# UI - Tk20 Quick Guide for Field Experiences: Cooperating Teachers

## How do I log into Tk20?

* University of Iowa Cooperating Teachers do not have log in credentials for Tk20
* Cooperating Teachers will be emailed a link which will take them directly to the student’s assessment binder.
* For other questions regarding access to TK20 please email: COE-tk20-help@uiowa.edu

## How do I access my field experience binders?

* Click on the “Field Assessment” link you received in your email.
* Your current field experience student binder will appear as a split screen.
* The left side of the page is the Binder from the student’s view. Click on the tabs across the top to view the student’s forms/submissions.
* On the right side of the split screen, the top half are the forms you need to complete and the bottom half are the forms the supervisor completes.

## How do I access the supervisor forms for viewing?

* + To view one of supervisor forms, go to the right side of the split screen.
	+ Click on the name of the form.
	+ View the form (you won’t be able to make any changes).
	+ When you are done, click the “Back” button towards the top of the page

## How do I access the cooperating teacher forms I am responsible for?

* + Click on a form.
	+ Complete the form or any portion of the form. Periodically, click “SAVE” at the bottom.
	+ **IGNORE THE “GRADE” BOX at the bottom of the page. This is a default that we can’t delete.**
	+ When you are done with the form or a portion of the form, click “Save & Close” at the bottom of the form.
	+ You can return to change, add, or delete information up until you “Submit” the binder.

NOTE: All Supervisor and CT forms will have a GRADE (and may have a POINT TOTAL) at the bottom of the form. IGNORE THIS!!!! This is a default setting and doesn’t mean anything. The GRADE section will most likely be left blank.

## What do I do when I’m done working?

* When you are done for the day, click “**Save.**” Then click “**Close**.”
* **When all forms and assignments are complete for a given due date, click “SUBMIT.”** Once this is done, you will no longer be able to make changes to your forms. This indicates the binder is “finished” in regard to your work. You will not be able to submit until all the assignments have been worked on.

## If you have questions about the content of an assignment or form, please contact:

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**If you are having technical issues, please contact Tk20 Support by emailing:****COE-tk20.help@uiowa.edu**