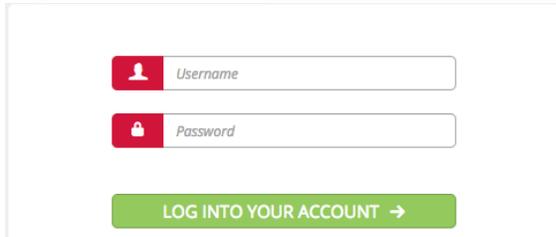


Instructions for ED 324L for Cooperating Teachers

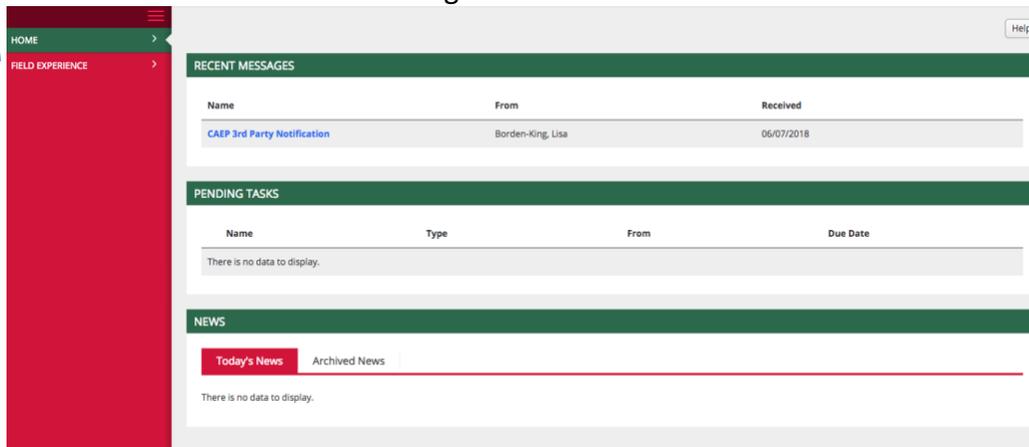
- 1) Log into Tk20 here: <https://minotstateu.tk20.com/> and the screen should look like this:



The screenshot shows a login form with two input fields: 'Username' and 'Password'. Below the fields is a green button labeled 'LOG INTO YOUR ACCOUNT →'.

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:



The screenshot shows the Tk20 dashboard. On the left is a red sidebar with 'HOME' and 'FIELD EXPERIENCE' (highlighted with a blue arrow). The main content area has a 'Help' button in the top right. Below are three sections: 'RECENT MESSAGES' with a table, 'PENDING TASKS' with a message, and 'NEWS' with a message.

| 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 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.

| | | |
|-------------------------------|-------------|----------|
| Field Experience Forms | Due Date(s) | Feedback |
|-------------------------------|-------------|----------|

FIELD EXPERIENCE FORMS

| Field Experience Form | Description | Last Update |
|---|-------------|-------------|
|  0-Clinical Hours Verification | | |
|  0-Mid Level Clinical VI: ED324L CT: Fall 2018 | | |

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.

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

0-Clinical Hours Verification

This is the form you complete to verify the accuracy of the hours recorded by your clinical student on the Hours Log form.

DIRECTED TEACHING LOG SIGN OFF

I have reviewed the Directed Teaching Log and verify that it is a correct representation of time spent during the clinical experience.*

YES

NO

GRADE

Grade:

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

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 |
|---|-------------|-------------|
| 0-Clinical Hours Verification | | |
| 0-Mid Level Clinical VI: ED324L CT: Fall 2018 | | |

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.

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

0-Mid Level Clinical VI: ED324L CT: Fall 2018

Please complete this form based on your interactions with the teacher candidate during the full length of this clinical experience.

ED 324L COOPERATING TEACHER

Program Outcome II.a. Communication and Collaboration: Collaborates and communicates with others to build a positive learning climate (INTASC 3a)*

| | Unsatisfactory | Basic | Proficient | Distinguished | Score |
|---|--|--|---|--|----------------------------|
| Positive learning environment (INTASC 3a) (PO II.a) <input type="checkbox"/> NA | <input type="radio"/> 1 The teacher candidate evidences defensiveness or hostility in response to attempts at communication and collaboration | <input type="radio"/> 2 The teacher candidate is receptive to communication and collaboration | <input type="radio"/> 3 The teacher candidate demonstrates clear collaborative engagement and solid communication with the cooperating teacher | <input type="radio"/> 4 The teacher candidate demonstrates consistent and high quality communication and collaboration throughout the clinical experience | Score <input type="text"/> |
| Rubric Score: | | | | | |
| Rubric Mean: | | | | | <input type="text"/> |

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

GRADE

Total Score:

0

Total Mean:

Grade:

Save & Close

Save

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

Submit

Close

[Print-Friendly View](#)

Complete assessments using multiple browser windows or tabs or the browser back button to navigate as cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Forms

Due Date(s)

Feedback

FORMS

Form

Description

Last Update

Forms Verification

09/17/2019 10:03 AM

Initial VI: ED324L CT: Fall 2018

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.