



TK20 Social Work Final Field Evaluation BSW Field Instructor 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


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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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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.

FIELD INSTRUCTORS

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.

The screenshot displays the Tk20 interface in a split-screen format. The left pane, titled "TEST - SWO450 Field Evaluation", contains the following information:

- Title:** TEST - SWO450 Field Evaluation
- Description:**
- Due Date(s):** 11/30/2016 01:00 AM
- Submission Option(s):** Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are not allowed.
- Site Information:** WCU Coop Teacher, TK20 Coop, Tk20 Coop2
- Placement Details:**

The right pane, titled "Student: TK20 Student", contains the following information:

- Field Experience Forms:** SWO450-Field Placement Evaluation, Field Instructor: Field Evaluation
- Task Supervisor's Forms:** TK20 Coop2
- Supplemental Supervisor's Forms:** WCU Coop Teacher

Red callout boxes highlight specific elements:

- "Student Work" points to the "Field Evaluation" tab in the left pane.
- "Left-click, hold and drag" points to the vertical splitter bar between the two panes.
- "Your evaluation" points to the link "SWO450-Field Placement Evaluation, Field Instructor: Field Evaluation" in the "FIELD EXPERIENCE FORMS" section of the right pane.
- "Task /Supplemental Supervisor Comments" points to the link "WCU Coop Teacher" in the "SUPPLEMENTAL SUPERVISOR'S FORMS" section of the right pane.

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.

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.**

%NBSP

Additional Field Instructor Comments/Elaboration:

Signature of Agency Field Instructor*

Agency*

Date:*

(Modified from the Rating Scale for Evaluation of Field Placement Performance designed by Zastrow and Petracchi, 2009), 8/16

PLEASE DO NOT INCLUDE A GRADE ON THIS FORM. ONLY WCU FACULTY MEMBERS ARE AUTHORIZED TO ASSIGN GRADES TO STUDENTS.

GRADE

Grade:

Complete Save

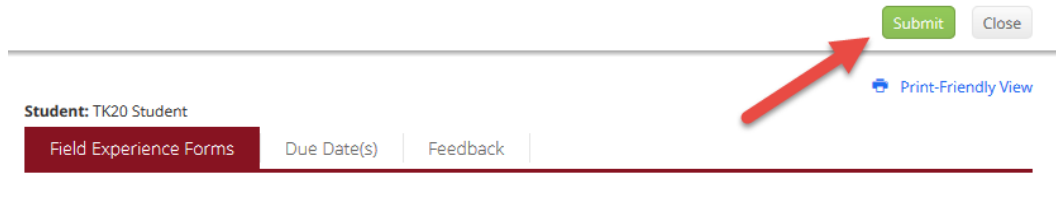
6. Please note that questions with an asterisk (*) are mandatory and must be completed in order to submit your evaluation.

7. From here, you have two options:

- 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.
- 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.**

Complete Save

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.**



Student: TK20 Student

Field Experience Forms Due Date(s) Feedback

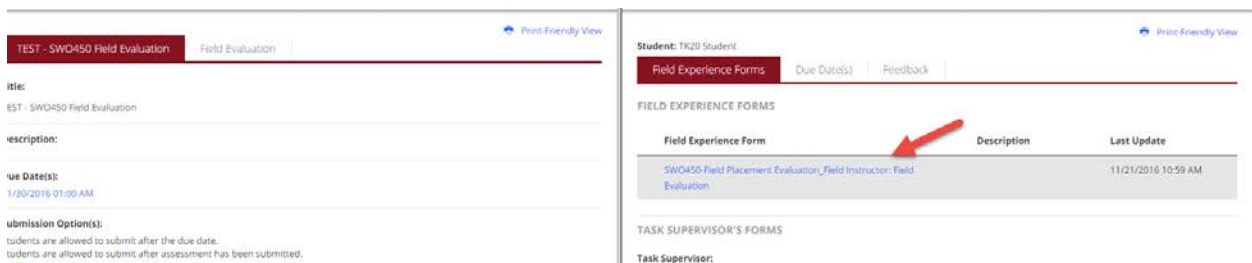
Submit Close

Print-Friendly View

9. If you wish to print your evaluation, click on the student’s name for the evaluation which you just completed.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
Student, TK20	TEST - SWO450 Field Evaluation	Training	SW Test	SW Test	Faculty, TK20	WCU, Tk20 Administrator	Open For

- a. Click on the blue link for the evaluation on the top right of the screen.



TEST - SWO450 Field Evaluation Field Evaluation Print-Friendly View

Student: TK20 Student

Field Experience Forms Due Date(s) Feedback

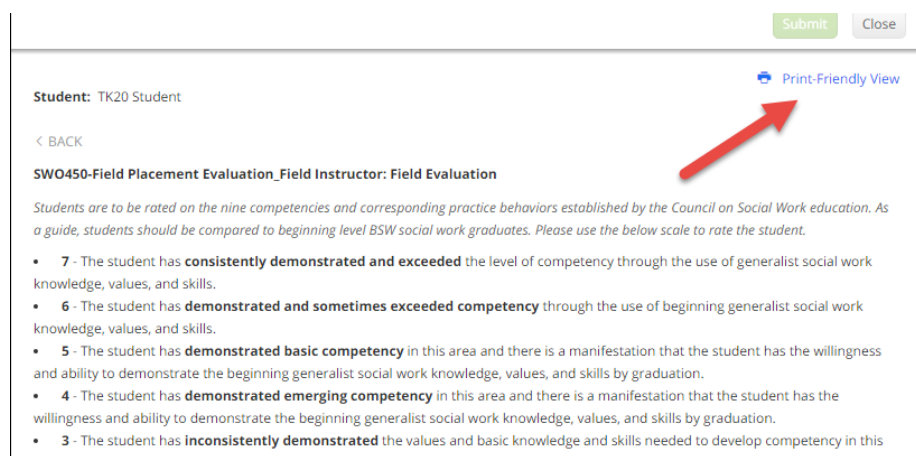
FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
SWO450-Field Placement Evaluation_Field Instructor: Field Evaluation		11/21/2016 10:58 AM

TASK SUPERVISOR'S FORMS

Task Supervisor:

- 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.



Submit Close

Print-Friendly View

Student: TK20 Student

< BACK

SWO450-Field Placement Evaluation_Field Instructor: Field Evaluation

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 instruction and supervision to develop the necessary skills to demonstrate competency in this area.

TASK SUPERVISORS AND SUPPLEMENTAL SUPERVISORS

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.

The screenshot displays the Tk20 system interface. The left pane, titled 'TEST - SWO450 Field Evaluation', contains fields for Title, Description, Due Date, and Submission Options. The right pane, titled 'Student: TK20 Student', contains sections for Field Experience Forms, Supplemental Supervisor's Forms, and Field Instructor's Forms. Red callouts highlight specific areas: 'Student Work' in the left pane, 'Your Comments' in the right pane, and 'Field Instructor Comments' in the right pane. A red arrow points to a blue link with a red flag in the 'Field Experience Form' section of the right pane.

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.**

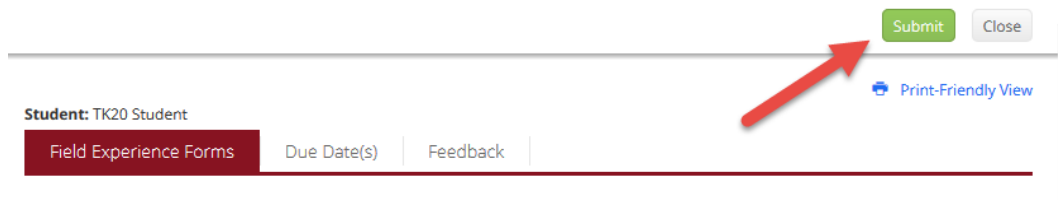
The screenshot shows the comment form. It includes a 'Date completed: *' field with a date picker, a 'Comments:' text area, and a 'Grade:' field. A red X is drawn over the 'Grade:' field and the text below it, indicating that grades should not be entered.

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."**

The screenshot shows a web interface for field evaluations. At the top, there are tabs for 'TEST - SWO450 Field Evaluation' and 'Field Evaluation'. A red arrow points to the 'Field Evaluation' tab. Below the tabs is a table with columns: Name, Status, Type, Standard, and Reflection. The table contains one entry: 'SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1'. A red arrow points to the 'Name' column header. To the right of the table is a sidebar with a 'Print-Friendly View' link. Below the sidebar, there are sections for 'FIELD EXPERIENCE FORMS' and 'TASK SUPERVISOR'S FORMS'.

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		

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.

The screenshot shows the 'Print-Friendly View' of a field evaluation. At the top, there are tabs for 'TEST - SWO450 Field Evaluation' and 'Field Evaluation'. A red arrow points to the 'Print-Friendly View' link. Below the tabs is a breadcrumb trail: 'TEST - SWO450 Field Evaluation — Field Evaluation — SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1'. Below the breadcrumb trail is a dropdown menu with 'Basic' selected. Below the dropdown menu is a section titled 'BASIC INFORMATION'. Under 'BASIC INFORMATION', there is a 'Title:*' field with the text 'SWO450-Field Placement_Student Reflection: Field Evaluation Comments 1'.

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

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.