Cooperating Teacher
Viewing and Assessing a Field Experience Binder

Viewing and Assessing a Field Experience Binder involves several unique, yet related, tasks. Understanding the layout and sections of the binder, and knowing how to access and enter information are important as you complete the binder assessment. Each of the sections listed here demonstrate how to understand the sections of the binder and complete these tasks.

- Accessing the Field Experience Binder
- Student Section Overview
- Viewing Binder Information
- Viewing Student Submissions
- Cooperating Teacher Section Overview
- Assessing the Field Experience Binder
- Closing the Field Experience Binder

Please note that the images and scenarios presented in this document are an example. Screen shots, forms, and other elements of your student's binder may be different.

Also, please keep in mind that Tk20 recommends that you DO NOT use the Back button of your web browser while navigating a Field Experience Binder. Instead, click the tabs and links provided on the pages of the binder.

Accessing the Field Experience Binder

After a Field Experience binder is sent out to a student, respective cooperating teachers will receive an email on the date their assessment tools are released. This email will contain a link that can be used to access the assessment tool within Tk20. To access the binder directly, click the link. An example email is show here:

Thom Edwards
Field Assessments for test student
To: Thom Edwards

Dear Thom,

You have been assigned to supervise and evaluate test student at Midway High School. Please click the lir associated with this placement.

https://baylor.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=1c0311ac104i

If the link does not work, please copy and paste the following address into your browser.

https://baylor.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=1c0311ac104i

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a tabs.

Make sure to save this email. You will be able to access the associated assessments from the link provided

If you have any questions, please contact the Tk20 Unit Administrator at :

Thom Edwards
tk20_support@baylor.edu
2547103414

Tutorials and quick guides are available at the Tk20 Help Desk.

Thank you!

Once in the binder, the page will be split into two sections.

- On the left side of the page is the student's binder information and submissions

- On the right side of the page is the Assessment area and includes assessment forms. The top of this section are forms to be completed by the cooperating teacher. The bottom of this section includes forms already completed by Baylor faculty and other individuals.

Student Section Overview

The left side of the Field Experience Binder contains information about the binder and student submissions. At the top of the page are tabs containing specific, grouped information. You can look at the contents of the different tabs by clicking them.

An example Student Section is shown here. Keep in mind that the binder you are viewing will differ slightly in appearance, and some of the tabs might have different names. In our example, we can see the binder information tab is selected. (This is discussed in the section "Viewing Binder Information" below.) We also see that we can view student submissions for several types of forms, including Class Background Study, Professional Development and Communication, and Candidate Visitations.

Your Baylor faculty member will provide more detail about what these forms are if you are unsure.

Example SOE Binder   Class Background Study

Professional Development and Communication   Candidate Visitations
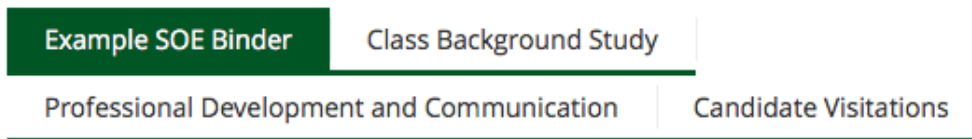
Viewing Binder Information

The first (top left) tab is the name of our example binder. This tab will always be labeled with the binder's name. Its contents includes general information about the binder, Due Dates for each form in each tab, as well as additional information regarding the student's placement in your class. In the image below the binder's information tab is highlighted in green and displays the binder's name, "Example SOE Binder."

🖨 Print-Friendly View

Example SOE Binder	Class Background Study

Professional Development and Communication	Candidate Visitations

Title:

Example SOE Binder

Description:

Due Date(s):

Tab 1: Class Background Study

Attachment Name	Due Date/Time	Allow submission after due date
SOE - Class Background Study	11/15/2018 01:00 AM	✔

Tab 2: Professional Development and Communication

Attachment Name	Due Date/Time	Allow submission after due date
SOE - Feedback on Professional Development and Communication: Feedback 1: SOE - Feedback on Professional Development and Communication:	09/07/2018 01:00 AM	✔

Viewing Student Submissions

By clicking a tab, you can view student submissions for that group of forms. In the following image we have selected the "Professional Development and Communication" tab. We can see that the student has made one submission in this tab. Items that can be clicked and/or have a "Submitted" status have been completed. Note that this is an example, and your binder may be different.

Example SOE Binder	Class Background Study	
Professional Development and Communication	**Candidate Visitations**	

Name	Status	Type
SOE - Feedback on Professional Development and Communication: Feedback 1	Submitted on 08/16/2018 11:29 AM	SOE - Feedback on Professional Development and Communication: Feedback 1
SOE - Feedback on Professional Development and Communication: Feedback 2 not attached.	Not Submitted	SOE - Feedback on Professional Development and Communication: Feedback 2
SOE - Feedback on Professional Development and Communication: Feedback 3 not attached.	Not Submitted	SOE - Feedback on Professional Development and Communication: Feedback 3
SOE - Feedback on Professional Development and Communication: Feedback 4 not attached.	Not Submitted	SOE - Feedback on Professional Development and Communication: Feedback 4

Clicking on the submitted item, we can view the student's submission. An example is shown here:

Example SOE Binder	Class Background Study

Professional Development and Communication   Candidate Visitation

< BACK

Example SOE Binder — Professional Development and Communication
— SOE - Feedback on Professional Development and Communication: Feedback 1

Basic ⌄

BASIC INFORMATION

Title:*

SOE - Feedback on Professional Development and Communication: Feedback 1

Description:

PROFESSIONAL DEVELOPMENT AND COMMUNICATIC
BAYLOR UNIVERSITY
SCHOOL OF EDUCATION

INFORMATION

Date*

08/21/2018

DATA

Dependability*

Expected Progress

Punctuality*

Expected Progress

Reliability*

Once you have completed viewing the form, you can click the "< BACK" link (just below the tabs at the top of the page) or click on a tab. As mentioned previously, Tk20 recommends that you DO NOT use the Back button of your web browser.

Cooperating Teacher Section Overview

The right side of the Field Experience Binder contains assessment forms and information.

The top section (shown in the following image) shows the Cooperating Teacher's section. The primary focus of this section is the "Field Experience Forms" tab. (Functionality provided in the Due Dates tab is beyond the scope of these instructions, and the Feedback tab is not used at this time.) See the "Assessing the Field Experience Binder" section of this document to learn more about this important section and how to complete these forms.

Student: test 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.

| Field Experience Forms | Due Date(s) | Feedback |

FIELD EXPERIENCE FORMS

	Field Experience Form	Description	Last Update
⚑	SOE - Acknowledgement of Viewing Candidate Visitation Report: Mentor Teacher		
	SOE - Feedback on Professional Development and Communication: Feedback 1		08/16/2018 08:46 AM
⚑	SOE - Feedback on Professional Development and Communication: Feedback 2		
⚑	SOE - Feedback on Professional Development and Communication: Feedback 3		
⚑	SOE - Feedback on Professional Development and Communication: Feedback 4		

The bottom section contains forms used by Baylor faculty that are also overseeing and mentoring the student. In the image below, we can see that Baylor faculty member named "Faculty1 Test" has several forms that she may complete. We can also see that she has completed the "SOE - Candidate Visitation Report: Observation 1" because of the date shown in the "Last Update" column. To view the form that includes the faculty member's information, click that item.

FACULTY 1'S FORMS

Faculty 1:

Faculty1 Test

Field Experience Form	Last Update
SOE - Candidate Visitation Report: Observation 1	08/16/2018 11:55 AM
SOE - Candidate Visitation Report: Observation 2	
SOE - Feedback on Professional Development and Communication: Feedback 1	
SOE - Feedback on Professional Development and Communication: Feedback 2	
SOE - Feedback on Professional Development and Communication: Feedback 3	
SOE - Feedback on Professional Development and Communication: Feedback 4	

Note that when you are finished viewing the form, you should click the "< BACK" button at the top of the form. As mentioned previously, Tk20 recommends that you DO NOT use the Back button of your web browser.

Assessing the Field Experience Binder

To asses the Field Experience Binder, forms are used to gather information and be presented to the student. These forms are listed in the "Field Experience Forms" tab in the right section of the binder. In the image below, we see this tab selected. In this tab, several forms are available to us. Forms that have not been completed are marked with a red flag and do not have a date in the "Last Update" column.

For demonstration purposes, the "SOE - Feedback on Professional Development and Communication: Feedback 1" has already been completed. This is indicated by not having a red flag next to it and by it having a date in the "Last Update" column.

Student: test student

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| Field Experience Forms | Due Date(s) | Feedback |

FIELD EXPERIENCE FORMS

	Field Experience Form	Description	Last Update
⚑	SOE - Acknowledgement of Viewing Candidate Visitation Report: Mentor Teacher		
	SOE - Feedback on Professional Development and Communication: Feedback 1		08/16/2018 08:46 AM
⚑	SOE - Feedback on Professional Development and Communication: Feedback 2		
⚑	SOE - Feedback on Professional Development and Communication: Feedback 3		
⚑	SOE - Feedback on Professional Development and Communication: Feedback 4		

To open a Field Experience Form that has not been completed, click the form's name. Then, simply complete the form as you would any web form.

When you have completed the form, click the green "Complete" button at the bottom of the form. (The "Save" button will save your work. It is not recommended, however, because it does not complete the assessment. The "Complete" button will still need to be clicked to properly complete the form and binder.)

Complete   Save

Closing the Field Experience Binder

After you complete a form, you are taken back to the Field Experience Forms page as shown here:

Click the "Close" button to exit the binder.

You do NOT need to click the "Submit" button. The "Submit" button is for the end of the semester when all forms have been completed and you are ready to submit the entire binder. If you do click the "Submit" button, you will be met with a phrase that says, "Please complete the Field Experience Form(s)." (unless all forms have been completed). Simply click the "Close" link for that message, then click the "Close" button as shown in the image above.