



**BAYLOR**  
UNIVERSITY  
SCHOOL OF EDUCATION



## Using the Feedback Tab

There may be situations where you want to include additional data about a student's progress in their Tk20 Field Experience Binder. This may include general feedback, informal observation information, notes that you feel should be documented, or data that does not have a form in the student's binder. If so, the Feedback tab in the Tk20 Field Experience Binder is a perfect place for that. Keep in mind that the student can read this Feedback entry, and that the entry cannot be edited or deleted once added.

Students can then view the feedback you have entered once they log in to their binder and open their Feedback tab.

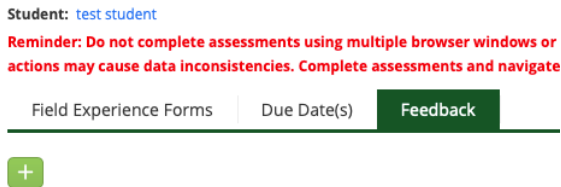
This article includes instructions for finding and using the Feedback tab, and includes the following section below:

- Using the Feedback Tab
- How Students View Entries in the Feedback Tab

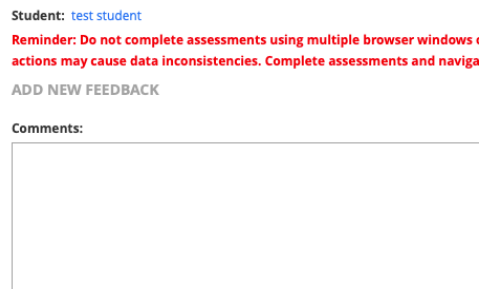
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## Using the Feedback Tab

1. Log in to Tk20.
2. Open the student's Field Experience Binder.
3. Click the "Feedback" tab at the top of the right pane of the binder window.



4. Click the "+" button (just below the tabs in the image above) to create a new Feedback entry.
5. Add your feedback into the text area. Note that you can paste into this text area, using documents from outside of Tk20 as the source of your feedback.



6. Click the "Add" button to save the Feedback entry. ("Cancel" will close the Feedback entry without saving.)

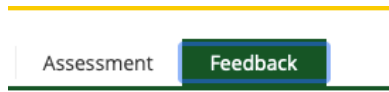


7. The newly created Feedback entry is added to the tab. The Feedback entries are listed chronologically (oldest to newest).

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## How Students View Entries in the Feedback Tab

1. The student should log in to Tk20 and open their binder.
2. Click the “Feedback” tab. It will be the last tab listed at the top of their binder.



3. All Feedback entries are listed here. Note that the entries are in reverse chronological order (newest to oldest) for the students.