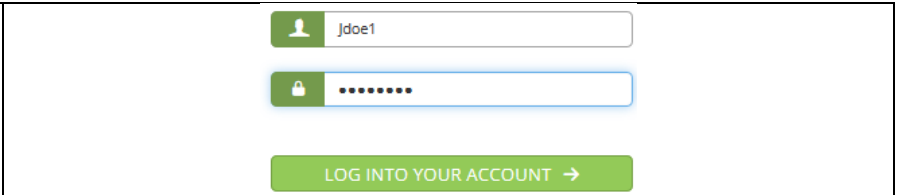
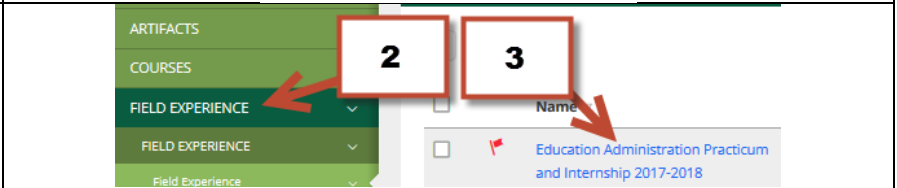

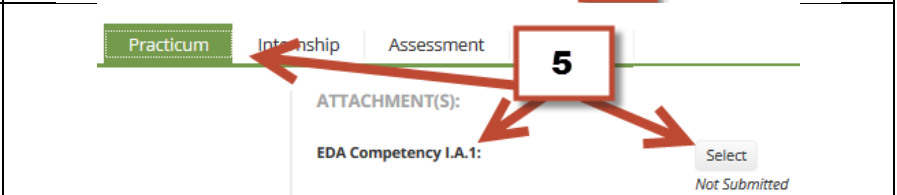
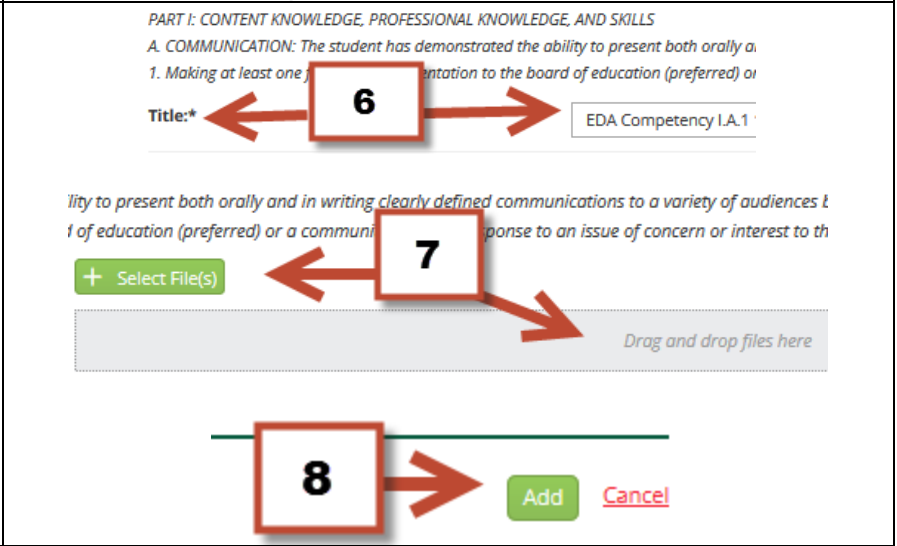




Brockport TK20 Guide for Education Administration Competencies

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| <p>1. Log into Tk20 at Brockport.tk20.com</p> <p>Use your Brockport NetID for your username and password (it's the same information you use to log into Blackboard).</p> |  |
| <p>2. Click on the “Field Experience” link</p> <p>3. Click on the link to Practicum/Internship</p> |  |
| <p>4. You will upload your Practicum and Internship files in the appropriately named links. You may access your mentor’s approval of your files and their assessment of you in the Assessment link.</p> |  |
| <p>5. To upload a file that proves you’ve met a competency, click on the appropriate Practicum or Internship tab, and then click the “Select” button on the right side of the screen that corresponds to the appropriate competency.</p> |  |
| <p>6. A pop-up box will appear. Enter a title for the file. The title should be descriptive of the file.</p> <p>7. Drag and drop your file(s) into the gray box. Alternatively, you could click the “Select File(s)” button to locate and select your file.</p> <p>8. Click the “add” button</p> |  |
| <p>9. After you upload your file(s), click on the “SAVE” button.</p> <p>Do not click on the “Submit” button until the end of your Internship, when you are 100% done uploading all files associated with the internship and practicum. If you accidentally click submit, follow the steps in this guide to un-submit, or contact peuassessment@brockport.edu for help.</p> |  |
| <p>10. To view the college supervisor’s and mentor’s assessments of your performance, click on the “Assessment” link, and then on the title of the assessment tool you wish to view.</p> |  |