

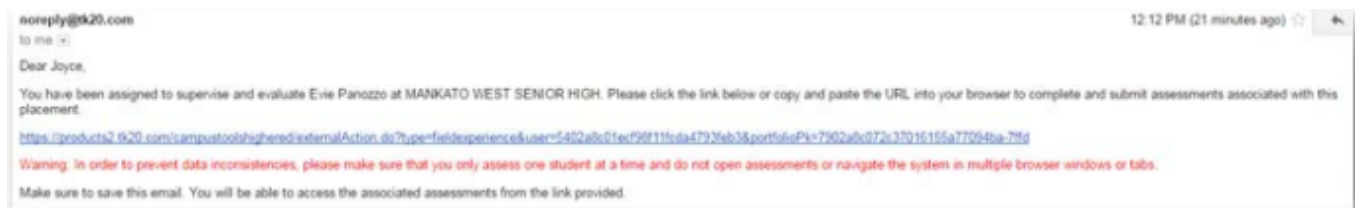


# Assessing Field Experience

## Getting Started

After a Field Experience binder is sent out to a student, respective site staff 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.

**Note:** If you have not received this email, check your spam folder. If you still do not see an email, please contact your partner institution's Tk20 Unit Administrator.



Click on the link in the email. This will open a split screen in a Tk20 server.

- On the left, you will be able to view the binder description, due dates, site/placement information, any attached standards, and the student's submission.
- On the right, you will be able to view the binder's assessment tool(s), grant extensions, and provide additional feedback.

## Completing the Rubric

1. Click on the **Field Experience Forms** available on the right side of the screen to complete assessments of your student.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
3. After you have completed the form, choose one of the following actions:
  - a. **Save**: save work and return at a later time.
  - b. **Complete**: mark the assessment as complete and return to the previous screen.
4. Repeat this process until you have finished all assessments.
5. When you are finished with the last form, click **Submit**.