

TK20 FOR COOPERATING TEACHERS

This guide will help Cooperating Teachers who are mentoring a Temple Student Teacher to navigate TK20, complete required materials, and review assessments.

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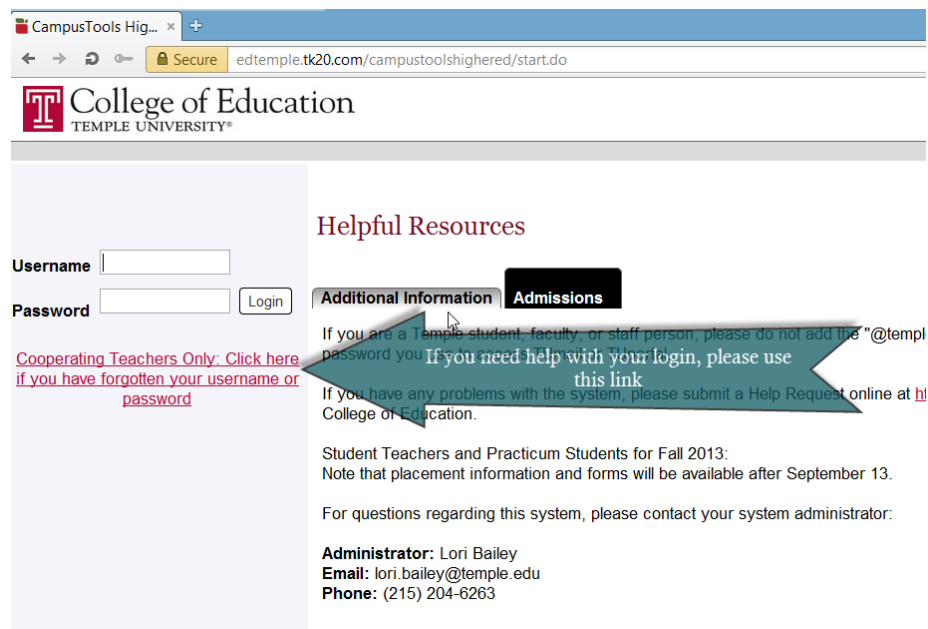
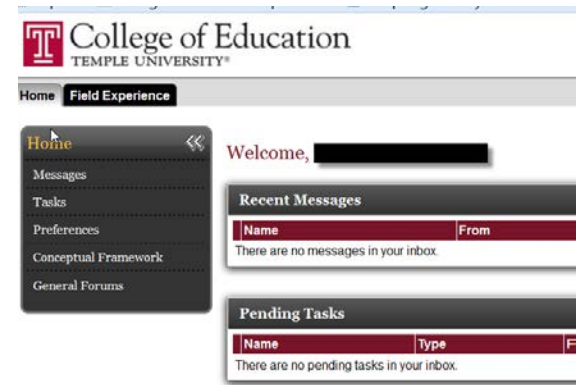
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LOGIN TO TK20: [HTTP://EDTEMPLE.TK20.COM](http://edtemple.tk20.com)

A Username and password will be issued to you by Temple University. Please check your email for your information. If you do not receive your email, please contact Lori Bailey, lori.bailey@temple.edu for assistance.

RESETTING YOUR TK20 PASSWORD

The first time you login to TK20, you will be prompted to set a new password. If you don't remember your password or need assistance with your login, click on the link that appears above the login.



ACCESS STUDENT TEACHING BINDER(S)

From the login screen, click on the “Field Experience” tab in TK20. Under the “Current Field Experience Assessments” tab, you should see the students who have been assigned to you for this semester.

Each student is assigned a field experience binder. The “**Student Teaching Fall 2013**” binder includes the required materials that must be completed by the student teacher, the University Coach, and you. Click on the student’s name to open the binder.

The binder opens into two windows.

The left-side window shows a summary of the binder. The right-side window shows you a list of the required forms to be completed. You can make the right-side bigger by clicking and dragging on the line that separates the two sides.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
A [redacted]	Student Teaching Fall 2013	Fall 2013	ECED 4588	Student Teaching in ECED	Mcgee, Bernard	Lori Bailey	

Field Experience Form	Description	Last Update
Mid-Semester Summary for Student Teacher	Mid-Semester Summary completed by the Cooperating Teacher	
End-of-Semester Evaluation for Student Teacher	End-of-Semester Evaluation to be completed by the Cooperating Teacher	
End-of-Semester Survey for Cooperating Teacher	Survey to be completed by the Cooperating Teacher at the end of the semester.	

Click on the name of any form to open that form for editing.

Directions: Please enter the score in this section you consider candidates strengths and weaknesses in Classroom Management and Professionalism. M = Most of the time or Many, E = Exceeds Expectations, EE = Exceeds Expectations

Name	Type
Observation Data	

COMPLETING THE MID-TERM AND END-OF-SEMESTER EVALUATIONS

Cooperating Teachers are asked to complete two evaluation forms:

- 1) Mid-Semester Summary for Student Teacher, and
- 2) End-of-Semester Evaluation for Student Teacher

Click on the name of the form to open it and complete the required information.

Pre-professional Expectations of the PDE

Please complete the following section with your feedback about how the Student Teacher has met the pre-professional expectations of the Pennsylvania Department of Education.
B - Beginning; D - Developing; ME - Meets Expectations; EE - Exceeds Expectations; N/A - Not Observed *

	B	D	ME	EE	N/A
Planning & Preparation Student Teacher demonstrates thorough knowledge of content and pedagogical skills in planning and preparation; Student Teacher makes plans and sets goals based on the content to be taught/learned, knowledge of assigned students, and the instructional context.					
Knowledge of content *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of pedagogy *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of Pennsylvania's K-12 Standards *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Mid-Semester Summary partial form in TK20

GRADING EACH EVALUATION: N/A

TK20 automatically adds a grade box to the bottom of each evaluation form. You should enter N/A into the box. A final grade for the course will be calculated by the University Coach at the end of the semester.

Grade

Grade

TOR Grade box in TK20

COMPLETING THE EXIT SURVEY FOR COOPERATING TEACHERS

The End-of-Semester Survey for Cooperating Teachers will be available to be completed by the end of November. Note: this form is not visible to either your Student Teacher or your University Coach. It only needs to be completed once (not once for each student).

SAVING AND EXITING YOUR FORMS

- 1) Click “Cancel without Saving” to discard all changes and abandon this form.
- 2) Click “Save Draft” to save your changes and return to the binder. Your changes will be visible to the Student Teacher and the University Coach.
- 3) Click “Save” in the main binder window to save all your changes and make the changes available to your Student Teacher and the University Coach.

SUBMITTING YOUR BINDER

A Binder can only be submitted once at the end of the semester when the binder has been completed. Submitting your binder locks it from future changes/edits. You must enter data in each form within the binder before you can submit it. Tip: if a form is not used, open the form and enter N/A ratings to complete the form and allow the binder to be submitted.

You may save your work in your binder at any time by clicking on the “Save” button at the bottom of the binder screen.

You may only submit the Student Teaching binder when all required forms have been completed. This includes:

- 1) Mid-Semester Summary for Student Teacher
- 2) End-of-Semester Evaluation for Student Teacher
- 3) End-of-Semester Survey for Cooperating Teacher