

Cooperating Teacher—Step-by-Step Guide to Assessing your Student Teacher

**Step 1**-Login at [nsu.tk20.com](http://nsu.tk20.com) using the username and password that has been assigned to you.

**Username**

**Password**

[forgot your username or password?](#)

### Helpful Resources

**Additional Information**

Raise the Bar

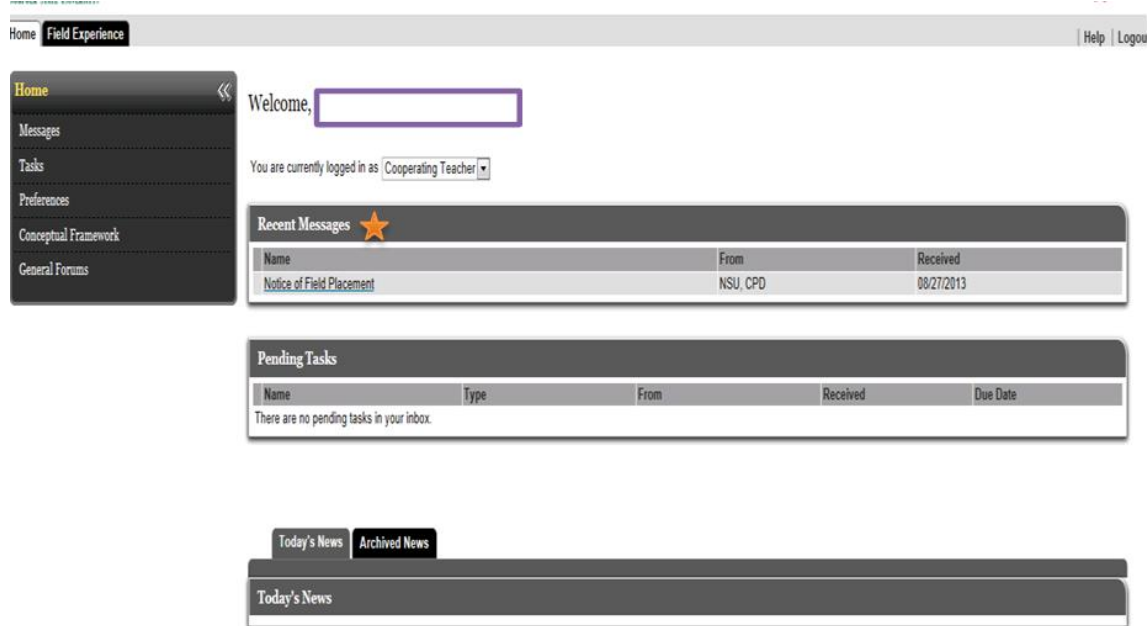
For questions regarding this system, please contact your system administrator:

Administrator: Dr. Kianga Thomas

Email: [krthomas@nsu.edu](mailto:krthomas@nsu.edu)

Phone: (757) 823-9583

After you have successfully logged in to your Tk20 account, your screen will look like the screenshot below.



Home | Field Experience | Help | Logou

Home | Messages | Tasks | Preferences | Conceptual Framework | General Forums

Welcome,

You are currently logged in as Cooperating Teacher

**Recent Messages**

Name	From	Received
<a href="#">Notice of Field Placement</a>	NSU, CPD	08/27/2013

**Pending Tasks**

Name	Type	From	Received	Due Date
There are no pending tasks in your inbox.				

Today's News | Archived News

Today's News

Additional Information

**Recent Messages**-This is your email in Tk20. If you and your student teacher decide to communicate through email via Tk20, you will be notified in this area.

**Pending Tasks**-If your student teacher requests feedback concerning a particular assessment, you will be notified in this area.

**Today's News**-Important information (deadlines, updates, tips, etc.) from the Unit Administrator will be displayed in this area.

**Step 2**-Click on the “Field Experience” tab located at the top left of the page.

Home **Field Experience** | Help | Logout

Assessments **Students I Assess** <<< **Field Experience Assessments**

Current Field Experience Assessments Previous Field Experience Assessments

**Assessments**

⚠ = Pending Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Submit Date
⚠ <a href="#">Student, Test</a>	NSU Fall 2013: First Student Teaching Field Experience Binder	Fall 2013 Term	EED 499	Directed Teaching	Boone, Jacqueline	CPD NSU	

**Additional Information:**

If you have been a cooperating teacher before, you will find the assessments of your prior student teachers under the “Previous Field Experience Assessments” tab.

**Step 3**-Click on the name of your student teacher.

NSU Fall 2013: First Student Teaching Field Experience Binder	Part I. Narrative	Part II. Knowledge, Content and Disposition	Part III. Video Preparation	Part IV. Schedule of Activities and Time-records	Part V. Bi-weekly Progress Reports	Part VI. Self-Assessments	Part VII. Exit Documentation and Reflections	Standards
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[NSU Fall 2013: First Student Teaching Field Experience Binder >](#)

**NSU Fall 2013: First Student Teaching Field Experience Binder**

Field Experience Name: NSU Fall 2013: First Student Teaching Field Experience Binder

Description: **“CPD Level III Student Teaching Clinical Practice Binder Template”**

Please insert your field experience reports, forms, reflections, evaluations, lesson plans, work samples, and other items as requested in this binder. The binder will be evaluated by your University Supervisor.

**NSU Fall 2013: First Student Teaching Field Experience Binder**

Student: Student, Test

Assessment Tools Extensions Feedback

**Field Experience Forms**

⚠ = Pending Field Experience Forms

Field Experience Form	Description	Last Update
⚠ <a href="#">CPD Level III Bi-Weekly Progress Report for Student Teachers #1 (CT)</a>		
⚠ <a href="#">CPD Level III Bi-Weekly Progress Report for Student Teachers #2 (CT)</a>		
⚠ <a href="#">CPD Level III Bi-Weekly Progress Report for Student Teachers #3 (CT)</a>		
⚠ <a href="#">CPD Level III Bi-Weekly Progress Report for Student Teachers #4 (CT)</a>		
<a href="#">CPD Level III Classroom Observation Evaluation (Administrator)</a>		
⚠ <a href="#">CPD Level III Classroom Observation Evaluation (CT)</a>		

**Step 4-Complete the Assessments**

1. The screen on the left will show you all of your student teacher’s assessments beginning with **“Part 1. Narrative”** and ending with **“Part VII. Exit Documentation and Reflections.”**
2. Click on each tab to preview/review the assessments that your student teacher will complete.
3. The screen on the right shows you the assessments that you will need to complete.
4. Click on your assessment that is to be completed.

**Step 5-Save the Assessment**

1. Upon completion of each assessment, please click the **“Save”** button or you will lose the information submitted on the assessment. Example of one of the assessment forms (Bi-weekly Progress Report).

## Step 6-Exiting the Binder

1. Scroll down until you see the buttons **“Save, Submit, and Close”**
2. Click on the **“Save”** button to ensure that you have saved the assessment(s).

3. Once you click save, your screen will look like the screenshot below. Next, click on the **“Logout”** button in the upper right-hand corner.

## Step 7-Submitting the Binder

1. Click the **“Submit”** button once you have completed all of the assessments at the end of the student teaching experience. If you click the **“Submit”** button prior to completing the assessments, you will lock yourself out of your student teacher’s binder.