



TK20 Social Work Field Evaluation BSW Student 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

Students 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”**.

The left screenshot shows the WCU login page with a red arrow pointing to the 'Login' button. The right screenshot shows the 'Information to be Provided to Service' page with a red arrow pointing to the 'Do not ask me again' option and the 'Accept' button.

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.

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.

MIDTERM FIELD EVALUATION: VIEWING FIELD INSTRUCTOR COMMENTS

1. Once your Field Instructor completes their midterm evaluation, you can view their comments within Tk20.
2. From the Tk20 homepage, click **“Field Experience”** on the left side panel.
3. Then, click on the blue link to your **Midterm Field Evaluation** in the list.
4. Click on the **“Assessment”** tab and then select the link for the **“SW-Mid-Semester Evaluation: Evaluation.”**

Field Experience > Field Experience > Field Experience

FIELD EXPERIENCE

<input type="checkbox"/>	Name ▾	Start Date ▲	Due Date	Status ▾	Sent By ▾
<input type="checkbox"/>	 TEST SWG Mid Semester Field Evaluation	02/07/2017 11:57 AM	07/01/2017 01:00 AM	Open For Editing	Tk20 Administrator, WCU

5. From here, you can view your Field Instructor’s comments as well as their evaluation. A pop-up will open with your assessor’s evaluation or comments. If you wish to print their evaluation, click the blue **“Print-Friendly View”** link on the top-right of the evaluation. A pop-up will open where you can print the contents of the form using your browser’s printer function.

MIDTERM FIELD EVALUATION: ENTERING STUDENT COMMENTS

1. Once you have reviewed your Field Instructor's evaluation, you will need to access your comments form.
2. Click on the tab for the **"Mid Semester Evaluation"** at the top of the page. Then, click **"Select"** on the right side of your screen.

TEST SWG MID SEMESTER FIELD EVALUATION

TEST SWG Mid Semester Field Evaluation **Mid Semester Evaluation** Assessment Feedback

INSTRUCTIONS

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 "SWG_Mid-Semester Evaluation Comments" link to view the evaluation. 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

ATTACHMENTS(S):

SWG-Mid-Semester Evaluation Comments: Comments: **Select**
Not Submitted

3. From here, enter your comments into the **"Student Comments"** box.

MID-SEMESTER REVIEW

Student Name: TK20 Student

Student Comments

4. At the bottom, click the green **"Add"** button.

Add Cancel

5. You will be brought back to the field evaluation home screen. From here, you have three options:
 - a. **Submit:** You will be submitting your full field evaluation which will be viewable to your Field Instructor and WCU Faculty. They will not see your evaluation until you click **"Submit."**
 - b. **Save:** This will save your changes without submitting if you need to come back to your evaluation later.
 - c. **Close:** This will close out of your evaluation **without** saving any changes.

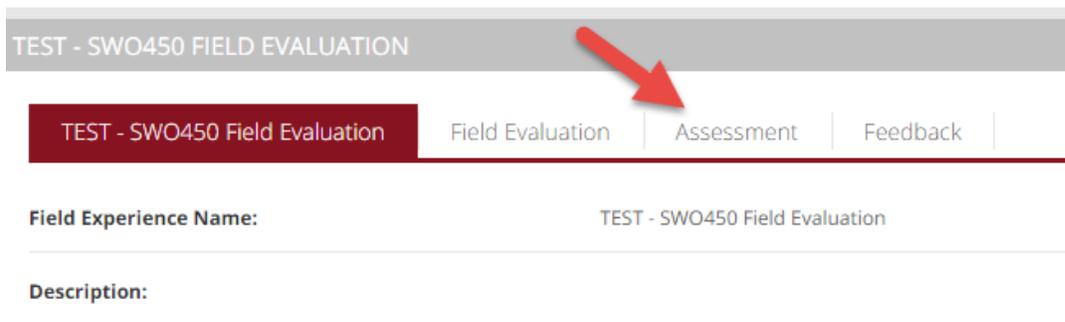
Submit Save Close

FINAL EVALUATION: VIEWING FIELD INSTRUCTOR EVALUATION & TASK/SUPPLEMENTAL SUPERVISOR COMMENTS

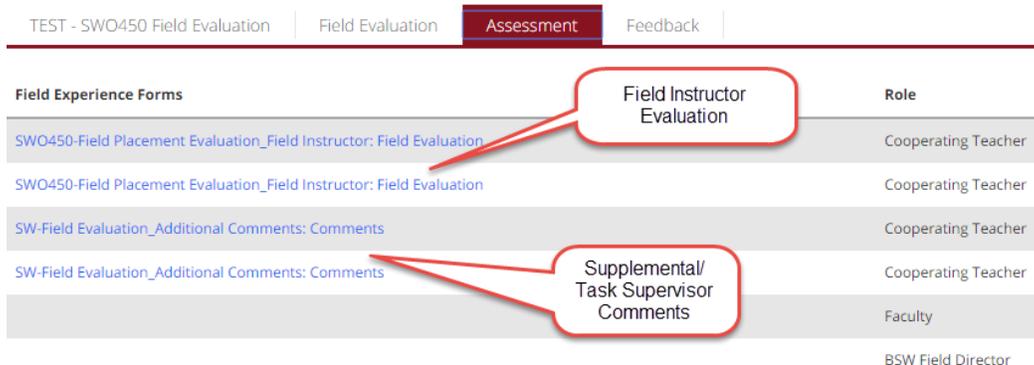
1. Once your Field Instructor and Task/ Supplemental Supervisor(s) (if applicable) have completed their evaluation and comments, you can login to Tk20 to review their submission(s).
2. From the Tk20 homepage, click **“Field Experience”** on the left side panel.
3. Then, click on the blue link for your field evaluation in the list.



4. To view your Field Instructor or Task/Supplemental Supervisor’s evaluation/ comments, click on the **“Assessment”** tab at the top of the field evaluation.



5. The Field Instructor’s evaluation will appear on the first two lines as **Field Placement Evaluation_Field Instructor: Field Evaluation**. The Supplemental or Task Supervisor’s comments will appear on the third and fourth lines, if applicable (The Tk20 “role” will be cooperating teacher). Click on the blue link to open the evaluation for the appropriate individual.



6. A pop-up will open with your assessors' evaluation or comments. If you wish to print their submission, click "**Print-Friendly View**" on the top-right of their assessment. From here a pop-up will open that you can print using your browser's printer function.

TEST- Spring 2017- SWO 451 Final Evaluation ✕

 [Print-Friendly View](#)

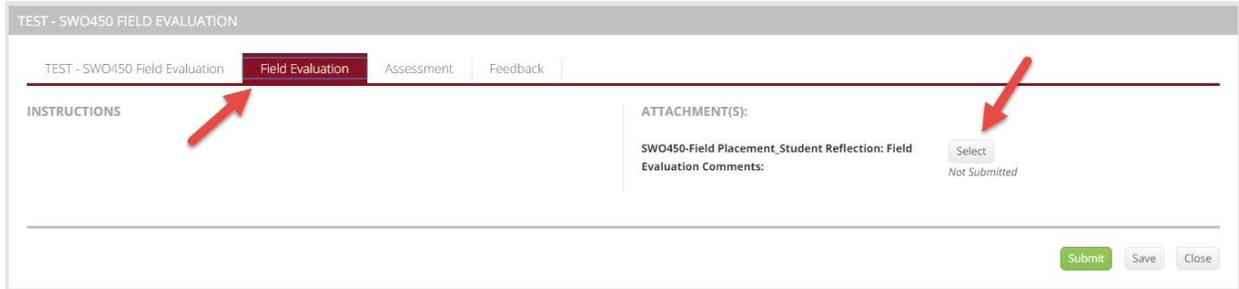
Students are to be rated on the nine competencies and corresponding practice behaviors established by the Council on Social Work Education. As a guide, students should be compared to beginning level BSW social work graduates. Please use the below scale to rate the student.

- **7** - The student has **consistently demonstrated and exceeded** the level of competency through the use of beginning 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.
- **2** - The student has **not demonstrated the basic** knowledge and skills needed to develop competency in this area and/or the student has not demonstrated the values needed to develop competency in this area. The student has not utilized social work skills that demonstrate that the student will meet the expectations in this area in the near future.

FINAL EVALUATION: COMPLETING THE STUDENT REFLECTION

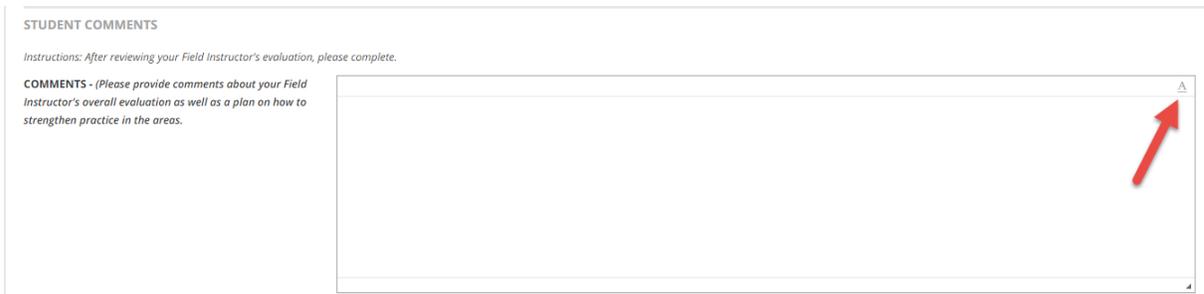
Once you have viewed your assessors' evaluations and/or comments, you will need to submit a **Student Reflection**.

1. Click on the **"Field Evaluation"** tab at the top of your screen. Then, click **"Select"** on the right side under **Attachments**.

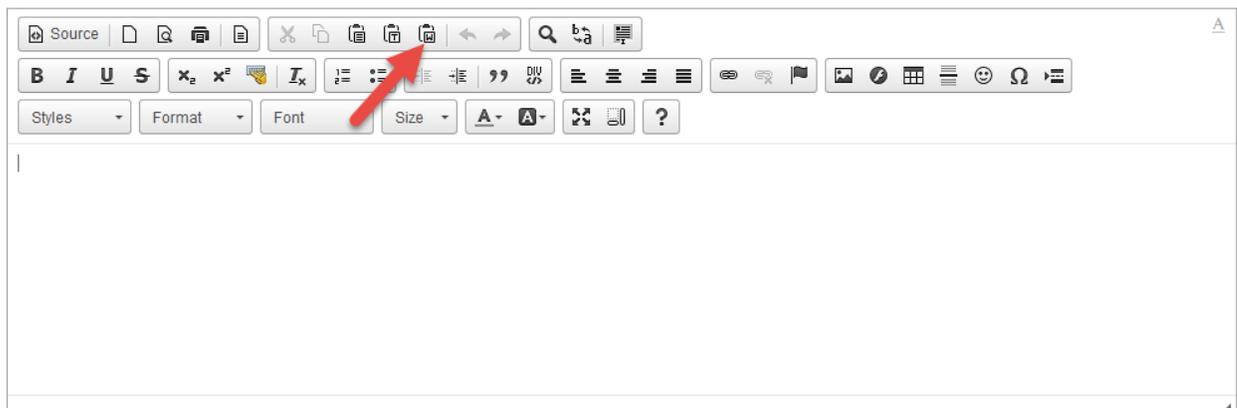


2. Fill in the required information at the top. Type your reflection into the **Student Comments** box. You can type directly into the box **or** you have the option to create your response in a separate MS Word document first, and then copy/paste it into the Tk20 reflection form. In order to do this, you will need to use Tk20's "Copy and Paste from Word" function.

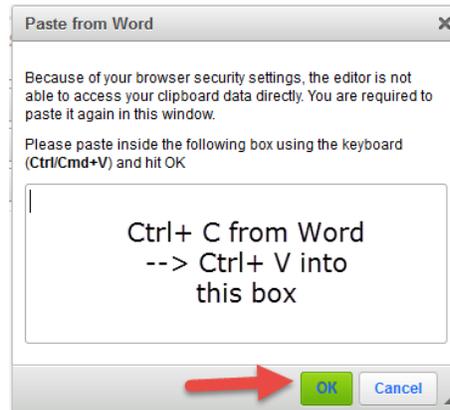
- a. Click on the **A** at the top right of the **"Student Comment"** response area.



- b. This will show the rich text formatting toolbar. From here, you will want to click on the "clipboard" icon that has a **"W."**



- c. This will open up a “**Paste from Word**” box where you can copy (Ctrl + C) from you MS Word document and paste (Ctrl + V) into the box. It is important that you use this “**Paste From Word**” box rather than pasting directly into the response area so that you maintain the same formatting as your MS Word document. After you paste your response, click “**OK**” You will now see your response in the **Student Comments** response area.



3. Type in your signature and enter a date. At the bottom of the reflection form, you will see that there is an area where you have the option to attach any additional documents. Please note that this is not mandatory. When you are finished with your response, click then green “**Add**” button on the bottom right of your form.

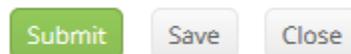
Student's Signature

Date:

Attached Documents:

Drag and drop files here

4. You will be brought to the field evaluation home screen. From here, you have three options:
- d. **Submit:** You will be submitting your full field evaluation which will be viewable to your Field Instructor(s), Task/ Supplemental Supervisor (if applicable), WCU Faculty and Field Director. They will not see your evaluation until you click “**Submit.**”
 - e. **Save:** This will save your changes without submitting if you need to come back to your evaluation later.
 - f. **Close:** This will close out of your evaluation **without** saving any changes.



5. Another pop-up will appear asking you to confirm your submission. If you are ready to fully submit, click **OK**.

RECALL SUBMISSION OF SOCIAL WORK FIELD EXPERIENCE BINDER

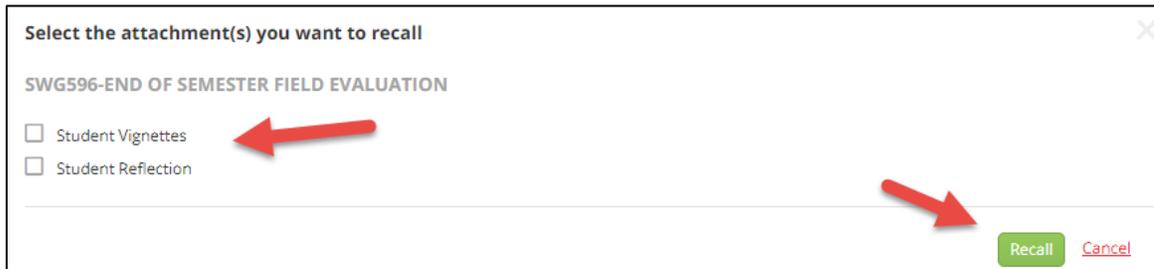
If you submitted your field evaluation and neither your Faculty nor Field Instructor started their portion of the evaluation, you can recall (rescind) the binder to make edits.

1. From within TK20, click on the **“Field Experience”** tab on the left side of the page.
2. Place a checkmark next to the field experience binder you want to edit, then click on the  **Recall** icon.



<input type="checkbox"/>	Name ▾	Start Date ▾	Due Date	Status ▾	Sent By ▾
<input type="checkbox"/>	 SWG596-End of Semester Field Evaluation	07/12/2017 08:56 AM	multiple	Completed-Late	Tk20 Administrator, WCU

- If your evaluation contains multiple tabs, you will be asked which tab you wish to recall. Click on the checkbox next to the tab and then click **“Recall.”**



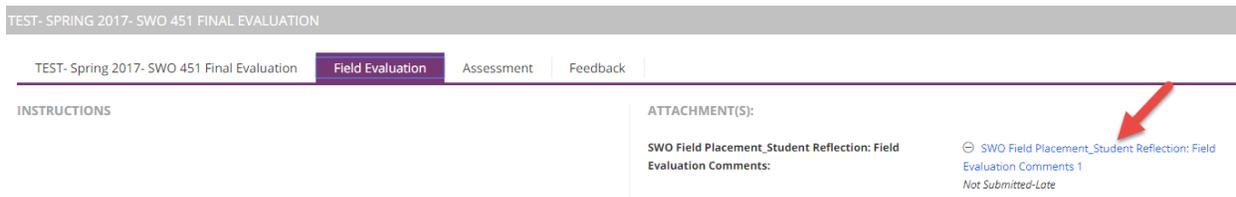
Select the attachment(s) you want to recall

SWG596-END OF SEMESTER FIELD EVALUATION

Student Vignettes

Student Reflection

3. A red flag  will appear to the left of the binder name to indicate that it is open for editing. Click on the evaluation and make any necessary changes.
4. Click on the blue link for the form that you wish to change. **Do not click on the minus sign (-) next to the link as this will clear out all of the contents within the form.**



TEST- SPRING 2017- SWO 451 FINAL EVALUATION

TEST- Spring 2017- SWO 451 Final Evaluation **Field Evaluation** Assessment Feedback

INSTRUCTIONS

ATTACHMENT(S):

SWO Field Placement_Student Reflection: Field Evaluation Comments:

 SWO Field Placement_Student Reflection: Field Evaluation Comments 1
Not Submitted-Late

Note: If assessment of your field experience binder has already begun, you will receive a message indicating that you cannot recall the binder. In this case, you will need to contact your instructor or the WCU TK20 office to see if it is possible to reopen your field experience binder for editing.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. I'm having trouble submitting my work.
 - a. Check your browser. TK20 recommends that you access the system via Mozilla Firefox, Chrome or Safari browsers. **Do not use Internet Explorer.** Check to make sure that your browser is up to date.
 - b. **DO NOT** sign into TK20 in multiple tabs or windows.
 - c. Check to make sure that your internet browser is set to "Accept" or "Allow" Third Party Cookies. This is usually done in the preferences or security settings of your internet browser.
 - d. DO NOT use the browser back button. Instead, navigate using the tabs and menus within TK20.
2. I forgot my password.
 - a. Your username and password are the same credentials that you use to access MyWCU, D2L, and Webmail. If you forget your password, please contact the IT Helpdesk for assistance at 610-436-3350.
3. My Field Instructor/ Task Supervisor/ Supplemental Supervisor never received a link to fill out their evaluation.
 - a. Links are sent to these individual's emails. Please ask them to check their spam mail to make sure that the message was not filtered there. If they cannot locate the link, please ask them to contact the WCU Tk20 Office at tk20@wcupa.edu.