TK20 Social Work
Field Evaluation
MSW Student Guide

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.
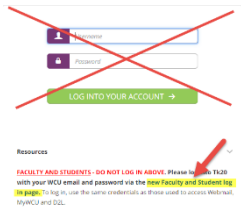
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TK20 - BEST PRACTICES

- **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.*
   .

- 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/

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**".

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. 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.
2. Field Instructors and Task Supervisors (if applicable) will receive an email from tk20@wcupa.edu 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 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."**

		Name ▽	Start Date ▲	Due Date	Status ▽	Sent By ▽
☐	⚑	TEST SWG Mid Semester Field Evaluation	02/07/2017 11:57 AM	07/01/2017 01:00 AM	Open For Editing	Tk20 Administrator, WCU

Field Experience > Field Experience > **Field Experience**

FIELD EXPERIENCE

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.

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.

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

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

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.
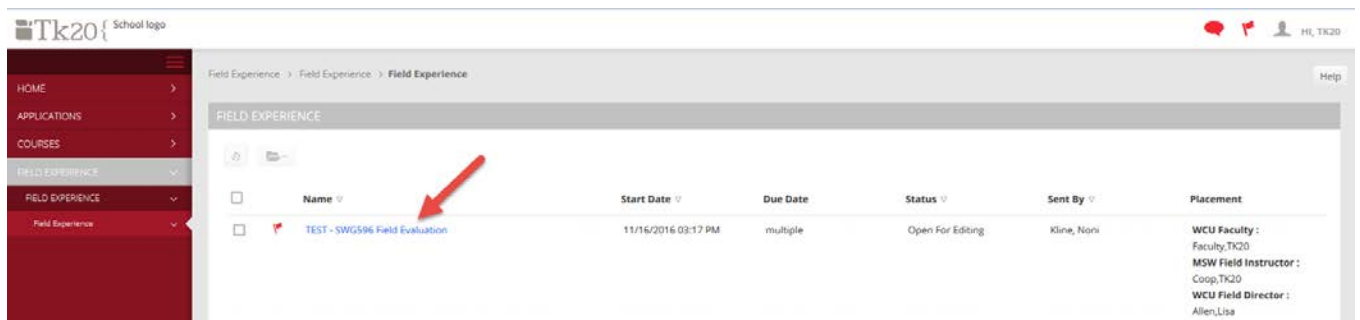   c. **Close:** This will close out of your evaluation *without* saving any changes.

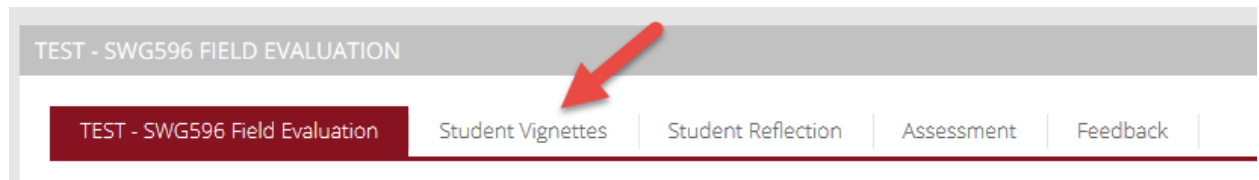## FINAL EVALUATION: SUBMITTING THE STUDENT VIGNETTES

1. Login to Tk20 and click **"Field Experience"** on the left side panel.
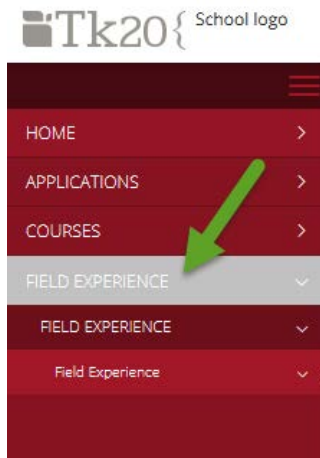
2. Click on the blue link for the "**Field Evaluation**" in the Field Experiences screen.
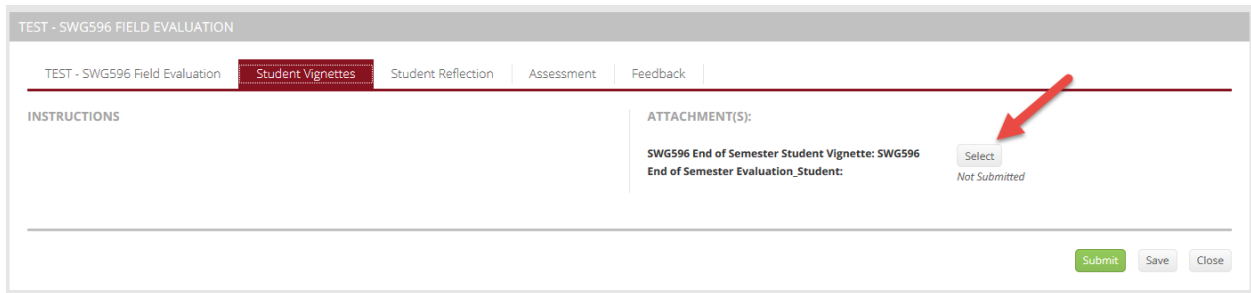

3. At the top, you will see a few tabs. To begin, click on the **"Student Vignettes"** tab.

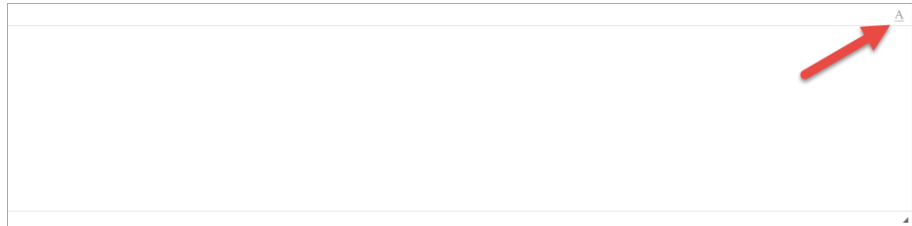4. To begin filling out the vignettes, click **"Select."** This will open up a new window.

5. Fill out the required information at the top as well as **Core Competencies #1** through **#10**. Please note that fields marked with an asterisk (*) are mandatory. You can type directly into the response area for each competency *or* you have the option to create your responses in a separate MS Word document first, and then copy/paste them into the Tk20 vignettes form. In order to do this, you will need to use Tk20's "Copy and Paste from Word" function.
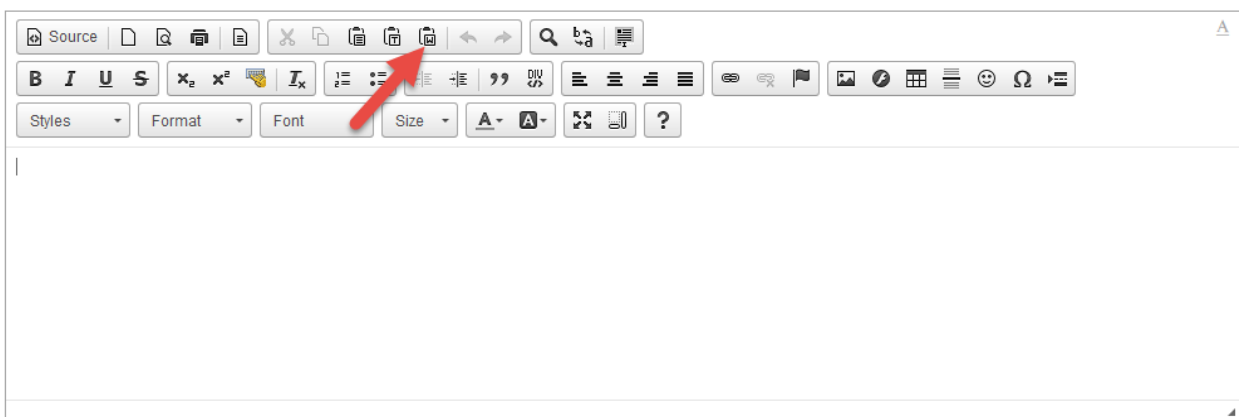   a. Click on the *A* at the top right of the "**Core Competency**" response area.

   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 Core Competency response area.
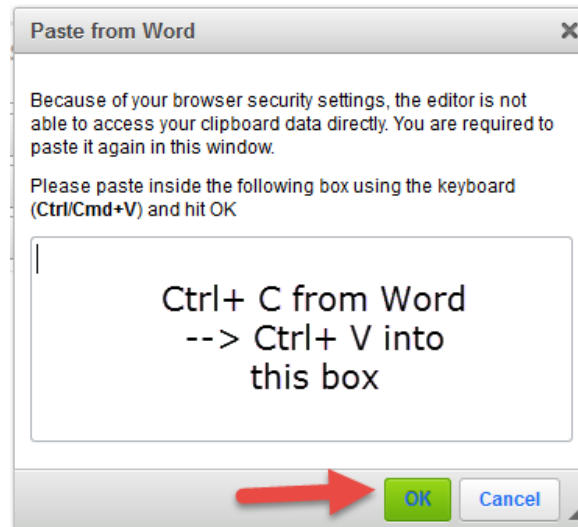
6. At the bottom of the vignettes form, you will see that there is an area where you have the option to attach any additional documents. Please note that this is not mandatory. When you are finished with all of your responses, click then green "**Add**" button on the bottom right of your form.

7. You will be brought back to your main field evaluation. From here, you have three options:

    a. **Submit:** Click this to submit the vignettes once you are finished with your work or have made any additional changes. Your Field Instructor will not see your vignettes until you click **"Submit."**

    b. **Save:** If you need to come back to your vignettes later, click **"Save."** When you access your field evaluation later, click on the **"Student Vignettes"** tab. Then, click on the blue link for the **"End of Semester Student Vignettes**.**"**

    c. **Close**: Close *without* saving any changes. Any work that you have completed will be lost if you select this option.

8. When you are ready to submit the vignettes, click "**Submit**." A pop-up will appear asking you which portion of your field evaluation you wish to submit. Click on the checkbox next to "**Student Vignettes**" and click "**Submit**." You will be filling out and submitting your reflection at a later time.

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

10. Next, your field instructor and Task Supervisor (if applicable) will be filling out their evaluation. **It is strongly suggested that you email your Field Instructor once you have completed your vignettes so that they know that they can review your submission as well as complete their portion of the field evaluation.**

FINAL EVALUATION: VIEWING YOUR FIELD INSTRUCTOR'S EVALUATION

After your Field Instructor and Task Supervisor (if applicable) have completed their evaluation, you will be able to view their assessment and use this feedback to aid you in submitting your **Student Reflection**.

1. To view the Field Instructor evaluation, log into Tk20. Click **"Field Experience"** on the left-side panel. Then, click the **"Assessment"** tab.

2. Click on the link for the "End of Semester Evaluation_Field Instructor" form to view your Field Instructor's assessment. If you have a Task Supervisor, click on the "Additional Comments" link to view their comments. The **"Role"** column for both will indicate "Cooperating Teacher."

3. A pop-up will open with your assessors' 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.

FINAL EVALUATION: SUBMITTING THE STUDENT REFLECTION

1. After you review your Field Instructor's evaluation, and Task Supervisor's comments if applicable, you will need to submit a reflection based on your experiences and their evaluation. Click "**Field Experience**" on the left side panel. Then, select your field evaluation from the list. At the top of the field evaluation, select the "**Student Reflection**" tab.
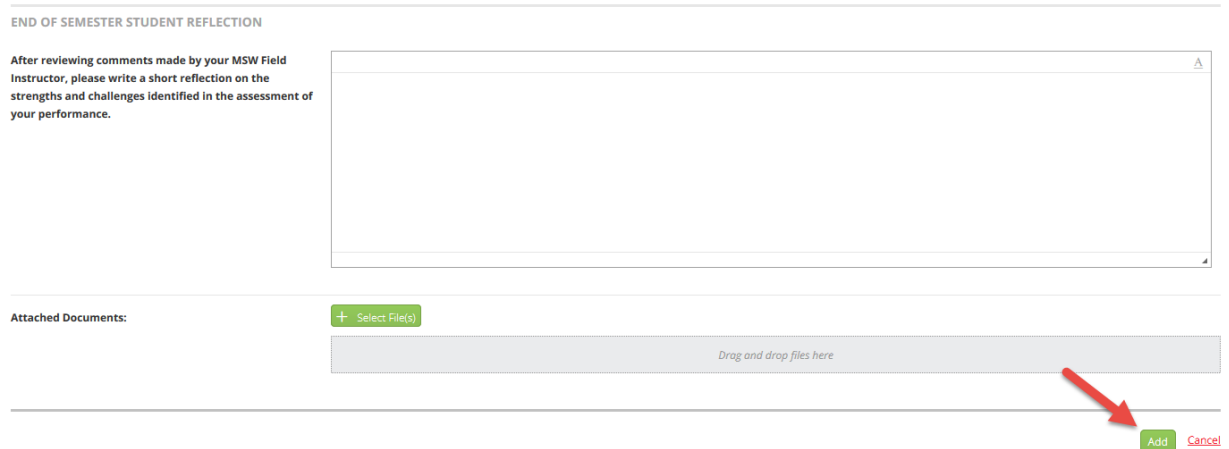

2. Click **"Select"** to begin the reflection. Fill out the required information. For the "End of Semester Student Reflection" response box, you have the option to enter your comments directly into the box or copy and paste from MS Word as was previously done in your vignettes.

3. At the bottom, you will see an additional attachments area. You do not need to add any additional attachments. Click the green **"Add"** button.

4. You will be brought to the field evaluation home screen. From here, you have three options:
   a. **Submit:** You will be submitting your full field evaluation which will go to your WCU Faculty Field Liaison. 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.
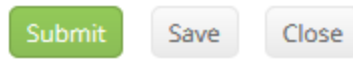
5. Once you click **"Submit,"** a pop-up will appear asking you which part of the evaluation you would like to submit. Select the "**Student Reflection**" and click **"Submit."** Another pop-up will appear asking you to confirm your submission. If you are ready to fully submit, click **OK.** *You will need to email your WCU Faculty Field Liaison when you have submitted this reflection so that they know that they can assess your full evaluation.*

FINAL EVALUATION: VIEWING THE FACULTY EVALUATION

After your WCU Faculty Field Liaison has completed their evaluation, you will be able to view their assessment and any comments/grade entered in Tk20.

1. To view the faculty evaluation, log into Tk20. Click **"Field Experience"** on the left-side panel. Then, click the **"Assessment"** tab.

2. Click on the link for the **"Practicum Rubric"** assessment form.

4. A new window will open up with your WCU faculty evaluation. 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.

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.
   o 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."**

3. A red flag 🚩 will appear to the left 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.**

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.

<div align="center">FREQUENTLY ASKED QUESTIONS (FAQs)</div>

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 ext. 1.
3. My Field Instructor and/or Task Supervisor never received a link to fill out their evaluation.
    a. Links are sent to Field Instructors' and Task Supervisors' email addresses. 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.
4. When does my Field Instructor have to fill out their evaluation?
    a. It is important that you alert your field instructor once you finish your vignettes. They will submit their evaluation after your vignettes are complete.