TK20 Social Work
Final Field Evaluation
BSW Field Instructor Guide

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 <u>browser</u> back button**. Instead, navigate using the tabs and menus <u>within</u> TK20.

- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.* Connecting...

- Always log out of TK20 when you are done working in the system.

- When uploading a file, <u>**do not**</u> include special characters such as (*,', ", &) in the name when you save the file for upload in Tk20.

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

<p style="text-align:center">FINAL FIELD EVALUATION PROCESS</p>

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.

Completing the Field Evaluation

1. You will receive an email from tk20@wcupa.edu with a link to the student's field evaluation. If you supervise multiple students you will receive an individual email with a unique link for each student you supervise.

2. When you click on the link, you will enter Tk20 and a split-screen will open. The link to your evaluation is on the top-right of the screen. You can left-click, hold and drag the middle bar to increase or decrease the width of either side or your screen. After you have submitted your evaluation, and the Task or Supplemental Supervisor (if applicable) have submitted their evaluations, the student will need to submit a reflection. This will be visible on the left side of the screen. You will find the Task/Supplemental Supervisors' comments on the bottom right of your screen.

3. Click on the blue link at the top for the "**Field Placement Evaluation**" form located under **Field Experience Forms** to open the evaluation form.

4. Select the appropriate rating for each competency question. You will have space to enter comments underneath each competency. You have the option to enter comments directly into the provided comment box or copy and paste comments from an MS Word document. If you wish to do this, you will need to use Tk20's "**Paste from Word**" function.

a. Click on the _**A**_ at the top right of the "**Comments**" response area.

1.16 Has a
commitment to
a career of
professional
learning and
growth

1.17 Comments:

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 your 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 in your MS Word document. After you paste your response, click "**OK.**" You will now see your response in the comment box.

Paste from Word ✕

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.

Please paste inside the following box using the keyboard (**Ctrl/Cmd+V**) and hit OK

Ctrl+ C from Word
--> Ctrl+ V into
this box

OK   Cancel

5. At the bottom, you will have a space to enter any additional comments. Type your signature and enter the date. You will note that there is an area to enter a grade. **Please do not include a grade on the form. Only WCU Faculty members are authorized to assign grades to students. Please ignore this section.**
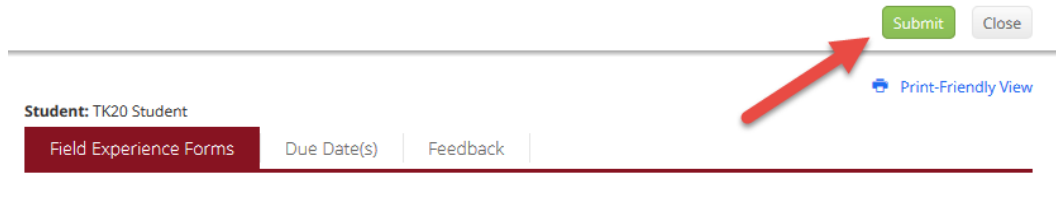

6. Please note that questions with an asterisk (*) are mandatory and must be completed in order to submit your evaluation.

7. From here, you have two options:

    a. **Complete:** Click this if you are ready to submit your portion of the evaluation. You will be brought back to the main field evaluation where you can fully submit the evaluation.
    b. **Save:** Click this if you need to come back and finish the evaluation at a later time. You will remain on this screen. If you need to fully close out of the system, after you have clicked **"Save,"** then click **"Close"** on the top right. *Always remember to click save first so that your changes are recorded.*

8. If you are done, and have clicked "**Complete,**" you will be brought back to the main field evaluation screen. At the top, click the green **"Submit"** button. **Please inform your student as well as any Task/Supplemental Supervisors once you have completed your evaluation so that they can review the evaluation and complete their portion.**
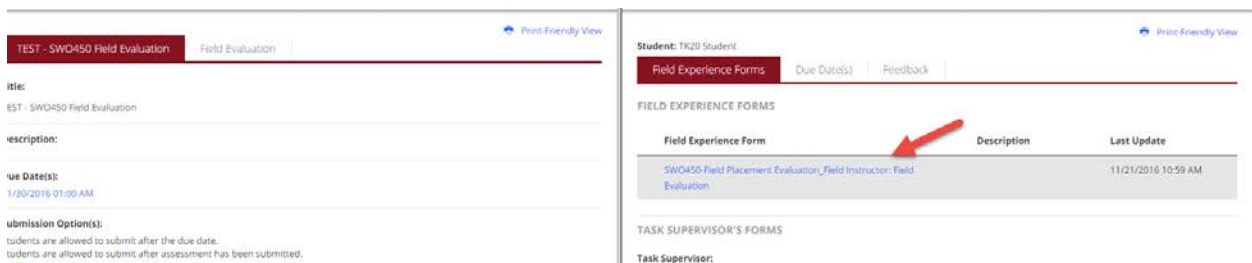
9. If you wish to print your evaluation, click on the student's name for the evaluation which you just completed.

    a. Click on the blue link for the evaluation on the top right of the screen.
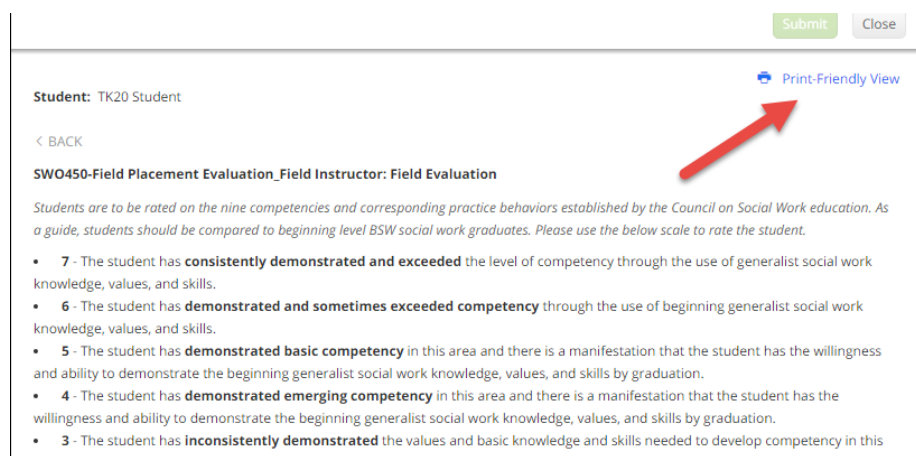
    b. At the top of the evaluation, you will see a blue **"Print-Friendly View"** link. Click on this link. A new tab will open with a printer-friendly page. From here, you can print using your browser's print function.

Accessing Student Comments

1. If you are a Task Supervisor or Supplemental Supervisor for a student, you will receive an email from tk20@wcupa.edu with a link to complete a comment form. When you receive the link, make sure to keep it in a safe location. **Do not forward this to another email address**. You will need to access the link through the original email. **When the Field Instructor notifies you that they have completed the evaluation**, click on the link in the email to complete your comment form.

2. When you click on the link, you will enter Tk20 and a split-screen will appear. On the lower right portion of the screen you will see the Field Instructor's evaluation. Click on the link to see their submission. If you are the Task Supervisor, you will see the Supplemental Supervisor's comments in the middle. If you are the Supplemental Supervisor, you will see the Task Supervisor's comments here.

3. Click on the blue link with the red flag under **Field Experience Form** to enter your comments.

4. Enter your name and date. Please note that fields marked with an asterisk (*) are mandatory. You will note that there is an area to enter a grade. **Please do not include a grade on the form. Only WCU Faculty members are authorized to assign grades to students. Please ignore this section.**

5. From here, you have two options:
   a. **Complete:** Click this if you are ready to submit your portion of the evaluation. You will be brought back to the main field evaluation where you can fully submit the evaluation.
   b. **Save:** Click this if you need to come back and finish the evaluation at a later time. You will remain on this screen. If you need to fully close out of the system, after you have clicked **"Save,"** then click **"Close"** on the top right. *Always remember to click save first so that your changes are recorded.*

6. If you are done, and have clicked "**Complete,**" you will be brought back to the main field evaluation screen. At the top, click the green **"Submit"** button. **It is requested, that in conjunction with the Field Instructor, you inform your student once you have submitted your portion of the evaluation so that they can review the Field Instructor's evaluation as well as any comments and write their reflection.**
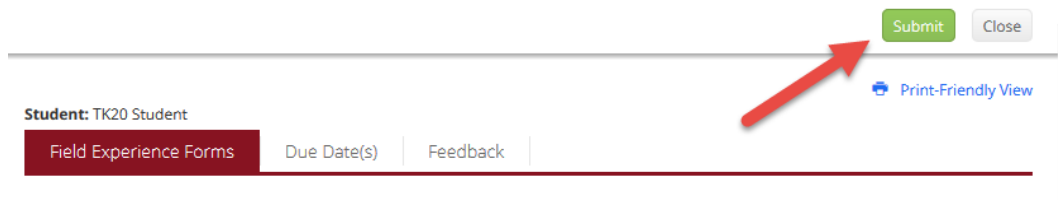
FIELD INSTRUCTOR/TASK SUPERVISOR/ SUPPLEMENTAL SUPERVISOR:

Viewing and Printing the Student's Reflection

1. After the student submits their reflection, you have the ability to view and print their submission. Click on the link that was sent to you in the original field evaluation email to access the evaluation.

2. If you cannot locate this link, email tk20@wcupa.edu for assistance. Then, click on the tab for the **"Field Evaluation"** on the upper left side.

3. Click on the blue link for the **"Field Placement_Student Reflection: Field Evaluation."**

4. If you wish to print a copy of their reflection, click the blue link for a **"Print-Friendly View"** on the upper right portion of the student's reflection. This will open a new tab with the reflection. From here, you can print the reflection using your browser's printer function.

FREQUENTLY ASKED QUESTIONS

1. I have not received or cannot locate the link for Tk20.
   a. First, check your spam mail. Links may sometimes be filtered to this location. If you still cannot locate the link or lost the original email, please contact the WCU Tk20 Office at tk20@wcupa.edu.

2. I'm having trouble submitting my evaluation or comments.
   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.