

Completing Student Teacher Assessments in TK20—Instructions for Cooperating Teachers

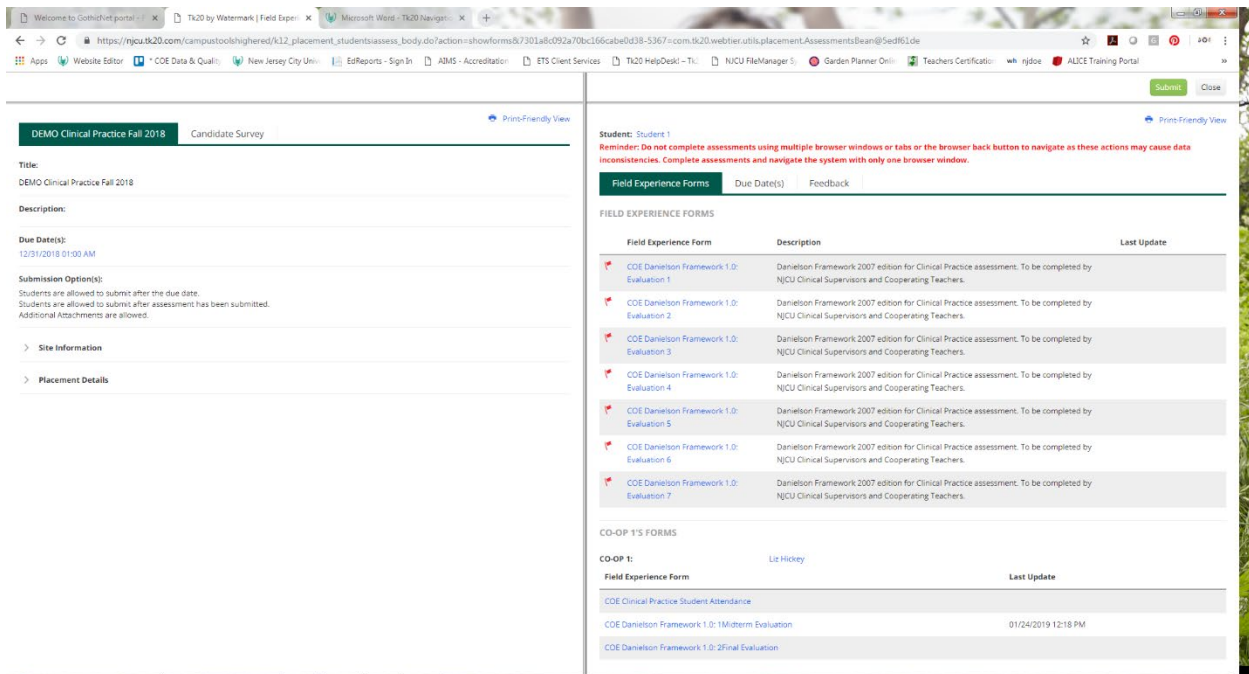
1. You will be completing assessments in TK20 for your student teachers throughout the semester. At the beginning of the semester, you will receive an email with the subject heading “Field Assessments” which will contain a link to your student teacher’s assessments:

Dear Liz,

You have been assigned to supervise and evaluate Student 1 at Bayonne HS. Please click the link below or copy and paste the URL into your browser to complete and submit assessments associated with this placement.

<https://njcu.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=7301a8c049cebfa2164ccd88fe34fa6&portfolioPk=7301a8c05feefe4716885c8d955-55a2>

2. Once you click the link, you will be taken to a split-screen in TK20. You can adjust the screen by clicking on the bar in the middle and using the arrows to slide and expand or contract either side:



The screenshot displays the TK20 web application interface. On the left, there is a sidebar with navigation options: "DEMO Clinical Practice Fall 2018" and "Candidate Survey". The main content area is split into two panes. The top pane shows a "Student: Student 1" header with a red warning message: "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." Below this, there are tabs for "Field Experience Forms", "Due Date(s)", and "Feedback". The "Field Experience Forms" tab is active, showing a table of assessment forms:

Field Experience Form	Description	Last Update
COE Danielson Framework 1.0: Evaluation 1	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 2	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 3	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 4	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 5	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 6	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	
COE Danielson Framework 1.0: Evaluation 7	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	

Below the table, there is a section for "CO-OP T'S FORMS" with a sub-section for "CO-OP T: Liz Hickey". This section contains a table with the following data:

Field Experience Form	Last Update
COE Clinical Practice Student Attendance	
COE Danielson Framework 1.0: 1Midterm Evaluation	01/24/2019 12:18 PM
COE Danielson Framework 1.0: 2Final Evaluation	

- On the right of the screen, you will see the list of your evaluations under Field Experience Forms: Student Attendance, Midterm Evaluation, and Final Evaluation. Click on the hyperlink for one of the evaluations to begin your assessment.

Field Experience Form	Description	Last Update
COE Clinical Practice Student Attendance	This form is for cooperating teachers to record the attendance of their student teachers in Clinical Practice.	
COE Danielson Framework 1.0: 1Midterm Evaluation	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	01/24/2019 12:18 PM
COE Danielson Framework 1.0: 2Final Evaluation	Danielson Framework 2007 edition for Clinical Practice assessment. To be completed by NJCU Clinical Supervisors and Cooperating Teachers.	

- Use the radio buttons to indicate your rating for each component, or choose the box for **NA** if the component is not applicable to your observation. (Note: Choosing NA will not impact the student's score.) You can also enter comments for each component and domain.

COE Danielson Framework 1.0: 1Midterm Evaluation

DANIELSON FRAMEWORK FOR TEACHING

Domain 1: Planning and Preparation

	Distinguished	Proficient	Basic	Unsatisfactory	Score
Component 1a. Demonstrating Knowledge of Content and Pedagogy <input type="checkbox"/> NA	<input checked="" type="radio"/> 4 The teacher's plans and practice reflect extensive knowledge of the content and the structure of the discipline. The teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student misunderstanding.	<input type="radio"/> 3 The teacher's plans and practice reflect solid knowledge of the content, prerequisite relationships between important concepts, and the instructional practices specific to that discipline.	<input type="radio"/> 2 The teacher's plans and practice reflect some awareness of the important concepts in the discipline, prerequisite relationships between them, and instructional practices specific to that discipline.	<input type="radio"/> 1 The teacher's plans and practice display little knowledge of the content, prerequisite relationships between different aspects of the content, or the instructional practices specific to that discipline.	<input type="text" value="4"/> Use this section for comments.

5. After you have completed your evaluation, you can use the buttons at the bottom right of the screen either to **Save** and return to your work at a later time or to mark the assessment as **Complete**.

GRADE

Total Score:

11

Total Mean:

3.666

Grade:

Complete

Save

6. When you have finished all your assessments for the semester, go to the split-screen view and choose the green **Submit** button at the top right of the screen.

Submit

Close

 [Print-Friendly View](#)

Student: [Student 1](#)

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