



## Student Guide to Submitting Timesheet in TK20

1. Log in to the TK20 system here: <https://www.oswego.edu/education/tk20-watermark>
2. Use your Lakernet ID and Credentials at the login page.
3. Click on “Please start the Field Experience...” on the homepage or select Field Experience in the green side bar and it will bring you to your Field Experience.
4. Once you open your Field Experience, click on the tab at the top of the page that says Observation and Participation or Small Group Instruction.

A screenshot of the TK20 system interface. The top left shows the TK20 logo and the OSWEGO logo. The top right shows a user profile for "HL, LAUREN" and a notification icon. The main content area is titled "Spring 2023 Field Experience I EDU 303" and has a breadcrumb trail: "Field Experience > Field Experience > Field Experience > Spring 2023 Field Experience I EDU ...". Below the title, there are tabs for "Spring 2023 Field Experience I EDU 303", "Field Experience 1: Observation and Participation", "Assessment", and "Feedback". The "Field Experience 1: Observation and Participation" tab is active. The page displays the following information:  
**Field Experience Name:** Spring 2023 Field Experience I EDU 303  
**Description:** Field Experience I: Observation and Participation - EDU 303  
**Start Date:** 01/17/2023 09:09 AM  
**Due Date:** 05/29/2023 01:00 AM  
**SITE INFORMATION**  
**Name:** GENEVA MIDDLE SCHOOL  
**Site ID:** 430700010005  
**Address1:** Suite 200 101 Carter Road  
**Address2:**  
**District:** Geneva City School District  
**City:** Geneva

5. Here you can upload your Timesheet file. The directions are on the left hand side of the page. Under Attachments, click the Select button to upload your timesheet.

TK20 by oswego OSWEGO

Field Experience > Field Experience > My Field Experience > Spring 2023 Field Experience I EDU ...

SPRING 2023 FIELD EXPERIENCE | EDU 303

Spring 2023 Field Experience | EDU 303 | Field Experience 1: Observation and Participation | Assessment | Feedback

**INSTRUCTIONS**

*Candidates:*

Please scan & upload your completed timesheet at the end of your placement. Please do not upload a photo of your timesheet.

Timesheets must be signed by your cooperating teacher.

By uploading your timesheet, you attest that all hours noted accurately represent times that you were in the classroom interacting with students/observing the instruction of students.

Timesheets can be found on the Curriculum & Instruction website under "Field Experience and Student Teaching", then "Forms and Timesheets"

**ATTACHMENT(S):**

**File:**

**ADDITIONAL ATTACHMENTS (OPTIONAL):**

**Additional Attachment:**

6. After you attach your timesheet, click the green Submit button. This will bring you back to your homepage and it will show the status of your Field Experience as complete.

7. If you have any questions, reach out to TK20 at [tk20@oswego.edu](mailto:tk20@oswego.edu)