TK20 by Watermark
Counselor Education
Field Experience Faculty Guide

WCU TK20 Office
Recitation Hall
610-436-2085
Tk20@wcupa.edu
http://www.wcupa.edu/education-socialWork/tk20.aspx

Watermark Helpdesk
1-800-311-5656
support@watermarkinsights.com

November 2018 v.9.1.7

Tk20 has now united with LiveText and Taskstream under the new company name of Watermark.
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.

All students enrolled in College of Education and Social Work programs that are accredited by a professional agency (CAEP, CSWE and CACREP) are required to have a Tk20 by Watermark subscription. This includes graduate and undergraduate programs that lead to licensure/certification, endorsement, and certificate. Effective August 1, 2018, students that do not have an active account, are required to subscribe to Tk20. Students can purchase an account for $103 ($100 plus a $3 processing fee) via credit card, money order, or cashier’s check from the Tk20 login page. Accounts are accessible for seven (7) years after the date of purchase. Note: This fee is subject to change within the time span of one’s University career.

Once your account has been activated, you will receive an email confirmation from studentac@watermarkinsights.com. Note: It can take up to 2 – 3 business days to activate your Tk20 by Watermark account. If do you do not receive an email confirmation, be sure to check spam/junk mail folders. Once your account is activated, you can log into Tk20 by Watermark with your WCU log in credentials or via a link in your D2L course.

**TK20 by Watermark - 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.

- When uploading a file, **do not** include special characters such as (*,΄, “ , &,) in the name when you save the file for upload in Tk20.

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<thead>
<tr>
<th>WCU TK20 Office</th>
<th>Tk20 by Watermark Helpdesk</th>
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<tbody>
<tr>
<td>Hours: M – F (7:30am – 3:30pm)</td>
<td>Hours: (M – Th, 8am – 8pm, F 8am-7pm)</td>
</tr>
<tr>
<td>Recitation Hall</td>
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HOW TO ACCESS TK20 BY WATERMARK

Students and faculty can log into TK20 via the TK20 Homepage:

1. Type “wcupa.tk20.com” into your internet browser. We recommend the use of Google Chrome or Safari. Do NOT use Internet Explorer.
2. Click on the blue “new Faculty Student login page” link. Do not login the top portion of this page.

3. 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 at 610-436-3350.
   a. Username = WCU email
   b. Password = WCU password
4. You may come to an “Information to be Provided to Service” page. Select “Do not ask me again” and click “Accept”.

   ![Image of login page]
HOW TO COMPLETE THE MID-SEMESTER FIELD EVALUATION

1. Click “Field Experience” on the left side panel.

2. Click the student’s name to access their Counseling Mid-Semester field evaluation.

3. A split screen will appear:
   a. The left side of the screen will display tabs with the binder description, due dates, site/placement information and student submissions.
   b. On the right side of the screen, you will be able to view your assessments, the site supervisor’s assessment, and grant due date extensions.
4. To view the site supervisor’s evaluation, click on the “EDC Evaluation of Practicum/Internship Student – Site Supervisor Mid Semester Evaluation” link on the bottom right.

5. You can print this evaluation by clicking on the “Print-Friendly View” link on the top right.

6. After you have reviewed the site supervisor’s evaluation, click on the “EDC University Supervisor Signature” link on the right side of the screen.
7. Enter your name (signature) and date. Next, click “Complete” on the bottom right.

8. Click the “Submit” on the top right of the binder.
HOW TO COMPLETE THE END OF SEMESTER FIELD EVALUATION

1. Click “Field Experience” on the left side panel.

2. Click on the student’s name for the Counseling End of Semester field evaluation.

3. A split screen will appear:
   a. The left side of the screen will display tabs with the binder description, due dates, site/placement information and student submissions.
   b. On the right side of the screen, you will be able to view your assessments, the site supervisor’s assessment, and grant due date extensions.
4. You can view your student’s work by clicking on the tabs on the left side of the screen. Students will submit a Site and Supervisor Evaluation, Practicum/Internship Summary Sheet, Time Log, and Student Signature form.

5. Within each tab, click on the blue hyperlink to review the student’s submission.

6. Click on the link, on the right side of the screen, to complete the “EDC Evaluation of Practicum/Internship – University Supervisor: Evaluation.”
7. Complete the evaluation for your student by typing directly into the spaces provided. Select the appropriate rating, in the table, for each rubric item.

8. When you are finished, scroll to the bottom and click “Complete.”

9. Just like the mid-semester evaluation, you will need to complete the Supervisor Signature form. On the bottom right, click on the Site Supervisor Evaluation of Practicum/Internship link to review their evaluation. Once you have reviewed their evaluation, click on the link for the “EDU University Supervisor Signature: End of Semester” form.
10. Once you have completed the form, scroll to the bottom and click “Complete.”
11. Then, click “Submit” on the top right of the binder.
HOW TO UNLOCK STUDENT’S FIELD EXPERIENCE BINDER

When a student submits an assignment, and if either the University Supervisor or the Site Supervisor has started their assessment, the field experience binder locks and is in a view-only mode and cannot be edited by the student. The student will not be able to “recall” their field experience binder to make edits. If the student needs to make changes to a locked field experience binder, faculty may grant an extension. There are two possible scenarios for faculty to grant an extension.

I. Grant an Extension – Faculty already started and saved their assessment, but DID NOT click Submit.

1. From within the student’s binder, click on “Due Date” tab.
2. Select the tab for the assignment(s) you would like to open.
3. Click on “Edit Due Date icon”
4. Enter a new due date and then click “Update.”
5. Click “Close” on the top right. Do not click Submit again.

II. Revoke Assessment and Grant an Extension – Faculty completed their assessment clicked Submit:

1. From within the student’s binder, click “Revoke” on the top right.
2. On the “Due Date” tab, select which assignment(s) you wish to open. Then, click on “Edit Due Date” icon.

3. Enter a new due date and then click “Update”.

4. Finally, click “Close”. Do not click Submit again.
FIELD EXPERIENCE REPORTS

Faculty have access to two reports:

1. “Comprehensive Report on MY Field Experience Binder Content” - This report provides the status of student submissions and faculty/mentor teacher assessments within student teacher binders.
2. “Field Experience 076: Comprehensive Report on My Assessments in a Field Experience Binder” - This report shows all the assessments faculty have made for their students.

To access the “Comprehensive Report on MY Field Experience Binder Content” report:

1. Click on “Field Experience.” Then, click “Reports.” Click on the blue link for “Comprehensive Report on MY Field Experience Binder Content.”

1. Enter the appropriate term, course and section. You have the option to search individually by student. Be sure to change the parameter visibility to “Include” if you wish to search by student and enter the appropriate search values. If you wish to search by class, change the parameter visibility to “Ignore” for Student First Name, Last Name, and PID. Once you have entered your parameters, click “Generate.” The report will generate in a separate tab. Be sure that you have disabled your pop-up blocker to see the generated report.
To access the “Field Experience 076: Comprehensive Report on My Assessments in a Field Experience Binder” report:

1. Click on “Field Experience.” Then, click “Reports.” Click on the blue link for “Field Experience 076: Comprehensive Report on My Assessments in a Field Experience Binder.”

2. Enter the appropriate term, course and section. Once you have entered your parameters, click “Generate.” The report will generate in a separate tab. Be sure that you have disabled your pop-up blocker.