



# TK20 by Watermark Mentor Teacher Guide

**WCU TK20 Office**

Recitation Hall

610-436-2085

[Tk20@wcupa.edu](mailto:Tk20@wcupa.edu)

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx>

**Watermark Helpdesk**

1-800-311-5656

[support@watermarkinsights.com](mailto:support@watermarkinsights.com)

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## WHAT IS TK20 BY WATERMARK?

The College of Education and Social Work (CESW) uses TK20 by Watermark as a comprehensive online data management system for assessments of student learning outcomes and field placements. Tk20 by Watermark establishes electronic documentation for continuous improvement of our programs and accreditation. Students will use this system to complete key unit and program course assignments, field applications, field experience binders, surveys, and portfolios.

### TK20 - BEST PRACTICES

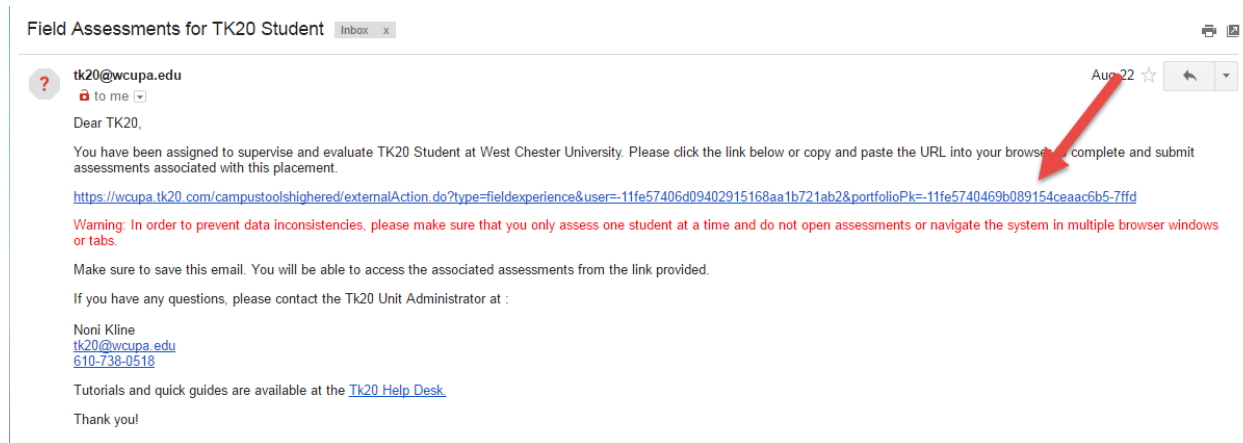
- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment as well as a laptop or desktop. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- **DO NOT sign into TK20 in multiple tabs or windows.**
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*  

- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (\*, ', ", &, ?) in the name when you save a file for upload in Tk20.

<b>WCU TK20 Office</b> Recitation Hall Phone: 610-436-2085 Email: <a href="mailto:TK20@wcupa.edu">TK20@wcupa.edu</a> <a href="https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx">https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx</a>	<b>TK20 Helpdesk</b> Hours: (M – Th, 8am – 8pm, F 8am-7pm) Phone: 1-800-311-5656 Email: <a href="mailto:support@watermarkinsights.com">support@watermarkinsights.com</a> <a href="http://helpdesk.Tk20.com/">http://helpdesk.Tk20.com/</a>
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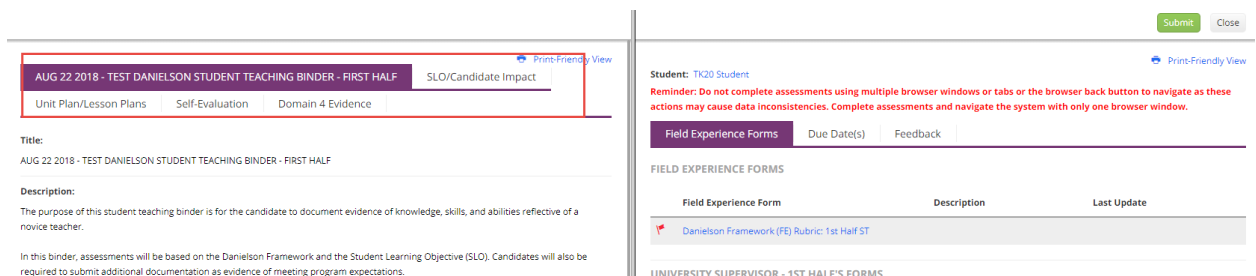
## DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDERS

We ask that Mentor Teachers complete a Danielson Student Teaching Binder for each student you supervise. This evaluation is completed twice a semester (first and second half). WCU faculty, students and mentor teachers will all complete the evaluation. Mentor Teachers will receive an email from [Tk20@wcupa.edu](mailto:Tk20@wcupa.edu) which will contain a link to the evaluation. If you supervise more than one student teacher, you will receive a separate email, with a unique link, for each student. The link in your email is specific to an individual student.

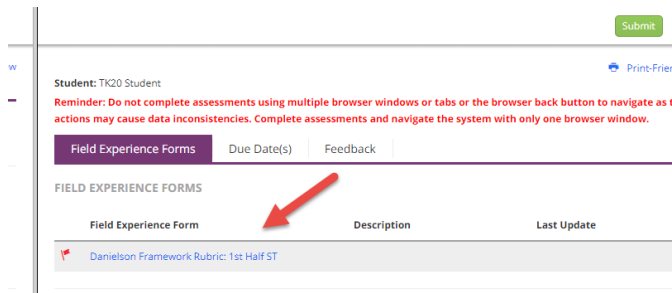
1. Click on the link in the email to begin the evaluation for your student.
2. A split screen will appear. Instructions and student work will appear in the tabs on the left side of the screen.



3. The link to the mentor teacher evaluation will display on the top right side of the page. You can left click, hold and drag on the vertical middle line to adjust the width of the evaluation screen.
4. To view the candidate's evidence, click on the tabs on the left side of the screen. During the first half of the semester, you will be able to view the student's SLO, Unit Plan, Domain 4 Evidence and Self Evaluation. During the second half of the semester, you will be able to view the same tabs.



- To begin your evaluation, click the link to the **“Danielson Framework Rubric: 1<sup>st</sup> Half ST”** (for the first half) or **“Danielson Framework Rubric: 2<sup>nd</sup> Half ST”** (for the second half) on the top right of the page.



- Complete the evaluation for each of the domains by selecting the appropriate rating. Please note that an asterisk (\*) indicates a mandatory field.
- Do not enter a **“Grade”** at the end of the evaluation.
- At the bottom of the page, you have the option to select **Save** or **Complete**. When you are finished, scroll to the bottom and click **“Complete.”** On the next page, click the green **“Submit”** button on the top right portion of the page to submit your evaluation. If you have not finished your evaluation, click the **“Save”** button and then click the **“Close”** button on the top right of the page. You can come back to the evaluation by clicking on the link in the original email that was sent to you.

professional standards. The candidate complies fully with school and district regulations, taking a leadership role with colleagues.

Rubric Score:

Rubric Mean:

Domain 4 Comments:

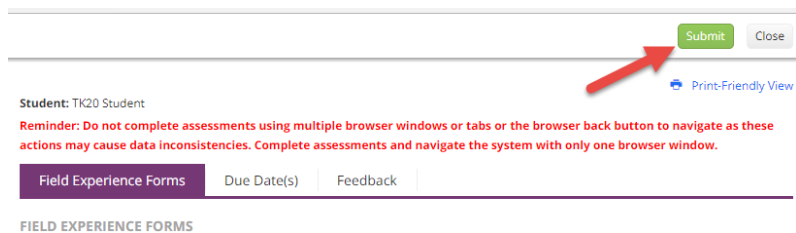
THIS SECTION IS FOR ADMINISTRATIVE PURPOSES ONLY - DO NOT ENTER A GRADE BELOW

GRADE

Total Score: 0

Total Mean:

Grade:



## HOW TO PRINT DANIELSON EVALUATIONS

1. If you wish to print a copy of the evaluation, be sure you are either using Google Chrome or Safari. To print a copy of your completed evaluation, click the student's name to re-enter the evaluation.

ASSESSMENTS							
Current Field Experience Assessments				Previous Field Experience Assessments			
Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
<a href="#">Student2, TK20</a>	TEST- Danielson Student Teaching Binder- First Half	Training	TK20 Training 2	TK20 Training 2	Faculty, TK20; Kline, Nori	TK20, Admin	Open For Editing

2. Then, click on the blue assessment link underneath **Field Experience Forms** to reopen the evaluation you just completed. If you wish to print the student's evaluation, click on the tabs (SLO, Unit Plan, Self-Evaluation etc.) on the left side of the screen and then click on the blue link for the appropriate assignment depending on which assignment you wish to print.

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF

Unit Plan/Lesson Plans | Self-Evaluation | Domain 4 Evidence | **SLO/Candidate Impact**

A vital component to determine teacher effectiveness is to understand if high-quality instruction has an impact on student growth and academic achievement. Student Learning Objectives (SLO) is one way for candidates to not only model best practices but as a means to self-reflect on their impact on P-12 student learning.

**Directions for Candidate:** It is encouraged that you review the **SLO Process Rubric** to understand expectations for teacher candidates. The "basic" category is the minimum expectation of a teacher candidate. The "distinguished" category is typically used in rare cases and is listed to show the performance expectation for practicing teachers. Expecting teacher candidates to achieve this category is unreasonable. In collaboration with the University Supervisor and Mentor Teacher, candidates will develop a modified SLO (also referred to as Candidate Impact) as outlined in the template. The SLO includes the analysis of student performance data, identification of instructional needs, an achievement goal, pre and post assessment, and reflection. Candidates should complete the SLO and upload the file. Click the "Select" button to the right to complete the assignment. You may upload multiple files if necessary. Next, click the "Add" button and then the "Save" button. Refer to the [CESW Assessment and Accreditation Candidate Assessment Resources](#) page for more information. **DO NOT CLICK "SUBMIT" UNTIL ALL REQUIRED ASSIGNMENTS IN THIS BINDER HAVE BEEN COMPLETED.**

**Directions for University Supervisor:** Please use the SLO Process rubric to assess candidate's ability to develop, implement, and reflect on the various stages outlined in the SLO template. The "basic" category is the minimum expectation of a teacher candidate. The "distinguished" category is typically used in rare cases and is listed to illustrate performance expectations for practicing teachers. Expecting teacher candidates to achieve this category is unreasonable. To begin the evaluation, click on the "SLO Process Rubric" link to the right. When you have completed the evaluation, click the "Complete" button.

**Directions for Mentor Teacher:** This SLO is assessed by the University Supervisor only. There are no assessments to complete on this page.

Name	Status	Type	Standard	Reflection
SLO/Candidate Impact: Form not attached.	Not Submitted	SLO/Candidate Impact: Form		

Student: TK20 Student

**Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.**

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS


Field Experience Form	Description	Last Update
<a href="#">Danielson Framework (FE) Rubric: 1st Half ST</a>		

UNIVERSITY SUPERVISOR - 1ST HALF'S FORMS

University Supervisor - 1st Half:

TK20 Faculty

Field Experience Form	Last Update
<a href="#">SLO Process Rubric (Fall 2018): Rubric</a>	

3. Once the evaluation that you wish to print is open, click  **Print-Friendly View** on the top right of the page. From here, a new tab will open where you can print using your browser's printer function.