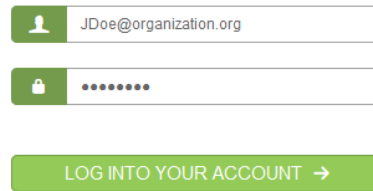


## Tk20: Assessing Students As Site Staff

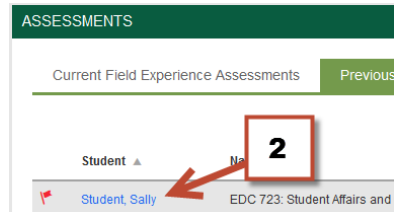
1. Log into Tk20 at [brockport.tk20.com](http://brockport.tk20.com) using the username and password sent to you via email. The system will prompt you to create a new password if this is your first time logging in.

*If you need to reset your password, please contact Keith Nobles at [knobles@brockport.edu](mailto:knobles@brockport.edu) or 585-395-2896.*



The login form consists of three main elements: a username input field containing 'JDoe@organization.org', a password input field with masked characters, and a green 'LOG INTO YOUR ACCOUNT' button with a right-pointing arrow.

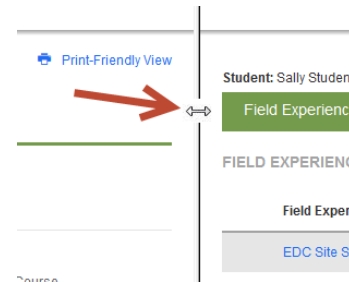
2. Click on the student's name.



The 'ASSESSMENTS' page shows a header with 'Current Field Experience Assessments' and a 'Previous' tab. Below is a table with columns for 'Student' and 'No'. A red box with the number '2' highlights the 'Student' column header, and a red arrow points to the first row entry 'Student, Sally'.

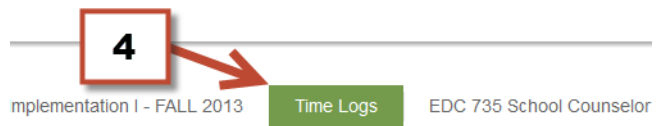
3. A split screen will appear. The student's work is accessible on the left side of the screen. Your assessments of the students are accessible on the right side of the screen.

*You may adjust the width of either side of the screen by placing your cursor over the vertical bar that divides the screen. The mouse cursor will change to a double arrow: "←→". Click, hold, and drag the bar to adjust the screen to your liking.*



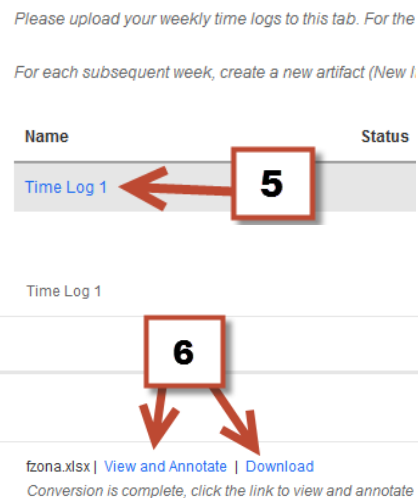
The split screen view shows a vertical bar with a double-headed arrow cursor. A red arrow points to this bar. On the right side, the student's name 'Student: Sally Student' is visible, along with a 'Field Experience' tab and a 'FIELD EXPERIENC' section.

4. On the left side of the bar you can view the student's time logs and evaluation submitted by their instructor, by clicking on the appropriate tab.



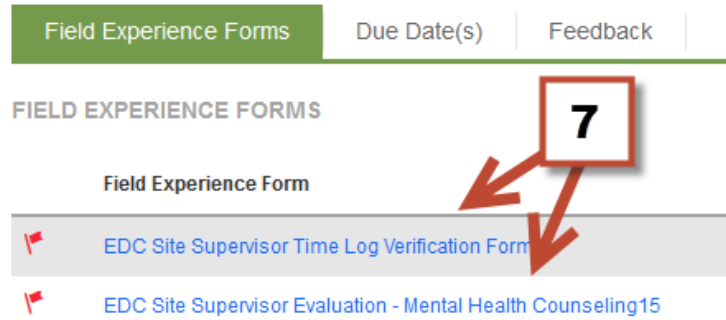
The 'Time Logs' tab is highlighted in green. A red box with the number '4' highlights the tab, and a red arrow points to it. The page title is 'Implementation I - FALL 2013' and the user is 'EDC 735 School Counselor'.

5. You may access the student's time logs by clicking on the "Time Logs" tab, then the title of the time log, and finally (6) click "View and Annotate" or "Download".

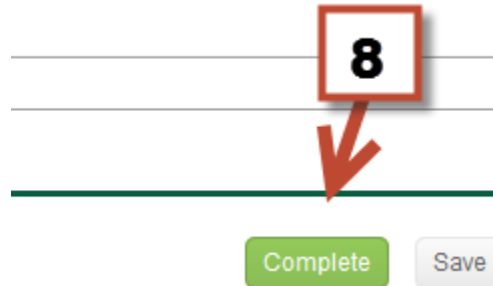


The 'Time Log 1' entry is highlighted in blue. A red box with the number '5' highlights the entry, and a red arrow points to it. Below the entry, the text 'Time Log 1' is visible. At the bottom, there are links for 'fziona.xlsx | View and Annotate | Download'. A red box with the number '6' highlights the 'View and Annotate' link, and two red arrows point to it. A note at the bottom states: 'Conversion is complete, click the link to view and annotate'.

7. Your assessments of the student are on the right side of the screen under the “Field Experience Forms” heading; they may also have small red flag icons. Click on the title of the form(s) to access it

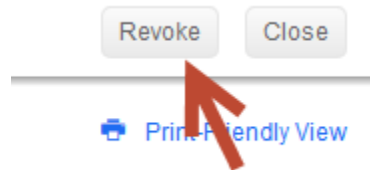


8. Follow the directions at the top of the screen to complete the form(s). When you are finished with the form, click the “Complete” button at the very bottom of the page.



**Important Note:**

Please do not hit the “Submit” button until the very end of the semester, after you are completely done assessing the student. Submitting an assessment will prevent you from editing your assessment. If you submit the assessment on accident, you may un-submit it by clicking on the “Revoke” button, which replaces the submit button after it has been submitted.



**Help:** If you need any assistance with Tk20, please feel welcome to contact Keith Nobles at [knobles@brockport.edu](mailto:knobles@brockport.edu) or 585-395-2896 for assistance.