



TK20

Education

Student Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<http://www.wcupa.edu/education-socialWork/tk20.aspx>

TK20 Helpdesk

800-311-5656

support@Tk20.com

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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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 - 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, **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 – 4pm) Recitation Hall, Room 203D 610-436-2085 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	TK20 Helpdesk Hours: (M – Th, 8am – 8pm, F 8am-7pm, Su 5pm-10pm) Phone: 800-311-5656 Email: support@tk20.com http://helpdesk.Tk20.com/
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HOW TO ACCESS TK20

Students and 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

- 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 at 610-436-3350.*

Username = WCU email

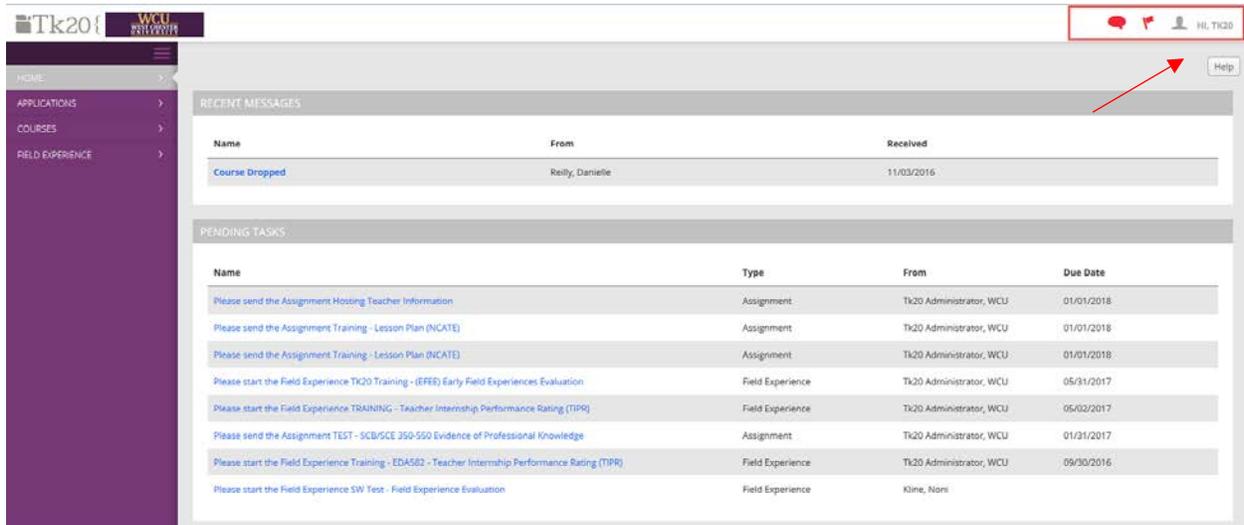
Password = WCU password

- c. You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.

Two screenshots of the WCU login process. The left screenshot shows the login form with a red arrow pointing to the 'Login' button. The right screenshot shows the 'Information to be Provided to Service' page with a red arrow pointing to the 'Do not ask me again' option and the 'Accept' button. The 'Do not ask me again' option is selected with a radio button. The 'Accept' button is highlighted with a red box.

TK20 HOMEPAGE

Once you are logged into TK20, you will land on the Tk20 homepage. Messages and Pending Tasks will be displayed. You can also access messages and tasks on the top right of the screen. If the icon is red, you have new  messages or  pending tasks.



The screenshot shows the TK20 homepage with a purple sidebar on the left containing navigation options: HOME, APPLICATIONS, COURSES, and FIELD EXPERIENCE. The main content area is divided into two sections: RECENT MESSAGES and PENDING TASKS. The RECENT MESSAGES section shows a single message from Reilly, Danielle with the subject 'Course Dropped' received on 11/03/2016. The PENDING TASKS section shows a list of tasks with columns for Name, Type, From, and Due Date. A red box highlights the top right corner of the page, containing a red speech bubble icon, a red flag icon, a user profile icon, and the text 'Hi, TK20'. A red arrow points from the red speech bubble icon to a 'Help' button located in the top right corner of the main content area.

Name	From	Received
Course Dropped	Reilly, Danielle	11/03/2016

Name	Type	From	Due Date
Please send the Assignment Hosting Teacher Information	Assignment	Tk20 Administrator, WCU	01/01/2018
Please send the Assignment Training - Lesson Plan (NCATE)	Assignment	Tk20 Administrator, WCU	01/01/2018
Please send the Assignment Training - Lesson Plan (NCATE)	Assignment	Tk20 Administrator, WCU	01/01/2018
Please start the Field Experience TK20 Training - (EFEE) Early Field Experiences Evaluation	Field Experience	Tk20 Administrator, WCU	05/31/2017
Please start the Field Experience TRAINING - Teacher Internship Performance Rating (TIPR)	Field Experience	Tk20 Administrator, WCU	05/02/2017
Please send the Assignment TEST - SCB/SCE 350-550 Evidence of Professional Knowledge	Assignment	Tk20 Administrator, WCU	01/31/2017
Please start the Field Experience Training - EDAS62 - Teacher Internship Performance Rating (TIPR)	Field Experience	Tk20 Administrator, WCU	09/30/2016
Please start the Field Experience SW Test - Field Experience Evaluation	Field Experience	Kline, Noni	

ACCESSIBILITY

Visually impaired users may enable high contrast settings for easier viewing.

1. Click on **“Home”** on the left side panel.
2. Click on **“Preferences”**.
3. Select **“Enable high contrast”** and then click **“Save”**.



The screenshot shows the TK20 Accessibility settings page. The sidebar on the left has 'Accessibility' selected, indicated by a red arrow. The main content area shows the 'ACCESSIBILITY' section with a checkbox for 'Enable high contrast' which is checked. A green 'Save' button is located at the bottom right of the settings area. The breadcrumb trail at the top reads 'Home > Preferences > Accessibility'.

You can access the Tk20 Help Desk documentation at any time by clicking on the  button.

Detailed West Chester University specific help guides and videos are located on the WCU TK20 website: <http://www.wcupa.edu/education-socialWork/tk20.aspx>

EDUCATION STUDENT TEACHER APPLICATIONS

1. From within Tk20, click on the “**Applications**” tab on the left side panel.
2. If you have already created an application, it will be listed. To create a new application, click on the green “**Create New Application**” button.



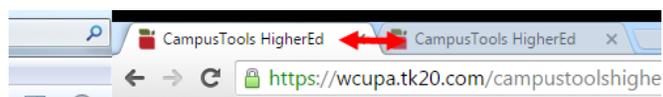
3. In the **Create New Application** section, select the appropriate application from the dropdown menu and click on the green “**Next**” button.



Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete an application AFTER its due date has passed. Please contact Clinical Experiences at 610-436-3090 for assistance.

4. Complete the application as directed. *Note: Any fields that are marked with an (*) must be completed before you can submit.*
5. Once you have started an application, you have 3 options:
 - a. **Submit:** If you are finished with your application, click “**Submit**” for final review.
 - b. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - c. **Close:** Exit the application without saving or submitting any changes.

Important Reminder: DO NOT sign into TK20 in multiple tabs or windows. This will cause a Java error and your application will not submit correctly.



RECALL A SUBMITTED APPLICATION

If you need to make a change to a submitted application, you can recall it until it enters the review state and is locked by an administrator.

To recall an unlocked application:

1. Click on the “**Applications**” tab on the left side panel to display a list of all of the application forms that you have created.
2. Click on the name of the application that you want to recall.
3. Scroll to the bottom and then click on the  “**Recall**” button on the bottom right of your screen.
4. Make any needed changes and then click “**Submit**”.

If you have any questions about the Student Teacher application process, or need to unlock an application, please contact the Clinical Experiences office at 610-436-3090.

If you need technical assistance with TK20, please contact the WCU TK20 Office at 610-436-2085 or Tk20@wcupa.edu.

ACCESS A COURSE ASSIGNMENT

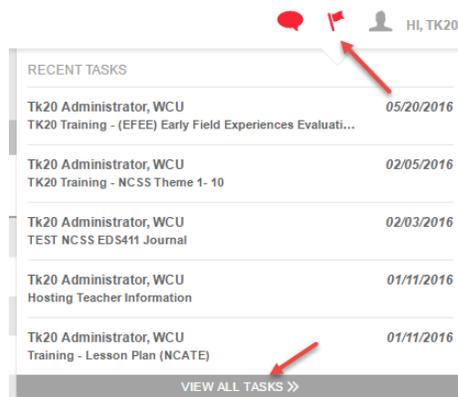
There are multiple ways to access course assignments in Tk20:

- A. From the Tk20 homepage, click on the assignment link under the “Pending Tasks” section located in the center of your screen.



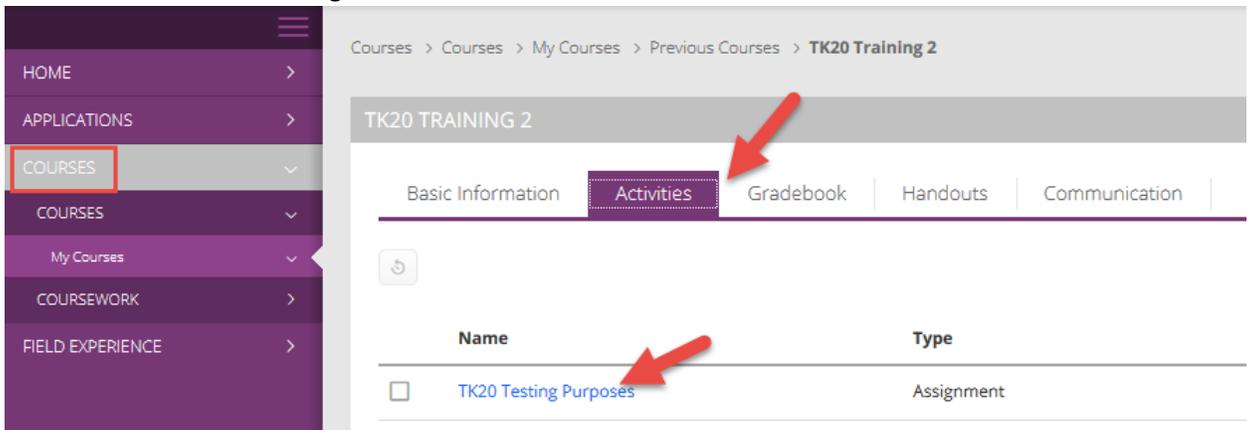
OR

- B. Click on the flag icon in the upper right corner of the page to open an overview of “Pending Tasks”. The icon will be red if you have unread pending tasks. Click on the assignment name link. If you do not see the assignment that you need, click on “View All Tasks” to view a full list of pending tasks.



OR

- C. Click on “Courses” on the left side panel > click on the course number > select the “Activities” tab and then select the assignment.



ASSIGNMENT LAYOUT OVERVIEW

The assignment's title and instructions will be located on the left side of the screen. Assignment details such as your instructor's name, due date, attachment type and assessment tool(s) are located on the right side of the screen.

- **Title & Instructions:** Title and all pertinent instructions are located on the left side of the screen.
- **Assignment Submissions:** Click **"Select"** to begin your assignment.
- **Assignment Details:** Your instructor (Assessor) and other details are located on the right side of the screen. Note that your instructor may have a different due date than the one listed.
- **Attachment Type(s):** This will display the type of submission: text, computer file, or Tk20 Artifact (form).
- **Assessment Tool(s):** This is the rubric that will be used to assess your work. Once your instructor has evaluated your submission, you can click on the **"Assessment Tool"** to view your assessment.
- **Submit, Save, Close:** Once you have completed your assignment, click to Submit, Save or Close.
- **Help:** If you need assistance, click on the Help button located on the top-right of the screen. You will be directed to the Tk20 Helpdesk guides.

The screenshot displays a user interface for an assignment. On the left, under the heading "LESSON PLAN (D1)", there is a section titled "INSTRUCTIONS" containing a paragraph of text: "Instructions: Use the Lesson Plan template to complete this assignment (refer to the CESW Assessment and Accreditation page for additional information). Click 'Select' to upload your completed Lesson Plan. Click 'Submit'." On the right, there is a "Details" tab. Below it, the "ASSIGNMENT SUBMISSIONS" section features a "File:" label and a "Select" button. The "ASSIGNMENT DETAILS" section lists the following information: "Assessor(s): TK20 Faculty", "Start Date: 01/25/2018 10:49 AM", "Due Date: 01/31/2019 01:00 AM", "Attachment type(s): File", and "Assessment Tool(s): Danielson Framework Rubric: Lesson Plan". At the bottom right of the details section, there are three buttons: "Submit" (green), "Save" (grey), and "Close" (grey).

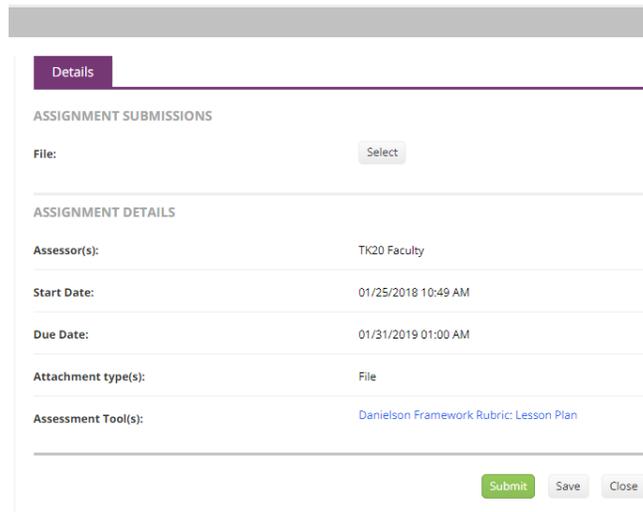
COMPLETE AN ASSIGNMENT

Your assignment may require you to either upload a computer file, complete a form known as an Artifact in Tk20, or to submit text.

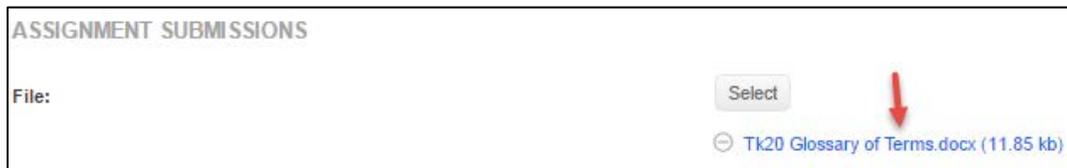
A. Upload a File

Important note: DO NOT include special characters such as (', ", &, *, ?) in the file name when saving.

1. If you are required to attach a document to your assignment, in the “Assignment Submissions” section, click on the “**Select**” button to upload a file(s) from your computer.



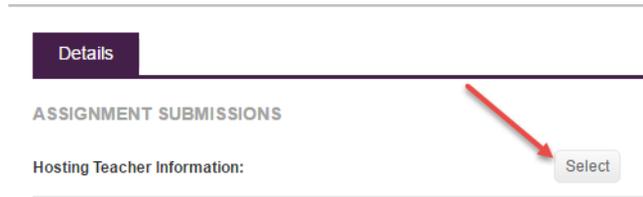
2. Once the upload is complete, the file name will appear.



3. If you want to delete the file before you have submitted or saved your assignment (example: if you uploaded the wrong file), click on the ⊖ to the left of the file name to delete it.
4. When you have completed your assignment, click on either:
 - a. **Submit:** Submit your assignment for review
 - b. **Save:** Save your work so that you can return to it at a later time
 - c. **Close:** Exit without saving your work
5. You will receive an email notification letting you know that your assignment has been submitted.

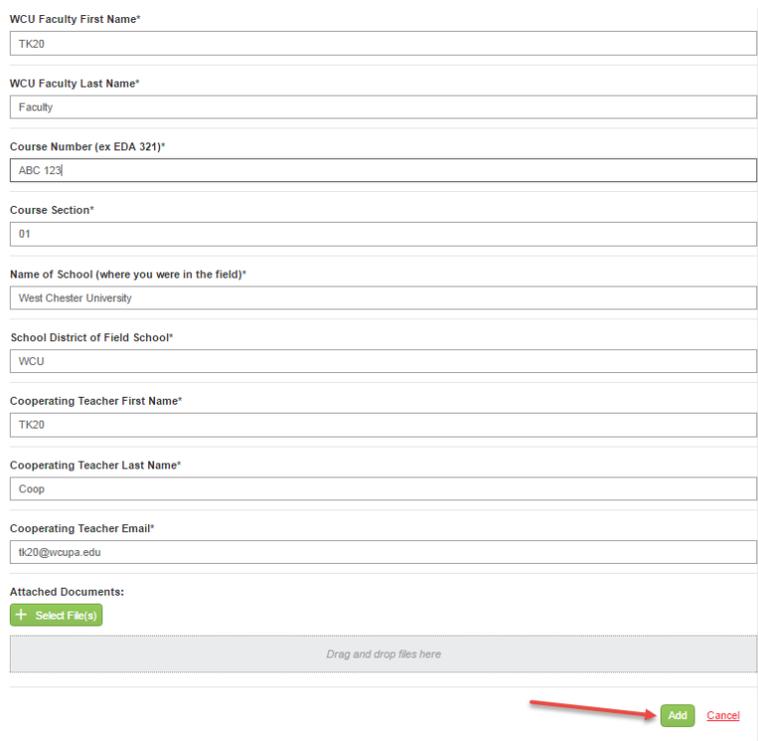
B. Artifact Attachment

1. If you are required to complete an Artifact (form), in the “Assignment Submissions” section, click on the “**Select**” button to the right of the Artifact name.



The screenshot shows a web interface with a dark purple header containing the word "Details". Below the header is a section titled "ASSIGNMENT SUBMISSIONS". Underneath this title is the text "Hosting Teacher Information:". To the right of this text is a light grey button labeled "Select". A red arrow points from the right side of the "ASSIGNMENT SUBMISSIONS" title towards the "Select" button.

2. The Artifact will open up for you to complete. Complete the fields and then click on the green “**Add**” button. Note that all fields with an (*) must be filled in before the system will let you add your Artifact.

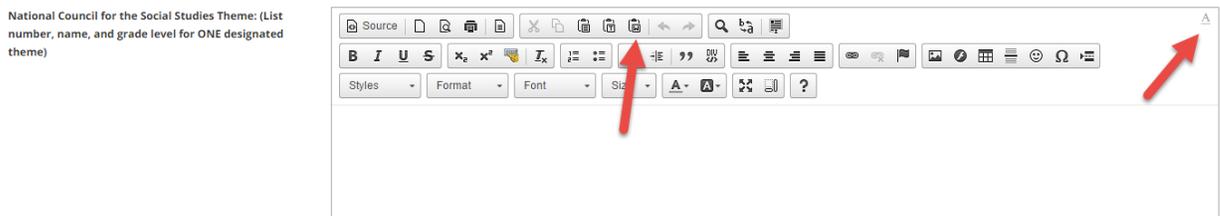


The screenshot shows a form with the following fields and values:

- WCU Faculty First Name*: TK20
- WCU Faculty Last Name*: Faculty
- Course Number (ex EDA 321)*: ABC 123
- Course Section*: 01
- Name of School (where you were in the field)*: West Chester University
- School District of Field School*: WCU
- Cooperating Teacher First Name*: TK20
- Cooperating Teacher Last Name*: Coop
- Cooperating Teacher Email*: tk20@wcupa.edu

Below the fields is a section for "Attached Documents:" with a green button labeled "+ Select File(s)". Underneath is a grey area with the text "Drag and drop files here". At the bottom right of the form are two buttons: a green "Add" button and a red "Cancel" button. A red arrow points from the right side of the form towards the "Add" button.

- If you wish to copy and paste any long text responses from MS Word, then you will need to paste your text into the “Paste From Word” box. Click on the **A** icon to the right of the text box. This will display the text editor toolbar. From here, click the  icon.



- The “Paste from Word” box will appear. Copy (CTRL+C) from MS Word and Paste (CTRL+V) into the box. Then, click OK.



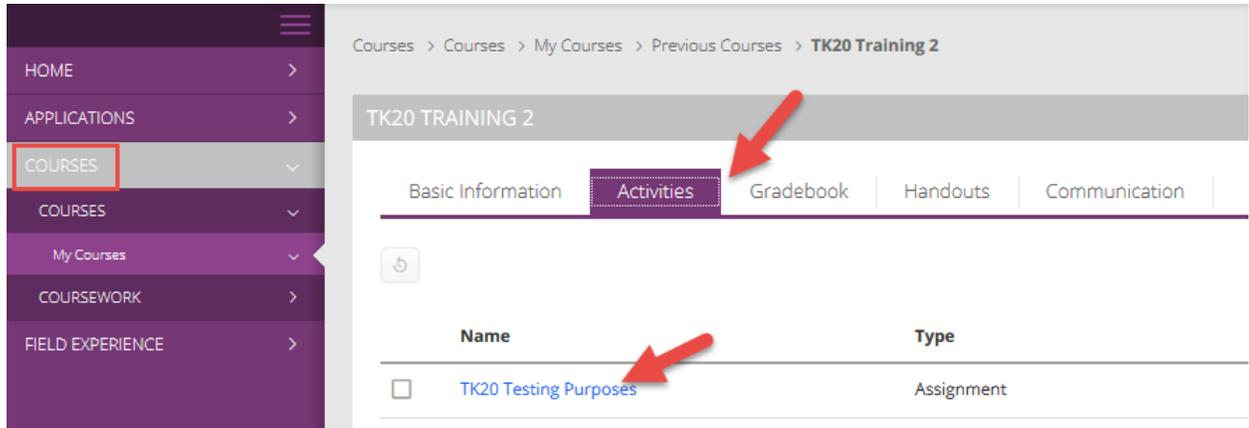
- If you want to delete the Artifact before you have submitted or saved it, click on the  icon to the left of the submission name. *You will lose any work attached to that artifact.*



- When you have completed your assignment, click on either:
 - Submit:** Submit your assignment for review
 - Save:** Save your work so that you can return to it at a later time
 - Close:** Exit without saving your work
- You will receive an email notification letting you know that your assignment has been submitted.

REVIEW INSTRUCTOR ASSESSMENT

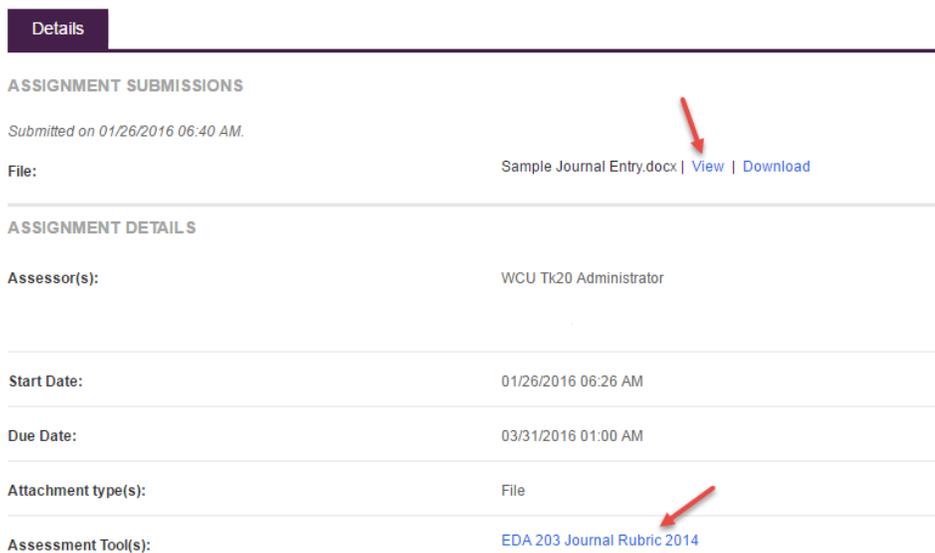
1. From within Tk20, click on **“Courses”** on the left side panel.
2. Under **“Current Courses,”** click on the course number. Then, select the **“Activities”** tab.
3. Click on the name of the assignment that you want to view.



The screenshot shows the Tk20 interface. On the left is a purple sidebar menu with options: HOME, APPLICATIONS, COURSES (highlighted with a red box), COURSES, My Courses, COURSEWORK, and FIELD EXPERIENCE. The main content area shows a breadcrumb trail: Courses > Courses > My Courses > Previous Courses > TK20 Training 2. Below this is a header for 'TK20 TRAINING 2' with tabs for Basic Information, Activities (selected), Gradebook, Handouts, and Communication. A table below lists assignments:

Name	Type
<input type="checkbox"/> TK20 Testing Purposes	Assignment

4. On the right side of the screen, in the **“Assignment Submissions”** section, click on the **“Assessment Tool(s)”** link to view your completed assessment.
5. If you attached a file to your assignment, your instructor may have left comments within the file. To the right of your submission, click **“View”** to see if any in-text comments have been added to your submission. *Note that in-text comments will only be visible from within Tk20. These comments will not appear on any printed copy of the assignment.*



The screenshot shows the 'Assignment Submissions' section. It includes a 'Details' tab, the submission date 'Submitted on 01/26/2016 06:40 AM', and a file named 'Sample Journal Entry.docx' with 'View' and 'Download' links. Below is the 'ASSIGNMENT DETAILS' section:

Assessor(s):	WCU Tk20 Administrator
Start Date:	01/26/2016 06:26 AM
Due Date:	03/31/2016 01:00 AM
Attachment type(s):	File
Assessment Tool(s):	EDA 203 Journal Rubric 2014

HOW TO RECALL A SUBMITTED ASSIGNMENT

If you need to edit or delete a submitted assignment, you can “**Recall**” your submission. Note that you can only “Recall” a submission that has not yet been assessed by your instructor. If your instructor has already assessed your submission, please contact your instructor to see if it is possible to reopen your assignment for editing.

1. From within Tk20, click on “**Courses**” on the left side of the page.
2. Your current courses will be displayed. Click on the course number that has the assignment that you wish to recall.

Number	Section Title	Section	Status	Subject	Term
EGP 209	Child Dev: Prebirth - 5 Years	01		EGP	2016 Fall

3. Click on the “**Activities**” tab.
4. All of the assignments for this class will be displayed. Note that you cannot recall an assignment that has the status of “Assessment Complete”.
5. Select the assignment that you would like to recall, then click on the “**Recall**” icon. If you receive an error message stating that your assignment has already been assessed, you will need to contact your instructor to see if it is possible to reopen your assignment for editing.

Name	Type	Status
Fall 16 - EGP209-01 - Case Study	Assignment	Open For Editing
Fall 16 - EGP209-01 - Ounce Study	Assignment	Assessment Pending

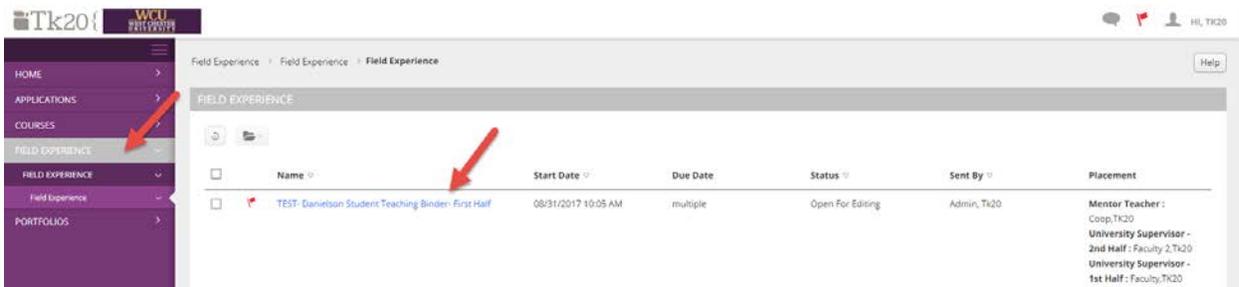
6. Go back to view the assignments for the class. You will notice that the status has changed to “Open For Editing”. Click on the course assignment name to make edits to the assignment. If you need to delete an uploaded file, click on the  to the left of the uploaded file.

File:  [How to create assessment items.pdf \(152.05 kb\)](#)

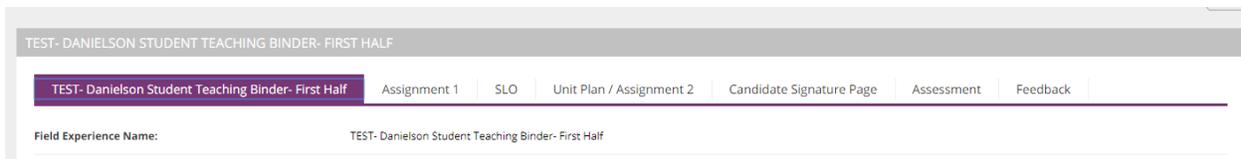
DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- FIRST HALF

For student teaching courses, a Danielson Student Teaching Binder must be completed by students, mentor teachers and WCU Supervisors. The Danielson Student Teacher binders will be sent out during both the first and second half of student teaching. Once they are sent out, candidates and University Supervisor can access the binders. Mentor Teachers will receive and email from Tk20@wcupa.edu with a link to the binder near the end of each half of student teaching.

1. To access the first half binder, click on “**Field Experience**” on the left side panel. Next, click on the blue link for the “Danielson Student Teaching Binder- First Half.”



2. The first half binder will contain the following tabs:
 6. **Danielson- Student Teaching Binder-First Half** – This contains the title of the binder and pertinent instructions as well as the due date for the binder.
 7. **SLO** – In conjunction with your Mentor Teacher and University Supervisor, you will develop a modified SLO and uploading it into the form.
 8. **Unit Plan**–You will upload a copy of your unit plan here.
 9. **Self-Evaluation**– This is where you will access the self-evaluation you need to complete.
 10. **Candidate Signature Page (PDE-430)** - You will review your University Supervisor’s and Mentor Teacher’s Evaluations and complete the form indicating that you have fully reviewed their evaluations. This will satisfy the mid-semester PDE-430.



SLO Tab

1. Click on the **“SLO”** tab at the top of your binder. In collaboration with your University Supervisor and Mentor Teacher, you will develop a modified SLO as outlined on the CESW Assessment and Accreditation Student Resources webpage. Review the left side of the screen for instructions as well as a link to the Resources webpage which will help you to understand the expectations for teacher candidates.

TEST- DANIELSON STUDENT TEACHING BINDER FIRST HALF

TEST- Danielson Student Teaching Binder First Half | **SLO** | Unit Plan | Self-Evaluation | Candidate Signature Page (PDE-430) | Assessment | Feedback

INSTRUCTIONS

A vital component to determine teacher effectiveness is to understand if high-quality instruction has an impact on student growth and academic achievement. Student Learning Objectives (SLO) is one way for candidates to not only model best practices but as a means to self-reflect on their impact on P-12 student learning.

Directions for Candidate: It is encouraged that you review the SLO Process Rubric to understand expectations for teacher candidates. The "basic" category is the minimum expectation of a teacher candidate. The "distinguished" category is typically used in rare cases and is listed to show the performance expectation for practicing teachers. Expecting teacher candidates to achieve this category is unreasonable. In collaboration with the University Supervisor and Mentor Teacher, candidates will develop a modified SLO as outlined in the template. The SLO includes the analysis of student performance data, identification of instructional needs, an achievement goal, pre and post assessment, and reflection. Candidates should complete the SLO Template and upload the file. Refer to the CESW Assessment and Accreditation Student Assessment Resources page for more information. DO NOT CLICK "SUBMIT" AT THIS TIME.

Directions for University Supervisor: Please use the SLO Process rubric to assess candidate's ability to develop, implement, and reflect on the various stages outlined in the SLO template. The "basic" category is the minimum expectation of a teacher candidate. The "distinguished" category is typically used in rare cases and is listed to illustrate performance expectations for practicing teachers. Expecting teacher candidates to achieve this category is unreasonable. To begin the evaluation, click on the "Student Learning Objective (SLO) Process Rubric: SLO" link to the right. When you have completed the evaluation, click the "Complete" button. DO NOT CLICK SUBMIT AT THIS TIME.

Directions for Mentor Teacher: The SLO is assessed by the University Supervisor only. There are no assessments to complete on this page.

ATTACHMENT(S):

Student Learning Objective (SLO): Assignment: Select
Not Submitted

2. To complete the assignment, click the **“Select”** button on the right side of the screen:
 - a. Complete the required fields by typing directly into the space provided.
 - b. Upload your SLO by clicking **“Select File(s)”** and adding your file(s).
 - c. When you are finished, click **“Add”** on the bottom right.

Class Frequency:*

Typical Class Duration:*

Class Size:*

Grade Level:*

District:*

School:*

Upload SLO:*

Upload Pre- and Post-Assessment Tools:

DO NOT UPLOAD DOCUMENTS BELOW

Attached Documents:

3. Click the **“Save”** button on the bottom right of the next screen. Do not submit your binder at this time.

Unit Plan Tab

1. On this tab, you will need to submit a Unit Plan which consists of five consecutive lesson plans or five hours of lesson, if block scheduled. You may refer to the CESW Assessment and Accreditation Student Assessment Resources webpage by clicking on the link on this tab.

TEST- DANIELSON STUDENT TEACHING BINDER FIRST HALF

TEST- Danielson Student Teaching Binder First Half SLO **Unit Plan** Self-Evaluation Candidate Signature Page (PDE-430) Assessment Feedback

SELECT FILE

Create New Artifact Select Existing

Title:* File 11

Description:

FILE

Attached Documents: + Select File(s)

Drag and drop files here

Add Cancel

2. To upload your Unit Plan, click the **“Select”** button next to **File** on the right side of the page. From here, you will upload your Unit Plan by clicking **“Select File(s)”**. Click the green **“Add”** button at the bottom of the file upload screen. You can upload multiple files.
3. **Remember to click “Save” at the bottom of your binder after you upload any files or complete any of the Danielson assessments. You will not submit your binder at this time.**

Self-Evaluation Tab

- To begin the Self-Evaluation, click on the **“Self-Evaluation”** tab at the top of the screen. Review the left side of the screen for any pertinent instructions. From here, click on the **“Select”** button on the right side of the screen next to *Danielson Framework Rubric: 1st Half ST*.
- Complete the evaluation. You will need to provide a response to all rubric questions marked with an asterisk (*). You can view examples for each Danielson Domain associated with the rubric by clicking on the links on the left side of the page.

Directions for Assessor: As you analyze the candidate's development and other evidence (lesson plans, interviews, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note the "Basic" category is the minimum expectation for a teacher candidate. The "Distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating.

Directions for Candidate: Consider your teaching practice and, for each component of the framework rate your level of performance that best reflects your assessment. Please note the "Basic" category is considered the minimum expectation for a teacher candidate.

Please note that all fields with (*) are mandatory and must be completed in order to submit this evaluation.

Candidate Name: TK20 Student2

Name of Person Completing the Form*

Date Completed

	Distinguished (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)	Score
DOMAIN 1: PLANNING AND PREPARATION (Please do not select NA.) Domain 1 Examples *	<input type="radio"/> 4 The candidate displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The candidate demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The candidate's plans and practice reflect familiarity with a wide range of effective pedagogical	<input type="radio"/> 3 The candidate displays solid knowledge of the important concepts in the discipline and how these relate to one another. The candidate demonstrates accurate understanding of prerequisite relationships among topics. The candidate's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	<input type="radio"/> 2 The candidate is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The candidate indicates some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The candidate's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	<input type="radio"/> 1 In planning and practice, the candidate makes content errors or does not correct errors made by students. The candidate displays little understanding of prerequisite knowledge important to student learning of the content. The candidate displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	<input style="width: 50px; height: 20px;" type="text"/>

- For all of the Domains, you will be provided with a space to enter any comments. Comment fields are optional. Type directly into the space provided.

Rubric Mean:

Domain 1 Comments:

- When you are finished, scroll to the bottom and click the green **“Add”** button. **Remember to click “Save” at the bottom of your binder after you upload any files or complete any of the Danielson assessments. You will not submit your binder at this time.**

Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs

1. On this tab, you will be signing a digital form to indicate that you have read both your University Supervisor's and Mentor Teacher's evaluations. To do this, click on the **"Assessment"** tab at the top of the binder. Then, click on the blue links next to your Mentor Teacher's and University Supervisor's names. Your University Supervisor will have submitted an assessment for the Danielson Framework Rubric 1st Half as well as the SLO Process Rubric. Your Mentor Teacher will submit an evaluation for the Danielson Framework Rubric First Half. You can print any of these assessments by clicking on the blue **"Print-Friendly View"** link on the top right of any evaluation. Please be sure to use either Google Chrome or Mozilla Firefox for best results.

TEST- DANIELSON STUDENT TEACHING BINDER FIRST HALF

TEST- Danielson Student Teaching Binder First Half | SLO | Unit Plan | Self-Evaluation | Candidate Signature Page (PDE-430) | **Assessment** | Feedback

Field Experience Forms	Role	Committee Member
Danielson Framework Rubric: 1st Half ST Student Learning Objective (SLO) Process: Rubric	Faculty	Faculty, TK20
	Faculty	Faculty 2, TK20
Danielson Framework Rubric: 1st Half ST	Cooperating Teacher	Coop, TK20

Submit Save Close

2. After you have reviewed your assessors' evaluations and comments, you will need to complete the **Candidate Signature Page**. Click on the **"Candidate Signature Page (PDE-430)"** tab at the top of your binder. Then, click on the **"Select"** button on the right side of the page.

TEST- DANIELSON STUDENT TEACHING BINDER FIRST HALF

TEST- Danielson Student Teaching Binder First Half | SLO | Unit Plan | Self-Evaluation | **Candidate Signature Page (PDE-430)** | Assessment | Feedback

INSTRUCTIONS

Directions for Candidate: Click on the "Assessment" tab to review your University Supervisor and Mentor Teacher evaluations. Next, click on the "Select" button to open this form. Complete this form to verify that you have reviewed the evaluations. When you have completed the form, click the "Add" button. Click on the green "Submit" button to submit your binder. Select each tab and then click the green "Submit" button again. Next, click "OK".

Directions for University Supervisors: The Candidate Signature Page (PDE-430) satisfies the Mid Semester PDE-430 and all students MUST complete this page. Please review to ensure that the candidate has completed this form before the start of the second half of student teaching. Once you have completed ALL assessments and verified that the candidate has completed the Candidate Signature Page (PDE-430) form, click "Submit" button.

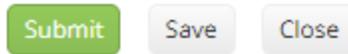
ATTACHMENT(S):

Candidate Signature Mid-Term: PDE-430: Not Submitted

Submit Save Close

3. Complete the form by entering your name and date. Then, click **"Add."**

- Once you have added this form, and are certain that you have completed all requirements of the binder, scroll to the bottom of the binder and click the green **“Submit”** button.



- Click on the checkbox for each tab to confirm your submission of your binder. Then, click **“Submit”** again.

Select the attachment(s) you would like to submit: ×

TEST- DANIELSON STUDENT TEACHING BINDER FIRST HALF

- SLO
- Unit Plan
- Self-Evaluation
- Candidate Signature Page

 Submit Cancel

DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- SECOND HALF

1. You will follow a similar process for accessing your second half student teaching binder. Click on the “**Field Experience**” tab. Then, select your **Danielson Student Teaching Binder- Second Half** from the list.

The screenshot displays a web interface for the Danielson Student Teaching Binder. At the top, a grey header bar contains the text "TEST- DANIELSON STUDENT TEACHING BINDER SECOND HALF". Below this is a navigation bar with five tabs: "TEST- Danielson Student Teaching Binder Second Half" (which is highlighted in purple), "Self-Evaluation", "Danielson Framework Domain 4 Evidence", "Candidate Signature Page (PDE-430)", "Assessment", and "Feedback". The main content area shows the "Field Experience Name:" as "TEST- Danielson Student Teaching Binder Second Half" and the "Description:" as "The purpose of this student teaching binder is for the candidate to document evidence of knowledge, skills, and abilities reflective of a novice teacher. In this binder, assessments will be based on the Danielson Framework and the Student Learning Objectives (SLO). Candidates will also be required to submit additional..."

2. Like the first half binder, the second half binder will have a number of tabs which will indicate various requirements:
 - **Self-Evaluation**- You will complete the **Danielson Framework** self-assessment in this tab.
 - **Danielson Framework Domain 4 Evidence**-Here you have the option to provide evidence of meeting the expectations of Danielson Framework components 4a, 4b, 4c, 4d, 4e, and 4f. Evidence will be in the form of a written reflection on the provided template for each of the components as well as a place to upload supporting documentation.
 - **Candidate Signature Page**- This is where you will complete a form indicating that you have reviewed your University Supervisor and Mentor Teacher Evaluations for the second half.

Self-Evaluation Tab

1. Click on the **“Self-Evaluation”** tab. Make sure to review the instructions on the left side of the screen. Then, click on the **“Select”** button.

TEST: DANIELSON STUDENT TEACHING BINDER SECOND HALF

TEST- Danielson Student Teaching Binder Second Half | **Self-Evaluation** | Danielson Framework Domain 4 Evidence | Candidate Signature Page (PDE-430) | Assessment | Fa

INSTRUCTIONS

Directions for Candidate: Consider your teaching practice and, for each component of the framework, rate your level of performance that best reflects your assessment. Please note the "basic" category is considered the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. This category is included to illustrate teacher candidate expectations for practicing teachers in the Commonwealth. It is not reasonable to expect a teacher candidate to maintain this level of excellence during the capstone/student teaching experience. Click the "Select" button to the right to open the evaluation. When you have completed the evaluation, click the "Add" button. Click on the "Save" button. **DO NOT CLICK SUBMIT AT THIS TIME.**

Directions for University Supervisor: As you analyze the candidate's development and other evidence (lesson plans, interview, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note that "basic" category is the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. To begin the evaluation, click on the "Danielson Framework Summary (ST): 2nd Half ST" link to the right. When you have completed the evaluation, click the "Complete" button. **DO NOT CLICK THE SUBMIT BUTTON AT THIS TIME.**

Directions for Mentor Teacher: As you analyze the candidate's development and other evidence (lesson plans, interview, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note that "basic" category is the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. To begin the evaluation, click on the "Danielson Framework Rubric: 2nd Half ST" link to the right. When you have completed the evaluation, click the "Complete" button. Then, click the "Submit" button.

ATTACHMENT(S):

Danielson Framework Rubric: 2nd Half ST: Select
Not Submitted

2. Complete the rubrics for each Domain. When you are finished, scroll to the bottom and click **“Add.”** Reminder, you should always save your binder after you complete each tab.

regulators, taking a leadership role with colleagues.

Rubric Score:

Rubric Mean:

Domain 4 Comments:

THIS SECTION IS FOR ADMINISTRATIVE PURPOSES ONLY - DO NOT ENTER A GRADE BELOW

TOTAL

GRADE

Total Score:

Total Mean: 0.0

Attached Documents: + Select File(s)

Drag and drop files here

Add Cancel

Danielson Framework Domain 4 Evidence Tab

1. On this tab, you will access the Tk20 template to submit evidence for Danielson components 4a, 4b, 4c, 4d, 4e, and 4f. Click on the “Danielson Framework Domain 4 Evidence” tab. Then, click the “Select” button on the right side of the page.

TEST- DANIELSON STUDENT TEACHING BINDER SECOND HALF

TEST- Danielson Student Teaching Binder Second Half | Self-Evaluation | **Danielson Framework Domain 4 Evidence** | Candidate Signature Page (PDE-430) | Assessment | Feedback

INSTRUCTIONS

*Directions for Candidate: It is the responsibility of the candidate to provide evidence of meeting the expectations of Danielson Framework components (4a, 4b, 4c, 4d, 4e, and 4f) before the end of student teaching. Evidence will be in the form of a written reflection as you review the expectations outlined in the Danielson Framework. It is encouraged, but not required, that the candidate upload artifacts (if appropriate) to support your reflective narrative. Click the "Select" button to the right of "Danielson Framework - Domain 4 Evidence: ST" to begin this assignment. When you have completed the template, click the "Add" button. Click the "Save" button. **DO NOT CLICK SUBMIT AT THIS TIME.***

University Supervisor and Mentor Teacher: There are no assessments for Danielson Framework Domain 4 Evidence

ATTACHMENT(S):

Danielson Framework - Domain 4 Evidence: ST: Not Submitted

2. Complete each component by adding your reflection(s) into the spaces provided. You will need to click the **Select Files** button under each component to upload a file to support your reflections.

It is the responsibility of the candidate to provide evidence of meeting the expectations of component (4a, 4b, 4c, 4d, 4e and 4f) before the end of student teaching. Evidence will be in the form of a written reflection as you review the expectations listed below and outlined in the Danielson Framework. It is encouraged, but not required, that the candidate upload artifacts (if appropriate) to support your reflective narrative.

4a: Reflecting on Teaching

Teachers reflect on their practice through a self-analysis, examine student informal and formal outcome data, and conversations with others (parents, student, colleagues). To complete this task, you should consider your experience during student teaching on having a positive impact on student learning, developing a positive relationship with colleagues, parents, etc.

Although not required, you can use the following prompts as a guide as you write your narrative:

- What were some challenges in developing positive relationships with students, families, and colleagues? How did you overcome those challenges? What will you do differently to improve in this area?
- What would you do differently when planning learning experiences (lesson plans, interventions, etc.) to support student learning outcomes?

Either enter supporting text here or upload a file.

Upload file to support 4a: Reflecting on Teaching

Drag and drop files here

3. When you are finished, scroll to the bottom and click “Add.” Remember to save your binder after adding your evidence.

Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs

1. On this tab, you will be signing a digital form to indicate that you have read both your University Supervisor's and Mentor Teacher's evaluations. To do this, click on the **"Assessment"** tab at the top of the binder. Then, click on the blue links next to your Mentor Teacher and University Supervisor's names. Both your University Supervisor and Mentor Teacher will have submitted an assessment for the Danielson Framework Rubric 2nd Half.

TEST- DANIELSON STUDENT TEACHING BINDER SECOND HALF

TEST- Danielson Student Teaching Binder Second Half | Self-Evaluation | Danielson Framework Domain 4 Evidence | Candidate Signature Page (PDE-430) | **Assessment** | Feedback

Field Experience Forms	Role	Committee Member
	Faculty	Faculty, TK20
Danielson Framework Summary (ST): 2nd Half ST	Faculty	Faculty 2, TK20
Danielson Framework Rubric: 2nd Half ST	Cooperating Teacher	Coop, TK20

Submit Save Close

2. After you have reviewed your assessors' rubrics and comments, you will need to submit the **Candidate Signature Page**. Click on the **"Candidate Signature Page"** tab at the top of your binder. Then, click on the **"Select"** button on the right side of the page.

TEST- DANIELSON STUDENT TEACHING BINDER SECOND HALF

TEST- Danielson Student Teaching Binder Second Half | Self-Evaluation | Danielson Framework Domain 4 Evidence | **Candidate Signature Page (PDE-430)** | Assessment | Feedback

INSTRUCTIONS

Directions for Candidate: Click on the "Assessment" tab to review your University Supervisor and Mentor Teacher evaluations. Next, click on the "Select" button to open this form. Complete this form to verify that you have reviewed the evaluations. When you have completed the form, click the "Add" button. Click on the green "Submit" button to submit your binder. Select each tab and then click the green "Submit" button again. Next, click "OK".

Directions for University Supervisors: Please review to ensure that the candidate has completed this form before the end of student teaching. This is satisfying the end of semester PDE-430. **ONCE YOU HAVE COMPLETED ALL ASSESSMENTS AND VERIFIED THAT CANDIDATE HAS COMPLETED THIS FORM, CLICK THE "SUBMIT" BUTTON.**

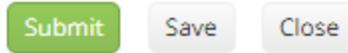
ATTACHMENT(S):

Candidate Signature Final: PDE-430: Not Submitted

Submit Save Close

3. Complete the form by entering your name and date. Then, click **"Add."**

- Once you have added this form, and are certain that you have submitted all requirements of this binder, scroll to the bottom of the binder and click the green **“Submit”** button.



- Click on the checkbox for each tab to confirm your submission of your binder. Then, click **“Submit”** again.

Select the attachment(s) you would like to submit: ✕

TEST- DANIELSON STUDENT TEACHING BINDER SECOND HALF

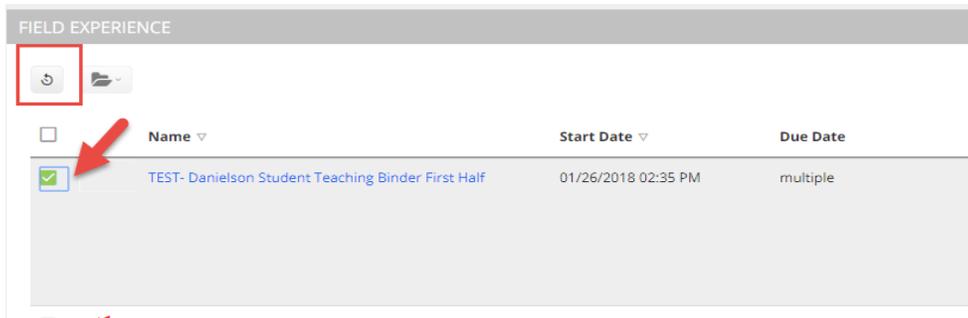
- Self-Evaluation
- Danielson Framework Domain 4 Evidence
- Candidate Signature Page (PDE-430)



RECALL SUBMISSION OF FIELD EXPERIENCE BINDER

If you submitted your field experience binder and neither your Faculty nor Mentor Teacher 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.



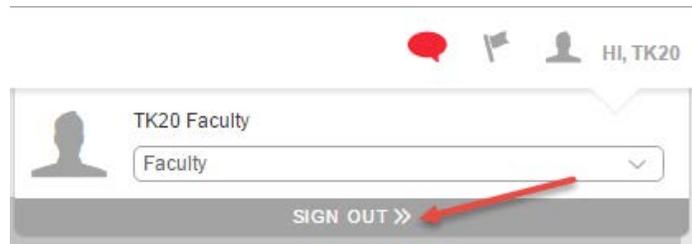
- a. You will be asked which tab you wish to recall. Click on the checkbox next to the tab and then click **“Recall.”**
3. A red flag  will appear to the left of the binder name to indicate that it is open for editing. Click on the evaluation and make any necessary changes.
 4. Click on the blue link 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.

LOG OUT OF TK20

1. Click on your name in the upper right corner of the page.
2. Click **“Sign out”**.



FREQUENTLY ASKED QUESTIONS

1. How can I recall an assignment submission?
 - a. You can only recall an item that has been submitted and not yet assessed by your instructor. If your instructor has already started to assess your submission, please contact your instructor to reopen your assignment for editing. If you need additional assistance, please contact WCU TK20 at Tk20@wcupa.edu or 610-436-2085.
2. I'm having trouble submitting my work in Tk20.
 - a. Check your browser. TK20 recommends that you access the system via Google 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.
 - e. If you are uploading a file, make sure that the file name does not include special characters such as (', ", &, *, ?).
3. 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.