

TK20 Education Danielson Student Teaching Binder Faculty Guide

WCU TK20 Office Recitation Hall 610-436-2085 <u>Tk20@wcupa.edu</u> http://www.wcupa.edu/ academics/coe/Tk20.aspx

> TK20 Helpdesk 512-401-2000 support@Tk20.com September 2017 v.9.1

WHAT IS TK20?

The College of Education and Social Work (CESW) uses TK20 as a comprehensive online data management system for assessment of student learning outcomes and field placements. TK20 establishes electronic documentation for continuous improvement of our programs.

TK20 STUDENT ACCOUNTS

CESW will purchase Tk20 accounts for students that require access. Tk20 accounts will be accessible for 7 years from the date of activation.

Students should <u>NOT</u> purchase their own accounts. If students try to access TK20 and receive a message that you do not have an account, students should **NOT PURCHASE A TK20 ACCOUNT!** Please have them contact the WCU TK20 Office at 610-436-2085 or <u>Tk20@wcupa.edu</u> for assistance.

TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use 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 use the browser back button. Instead, navigate using the tabs and menus within TK20.
- DO NOT sign into TK20 in multiple tabs or windows.
- 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, <u>do not</u> include special characters such as (*,', ", &, ?) in the name when you save the file.

WCU TK20 Office	TK20 Helpdesk
Hours: M – F (7:30am – 4:00pm)	Phone: 512-401-2000 (M – F, 8am – 8pm)
Recitation Hall, Room 203D	support@Tk20.com
610-436-2085	(M – F available 24/7,
TK20@wcupa.edu	Sat - Sun 12:30pm – 10pm)
http://www.wcupa.edu/_academics/coe/Tk20.aspx	http://helpdesk.Tk20.com/

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
 - 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 at 610-436-3350 ext. 1.*

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".



DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDERS

For student teaching courses, a Danielson Student Teaching Field Experience Binder must be completed by students, mentor teachers and WCU Supervisors. This evaluation is completed twice a semester (first and second half). Mentor Teachers will receive an email from <u>Tk20@wcupa.edu</u> that will contain a link to the evaluation. Faculty and students will access their portions of the Danielson Binder within Tk20.

Danielson Student Teaching Field Experience Binder- First Half

Once the Danielson Binder has been sent out, mentor teachers, students and faculty will be able to access it in Tk20. Until the Danielson Binder has been sent out, Faculty will not see any of their students' field experience binders.

- 1. From within Tk20, click on "Field Experience" on the left side panel. Once the binder is sent, you will see a list of your students.
- Tk20{ 🗨 🌾 👤 ні, т rience > Field Experience > ld Exp He Previous Field Experience Assessments Current Field Expe Term Course Number Section Title Sent By Status TK20 Training TK20 Training Faculty, TK20 Teacher Evaluation - 1st
- 2. Click on the name of the student that you would like to view.

- 3. A split screen will appear:
 - The left side of the screen will display tabs with the binder description, due dates, site/placement information and student submissions.
 - On the right side of the screen, you will be able to view your assessments, the mentor teacher's assessments, grant due date extensions and provide additional feedback.
- 4. You will have three evaluations to complete: Danielson Framework ST: Assignment 1, Danielson Framework ST: Assignment #2, and Student Learning Objective (SLO) Process: Rubric.
- 5. To begin, after your first observation, click on the "Danielson Framework ST: Assignment #1" on the right side of the page. You can also open the student's evaluation at the same time by clicking on the "Assignment 1" tab on the left side of the page.

				Submit Close
TEST- Danielson Student Teaching Binder- First Half Assig	Print-Friendly View SLO Unit Plan / Assignment 2	Student: TK20 Student2		😇 Print-Friendly View
Candidate Signature Page		actions may cause data inconsistencies. Complete as	sessments and navigate the system	with only one browser window.
Title:		Field Experience Forms Due Date(s)	Feedback	
TEST- Danielson Student Teaching Binder- First Half		FIELD EXPERIENCE FORMS		
Description: The purpose of this student teaching binder is for the candidate to documen	t evidence of knowledge, skills, and abilities reflective of a novice	Field Experience Form	Description	Last Update
teacher.		Manielson Framework: ST Assignment #1		
In this binder, assessments will be based on the Danielson Framework and th	ne Student Learning Objective (SLO). Candidates will also be	Manielson Framework: ST Assignment #2		
required to submit additional documentation as evidence of meeting program	mexpectations.	Student Learning Objective (SLO) Process: Rubric		
Due Date(s):				
Tah Nama Dua Data/Tima	Allow cubmiccion after due date	LIPHTON TRACUPAGE PONLIG		

6. Complete the assessment by selecting the radio buttons for each criterion as well as any additional questions. Note that an asterisk (*) indicates mandatory fields. When you are finished, scroll to the bottom and click "Complete." Then, click "Close" on the top right of the screen. You will not submit your evaluation until you have completed all of the rubrics. If you have not finished your evaluation, and need to come back to it later, click "Save" and then click "Close."

			Submit Close
	professional standards. The candidate complies fully with school and district regulations, taking a leadership role with colleagues.		
		Rubric Score:	0
		Rubric Mean:	NA
Domain 4 Comm	ents:		
THIS SECTION	S FOR ADMINISTRATIVE PURPOSES ONLY - DO NOT E	NTER A GRADE BELOW	
GRADE			
Total Score:			
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NA			
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l			
			Save Save

- After you have completed your second observation, complete the Danielson Framework: ST
 Assignment #2. Follow the same process which you followed for the first Danielson Assignment:
 - Click on the **"Danielson Framework ST: Assignment #2"** link on the right side of the page.
 - Complete all required fields.
 - When finished, click **"Complete"** on the bottom right and then **"Close"** on the top right of the screen.

You can view the student's Assignment #2 as well as their Unit Plan by clicking on the "Unit Plan/Assignment 2" tab on the top left of the screen. Then, click on the link to each submission on the bottom left of the screen.

						Submit Close
TEST Danielson Student Teacher Ev Candidate Signature Page	aluation - 1st Half Assignme	nt 1 SLO Unit P	Print-Friendly View Ian / Assignment 2	Student: TH20 Student Reminder: Do not complete assessments using m actions may cause data inconsistencies. Complet	sultiple browser windows or tabs or the l	Print-Friendly View browser back button to navigate as these with only one browser window.
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Danielson Framework: 51 Not Submitte Assignment #2.1	ed Danielson Framewo Assignment #2	ric ST				

9. To complete the Student Learning Objective (SLO) Process: Rubric, click on the blue link to the rubric on the right side of the screen and open your rubric. Then, click on the "SLO" tab on the top-left of the screen to open the student's SLO Lesson Plan Template. Use the SLO rubric to evaluate the candidate's ability to complete all stages within the Student Learning Objective template. At the bottom, note that you are provided with a guide to aid in the development and implementation of the SLO.

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TEST Danielson St	tudent Teacher Evaluation	- 1st Half Assignme	ent 1 SLO Unit F	Print-Friendly View Plan / Assignment 2	Student: TK20 Student			Print-Friendly View
Candidate Signatu	ure Page				Reminder: Do not complete asses actions may cause data inconsiste	ssments using multiple brow encies. Complete assessmer	vser windows or tabs or the l nts and navigate the system	browser back button to navigate as these with only one browser window.
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achievement. Student Lea. impact on P-12 student le	rning Objectives (SLO) is one way arning.	for candidates to not only m	odel best practices but as a mea	ns to self-reflect on their	FIELD EXPERIENCE FORMS			
Directions for University	Supervisor: Please use the SLO F	Process rubric to assess candid	date's ability to develop, impleme	nt, and reflect on the various	Field Experience Form		Description	Last Update
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Directions for Mentor Tea	acher: The SLO is assessed by the	e University Supervisor only. T	here are no assessments to comp	lete on this page.	Student Learning Objective ((SLO) Process: Rubric		
Directions for Candidate:	: In collaboration with the Univer	sity Supervisor and Mentor Te	eacher, candidates will develop a	modified SLO as outlined in	MENTOR TEACHER'S FORMS			
assessment, and reflection	n. Candidates should either com	plete the Student Learning Ob	jective (SLO) Template or upload	a file. DO NOT CLICK	Mentor Teacher:			
"SUBMIT" AT THIS TIME.				TK20 Coop				
It is encouraged that you i of a teacher candidate. Th	review the SLO rubric to understi he "distinguished" category is typ	and expectations for teacher o ically used in rare cases and i	andidates. The "basic" category s listed to show the performance	s the minimum expectation expectation for practicing	Field Experience Form		Last Upd	late
teachers. Expecting teache	er condidates to achieve this cate	egory is unreasonable.			Danielson Framework: ST Assignm	hent #1		
Name	Status	Туре	Standard	Reflection	Danielson Framework: ST Assignm	ient #2		
Student Learning	Not Submitted	Student Learning						

10. When you are finished, click **"Complete"** on the bottom and then click the green **"Submit"** button on the top of the next page to fully submit your evaluation.

plans and professional	performance for the target	Instructional delivery was	delivery was of congruent with
adjustments were made as leaner	population. Instructional delivery	congruent with the instructional	the instructional plan. Research-
needs dictated. Research-based	was consistent with the	plan. Research-based instructional	base
methodology, best practices, and	instructional plan. Research-based	methodologies, best practices, and	methodologies, best practices, ar
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exceptionally professionally. The	practices, and Danielson	delivered but corrections were	delivered acceptably. The timelin
remainder of the class was	components were delivered	necessary. The instruction	established for the instructional
appropriately accommodated	professionally. The instruction	somewhat adhered to in	plan was not adhered to even in
given their instructional needs	adhered to in considered of	considered of unforeseen	consideration of unforeseen
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teaching, technology-based			
instruction, etc.).			
	Post-assessment was		Post-assessment was
Post-assessment was	administered to the target	Post-assessment was	professionally administered to th
administered to the target	population. Testing protocol did	administered to the target	target population following
population. Testing protocol	not interfere with the attainment	population following appropriate	appropriate testing protocol. Post
interfered with attainment of valid	of valid post-assessment data.	testing protocol. Post-assessment	assessment results were
data. Post-assessment scores were	Post-assessment scores were	scores were calculated and	calculated and compared to the
not compared to pre-assessment	calculated and compared to the	compared to the pre-assessment	pre-assessment results and the
scores and no reasonable	pre-assessment results and the	results and the academic growth	academic growth of the target
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11. Please note that you can view a mentor teacher's assessments by clicking on the links under their name on the right side of the page.

							Submit
TEST Danielson Stude Candidate Signature I	ent Teacher Evaluation - Page	1st Half Assignment 1	SLO Unit P	Print-Friendly View Ian / Assignment 2	Student: TK20 Student Reminder: Do not complete assessments using mul actions may cause data inconsistencies. Complete :	tiple browser windows or tabs or the l assessments and navigate the system	Print-Friendly Vir prowser back button to navigate as these with only one browser window.
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irections for University Supe	ervisor: Please use the SLO Pr	ocess rubric to assess candidate's ab	lity to develop, implement	nt, and reflect on the various	Field Experience Form	Description	Last Update
ages outlined in the SLO tem and in rare cases and is listed	plate. The "basic" category is i to illustrate performance ex	the minimum expectation of a teach pectations for practicing teachers. Ex	r condidate. The "disting tecting teacher candidat	puished" category is typically es to achieve this category is	Y Danielson Framework: ST Assignment #1		
rreasonable. To begin the evo e evaluation, click the "Comy	oluation, click on the "Studen plete" button. DO NOT CLICK	t Learning Objective (SLO) Process Ru SUBMIT AT THIS TIME.	bric: SLO" link to the righ	t. When you have completed	Manielson Framework: ST Assignment #2		
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irections for Candidate: In co e template. The SLO includes sessment, and reflection. Co SUBMIT" AT THIS TIME.	ollaboration with the Univers s the analysis of student perfo indidates should either compi	ity Supervisor and Mentor Teacher, o rmance data, identification of instru lete the Student Learning Objective (S	indidates will develop a tional needs, an achieve .0) Template or upload o	modified SLO as outlined in iment goal, pre and past a file. DO NOT CLICK	MENTOR TEACHER'S FORMS Mentor Teacher:		
is encouraged that you revie fa teacher candidate. The "di achers. Expecting teacher ca	w the SLO rubric to understan istinguished" category is typic indidates to achieve this catego	nd expectations for teacher candidate ally used in rare cases and is listed to yory is unreasonable.	s. The "basic" category is show the performance of	s the minimum expectation expectation for practicing	Field Experience Form Danielson Framework: ST Assignment #1	Last Upd	ate
Name	Status	Туре	Standard	Reflection	Danielson Framework: ST Assignment #2		
itudent Learning Objective (SLO) Template: SLO not attached.	Not Submitted	Student Learning Objective (SLO) Template: SLO					

12. After you submit your evaluation, your student will review your assessment. They will submit a **Candidate Signature Page** which can be viewed on the left side of the evaluation screen. This indicates that they have reviewed your and their Mentor Teacher's assessments. This will satisfy the Mid-Semester PDE-430.

Danielson Student Teaching Binder- Second Half

- For students that you have supervised during the second half of the semester, you will receive a Danielson Student Teaching Binder- Second Half.
 - a. You will also have view access to that student's first half binder if you were not their university supervisor during the first half of the semester. You will need to be able to view their first half binder in order to complete the final Summative Performance Rating.
- 2. To open the second half binder, click on the **"Field Experience"** tab on the left side panel. Then, click on the student's second half binder from your list.

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=	Field Experience > Field Experience	> Assessments							Help
HOME									
COURSES	ASSESSMENTS								
FIELD EXPERIENCE	Current Field Experience	Accessments D	ravious Field Experience As	cocomonto					
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PORTFOLIOS >		Half							

 Click on the Danielson Framework: ST Assignment #3 from the right side of the binder. You can access the student's Assignment #3 submission by clicking on the tab on the left side of the page.

					Submit Close
TEST-Danielson Student Teaching Binder- Danielson Framework Domain 4 Evidence	Second Half Assignment 3 e Assignment 4 Candi	Print-Friendly View date Signature Page	Student: TK20 Student2 Reminder: Do not complete assessments using multiple brow actions may cause data inconsistencies. Complete assessmer	rser windows or tabs or the browser nts and navigate the system with on	Print-Friendly View back button to navigate as these ly one browser window.
Title: TEST-Danielson Student Teaching Binder-Second Ha	lf		Field Experience Forms Due Date(s) Feedb FIELD EXPERIENCE FORMS	back	
Description: The purpose of this student teaching binder is for th teacher. In this binder, assessments will be based on the Dar required to submit additional documentation as exi	e candidate to document evidence or nielson Framework and the Student L dence of meeting program expectatic	knowledge, skills, and abilities reflective of a novice earning Objective (SLO). Candidates will also be ns.	Field Experience Form Danielson Framework Summary Evaluation: ST Assignment Danielson Framework: ST Assignment #3	Description	Last Update
Due Date(s):			MENTOR TEACHER'S FORMS		
Tab Name	Due Date/Time	Allow submission after due date	Mentor Teacher: TK20 Coop		
Assignment 3 Danielson Framework Domain 4 Evidence	12/16/2017 01:00 AM	 ✓ ✓ 	Field Experience Form	Last Update	
Assignment 4 Candidate Signature Page	12/16/2017 01:00 AM	 ✓ ✓ 	Danielson Framework: ST Assignment #3 Danielson Framework: ST Assignment #4		

4. Complete the required fields marked with an asterisk (*). Then, click **"Complete"** on the bottom right and **"Close"** on the top right. You will not submit your evaluation yet. If you have not yet finished, you can click **"Save"** and then **"Close."**

						Submit	Clos
	professional standards. The candidate complies fully with school and district regulations, taking a leadership role with colleagues.					/	
				R	ubric Score:		
				R	ubric Mean:		
Domain 4 Comm	ents:						
THIS SECTION	IS FOR ADMINISTRATIVE	PURPOSES ONLY	- DO NOT ENTER	R A GRADE BE	LOW		
GRADE							
Total Score:							
0							
Total Mean:							
Grade:							
						Complete	See

- After you have completed the second observation during the second half of the semester, you will submit the final student evaluation. Click on the blue link to the "Danielson Framework Summary Evaluation: ST Assignment #4" on the right side of the evaluation.
- 6. You can view the student's submission for their **Danielson Framework Domain 4 Evidence** as well as **Assignment #4** by clicking on the appropriate tab on the left side of the screen.

	Submit Close
TEST-Danielson Student Teaching Binder-Second Half Assignment 3	Student: TK20 Student2
Danielson Framework Domain 4 Evidence Assignment 4 Candidate Signature Page	Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.
Title: TEST-Danielson Student Testining Binder-Second Half	Field Experience Forms Due Date(s) Feedback FIELD EXPERIENCE FORMS Field Experience Forms Field Experience Forms
Description: The purpose of this student teaching binder is for the candidate to document evidence of knowledge, skills, and abilities reflective of a novice teacher.	Field Experience Form Description Last Update ✓ Danielson Framework Summary Evaluation: ST Assignment #4
In this binder, assessments will be based on the Danielson Framework and the Student Learning Objective (SLO). Candidates will also be required to submit additional documentation as evidence of meeting program expectations.	Danielson Framework: ST Assignment #3

- 7. Complete the rubrics for each Domain as you did in the third evaluation. At the bottom, you will be asked to calculate the **Summative Performance Rating.** To calculate this rating:
 - a. Refer to the SLO Process Rubric (from the 1st half Danielson field experience binder) to obtain the rubric mean score. Be sure to save your work. Then, click "Field Experience" on the Tk20 homepage. You will see that your list of students will contain both first half and second half binders. Even if you did not supervise the student during the first half, you will have access to the first half university supervisor's evaluation. Note the rubric mean score in the SLO Process Rubric from the first half binder.



*NOTE: The SLO is scored for process only, not outcome. Performance outcome of P-12 students should be noted as outlined in the SLO template and included in the teacher candidates' reflection.

Distinguished	Proficient	Basic	Unsatisfactory
Pre-Assessment was administered			
to the target population in			
congruence with each learner's	Pre-Assessment was administered		Pre and Post- Assessment was
needs (e.g. IEP, ESL, etc.). Baseline	to the target population following	Pre-Assessment was administered	administered to the target
data was established that was	appropriate testing protocol. Pre-	to the target population. Testing	population but the protocol
valid. Instructional delivery was	Assessment scores were	protocol did not interfere with the	interfered with the attainment of
congruent with the instructional	calculated to identifying baseline	attainment of valid baseline data.	valid baseline data. Instructional
plans and professional	performance for the target	Instructional delivery was	delivery was not congruent with
adjustments were made as leaner	population. Instructional delivery	congruent with the instructional	the instructional plan. Research-
needs dictated. Research-based	was consistent with the	plan. Research-based instructional	based instructional
methodology, best practices, and	instructional plan. Research-based	methodologies, best practices, and	methodologies, best practices, and
Danielson components were	instructional methodologies, best	Danielson components were	Danielson components were not
exceptionally professionally. The	practices, and Danielson	delivered but corrections were	delivered acceptably. The timeline
remainder of the class was	components were delivered	necessary. The instruction	established for the instructional
appropriately accommodated	professionally. The instruction	somewhat adhered to in	plan was not adhered to even in
given their instructional needs	adhered to in considered of	considered of unforeseen	consideration of unforeseen

b. Reopen the student's second half binder. Enter the rubric mean score from the SLO Process Rubric into the Assigned Score column. Then, enter the rubric mean scores from each of the four Danielson Domains above. The summative performance rubric score will automatically be calculated. c. Based on the final calculated summative performance rubric score (**not rubric mean**), select the corresponding final performance rating from the drop down underneath the Summative Performance Rating. Select the appropriate range from the list based on the Rubric Score. For example, the rubric score here is 17.999 which corresponds with the "Proficient" rating.

Criterion	Assigned Score		Points	
Categories/Components				
Enter SLO Process Rubric Mean Score (see FE Binder 1)	3.8		3.8	
Enter Domain 1 Rubric Mean Score	3.166		3.166	
Enter Domain 2 Rubric Mean Score	3.8		3.8	
Enter Domain 3 Rubric Mean Score	3.4		3.4	
Enter Domain 4 Rubric Mean Score	3.833		3.833	
		Rubric Score:	17.999	
		Rubric Mean:	3.599	
inal Performance Rating: Ise the rubric score (Ne RUBRIC MEAN) from the Performance Performance rating 14 - 17.999 (Proficient)	e Scoring Rubric section	above to select the co	orresponding rating.*	
Please Select				
Performance rating 5 - 9.999 - Unsatisfactory				

- d. When you are finished, scroll to the bottom and click "Complete." Then, click "Submit."
- 8. After you have submitted your evaluation, and your student's Mentor Teacher has submitted their evaluation, the candidate will review both evaluations and submit a **Candidate Signature Page.** This will satisfy the end of the semester PDE-430.

HOW TO PRINT DANIELSON EVALUATIONS

1. To print a copy of your completed evaluation, make sure you are accessing the system via Google Chrome or Safari. Click the student's name to re-enter the evaluation.

ASSESSMENTS								
	Current Field Experience Asse	essments Previous Fie	eld Experience Assessments	5				
					Training			~
	Student 🔺	Name \bigtriangledown	Term \bigtriangledown	Course Number \lor	Section Title $ \triangledown $	Instructor	Sent By	Status
١	Student2, TK20	TEST- Danielson Student Teaching Binder- First Half	Training	TK20 Training 2	TK20 Training 2	Faculty, TK20; Kline, Noni	Tk20, Admin	Open For Editing

 Then, click on the blue assessment link underneath Field Experience Forms to reopen the evaluation. If you wish to print the student's evaluation, click on the tabs (Assignment 1, Unit Plan/Assignment 2, etc.) on the left side of the screen and then click on the blue link for the appropriate Danielson Framework: ST Assignment depending on which assignment you wish to print.

					Submit Close
TEST Danielson Studen	t Teacher Evaluation - 1st Half Assign	Print-Friendly View ment 1 SLO Unit Plan / Assignment 2	Student: TK20 Student Reminder: Do not complete assessments usin	ng multiple browser windows or tabs or	Print-Friendly View the browser back button to navigate as these
Title:			actions may cause data inconsistencies. Com	plete assessments and navigate the sys	tem with only one browser window.
TEST Danielson Student Teacher Evaluation - 1st Half			Field Experience Forms Due Date	e(s) Feedback	
Description: The purpose of this student te	aching binder is for the candidate to document e	ridence of knowledge, skills, and abilities reflective of a novice	FIELD EXPERIENCE FORMS		
teacher.			Field Experience Form	Description	Last Update
In this binder, assessments wil required to submit additional o	I be based on the Danielson Framework and the documentation as evidence of meeting program	Student Learning Objective (SLO). Candidates will also be expectations.	Danielson Framework: ST Assignment #1		
	01-0		Manielson Framework: ST Assignment #2		
Due Date(s):					
Tab Name	Due Date/Time	Allow submission after due date	UNIVERSITY SUPERVISOR - 1ST HALF'S F	ORMS	
Assignment 1	11/30/2017 01:00 AM	✓	University Supervisor - 1st Half:		

3. Once the evaluation that you wish to print is open, click Print-Friendly View on the top right of the page. From here, a new tab will open where you can print using your browser's printer function.