



TK20 by Watermark Field Placement Request Student Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

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

Watermark Helpdesk

1-800-311-5656

support@watermarkinsights.com

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PLEASE NOTE: Non-education majors DO NOT have to purchase a Tk20 account to complete your Field Placement Request Application. If you are not an education major currently at this time (i.e. Exploratory Studies, Liberal Studies, etc.) DO NOT purchase a Tk20 account. To complete your application, please see the “[Non-Education Major - Field Placement Request Application Guide \(EDP 200, 201 & 250\)](#)”

WHAT IS TK20?

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.

All students who are enrolled in Educator Preparation Programs that are accredited by the Council for the Accreditation of Educator Preparation (CAEP) are required to have a Tk20 by Watermark account. This includes initial-licensure programs, the M.Ed. Literacy and Reading Specialist Certification, and the Certificate in Autism. Effective August 1, 2018, students who do not have an active account, are required to purchase one. Tk20 by Watermark accounts can be purchased via credit card, money order, or cashier’s check from the Tk20 login page and are accessible for seven (7) years after the date of purchase.

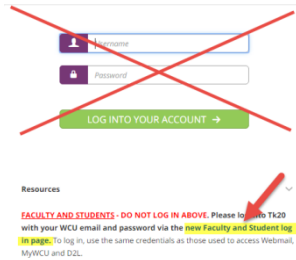
TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. 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.

WCU TK20 Office Recitation Hall 610-436-2085 TK20@wcupa.edu https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx	TK20 Helpdesk (M – Th, 8am – 9pm, F - 8am – 7pm, Sun 5pm – 10pm) Email: support@tk20.com http://helpdesk.Tk20.com/
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HOW TO ACCESS TK20

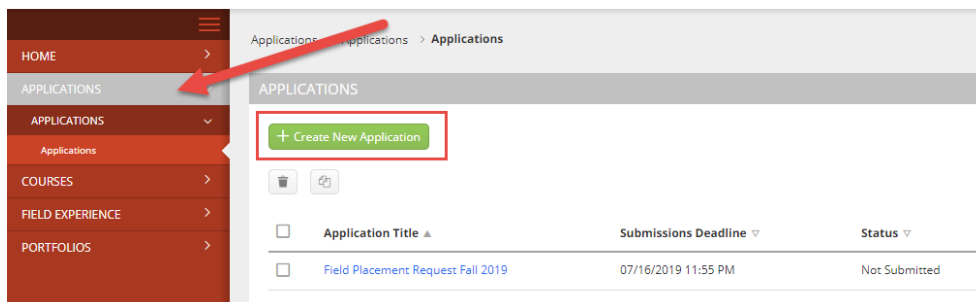
1. Type in <https://wcupa.tk20.com> into your internet browser. Click on the blue **'Faculty and Student login page'** link. Do not login using the top portion of this page.



2. Enter your WCU email and password. This is the same credentials that you use to access MyWCU, D2L, and Webmail. If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350.
 - i. Username = WCU email
 - ii. Password = WCU password

HOW TO COMPLETE EARLY FIELD PLACEMENT APPLICATIONS

1. Click on the **'Applications'** tab on the left side panel. If you have already created an application, it will be listed. To create a new application, click on the green **'Create New Application'** button.



2. In the Create New Application section, select the **'Field Placement Request'** application from the dropdown menu. Then, click on the green **'Next'** button.

Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete an application AFTER its due date has passed. Please contact Dr. John Carr at 610-436-3027 for assistance.

3. Complete the application as directed. **Note: Any fields that are in red and marked with an (*) must be completed before you can submit.**
4. Once you have started an application, you have 3 options:
 - a. **Submit:** If you are finished with your application, click Submit for final review.
 - b. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - c. **Close:** Exit the application without saving or submitting any changes.

RETURN TO A SAVED APPLICATION

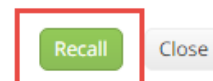
Click on the **'Applications'** tab on the left side panel to display a list of all application forms that you have created.

1. Select the name of the application you need to edit.
2. When you are finished editing, click **'Save'** or **'Submit'**.

RECALL A SUBMITTED APPLICATION

If you need to make a change to a submitted application that has **not** yet entered the review stage:

1. Click on the **'Applications'** tab on the left side panel to display a list of all application forms that you have created.
2. Select the name of the application you need to recall.



3. Click the **'Recall'** button on the bottom of the page.
4. When you are finished editing, click on **'Save'** or **'Submit'**.

Note: Once an application review has started, the application will be locked from editing. If your application is locked, it must be given an extension. Please contact Dr. John Carr at 610-436-3027 for assistance.

If you have any questions about the application process, please contact Dr. John Carr at 610-436-3027.

If you need technical assistance with TK20, please contact the WCU TK20 Office at 610-436-2085 or Tk20@wcupa.edu.

CHECK TO SEE IF YOUR APPLICATION IS COMPLETE

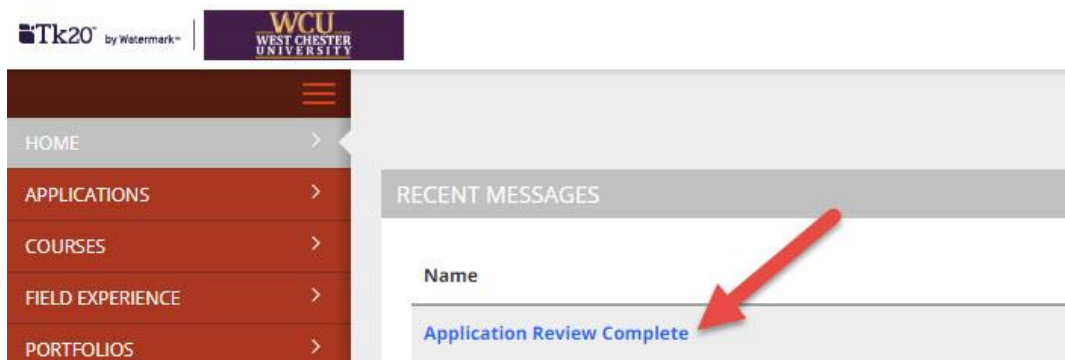
1. You will receive an email once your application review is complete.
2. You can also check in Tk20 by clicking on the **'Applications'** tab on the left side panel.
3. From here you will see a list of all of your created applications. If your application review is complete, the status will be **'Review Complete'**. The Final Result column will read as **'Approved Placement'**.

<input type="checkbox"/>	Application Title ▲	Submissions Deadline ▼	Status ▼	Final Result ▼
<input type="checkbox"/>	🔒 Early Field Placement Request (John Carr) Fall 2019	05/17/2021 01:00 AM	Review Complete	Final Placement

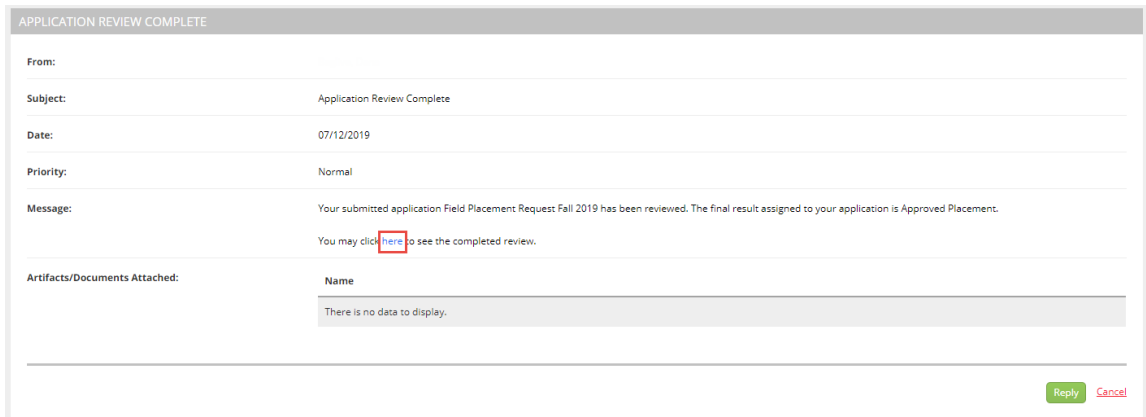
VIEWING PLACEMENT INFORMATION

Once your application has been reviewed, you will be able to view your placement information. You can view this feedback by navigating to your Tk20 messages.

1. On the Tk20 home screen, you will see a message indicating that your application review is complete. Click on the link to view your application.



2. This will open the message. Click **'Here'** to view your application.



3. Then, click on the **'Approved Early Field Placement'** form to view your placement information.

