



TK20 Social Work Field Evaluation BSW Faculty Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<http://www.wcupa.edu/academics/coe/Tk20.aspx>

TK20 Helpdesk

800-311-5656

support@Tk20.com

February 2018 v.9.1.3

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.

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TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Mozilla Firefox, Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT sign into TK20 in multiple tabs or windows.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*

- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (*, ', ", &) in the name when you save the file for upload in Tk20.

WCU TK20 Office Hours: M – F (7:30am – 4:00pm) Recitation Hall, Room 203D 610-436-2085 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	TK20 Helpdesk Hours: (M – Th, 8am – 9pm, F 8am-7pm, Su. 5pm-10pm) Phone: 800-311-5656 Email: support@tk20.com http://helpdesk.Tk20.com/
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HOW TO ACCESS TK20

Faculty can log into TK20 in one of two ways:

1. Via a link in your D2L course
 - a. From within your course in D2L, click on **“Content”** in the gray navigation bar.
 - b. Click on the **“TK20”** module located along the left side of the page.
 - c. On the right side of the page, click on **“TK20 Homepage”**.
 - d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage

- a. To access Tk20 directly, type `wcupa.tk20.com` into your internet browser. Then, click on the **“new Faculty Student login page”** link. Do not login using the top portion of this page.



- b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk.*
 - Username = WCU email
 - Password = WCU password
- c. You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.

MIDTERM FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Midterm Field Evaluation process.

1. Field Instructors will receive an email from tk20@wcupa.edu which contains a link to the student's field evaluation.
2. It is recommended that after Field Instructors complete their evaluation, they notify the student. Students should then login to Tk20 to complete and submit any comments once they have reviewed the Field Instructor's evaluation.
3. Field Instructors, WCU Faculty, and Field Directors will have access to view both student and Field Instructor comments/ evaluations.

Note: Faculty do not have any assessments to complete; however, they are able to view all content of both field experience evaluation binders.

FINAL FIELD EVALUATION PROCESS

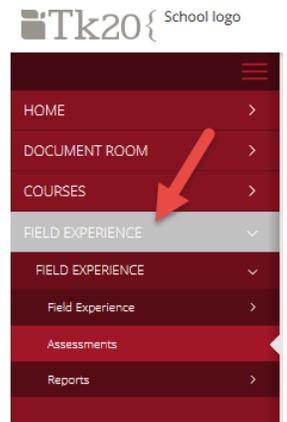
Tk20 will be utilized for the entire Field Evaluation process. Students, Field Instructors, Task Supervisors (if applicable) and Supplemental Supervisors (if applicable) will all complete portions of the evaluation via Tk20.

1. All Field Instructors will receive an email from tk20@wcupa.edu which contains a link to the student's field evaluation.
 - a. Note: Field Instructors will complete the full evaluation. Task Supervisors and Supplemental Supervisors will complete a comments form.
2. After Field Instructors complete their evaluations (and if applicable, the Task Supervisor and Supplemental Supervisor adds his or her comments), the student should login to Tk20 to access and review the field evaluation in order to complete and submit his or her **Student Reflection**.
3. Field Instructor(s), Task Supervisors, Supplemental Supervisors, WCU Faculty and Field Directors all have access to view evaluations, comments and the student's reflection.

Note: Faculty do not have any assessments to complete; however, they are able to view all content of both field experience evaluation binders.

MIDTERM EVALUATION: VIEWING FIELD INSTRUCTOR & STUDENT COMMENTS

1. While WCU faculty do not need to submit an assessment for the midterm evaluation, they have the ability to view student and field instructor comments. From the main Tk20 home screen, click **“Field Experience”** on the left side panel.



2. You will see a list of your students under **“Current Field Experience Assessments.”** Click on the blue link for the student who you wish to view.

Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	Instructor	Sent By	Status
Student, TK20	TEST - SWO450 Field Evaluation	Training	SW Test	SW Test	Faculty, TK20	Noni, Kline	Open For Editing
Student, TK20	TEST - SWG596 Field Evaluation	Training	SW Test	SW Test	Faculty, TK20	Noni, Kline	Completed

3. To view student comments, click on the **“Mid Semester Evaluation”** tab on the left side of the screen and then click on the blue link for the **“SW-Mid-Semester Evaluation Comments.”**

4. To view the Field Instructor’s evaluation, click on the link for the **“SW-Mid-Semester Evaluation: Evaluation”** on the right side of your screen.

TEST SWG Mid Semester Field Evaluation | **Mid Semester Evaluation** | Print-Friendly View

INSTRUCTIONS:

STEP 1 - Field Instructors: Please click on the blue “MSW_Mid-Semester Evaluation: Evaluation” link on the top right of the page to open the evaluation. When you have completed the evaluation, click the “Complete” button on the bottom of the page. Next click on the green “Submit” button.

STEP 2 - Students: To view your Field Instructor’s evaluation, click on the “Assessment” tab and then “SW_Mid-Semester Evaluation Comments” link to view the valuation. After you have reviewed your Mid Semester Evaluation, click on the “Mid Semester Evaluation” tab and then the “Select” button to open the form to enter your comments. When you have completed your comments, click on the “Add” button on the bottom of the page. Next click on the “Submit” button.

STEP 3 - Faculty: To view the student’s evaluation and comments, click on the “Mid Term Evaluation” tab on the left side of the page and then click on the blue MSW_Mid-Semester Evaluation Comments: Comments”. To view the Field Instructor’s evaluation, click on the blue “SW-Mid-Semester Evaluation: Evaluation” on the bottom right of the page.

Name	Status	Type	Standard	Reflection
SW-Mid-Semester Evaluation Comments	Submitted	SW-Mid-Semester Evaluation Comments: Comments		

Student: TK20 Student

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

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
View Access: Only		

MSW FIELD INSTRUCTOR'S FORMS

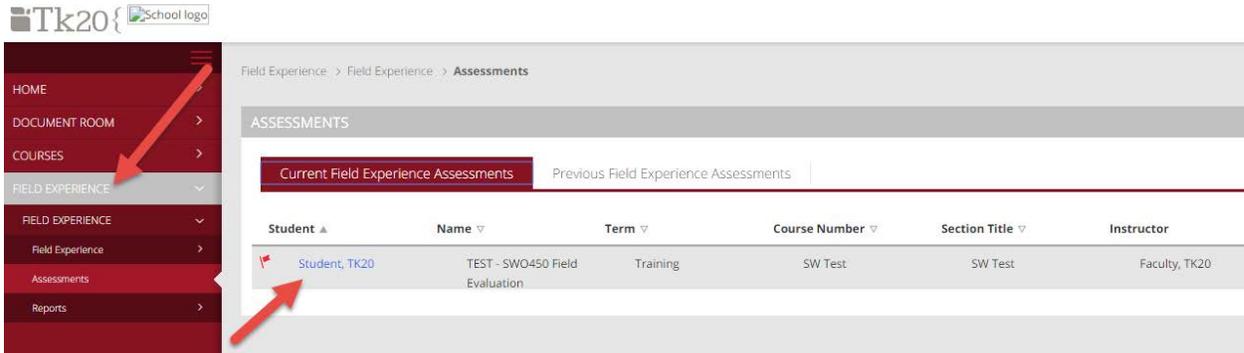
MSW Field Instructor: TK20 Coop

Field Experience Form	Last Update
SW-Mid-Semester Evaluation: Evaluation	

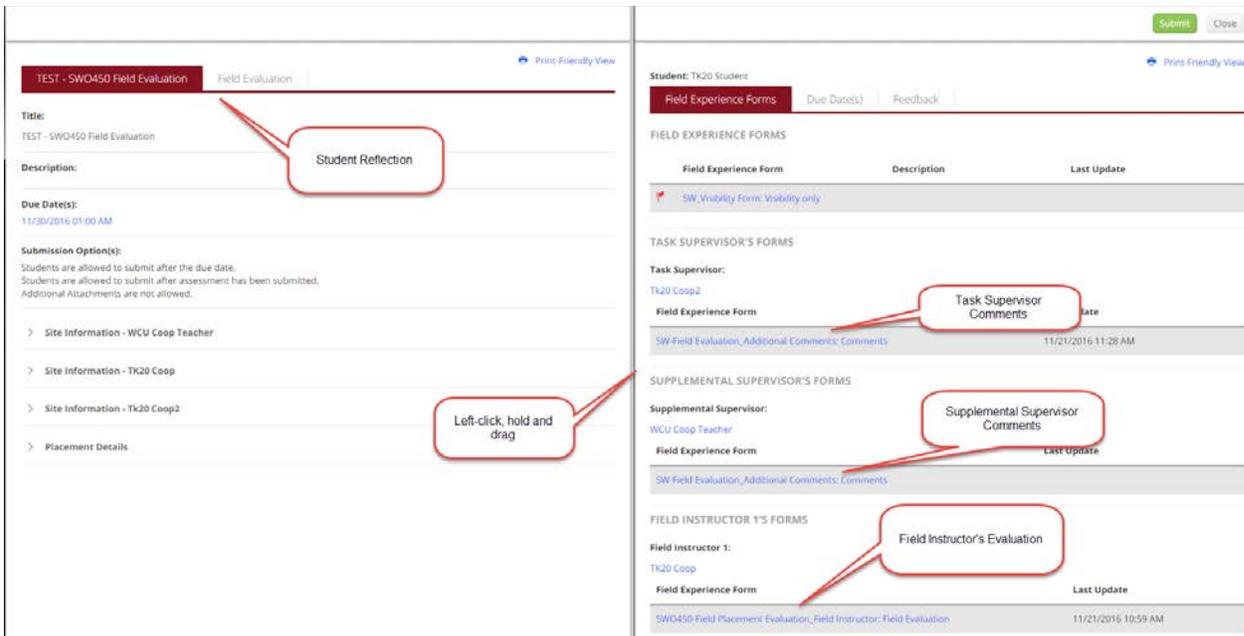
5. You can print either one of these forms by clicking on the **“Print-Friendly View”** link on the top right of the evaluation form.

FINAL EVALUATION: ACCESSING THE FIELD EVALUATION

1. While WCU faculty do not need to submit an assessment for the midterm evaluation, they have the ability to view student and field instructor comments. From the main Tk20 homepage, click the link for **“Field Experience”** on the left side panel. A list of students will appear. Click on the student’s name (in blue) to open their field experience binder and to view their submission and their assessors’ comments/evaluation.

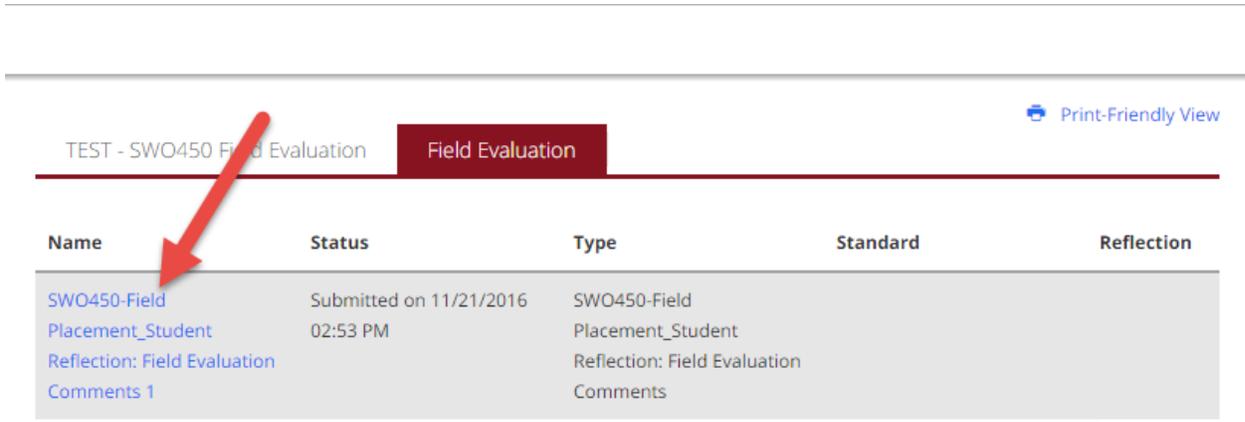


2. A split-screen will appear. The student’s reflection can be found on the left half of the screen. You will find links to the assessors’ evaluation and comments on the right side of the screen under their name(s). Left-click hold and drag the center bar to make either half of the screen wider or narrower.



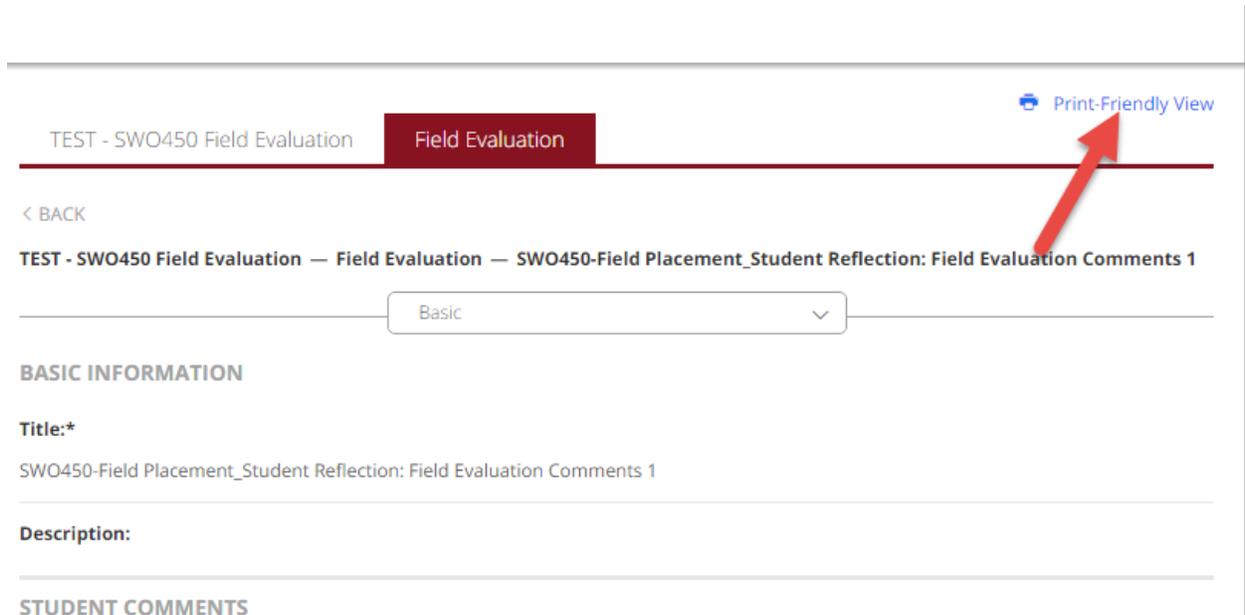
FINAL EVALUATION: VIEWING THE STUDENT REFLECTION

1. Click on the tab for the **“Field Evaluation”** on the left side of the screen. Then, click the blue link for the **Field Placement_ Student Reflection** to open the student’s submission.



Name	Status	Type	Standard	Reflection
SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1	Submitted on 11/21/2016 02:53 PM	SWO450-Field Placement_Student Reflection: Field Evaluation Comments		

2. If you wish to print the student’s submission, click on the blue **“Print-Friendly View”** link on the top-right of their submission. A new tab will open in a printer friendly view. From here, you can print using your browser’s printer function.



TEST - SWO450 Field Evaluation **Field Evaluation** [Print-Friendly View](#)

< BACK

TEST - SWO450 Field Evaluation — Field Evaluation — SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1

Basic

BASIC INFORMATION

Title:*
SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1

Description:

STUDENT COMMENTS

FINAL EVALUATION: VIEWING THE SUPPLEMENTAL SUPERVISOR AND TASK SUPERVISOR COMMENTS

1. If a student was placed with a Supplemental Supervisor or Task Supervisor, you can view any comments that were submitted by clicking on the link for the appropriate individual on the right side of the screen.

TASK SUPERVISOR'S FORMS

Task Supervisor:

Tk20 Coop2

Field Experience Form	Last Update
SW-Field Evaluation_Additional Comments: Comments	11/21/2016 11:28 AM

SUPPLEMENTAL SUPERVISOR'S FORMS

Supplemental Supervisor:

WCU Coop Teacher

Field Experience Form	Last Update
SW-Field Evaluation_Additional Comments: Comments	

2. If you wish to print these comments, click the **“Print-Friendly View”** link on the upper right portion of the screen. A new tab will open in a printer friendly view. From here, you can print using your browser’s printer function. When you are finished viewing the assessor’s portion, click the **“Back”** button on the left side of the form to stay within the student’s evaluation.

Student:
Student, TK20

< BACK [Print-Friendly View](#)

SW-Field Evaluation_Additional Comments: Comments

Assessed By :
Tk20 Coop2

FIELD EVALUATION COMMENTS

Student Name
TK20 Student

Assessor Name:*
Tk20 Coop 2

Date completed:*
11/21/2016

FINAL EVALUATION: VIEWING THE FIELD INSTRUCTOR'S EVALUATION

1. Click on the blue link on the bottom of the screen for the Field Instructor's Field Evaluation.

FIELD INSTRUCTOR 1'S FORMS

Field Instructor 1:

TK20 Coop

Field Experience Form

Last Update

[SWO450-Field Placement Evaluation_Field Instructor: Field Evaluation](#)

11/21/2016 10:59 AM

2. If you wish to print the evaluation, click the **"Print-Friendly View"** link on the upper right portion of the screen. A new tab will open in a printer friendly view. From here, you can print using your browser's printer function. When you are finished viewing the assessor's portion, click the **"Back"** button on the left side of the form to stay within the student's evaluation.

Student: [Print-Friendly View](#)

Student, TK20

< BACK

SWO450-Field Placement Evaluation_Field Instructor: Field Evaluation

Assessed By :

TK20 Coop

Students are to be rated on the nine competencies and corresponding practice behaviors established by the Council on Social Work education. As a guide, students should be compared to beginning level BSW social work graduates. Please use the below scale to rate the student.

- **7** - The student has **consistently demonstrated and exceeded** the level of competency through the use of generalist social work knowledge, values, and skills.
- **6** - The student has **demonstrated and sometimes exceeded competency** through the use of beginning generalist social work knowledge, values, and skills.
- **5** - The student has **demonstrated basic competency** in this area and there is a manifestation that the student has the willingness and ability to demonstrate the beginning generalist social work knowledge, values, and skills by graduation.
- **4** - The student has **demonstrated emerging competency** in this area and there is a manifestation that the student has the willingness and ability to demonstrate the beginning generalist social work knowledge, values, and skills by graduation.
- **3** - The student has **inconsistently demonstrated** the values and basic knowledge and skills needed to develop competency in this area and requires additional time to develop competency through the use of beginning generalist social work knowledge, values, and skills.

FINAL EVALUATION: CLOSING AND VIEWING ANOTHER STUDENT'S EVALUATION

1. At the top right of your screen, click on the grey **"Close"** button. This will bring you back to the Field Experiences home screen where you can access another student's evaluation. You do not need to click **Submit** since you are not submitting an assessment within Tk20.

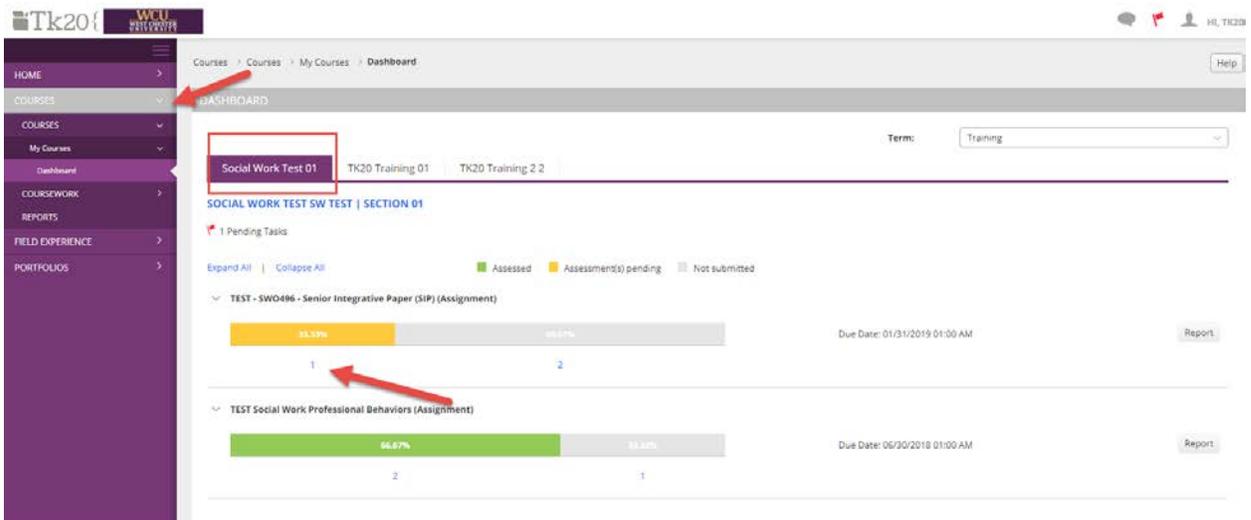
The image shows two side-by-side screenshots of the Tk20 interface. The left screenshot shows a 'Field Evaluation' page for 'TEST - SWO450 Field Evaluation'. The right screenshot shows the 'Field Experience Forms' page for 'Student: TK20 Student'. In the top right corner of the right screenshot, a red arrow points to a grey 'Close' button, which is next to a green 'Submit' button. A 'Print-Friendly View' link is also visible in both screenshots.

Field Experience Form	Description	Last Update
SW_Visibility Form: Visibility only		

ASSESS STUDENT COURSE ASSIGNMENTS

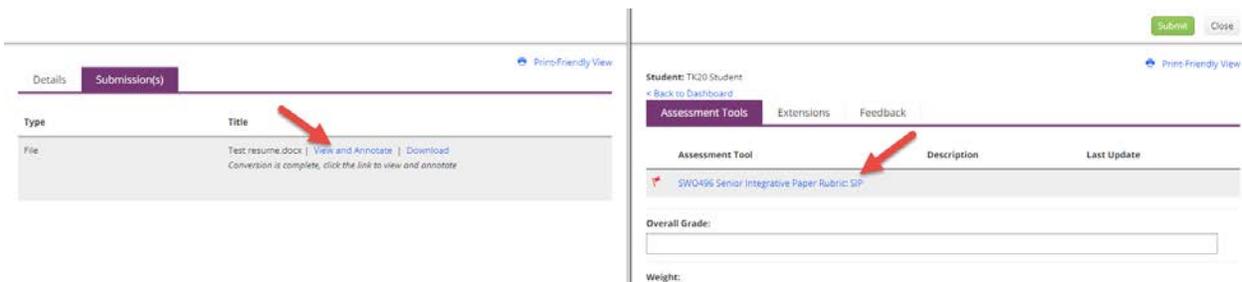
(This section applies to course assessments such as the Senior Integrative Paper or Professional Behaviors assessment. Please note that for the Professional Behaviors assessment, students will not be submitting anything; however, you will follow the same process for assessing this assignment.)

1. Click on “Courses” on the left side panel.
2. Click on the course tab that contains the assignment you want to assess.
3. Click on the number located below the “Assessment(s) Pending” (yellow) portion of the assignment. This includes students who have fully submitted their assignments. When a student submits work, they will receive a confirmation email letting them know the work is submitted.
4. To assess a student’s submission, click on the name of the student.



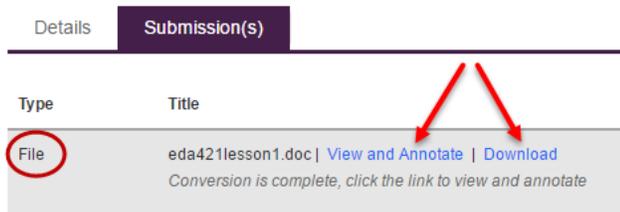
The screenshot shows the Tk20 dashboard for a user named HI, TK20. The left sidebar contains navigation options: HOME, COURSES, My Courses, Dashboard, COURSEWORK, REPORTS, FIELD EXPERIENCE, and PORTFOLIOS. The main content area displays a dashboard for 'Social Work Test 01' under 'TK20 Training 01' and 'TK20 Training 2.2'. It shows '1 Pending Task(s)'. Below this, there are two assignment rows. The first row is for 'TEST - SWD496 - Senior Integrative Paper (SIP) (Assignment)' with a yellow progress bar indicating 44.44% completion. Below the bar, the number '1' is highlighted with a red arrow. The second row is for 'TEST Social Work Professional Behaviors (Assignment)' with a green progress bar indicating 66.67% completion. A red arrow points to the number '2' below this bar. Each row includes a 'Report' button and a 'Due Date'.

5. A split screen will be displayed:
 - a. On the left, you can view the student’s information. By default, you will be directed to the Submission(s) tab where you can view the student’s submission. **Please note that for the Professional Behaviors assessment, students will not be submitting anything.**
 - b. Click on the “Details” tab to view the assignment details.
 - c. On the right side, you can view the assignment’s assessment tool(s).
 - d. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.

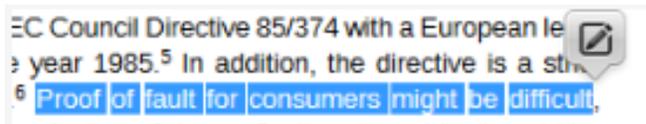


The screenshot shows a split-screen view. The left pane is titled 'Submission(s)' and shows a table with columns 'Type' and 'Title'. A red arrow points to the 'Title' column. The table contains one row: 'File' with the title 'Test resume.docx | View and Annotate | Download'. Below the title, it says 'Conversion is complete, click the link to view and annotate'. The right pane is titled 'Student: TK20 Student' and has tabs for 'Assessment Tools', 'Extensions', and 'Feedback'. A red arrow points to the 'Assessment Tools' tab. Below the tabs is a table with columns 'Assessment Tool', 'Description', and 'Last Update'. It contains one row: 'SWD496 Senior Integrative Paper Rubric SIP'. Below the table, there are fields for 'Overall Grade:' and 'Weight:'.

6. If the student has submitted a file, click on either “**Download**” to save to your computer, or you can click on “**View and Annotate**” to open the document in your internet browser. If a file submission is larger than 200MB, it will need to be downloaded and you will be unable to annotate directly on the document in Tk20. You can click on the assignment to open it up outside of Tk20.

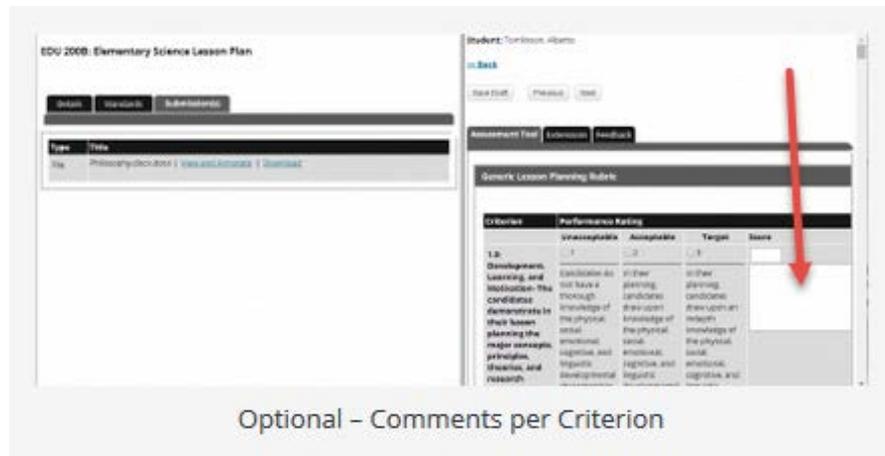


- a. To annotate directly on the document, left click, hold and drag to select the text you want to annotate. The text will turn blue and a comment icon will appear.



- b. Click on the comment icon and enter your comments. Click “**Save**” to add your annotated comment.

7. After you have reviewed the student’s submission, click on the name of the assessment tool on the right of the screen to open the rubric.
8. Complete the assessment.
 - a. If available, comments may be left for each criterion underneath the score column of the rubric.



- b. If criterion scores are entered in a rubric, the “Total Score” and “Total Mean” will automatically be calculated. **You must manually enter a “Grade”.**

GRADE

Total Score:

Total Mean:

Grade:

[Complete](#) [Save](#)

9. When you have completed the assessment, click one of the following:
- Complete** – Click to save the completed assessment and return to the previous page for full submission.
 - Save** – Click to save the assessment and remain on the assessment page. This is helpful if you need to stop in the middle of an assessment and want to save your work.

GRADE

Grade:

[Complete](#) [Save](#)

10. After you have completed the assessment, choose one of the following:
- Submit** – Submit the assessment for the student to view. You must click the green “Submit” button for your students to view the completed assessment.
 - Close** – Exit the assessment tool without saving any changes (if you clicked “Save” in the assessment tool previously, these changes **will** be saved).

[Submit](#) [Close](#)

[Print-Friendly View](#)

Student: TK20 Student
[< Back to Dashboard](#)

Assessment Tools | Extensions | Feedback

Assessment Tool	Description	Last Update
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GRANT AN EXTENSION TO AN ASSIGNMENT AND REOPEN STUDENT SUBMISSION

When a student clicks to **SUBMIT** coursework, the assignment locks and is in a view-only mode and cannot be edited. To make any changes to the assignment (i.e. remove a file, add an additional file), the student must “recall” the assignment. If the assessor has already clicked on the assessment tool to begin the evaluation, the student will not be able to “recall” their work to make edits. The student will receive an error message when he or she attempts to recall the assignment: **“You can only recall an item that has been submitted and not yet assessed.”**

If the student needs to make changes to a “locked” assignment, faculty must grant an extension. There are two possible scenarios for faculty to grant an extension:

Faculty already started evaluation of student submission, but did not yet submit the evaluation:

1. From within Tk20, click on **“Courses”** on the left side panel. You will be directed to the courses **Dashboard**.
 - a. If the current term’s courses are not displayed, select the **“Term”** from the drop down menu on the top right.
2. Click on the **“Course”** tab that contains the assignment.
3. Click on the number located underneath the Assessment(s) pending portion of the assignment you want to assess to view the students who have submitted their assignments.



4. Click on the name of the student you want to provide an extension to.
5. On the right side of the screen, click on the **“Extension”** tab.
6. Click **“Edit Due Date”**.

The screenshot shows the Tk20 interface for an assignment. At the top right, there are buttons for 'Prev', 'Next', 'Submit', and 'Close'. Below these is a 'Print-Friendly View' link. The student's name is partially visible as 'Student: [redacted]'. There is a '< Back to Dashboard' link. Below the student name are three tabs: 'Assessment Tools', 'Extensions' (which is circled in red), and 'Feedback'. At the bottom right, a red arrow points to an 'Edit Due Date' button. Below the tabs is a table with columns: 'New Due Date', 'Comments', 'Initiator', and 'Activity Date'. The table content is empty, with the text 'There is no data to display.'

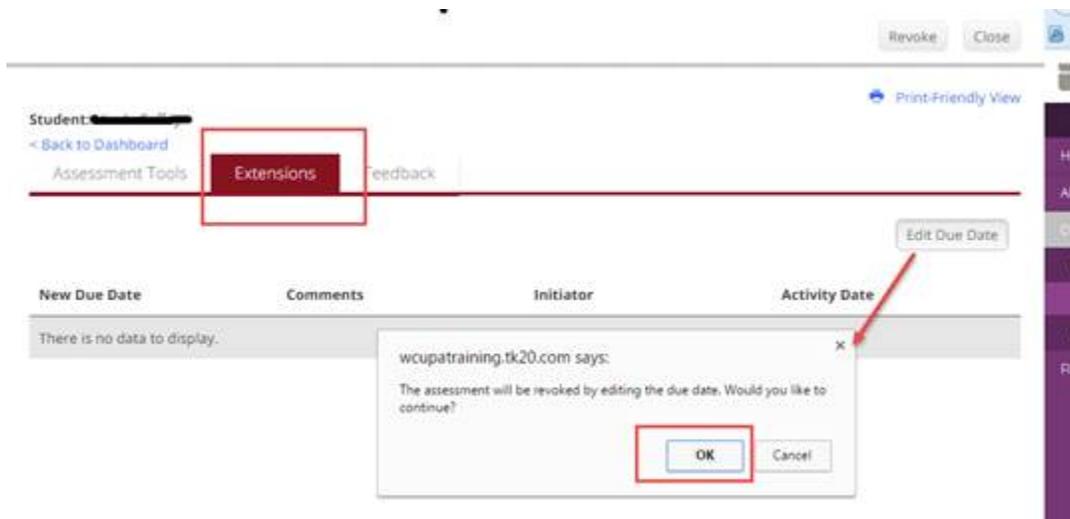
7. Enter a new **Due Date/Time** and **Comments**.
8. Click **“Update”**.
9. The status column for this student should now display **“Open for Editing Extended”**.
10. Click **“Close”** at the top when you are finished.

Faculty already submitted an evaluation of the student's submission:

1. From within Tk20, click on "**Courses**" on the left side panel. You will be directed to the "**Dashboard**".
 - a. If the current term's courses are not displayed, select the **Term** from the drop down menu on the top right.
2. Click on the "**Course**" tab that contains the assignment.
3. Click on the number located underneath the **Assessment(s) Complete** portion of the assignment you want to assess to view the students who have submitted their assignments.



4. Click on the name of the student you want to provide an extension to.
5. Click on the "**Extension**" tab and then click "**Edit Due Date.**" By editing the due date you are also revoking your assessment
6. You will get a pop-up telling you that the assignment will be revoked with the due date change. Click "**OK**".



7. Enter a new **Due Date/Time** and **Comments**. (Note: You must enter a comment).
8. Click "**Update**".
9. Then, click "**Close**" at the top.
10. The status column for this student should now display "**Open for Editing Extended**".

REVOKE OR ADJUST AN ASSESSMENT

If you need to make changes to an assessment which you have already submitted, and do not need to have your student resubmit their work, you can revoke and adjust your assessment. **The student's assignment will still remain locked on their end.**

1. From within Tk20, click on **"Courses"** on the left side panel. You will be directed to the **"Dashboard"**.
 - a. If the current term's courses are not displayed, select the **Term** from the drop down menu on the top right.
2. Click on the **"Course"** tab that contains the assignment.
3. Click on the number located underneath the **Assessment(s) Complete** portion of the assignment you want to assess to view the students who have submitted their assignments.



4. Click on the name of the student whose assessment you need to revoke.
5. At the top, click **"Revoke."**

A screenshot of the assessment interface. At the top right, there are two buttons: 'Revoke' and 'Close'. A red arrow points to the 'Revoke' button. Below the buttons, there is a 'Print-Friendly View' link with a printer icon. On the left, there is a 'Student:' section with a '< Back to Dashboard' link. Below this, there are three tabs: 'Assessment Tools' (highlighted in purple), 'Extensions', and 'Feedback'. At the bottom, there is a table with three columns: 'Assessment Tool', 'Description', and 'Last Update'.

6. Click on the blue link under **Assessment Tool**.
7. Enter or adjust your assessment and click **"Submit."**

FREQUENTLY ASKED QUESTIONS

1. How can I easily tell if a student has completed their portion of the evaluation?
 - a. When you are viewing the full field evaluation for a student, click on the tab for either the **“Field Evaluation.”** The status of the assignment will indicate a date which it was submitted or *Not Submitted*.

Name	Status	Type	Standard	Reflection
SWO450 - Field Placement - Student Reflection: Field	Not Submitted	SWG596 End of Semester Student Reflection		



2. How can I easily tell if a Field Instructor/Supplemental Supervisor/Task Supervisor has completed their evaluation?
 - a. Next to the link for the Field Instructor’s evaluation, you will see a column for **“Last Update.”** This will indicate the last time that they made changes to the evaluation; however, you will have to click and view the evaluation in order to see whether or not it has been completed.

Task Supervisor:

[Tk20 Coop2](#)

Field Experience Form

[SW-Field Evaluation_Additional Comments: Comments](#)

Last Update

11/21/2016 11:28 AM



3. One of my student’s Field Instructors/Supplemental Supervisors/Task Supervisors never received a link to the evaluation.
 - a. Links are sometimes filtered to assessor’s spam mail. If they do not see it there, please ask them to contact the WCU Tk20 Office (tk20@wcupa.edu).