WEST CHESTER UNIVERSITY

TK20 Social Work Field Evaluation MSW 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 800-311-5656 <u>support@Tk20.com</u> 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, <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: <u>support@tk20.com</u>
http://www.wcupa.edu/_academics/coe/Tk20.aspx	http://helpdesk.Tk20.com/

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
 - 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 <u>tk20@wcupa.edu</u> which contains a link to the student's field evaluation. Click on the link to access and complete the 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 and WCU Faculty 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, and WCU Faculty Liaisons will all have access to different parts of the field evaluation and will need to complete different parts of the evaluation.

- 1. Students will first write and submit their **Student Vignettes** in Tk20. Once the vignettes are submitted, the student should alert their Field Instructor.
- Field Instructors and Task Supervisors (if applicable) will receive an email from <u>tk20@wcupa.edu</u> which contains a link to the student's evaluation. After reviewing the student's vignettes, the Field Instructor will then complete the evaluation. Field Instructors will notify students once submitted. If applicable, Task Supervisors will complete a comments form.
- 3. The student will complete and submit a **Student Reflection** in Tk20 taking their Field Instructor's response into consideration. Students notify WCU faculty once complete.
- 4. WCU Faculty will then review the student vignettes, the Field Instructor's evaluation, and the student reflection. They will assess and grade the entire the evaluation in Tk20.

MIDTERM EVALUATION: VIEWING FIELD INSTRUCTOR & STUDENT COMMENTS

 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.



 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.

					(Training			~
	Student 🔺	Name \bigtriangledown	Term \bigtriangledown	Course Number \bigtriangledown	Section 1	itle 🗸	Instructor	Sent By	Status
۴	Student, TK20	TEST - SWO450 Field Evaluation	Training	SW Test	SW Test		Faculty, TK20	Noni, Kline	Open For Editing
۴	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."**

TEST SWG Mid Sem	ester Field Evaluation	Mid Semester Evaluation		Print-Friendly View	Student: TK20 Student		🗢 Prinsfri
NSTRUCTIONS:					actions may cause data inconsist	encies. Complete assessments ar	nd navigate the system with only one browser window.
TEP 1 - Field Instructors: Piel	ate click on the blue "MSW Mid-Se	metter Evoluation: Evoluation* link on t	the too right of the page to a	wen the evaluation. When you	Field Experience Forms	Due Date(s) Feedback	
ave completed the evoluation	n, click the "Complete" button on t	the bottom of the page. Next click on the	green "Submit" button.		FIELD EXPERIENCE FORMS		
TEP 2 - Students: To view you valuation. After you have rev	ir Field Instructor's evaluation, cli lewed your Mid Semester Evaluati	ck on the "Assessment" tob and then "SV on, click on the "Mid Semester Evaluatio	V_Mid-Semester Evaluation (in" tab and then the "Select"	Comments" link to view the ' button to open the form to	Field Experience Form	Description	Last Update
nter your comments. When y	ou have completed your commen	ts, click on the "Add" button on the both	om of the page. Next click or	n the "Submit" button.	View Access: Only		
TEP 3 - Faculty: To view the s MSW_Mid-Semester Evaluatio he bottom right of the page.	tudent's evaluation and comment in Comments: Comments". To viev	ts, click on the "Mid Term Evaluation" tal withe Field Instructor's evaluation, click o	b on the left side of the page in the blue "SW-Mid-Semesti	e and then click on the blue er Evoluation: Evoluation" on	MSW FIELD INSTRUCTOR'S FC	IRMS	
Name 📈	Status	Туре	Standard	Reflection	MSW Field Instructor:		
CHI LEA Company	Columna	CHILL & Commence		10000000000000000000000000000000000000	TK28 Coop		
Evaluation Comments:	Submitted	Evaluation Comments:			Field Experience Form		Last Update
		Comments			The subfract second state on success and	-	
e().					SW-Mid-Semester Evaluation: Evalu	uation	

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- 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.
- 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: VIEWING THE FIELD EVALUATION

- 1. From the main Tk20 home screen, click "Field Experience" on the left side panel.
- 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 assess.

						Training			~
	Student 🔺	Name \bigtriangledown	Term \bigtriangledown	Course Number \bigtriangledown	Section	Title 🗸	Instructor	Sent By	Status
۴	Student, TK20	TEST - SWO450 Field Evaluation	Training	SW Test	SW Test		Faculty, TK20	Noni, Kline	Open For Editing
۴	Student, TK20	TEST - SWG596 Field Evaluation	Training	SW Test	SW Test		Faculty, TK20	Noni, Kline	Completed

FIELD EVALUATION PAGE OVERVIEW

On the left side of the screen, you will see tabs for the **Student Vignettes** and **Student Reflection**. On the right, you will see a link to the Field Instructor's evaluation and Task Supervisor's comments (if applicable). On the top right, you will see a link to your faculty evaluation. You can left-click, hold and drag the middle bar to increase the width of either side of your screen.

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	Submit Close
TEST-Spring 2017-SWG 597 Final Evaluation Student Vignettes Student Reflection	Student: TK20 Student 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.
TEST-Spring 2017-SWG 597 Final Evaluation Description: INSTRUCTIONS:	Field Experience Forms Due Date(s) Feedback FIELD EXPERIENCE FORMS
STEP 1 - Students: Click on the "Student Vignettes" tab and then the "Select" button to start your vignette. When you have completed your vignette, click on the "Add" button on the bottom of the page. Next click on the green "Submit" button. A pop up will appear. Only select the "Student Vignettes" at this time and then click "Submit".	Field Experience Form Description Last Update V SWG Field Evaluation - Practicum I Rubric: SWG Field Evaluation Rubric
STEP 2 - Field Instructors Only: On the left side of the page, click on the "Student Vignettes" tab and then click on the blue link to open the student's Vignette. After reviewing the vignette, please click on the blue "SWG597 End of Semester 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.	TASK SUPERVISOR'S FORMS Task Supervisor: WCU Coop Teacher
STEP 2 - Task Supervisors Only; On the left side of the page, click on the "Student Vignettes" tab and then click on the blue link to open the student's Vignette. After reviewing the vignette, please click on the blue "SW-Field Evaluation: Additional Comments" link on the top right of the page to add your comments. When you have entered your comments, click the "Complete" button on the bottom of the page. Next, click the green "Submit" button.	Field Experience Form Last Update SW-Field Evaluation_Additional Comments: Comments Task Supervisor Comments
STEP 3 - Students: To view your evaluation, click on the "Assessment" tab and then the evaluation that you would like to view. After your field instructor has completed your evaluation, click on the "Student Reflection" tab and then the "Select" button to enter your reflection. When you have completed your reflection, click on the "Add" button on the bottom of the page. Next click on the "Submit" button. A pop up will appear. Select the "Student Reflections" and then click "Submit".	FIELD INSTRUCTOR'S FORMS FIeld Instructor: TK20 Coop Field Experience Form Last Update
STEP 4 - Faculty: To view the student's vignette and reflection, click on the appropriate tabs on the left side of the page. To view the Field Instructor's evaluation, click on the blue "SWG End of Semester Evaluation" on the bottom right of the page. After reviewing all documents, click on the blue "SWG Field Evaluation Practicum Rubric" on the top right of the page. Please complete the assessment and then click the "Complete" button. Next, click on the green "Submit" button.	SWG597-End of Semester Evaluation_Field Instructor: F Field Instructor Evaluation
Prov Press/A	

HOME DOCUMENT ROOM COURSES FIELD EXPERIENCE FIELD EXPERIENCE Field Experience Field Experience Assessments Resource

Tk20{ $^{\text{School logo}}$

FINAL EVALUATION: VIEWING THE STUDENT'S VIGNETTES AND REFLECTION

1. Click on the tab for **"Student Vignettes"** or the tab for **"Student Reflection"** and click on the blue link to view the student's work.



2. The student's work will open up on the left side of the screen. If you need to print a copy of their work, you can click the "Print-Friendly View" blue link at the top right of the student's work. A new tab will open with the printer view. You can then print the work using your browser's printer function.

TEST - SWG596 Field Evaluation	Student Vignettes	Student Reflection	Print-Friendly View
< BACK			
TEST - SWG596 Field Evaluation — Stud — SWG596 End of Semester Student Vig	ent Vignettes gnette: SWG596 End of Sen	nester Evaluation_Student 4	
	Basic	~	
BASIC INFORMATION			
Title:*			
SWG596 End of Semester Student Vignette	e: SWG596 End of Semester	Evaluation_Student 4	

FINAL EVALUATION: VIEWING THE FIELD INSTRUCTOR'S ASSESSMENT & TASK SUPERVISOR COMMENTS

1. To view the Field Instructor's assessment, or Task Supervisor's comments, click on the blue link for the **"Field Instructor Evaluation"** or **"Additional Comments"** on the bottom right corner of your screen under the individual's name.

Student: TK20 Student		 Princementary v
Reminder: Do not complete assessments using multiple actions may cause data inconsistencies. Complete asse	e browser windows or tabs or the browse	r back button to navigate as these
Field Experience Forms Due Date(s)	Feedback	ny one proviser vintadiv.
FIELD EXPERIENCE FORMS	aculty Evaluation	
Field Experience Form	Description	Last Update
SWG Field Evaluation - Practicum I Rubric SWG Field	d Evaluation Rubric	
TASK SUPERVISOR'S FORMS		
Task Supervisor:	Task Supervisor Evaluation	1
WCU Coop Teacher	Craibaron	
Field Experience Form	Last Up	odate
SW-Field Evaluation_Additional Comments: Comments		
FIELD INSTRUCTOR'S FORMS	Eiald Instructor	
Field Instructor:	Evaluation	
TK20 Coop		
Field Experience Form		Last Update

2. You can also print a copy of this evaluation by clicking the **"Print-Friendly View"** button at the top right of the opened evaluation or comments. When you have finished viewing their evaluation, click **"Back"** on the top left.

Student: Student, TK20 < BACK SWG596 End of Semester Evaluation_Field Instructor: SWG596 End of Semester Evaluation_Field Supervisor	Print-Friendly View
Assessed By :	
ТК20 Соор	
Student TK20 Student	
Field Placement Site & Program:	
CCIU`	
Field Instructor (MSW Supervisor):	
Field Instructor	

FINAL EVALUATION: COMPLETING THE FACULTY EVALUATION

1. On the upper-right side of the screen, click on the blue link for the "SWG- Practicum Rubric."

					Submit Clos
Student: TK20 Student				•	Print-Friendly Vi
Field Experience Forms	Due Date(s)	Feedback			
FIELD EXPERIENCE FORMS					
Field Experience Form			Description	Last Update	
KWG596 Practicum I Rubri	c: SWG596 Practicum	Rubric			

- 2. Fill in the rubric. You can also add additional comments at the bottom of the rubric in the space provided. At the bottom, you will also see a space to enter a grade.
- 3. When finished, you have the option to click "Complete" or "Save." Click "Save" if you need to stop in the middle of the work and come back later. You will remain on the rubric screen. If you are finished with your work, click "Complete."

Grade:	
	Complete Save

4. From here, you will be brought back to the main field evaluation screen. In order to fully submit your evaluation, click **"Submit"** on the top right of the screen.

		Submit Close
Student: TK20 Student		Print-Friendly View
Field Experience Forms	Due Date(s) Feedback	

5. From here, you will be brought back to your list of students. Items which you have assessed will show a green check mark next to the student's name.



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 **"Student Vignettes"** or **"Student Reflection."** The status of the assignment will indicate a date which it was submitted or *Not Submitted*.

Name	Status	Туре	Standard	Reflection
SWG596 End of Semester Student Reflection	Not Submitted	SWG596 End of Semes Student Reflection	iter	
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- 2. How can I easily tell if a Field Instructor or Task Supervisor has completed their evaluation or comments?
 - 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.

MSW FIELD INSTRUCTOR'S FORMS	
MSW Field Instructor:	
TK20 Coop	
Field Experience Form	Last Update
SWG596 End of Semester Evaluation_Field Instructor: SWG596 End of Semester Evaluation_Field Supervisor	11/17/2016 10:01 AM

- 3. I accidentally submitted an assessment and need to make changes.
 - a. Contact the WCU Tk20 Office (<u>tk20@wcupa.edu</u>) for assistance with revoking your assessment to make additional changes.