TK20 Social Work Midsemester Field Evaluation Field Instructor Guide

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

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.*
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- 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/

MIDTERM FIELD EVALUATION PROCESS
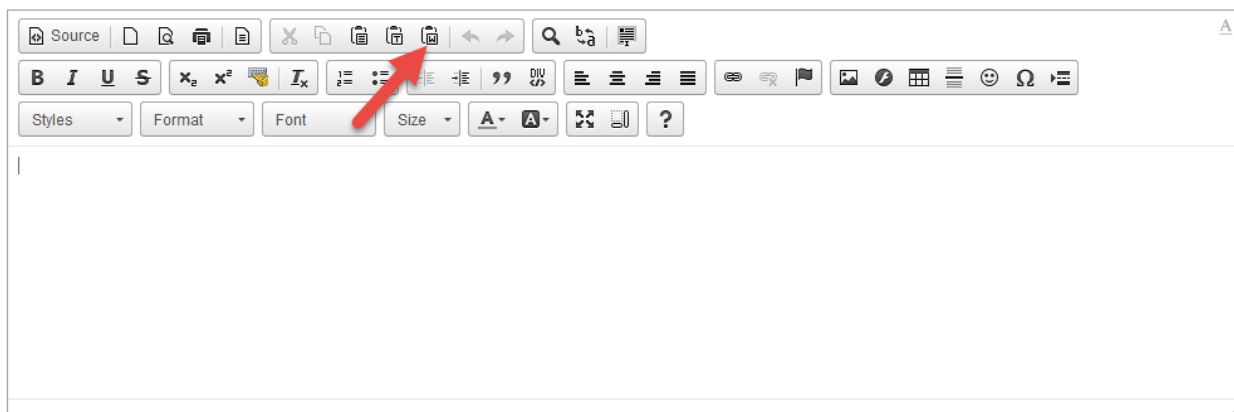
Tk20 will be utilized for the entire Midterm Field Evaluation process.

1. Field Instructors will receive an email with a link from tk20@wcupa.edu 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.
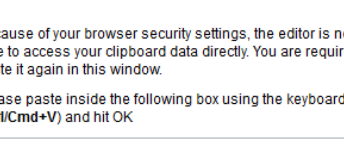
COMPLETING THE FIELD EVALUATION

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. When you receive the email, 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.

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, the student will need to submit their evaluation via a comment form. This will be visible on the left side of the screen.
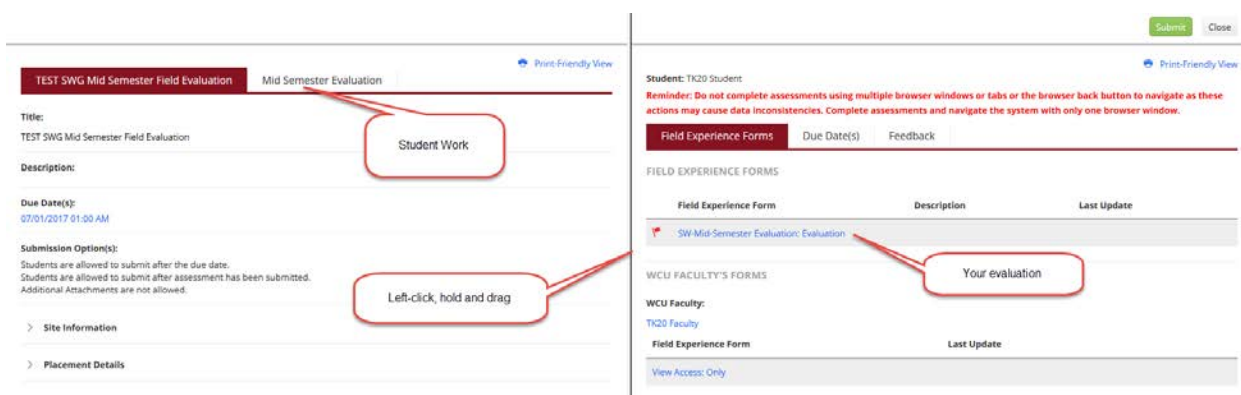
3. Click on the blue link at the top right for the "**SW-Mid-Semester Evaluation: Evaluation.**"

4. Enter your comments for each question by typing directly into the comment box or by pasting text from an MS Word document.
   a. If you wish to paste your comments from MS Word, click on the **_A_** at the top right of the "**Comments**" response area.

   b. This will show the rich text formatting toolbar. From here, you should 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.

5. At the bottom, enter your electronic signature and date. You will have a space 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. 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.*
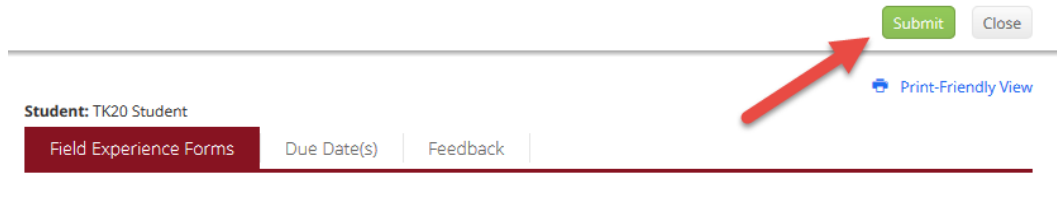
7. If you are done, and have clicked "**Complete,**" you will be brought back to the main field evaluation screen. At the top, click the green **"Submit"** button. **It is requested that you inform your student once you have completed your evaluation so that they can review the evaluation and submit their comments.**


8. 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.
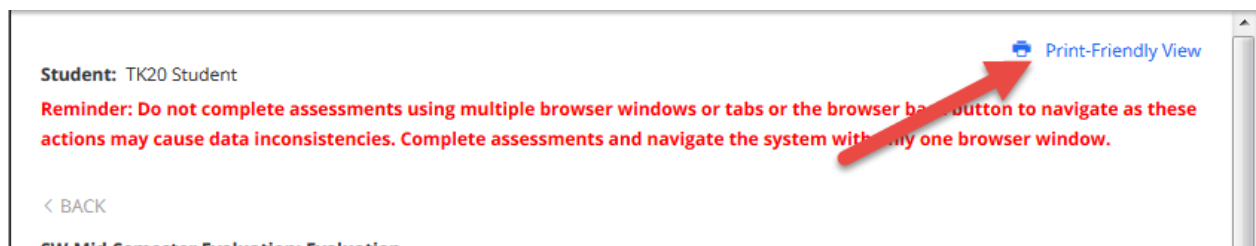
VIEWING AND PRINTING STUDENT COMMENTS

1. After the student submits their comments, 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. If you cannot locate this link, email tk20@wcupa.edu for assistance. Then, click on the tab for the **"Mid Semester Evaluation"** on the upper left side.

2. Click on the blue link for the **"SW-Mid-Semester Evaluation Comments."**

3. If you wish to print a copy of their comments, click the blue link for a **"Print-Friendly View"** on the upper right portion of the page. This will open a new tab with their comments. From here, you can print 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. 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.
   c. DO NOT use the browser back button. Instead, navigate using the tabs and menus within TK20.
   d. DO NOT sign into TK20 in multiple tabs or windows.