



## Student Field Experience Cheat Sheet

### Completing an Assignment in CampusTools HigherEd

To complete a Field Experience Binder within CampusTools HigherEd, you must first log in to the system.

#### I. Viewing the Binder

- ❖ Look at the **Pending Tasks** section in the **Home** tab.
- ❖ Click on the link that says, "**Please start the Field Experience (name of Binder).**"
- ❖ You will see the following sub-tabs that appear with the Binder:

<Binder Name> will appear as the title of this sub-tab.

This sub-tab shows the name of the course to which the binder is tied, the binder's due date, and instructions for completing the binder. It will also show the school site information where you will be doing your field placement.

#### **Tabs**

The FEB has been broken up into different "tabs" by your University Administration. Each tab will contain directions to explain what artifact templates must be created and attached in the FEB.

#### **Assessments**

In this sub-tab, you can view the assessment instrument(s) that the Field Placement assessors will use to evaluate the FEB.

#### **Standards**

This sub-tab allows you to view the standards that you must meet in this assignment.

#### **Extensions**

This sub-tab will give information on any extensions that have been granted to you by either your University Supervisor or your Cooperating Teacher.

#### **Feedback**

This sub tab will contain any feedback that has been given by any of the assessors of your field placement. It is a good idea to check here periodically throughout your field placement.

*Once you view the FEB details, then you are ready to create 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). **The specific types of artifacts you are expected to create are specified in each tab of the FEB.**
- ❖ Type in a **Title** for your artifact. The Description is optional.
- ❖ Complete the necessary empty fields.
- ❖ To attach your work to the Artifact, click on the **Documents** sub-tab.
- ❖ Click **Add New**.
- ❖ Click **Browse**. Search for the file in your computer 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 any one else, unless you attach the artifact to something. In Step III below, you will learn how to attach your artifact to your FEB.*

#### III. Attaching the Artifact to the FEB and Submitting the Binder

- ❖ Click on name of the Field Experience Binder you wish to complete in the **Field Experiences** section of the **Field Experience** tab.
- ❖ Click on the sub-tab of the section that you would like to complete.
- ❖ Click on the name link of the artifact that you would like to attach
- ❖ You will see a list of all artifact templates of this type that have been created in your artifacts tab. Select the correct one by placing a check mark in the box next to it and click **Add**.
- ❖ Complete the same steps for each artifact template you are required to add to the binder.

- ❖ Each time you attach another artifact to the FEB, click **SAVE** at the bottom of the page. **DO NOT** hit the **Submit** button until the FEB has been completed in its entirety.
- ❖ Keep in mind that you can edit the FEB, add items, or make deletions at any time during the semester until you **SUBMIT** the FEB.
- ❖ Your assessors will be able to monitor your progress and give feedback throughout the semester as you update your FEB.
- ❖ You will be able to see any **COMPLETED** assessments completed by your assessors once they have been completed by going into the **Assessments** tab of the FEB. (If they have not yet been completed, these will show up as blank assessment forms.)

#### **IV. Help Resources**

##### **Online tutorials**

Tk20 has step-by-step tutorials located on your log-in page. 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>