

Completing a Field Experience Cohort Leader Sign-Off

Accessing Tk20

Log in with your Odin and password at www.tk20.pdx.edu

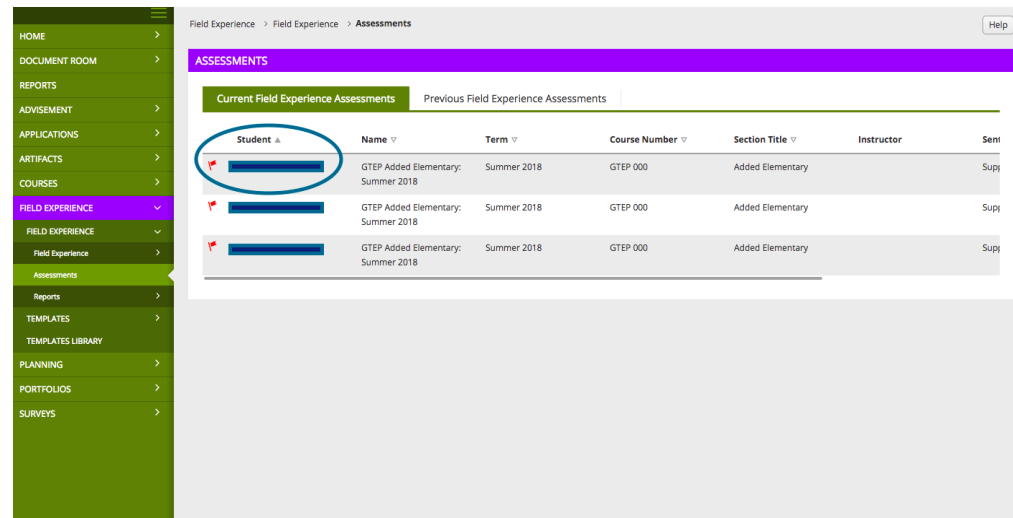
TK20 Menu Navigation

Field Experience > Field Experience > Assessments

Follow these steps

→ Confirm the correct term is open by using the **Current Field Experience Assessments** tab or the **Previous Field Experience Assessments** tab at the top of the page

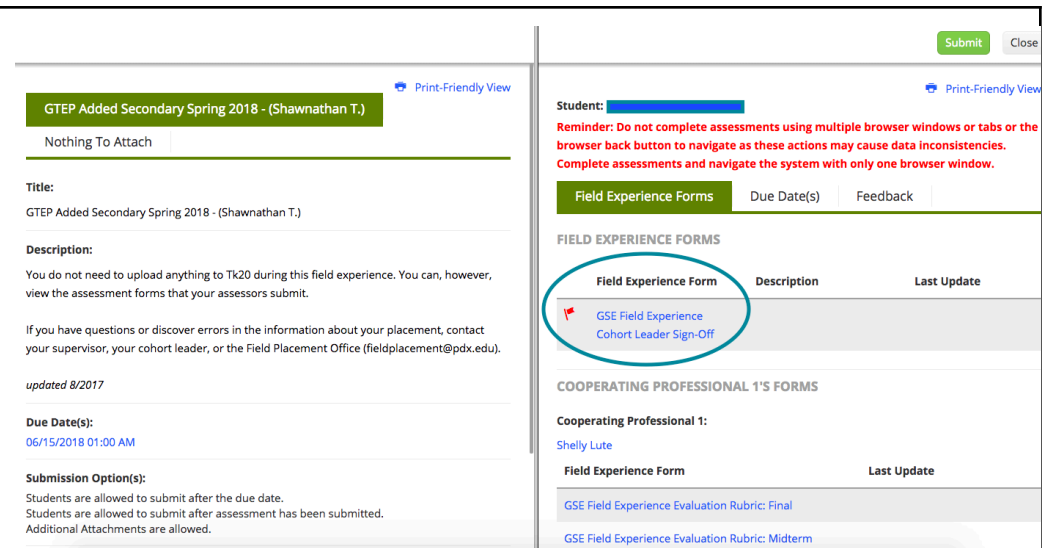
→ Click the name of the student whose forms you plan to complete



The screenshot shows the TK20 interface with a green sidebar menu on the left. The 'FIELD EXPERIENCE' menu item is expanded, showing 'Assessments' as the selected option. The main content area displays the 'Assessments' page with a breadcrumb trail: 'Field Experience > Field Experience > Assessments'. There are two tabs: 'Current Field Experience Assessments' (active) and 'Previous Field Experience Assessments'. Below the tabs is a table with the following columns: Student, Name, Term, Course Number, Section Title, Instructor, and Sent. The table contains three rows of data, all for 'Summer 2018' and 'GTEP Added Elementary'. The first row's 'Student' cell is circled in blue. A red flag icon is visible in the 'Student' column for the first two rows.

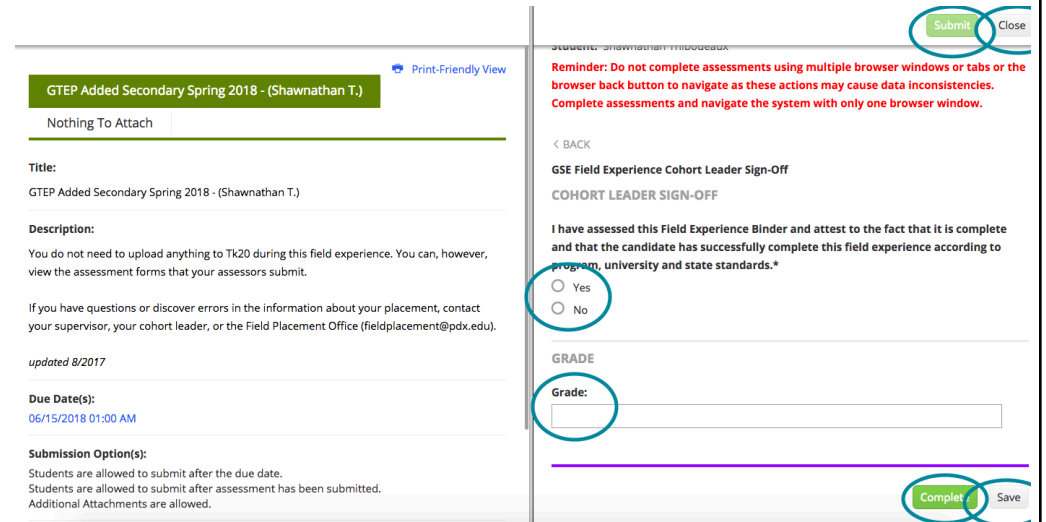
Student	Name	Term	Course Number	Section Title	Instructor	Sent
[Red Flag] [Student Name]	GTEP Added Elementary: Summer 2018	Summer 2018	GTEP 000	Added Elementary		Supp
[Red Flag] [Student Name]	GTEP Added Elementary: Summer 2018	Summer 2018	GTEP 000	Added Elementary		Supp
[Red Flag] [Student Name]	GTEP Added Elementary: Summer 2018	Summer 2018	GTEP 000	Added Elementary		Supp

→ Click the Name of the Field Experience Form you wish to complete on the right-hand side of the screen (example: **GSE Field Experience Cohort Leader Sign-Off**)



→ Click the tabs on the left-hand side of the screen to **View** or **Download** any student submissions associated with the Field Experience Binder

→ Fill out the form



- Click **Save** in the bottom-right to save at any time
- Click **Close** in the top-right to return to the student list if desired
- Click **Complete** in the bottom-right when the assessment is complete
- Click **Submit** in the top-right when all forms associated with the Field Experience Binder have been completed
 - ◆ It is OK if you cannot click Submit

STUDENT: Shawnathan T. H000000000

Submit **Close**

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

< BACK

GSEP Field Experience Cohort Leader Sign-Off

COHORT LEADER SIGN-OFF

I have assessed this Field Experience Binder and attest to the fact that it is complete and that the candidate has successfully complete this field experience according to program, university and state standards.*

☐ Yes
☐ No

GRADE

Grade:

Complete **Save**

Title:
GSEP Added Secondary Spring 2018 - (Shawnathan T.)

Nothing To Attach

Description:
You do not need to upload anything to Tk20 during this field experience. You can, however, view the assessment forms that your assessors submit.

If you have questions or discover errors in the information about your placement, contact your supervisor, your cohort leader, or the Field Placement Office (fieldplacement@pdx.edu).

updated 8/2017

Due Date(s):
06/15/2018 01:00 AM

Submission Option(s):
Students are allowed to submit after the due date.
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

[Print-Friendly View](#)

Notes

Be sure the Faculty role is selected by clicking your name in the upper right-hand corner

Grab and slide the bar in the center of the split-screen assessment page to enlarge either side

Evaluations can not be submitted until all forms assigned to you associated with the Field Experience Binder have been completed; usually you will not click Submit until the end of the term

Contact help-coe-tech@pdx.edu for further support as needed