# UI - Tk20 Quick Guide for Field Experiences: Supervisors

## How do I log into Tk20?

* Go to http://uiowa.tk20.com
* Logging in:
* If you have logged in before:
* **Username**: Email **Password:** Password you Created Previously
* If you have NOT logged in before:
* **Username**: Email **Password**: Email
* If you have forgotten your password, select “forgot your username or password” from the login screen and follow the prompts.
* For any additional login questions, please email

## How do I access my field experience binders?

* Click on “Field Experience” on the left menu bar.
* Your current field experience student will appear. (To view binders from past semesters, click on “Previous Field Experience Assessments.”)
* Click on a student’s name.
* The left side of the page is the Binder from the student’s view. This is where you will access the student’s work/assignments.
* On the right side of the page, the top half are the forms you need to complete and the bottom half are the forms the cooperating teacher completes.

## How do I access the cooperating teacher forms assigned to my student teacher for viewing?

* + To view one of the cooperating teacher forms, go to the right side of the page.
	+ Click on the name of the form.
	+ View the form (you won’t be able to make any changes).
	+ When you are done, click the “Back” button towards the top of the page.

## How do I access the supervisor forms I am responsible for?

* + Click on a form.
	+ Complete the form or any portion of the form. Periodically, click “SAVE” at the bottom.
	+ **IGNORE THE “GRADE” BOX at the bottom of the page. This is a default that we can’t delete.**
	+ When you are done with the form or a portion of the form, click “Save & Complete”.
	+ You can return to change, add, or delete information up until you “Submit” the binder.

NOTE: All Supervisor and CT forms will have a GRADE (and may have a POINT TOTAL) at the bottom of the form. IGNORE THIS!!!! This is a default setting and doesn’t mean anything. The GRADE section will most likely be left blank.

## What do I do when I’m done working?

* When you are done for the day, click “**Save.**” Then click “**Close**.”
* **When all forms and assignments are complete for a given due date, click “SUBMIT.”** Once this is done, you will no longer be able to make changes to your forms. This indicates the binder is “finished” in regard to your work. You will not be able to submit until all of the assignments have been worked on.

## If you have questions about the content of an assignment or form, please contact:

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