

Dear UMF Mentor Teacher,

UMF will again this semester be asking mentors to collect data electronically through our online data collection program, TK20. Each semester mentors conduct and submit evaluation forms and observations of their teacher candidates according to the *Mentor Teacher Checklist*. The *Checklist* specifies each evaluation/observation form, the due date, and whether it will be submitted on paper or electronically through TK20.

Prior to the date listed on the *Checklist* for each electronic submission required, you will receive an email from ([noreply@tk20.com](mailto:noreply@tk20.com)) with the following subject: "Field Assessments for [Student Name]," containing a direct link to the assessment tool in your student's TK20 account.

Detailed directions for using TK20 and submitting the forms are provided in this handbook, and are also available on the Field Services website: <http://www2.umf.maine.edu/fieldservices/mentor-teacher-resources/>. Because this process may be new to you, your student, who is familiar with TK20, has been asked to assist you in any way necessary. In addition, please know that Wendy Kennedy, Administrative Specialist, or your student's Field Supervisor are always available to address any questions or concerns.

Some TK20 Hints:

1. Some of the forms are long, and *Save* is all the way at the very end. Here are a couple of keyboard shortcuts:
  - a. To jump directly to the end
    - i. PC – Ctrl/End
    - ii. Mac – fn/Right Arrow
  - b. To jump directly to the beginning (home)
    - i. PC – Ctrl/Home
    - ii. Mac – fn/Left Arrow
2. If you get loading errors, try clearing your browser cache
3. TK20 works best with Google Chrome
4. If you get an error message and are able, take a screen shot of the exact message and send it to [wendyk@maine.edu](mailto:wendyk@maine.edu). This is very helpful to us and the TK20 programmers in solving problems.

UMF Field Services greatly appreciates your willingness to work with us on this relatively new data collection method. The UMF Teacher Education program strives toward quality education for all students, and continuous improvement in the ways we carry out that education. One of the many ways we monitor the caliber of our education programs is to use TK20 to gather assessment data. Using the assessment results, as well as other feedback, faculty members review the data and make changes, as appropriate, to UMF's Teacher Education programs to ensure the continued high quality expected.

Thank you for all of your efforts on behalf of UMF and our student teachers.

Best regards,

Barbara Eretzian, Director of Field Services