



Tk20 Guide for Mentor Teachers

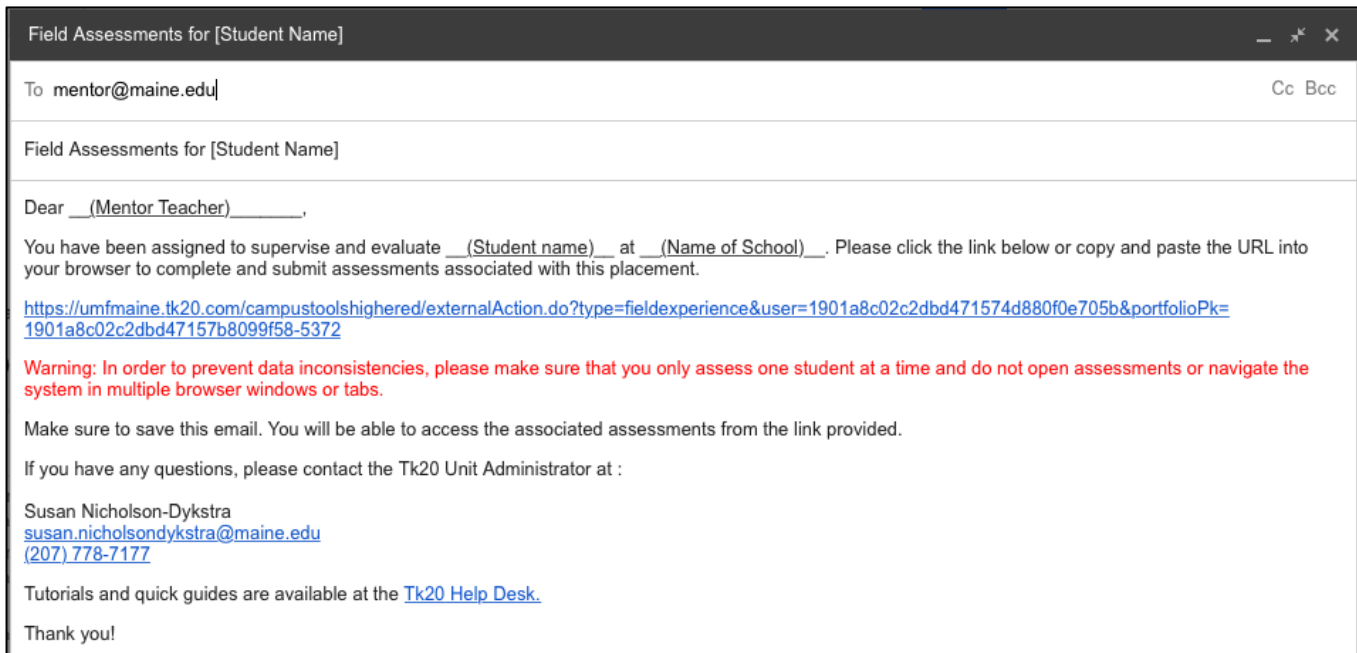
INTRODUCTION:

Beginning Fall 2016, the Education Programs are transitioning to a digital “Field Experience Binder” in order to collect and store student work, mentor observations/feedback and supervisor observations/feedback all in one place. Students, mentors and supervisors can both upload documents into the binder AND complete digital forms for observations/assessments. Not only does this provide immediate feedback/progress updates, it also provides transparency regarding our assessment process because all documents are visible to students, mentors and supervisors.

GETTING STARTED:

As a mentor teacher, you will receive an email from Tk20 (noreply@tk20.com) with the following subject: “Field Assessments for [Student Name]”.

The text of the email will look like this:



To access your student’s Field Experience Binder, click on the blue text link in the email that begins with “<https://umfmaine.tk20.com/campustools...>” . Clicking on this link will open a student’s Field Experience Binder.

Sample Field Experience Binder:

Student Assignments

Mentor Observations

These are your forms, but your name will not be listed.

Field Supervisor Observations

In a typical Field Experience Binder, student work/assignments are on the left side of the screen. Mentor and supervising teacher observations are on the right side. As a mentor teacher, you have access to view any work that students have submitted digitally AND access to view any observations/evaluations that have been completed by the supervising teacher.

COMPLETING AN OBSERVATION

Once you have logged into a student's Field Experience Binder, you can then complete a digital version of any required observation or evaluation forms. The most common form that all mentors will complete is the "Teacher Candidate Dispositions & Professional Expectations: In Field Setting" form.

From the list of "Field Experience Forms", find the form that you need to complete and click on the name (blue text).

Please note: Some forms have multiple copies because you are schedule to complete them multiple times (eg, midterm and end of term). You can distinguish between copies of the same form by looking at the end of the name.

End-of-Term Version



Mid-term Version



Student: Sally Student

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description
<p>Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): <u>End-of-Term</u></p>	<p>A FLAG indicates that you can enter data. If there is a LOCK, you can open and look at the form, but cannot add data until the due date (for End-of-Term forms).</p>
<p>Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): <u>Mid-term</u></p>	

*You can view data entered in the Student and Field Supervisor sections, but cannot add data or change those forms.

When you click on the name of the form, it will open in a new window. Fill out the form.

Please Note: Tk20 does NOT auto-save anything. As you work on the form, you may want to periodically click on the “Save” button (located at the BOTTOM RIGHT side of the form).

If you need to stop working on the form and finish later, click “Save”. You can later re-open and continue working on the form.

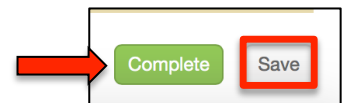
As soon as you save any work, it will be immediately available for your student and his/her supervisor to view.

The screenshot shows a web form with the following elements:

- Top right: [Print-Friendly View](#) (with a printer icon)
- Student name: **Student:** Sally Student
- Navigation: [< BACK](#)
- Title: **Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): Mid-term**
- Section: **DESCRIPTION**
- Text: "The Teacher Education Program at the University of Maine Farmington understands and supports the assessment of dispositions throughout the student's program, both in the classroom and in the field."
- Section: **Directions:**
- List of instructions:
 - Rate the candidate on each disposition holistically by circling the corresponding rating based on the following scale: 1. Does Not Meet Expectations 2. Partially Meets Expectations 3. Meets Expectations
 - Please read through the list of indicators for each disposition. The listed indicators provide the reviewers examples of expected behaviors for each disposition/expectation but is not intended to be all-inclusive.
 - If ratings are at the 1 or 2 level, please provide feedback for the student by underlining, circling, or highlighting any indicators that need to be addressed.
 - If ratings are at the 1 level, please provide specific feedback in the comment box. Attach additional documentation as necessary. Comments are invited for all other levels but are not required.
- Text: *For Pre-Candidacy, students receiving a faculty rating of 1, or five or more 2s, or an overall rating of "extreme concern" will meet with a support team which may result in action plan. For Pre-Student Teaching, students receiving a faculty rating of 1, or four or more 2s, or an overall rating of "extreme concern" will meet with a support team which may result in action plan. Faculty may request that a student meet with the support team at any time.*
- Section: **Time of Term**
- Radio buttons: Mid-Term, End of Term



After you finish the form completely, first click “Save”, then click “Complete”.



If you need to work on observations/evaluations for a second student, you will need to log-out of Tk20 and access the other student's Field Experience Binder from the email you received for the other student.

You can use that same link in the original email to access a student's binder at any time.

Submit vs. Close: Please click the CLOSE button at the top of the page when you have completed the task. Submit has been known to cause problems.

