Student Cheat Sheet
Completing an Application in Tk20

To complete an application in Tk20, you must first log into the system at <http://nsu.tk20.com>.
Enter in the following information:
Username: < >
Password: < >

A. Complete the Application

1. Click on the **Applications** tab.
2. Choose **Create** in the side menu.
3. Select the appropriate application name from the dropdown menu. If you do not see the application you need, the application period may not have started or may already be over. Contact your campus Tk20 Unit Administrator for questions regarding application availability.
4. Fill out the application as directed.
5. You may **Save** the application and return to it at a later time. Please note that any fields on the application marked with an asterisk (*) are required and will need to be completed before the application can be saved. If you select **Cancel**, no changes made to the application at that time will be saved.
6. When your application is complete, select **Submit** to submit it for review.

B. Editing a Previously-Saved Application

C. You may only do this if it is not past the application's due date.

1. Click on the Applications tab.
2. Select the name of the application from the list of previously created applications in the center of the screen. Please note, if an application has a lock by it, it is past the submission date and cannot be edited.
3. Edit the application and then select **Save** or **Submit**.
4. You may continue to edit the application as long as it is not locked.

Editing a Previously-Submitted Application

D. You may only do this if it is not past the application's due date.

1. Click on the Applications tab.
2. Select the checkbox to the left of the application you need to edit. Please note, if an application has a lock by it, it is past the submission date and cannot be edited.
3. Click the grey Recall button.
4. Edit the application and then select **Save** or **Submit**.
5. You may continue to edit the application as long as it is not locked.

Help Resources

Online tutorials

Tk20 has step-by-step tutorials located on your log-in page: https://nsu.tk20.com. On the right side of the screen next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link for the one you'd like to view.

Student Guide

Tk20 has user guides for both students and faculty members. To access the Student Guide, go to: http://www.tk20.com/support/studenthelp.html

Norfolk Support

You may contact your campus Tk20 Unit Administrators for assistance.

Administrators:	Dr. June Montgomery	Dr. Shelly Hunter
Emails:	jmmontgomery@nsu.edu	shunter@nsu.edu
Phone:	(757) 823-8715	(757) 823-8841

Student Field Experience Cheat Sheet
-Completing a Field Experience Binder in Tk20-

To complete a Field Experience Binder in Tk20, you must first log into the system at <http://nsu.tk20.com/>.
Enter in the following information:
Username: < >
Password: < >

I. Viewing the Binder

A. Select the Field Experience tab at the top of the page.
B. Select the link for the binder you wish to open.
C. You will see the following tabs within the binder:

- **<Binder Name>** will appear as the title of this tab.
  This tab shows the name of the course to which the binder is tied, the binder's due date, and instructions for completing the binder.
- **Tabs**
  The binder is separated into different tabs. Each tab contains directions explaining what artifact templates must be created and attached.
- **Assessments**
  In this tab, you can view the assessment instrument(s) the assessors will use to evaluate your binder.
- **Standards**
  This tab allows you to view the standards aligned with this binder.
- **Extensions**
  This tab provides information on extensions that have been granted to you by your assessors.
- **Feedback**
  This tab contains feedback that has been given by any of your assessors. It is a good idea to check here periodically for comments that may assist you in completing your binder.

D. Once you view the binder details and understand what is required, you are ready to begin attaching your artifacts.

II. Creating an Artifact

- Click on the **Artifacts** tab.
- On the left menu click **Create**.
- From the drop down menu select the type of Artifact you want to create (i.e. Lesson Plan, Teacher Work Sample, Essay). Your instructors will probably tell you what type of Artifact to create. If not, select the type that most closely describes what you're attaching.
- Type in a **Title and Description** for your Artifact.
- When you are done, don't forget to click **SAVE**!

Creating a File Artifact

- To attach your work to the Artifact, click on the **Documents** sub-tab.
- Click **Add New.**
- Click **Browse.** Search for the file that you want to attach.
- Once you have found the file click **Open** and type in a title for that document.
- Click **Upload.** A small window will appear with the status of your upload. It will disappear once it's 100% complete.
- Follow the same steps above if you want to add more files to your Artifact.
- When you are done uploading all of your files, don't forget to click **SAVE**!

Note: this Artifact is in your personal work area and is not visible to or shared with anyone else, unless you attach the Artifact to something. In Step III below, you will learn how to attach your Artifact to your binder.

III. Placing your work in the Field Experience Binder

A. Access your binder either under pending tasks or under the field experience tabs.
B. Select the artifact location for the artifact you are trying to attach. Each tab requiring student work appears as a separate location with the attachment type and status indicated. Under the **Title** column, select **Click here to Attach**.
C. Select the desired artifact from the dropdown menu; these are artifacts already created and saved under your **Artifacts** tab.
D. The artifact wizard will pop up with the corresponding document listed. **NOTE:** *Only* artifacts of the attachment type indicated will appear. You will see an artifact confirmation upon a successful attachment.
E. Once an artifact is attached, the name of the artifact will appear in the Title column. To remove an artifact, click the X.
F. If you need to add additional items to your binder for which there are no placeholders, click on the **New Item** icon and follow the prompts. If you do not have a **New Item** icon, your binder does not allow for additional attachments.
G. Follow the steps above each time you need to add a new artifact to your binder.

In the event that you accidently click the complete button, you are able to recall the binder or open it back up for editing. Select the check box beside your binder under the field experience tab, and then click on the recall button. **NOTE:** The recall button only works if no assessments have been completed by your university supervisor, cooperating teacher, and/or the program coordinator.

Remember, you *must* **Save** each time you exit the binder or the new artifacts you have added and any changes you have made will not be retained. Select **Complete** only when your binder is complete and ready for final review.

IV. Help Resources

Online Tutorials
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