Cooperating Teacher/Mentor/Field Supervisor Guide to Initial Program Field Experience Binders

TK20 Assessment System

For Assistance: Contact clinicalpractice@rowan.edu for any questions regarding Tk20.

Browser Compatibility: Please use either Google Chrome or Mozilla Firefox as these browsers are most compatible with Tk20.
1. When the binder is available on Tk20, you will receive an email with a unique link that will redirect you to Tk20 (username and password are not required for cooperating teachers/mentors/field supervisors). You will use this link for the entire semester to access Tk20 so do not lose it.

If you did not receive an email or are having trouble with the link, please contact clinicalpractice@rowan.edu

*See the example email below:

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Dear [Name],

You have been assigned to supervise and evaluate Test Student at [Name and Details]. Please click the link below or copy and paste the URL into your browser to complete and submit assessments associated with this placement.

https://rowan.tk20.com/campus/tools/highered/externalAction.do?type=fieldexperience&user=421e574010e5c1f1745a63b98-2b168portfolioPk=421e574074e237e1f6112599c-7ff1

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a time and do not open assessments or navigate the system in multiple browser windows or tabs.

Make sure to save this email. You will be able to access the associated assessments from the link provided.

If you have any questions, please contact the Tk20 Unit Administrator at:
Office of Field Experience
clinicalpractice@rowan.edu

Tutorials and quick guides are available at the Tk20 Help Desk.

Thank you!
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After clicking the link…

2. Click on the **Field Experience** tab, and then click the name of your student.
3. The page you see in front of you has the student’s work on the left (green arrow), the university supervisor’s work on the bottom right (blue arrow), and your work on the top right (red arrow).

4. To complete your Memorandum of Understanding, Collaborating Teacher Survey, or any agreement form, click on the appropriate field experience form on the upper-right side of the page (red arrow). After you have finished the form, click Complete at the bottom of the form.

5. To complete an agreement form, you must first view the university supervisor’s completed form. You can view it by clicking on the form on the bottom right of your screen under “University Supervisor’s Forms” (blue arrow).
6. After viewing the university supervisor’s form, proceed to fill out the corresponding agreement form and **Complete**.

   When you have completed a form please click on **Complete** at the bottom of the form. **Please do not select “Submit” as we do not use this feature.** By clicking **Complete**, we are able to view your completed forms.