TK20 Social Work
Field Evaluation
BSW Faculty Guide

WCU TK20 Office
Recitation Hall
610-436-2085
Tk20@wcupa.edu
http://www.wcupa.edu/_academics/coe/Tk20.aspx

TK20 Helpdesk
800-311-5656
support@Tk20.com
February 2018 v.9.1.3

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.
TK20 - BEST PRACTICES

• **Recommended Internet Browser:** We recommend that you use Mozilla Firefox, 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** sign into TK20 in multiple tabs or windows.

• **DO NOT** use the browser back button. Instead, navigate using the tabs and menus within TK20.

• 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 the file for upload in Tk20.

---

<table>
<thead>
<tr>
<th>WCU TK20 Office</th>
<th>TK20 Helpdesk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours: M – F (7:30am – 4:00pm)</td>
<td>Hours: (M – Th, 8am – 9pm, F 8am-7pm, Su. 5pm-10pm)</td>
</tr>
<tr>
<td>Recitation Hall, Room 203D</td>
<td>Phone: 800-311-5656</td>
</tr>
<tr>
<td>610-436-2085</td>
<td>Email: <a href="mailto:support@tk20.com">support@tk20.com</a></td>
</tr>
<tr>
<td><a href="mailto:TK20@wcupa.edu">TK20@wcupa.edu</a></td>
<td><a href="http://helpdesk.Tk20.com">http://helpdesk.Tk20.com</a></td>
</tr>
<tr>
<td><a href="http://www.wcupa.edu/_academics/coe/Tk20.aspx">http://www.wcupa.edu/_academics/coe/Tk20.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO ACCESS TK20

Faculty can log into TK20 in one of two ways:

1. Via a link in your D2L course
   a. From within your course in D2L, click on “Content” in the gray navigation bar.
   b. Click on the “TK20” module located along the left side of the page.
   c. On the right side of the page, click on “TK20 Homepage”.
   d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage
   a. To access Tk20 directly, type wcupa.tk20.com into your internet browser. Then, click on the “new Faculty Student login page” link. Do not login using the top portion of this page.
   
      ![Image of a crossed-out login link]

   b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. If you are having trouble with your password, please contact the IT Helpdesk.
      Username = WCU email
      Password = WCU password
   c. You may come to an “Information to be Provided to Service” page. Select “Do not ask me again” and click “Accept”.


MIDTERM FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Midterm Field Evaluation process.

1. Field Instructors will receive an email from tk20@wcupa.edu which contains a link to the student’s field evaluation.
2. It is recommended that after Field Instructors complete their evaluation, they notify the student. Students should then login to Tk20 to complete and submit any comments once they have reviewed the Field Instructor’s evaluation.
3. Field Instructors, WCU Faculty, and Field Directors will have access to view both student and Field Instructor comments/evaluations.

Note: Faculty do not have any assessments to complete; however, they are able to view all content of both field experience evaluation binders.

FINAL FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Field Evaluation process. Students, Field Instructors, Task Supervisors (if applicable) and Supplemental Supervisors (if applicable) will all complete portions of the evaluation via Tk20.

1. All Field Instructors will receive an email from tk20@wcupa.edu which contains a link to the student’s field evaluation.
   a. Note: Field Instructors will complete the full evaluation. Task Supervisors and Supplemental Supervisors will complete a comments form.
2. After Field Instructors complete their evaluations (and if applicable, the Task Supervisor and Supplemental Supervisor adds his or her comments), the student should login to Tk20 to access and review the field evaluation in order to complete and submit his or her Student Reflection.
3. Field Instructor(s), Task Supervisors, Supplemental Supervisors, WCU Faculty and Field Directors all have access to view evaluations, comments and the student’s reflection.

Note: Faculty do not have any assessments to complete; however, they are able to view all content of both field experience evaluation binders.
**MIDTERM EVALUATION: VIEWING FIELD INSTRUCTOR & STUDENT COMMENTS**

1. While WCU faculty do not need to submit an assessment for the midterm evaluation, they have the ability to view student and field instructor comments. From the main Tk20 home screen, click “Field Experience” on the left side panel.

2. You will see a list of your students under “Current Field Experience Assessments.” Click on the blue link for the student who you wish to view.

![Student List](image1)

3. To view student comments, click on the “Mid Semester Evaluation” tab on the left side of the screen and then click on the blue link for the “SW-Mid-Semester Evaluation Comments.”

4. To view the Field Instructor’s evaluation, click on the link for the “SW-Mid-Semester Evaluation: Evaluation” on the right side of your screen.

![Evaluation Screen](image2)

5. You can print either one of these forms by clicking on the “Print-Friendly View” link on the top right of the evaluation form.
FINAL EVALUATION: ACCESSING THE FIELD EVALUATION

1. While WCU faculty do not need to submit an assessment for the midterm evaluation, they have the ability to view student and field instructor comments. From the main Tk20 homepage, click the link for “Field Experience” on the left side panel. A list of students will appear. Click on the student’s name (in blue) to open their field experience binder and to view their submission and their assessors’ comments/evaluation.

2. A split-screen will appear. The student’s reflection can be found on the left half of the screen. You will find links to the assessors’ evaluation and comments on the right side of the screen under their name(s). Left-click hold and drag the center bar to make either half of the screen wider or narrower.
FINAL EVALUATION: VIEWING THE STUDENT REFLECTION

1. Click on the tab for the “Field Evaluation” on the left side of the screen. Then, click the blue link for the Field Placement_ Student Reflection to open the student’s submission.

2. If you wish to print the student’s submission, click on the blue “Print-Friendly View” link on the top-right of their submission. A new tab will open in a printer friendly view. From here, you can print using your browser’s printer function.
FINAL EVALUATION: VIEWING THE SUPPLEMENTAL SUPERVISOR AND TASK SUPERVISOR COMMENTS

1. If a student was placed with a Supplemental Supervisor or Task Supervisor, you can view any comments that were submitted by clicking on the link for the appropriate individual on the right side of the screen.

2. If you wish to print these comments, click the “Print-Friendly View” link on the upper right portion of the screen. A new tab will open in a printer friendly view. From here, you can print using your browser’s printer function. When you are finished viewing the assessor’s portion, click the “Back” button on the left side of the form to stay within the student’s evaluation.
**FINAL EVALUATION: VIEWING THE FIELD INSTRUCTOR’S EVALUATION**

1. Click on the blue link on the bottom of the screen for the Field Instructor’s Field Evaluation.

2. If you wish to print the evaluation, click the “Print-Friendly View” link on the upper right portion of the screen. A new tab will open in a printer friendly view. From here, you can print using your browser’s printer function. When you are finished viewing the assessor’s portion, click the “Back” button on the left side of the form to stay within the student’s evaluation.
FINAL EVALUATION: CLOSING AND VIEWING ANOTHER STUDENT’S EVALUATION

1. At the top right of your screen, click on the grey “Close” button. This will bring you back to the Field Experiences home screen where you can access another student’s evaluation. You do not need to click Submit since you are not submitting an assessment within Tk20.
ASSESS STUDENT COURSE ASSIGNMENTS

(This section applies to course assessments such as the Senior Integrative Paper or Professional Behaviors assessment. Please note that for the Professional Behaviors assessment, students will not be submitting anything; however, you will follow the same process for assessing this assignment.)

1. Click on “Courses” on the left side panel.
2. Click on the course tab that contains the assignment you want to assess.
3. Click on the number located below the “Assessment(s) Pending” (yellow) portion of the assignment. This includes students who have fully submitted their assignments. When a student submits work, they will receive a confirmation email letting them know the work is submitted.
4. To assess a student’s submission, click on the name of the student.

5. A split screen will be displayed:
   a. On the left, you can view the student’s information. By default, you will be directed to the Submission(s) tab where you can view the student’s submission. Please note that for the Professional Behaviors assessment, students will not be submitting anything.
   b. Click on the “Details” tab to view the assignment details.
   c. On the right side, you can view the assignment’s assessment tool(s).
   d. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.
6. If the student has submitted a file, click on either “Download” to save to your computer, or you can click on “View and Annotate” to open the document in your internet browser. If a file submission is larger than 200MB, it will need to be downloaded and you will be unable to annotate directly on the document in Tk20. You can click on the assignment to open it up outside of Tk20.

   ![Image of a file type details]

   a. To annotate directly on the document, left click, hold and drag to select the text you want to annotate. The text will turn blue and a comment icon will appear.

   ![Image of a comment icon]

   b. Click on the comment icon and enter your comments. Click “Save” to add your annotated comment.

7. After you have reviewed the student’s submission, click on the name of the assessment tool on the right of the screen to open the rubric.

8. Complete the assessment.
   a. If available, comments may be left for each criterion underneath the score column of the rubric.

   ![Image of a rubric with comments per criterion]
b. If criterion scores are entered in a rubric, the “Total Score” and “Total Mean” will automatically be calculated. **You must manually enter a “Grade”**.

<table>
<thead>
<tr>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

9. When you have completed the assessment, click one of the following:
   a. **Complete** – Click to save the completed assessment and return to the previous page for full submission.
   b. **Save** – Click to save the assessment and remain on the assessment page. This is helpful if you need to stop in the middle of an assessment and want to save your work.

10. After you have completed the assessment, choose one of the following:
    a. **Submit** – Submit the assessment for the student to view. You must click the green “Submit” button for your students to view the completed assessment.
    b. **Close** – Exit the assessment tool without saving any changes (if you clicked “Save” in the assessment tool previously, these changes will be saved).
GRANT AN EXTENSION TO AN ASSIGNMENT AND REOPEN STUDENT SUBMISSION

When a student clicks to SUBMIT coursework, the assignment locks and is in a view-only mode and cannot be edited. To make any changes to the assignment (i.e. remove a file, add an additional file), the student must “recall” the assignment. If the assessor has already clicked on the assessment tool to begin the evaluation, the student will not be able to “recall” their work to make edits. The student will receive an error message when he or she attempts to recall the assignment: “You can only recall an item that has been submitted and not yet assessed.”

If the student needs to make changes to a “locked” assignment, faculty must grant an extension. There are two possible scenarios for faculty to grant an extension:

Faculty already started evaluation of student submission, but did not yet submit the evaluation:

1. From within Tk20, click on “Courses” on the left side panel. You will be directed to the courses Dashboard.
   a. If the current term’s courses are not displayed, select the “Term” from the drop down menu on the top right.
2. Click on the “Course” tab that contains the assignment.
3. Click on the number located underneath the Assessment(s) pending portion of the assignment you want to assess to view the students who have submitted their assignments.
4. Click on the name of the student you want to provide an extension to.
5. On the right side of the screen, click on the “Extension” tab.
6. Click “Edit Due Date”.
7. Enter a new Due Date/Time and Comments.
8. Click “Update”.
9. The status column for this student should now display “Open for Editing Extended”.
10. Click “Close” at the top when you are finished.
Faculty already submitted an evaluation of the student’s submission:

1. From within Tk20, click on “Courses” on the left side panel. You will be directed to the “Dashboard”.
   a. If the current term’s courses are not displayed, select the Term from the drop down menu on the top right.
2. Click on the “Course” tab that contains the assignment.
3. Click on the number located underneath the Assessment(s) Complete portion of the assignment you want to assess to view the students who have submitted their assignments.
4. Click on the name of the student you want to provide an extension to.
5. Click on the “Extension” tab and then click “Edit Due Date.” By editing the due date you are also revoking your assessment
6. You will get a pop-up telling you that the assignment will be revoked with the due date change. Click “OK”.
7. Enter a new Due Date/Time and Comments. (Note: You must enter a comment).
8. Click “Update”.
9. Then, click “Close” at the top.
10. The status column for this student should now display “Open for Editing Extended”.
REVOKE OR ADJUST AN ASSESSMENT

If you need to make changes to an assessment which you have already submitted, and do not need to have your student resubmit their work, you can revoke and adjust your assessment. The student’s assignment will still remain locked on their end.

1. From within Tk20, click on “Courses” on the left side panel. You will be directed to the “Dashboard”.
   a. If the current term’s courses are not displayed, select the Term from the drop down menu on the top right.
2. Click on the “Course” tab that contains the assignment.
3. Click on the number located underneath the Assessment(s) Complete portion of the assignment you want to assess to view the students who have submitted their assignments.
4. Click on the name of the student whose assessment you need to revoke.
5. At the top, click “Revoke.”
6. Click on the blue link under Assessment Tool.
7. Enter or adjust your assessment and click “Submit.”
FREQUENTLY ASKED QUESTIONS

1. How can I easily tell if a student has completed their portion of the evaluation?
   a. When you are viewing the full field evaluation for a student, click on the tab for either the “Field Evaluation.” The status of the assignment will indicate a date which it was submitted or Not Submitted.

2. How can I easily tell if a Field Instructor/Supplemental Supervisor/Task Supervisor has completed their evaluation?
   a. Next to the link for the Field Instructor’s evaluation, you will see a column for “Last Update.” This will indicate the last time that they made changes to the evaluation; however, you will have to click and view the evaluation in order to see whether or not it has been completed.

3. One of my student’s Field Instructors/Supplemental Supervisors/Task Supervisors never received a link to the evaluation.
   a. Links are sometimes filtered to assessor’s spam mail. If they do not see it there, please ask them to contact the WCU Tk20 Office (tk20@wcupa.edu).