



## Taskstream/Tk20 Campus Wide

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### Navigation Guide (Cooperating Teacher) Assessing a Clinical Experience

## ASSESSING a Clinical Experience \_ Cooperating Teacher

### Getting Started

1. You will receive an e-mail indicating that you are assigned and have access to evaluating a student teacher.
2. This e-mail will come from the Tk20 Unit Administrator.
3. A URL link will give you access to the assessment instrument. Please be sure to save the link/e-mail for future use.
4. If you have questions contact \_ Tk20 [Help@njcu.edu](mailto:Help@njcu.edu).

Dear Cheryl,

You have been assigned to supervise and evaluate train 1 at Main Campus. 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=7301a8c01818a542157134e4a6f6f6b&portfolioPk=7301a8c04df658aa15e0f4ea69970f9>

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a time and do not open assessments or navigate the system in multiple browser windows or tabs.

Make sure to save this email. You will be able to access the associated assessments from the link provided.

If you have any questions, please contact the Tk20 Unit Administrator at :

Tk20 Help  
[tk20help@njcu.edu](mailto:tk20help@njcu.edu)

Tutorials and quick guides are available at the [Tk20 Help Desk](#).

Thank you!



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#### Web-Link

1. After clicking on the web link you will see a split screen

**Clinical Experience\_Demo Fall 17** Placeholder [Print-Friendly View](#)

**Title:**  
Clinical Experience\_Demo Fall 17

**Description:**  
COE Rubric \_Abridged Internship Performance Assessment

**Due Date(s):**  
06/01/2018 11:55 PM

**Submission Option(s):**  
Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are allowed.

**Student:** train 2  
**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
COE RUBRIC_Abridged Internship Performance Assessment: 1 Mid		
COE RUBRIC_Abridged Internship Performance Assessment: 2 Final		

#### Split Screen View

1. The student's name will be on the top left of the right screen
2. You can click the middle bar to expand or contract either side while you work.
3. Please Remember - **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.**

## Assessing Student Clinical Experience



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1. Click on the **Field Experience Forms** available in the right side of the screen to complete assessments of your student.

Clinical Experience\_Demo Fall 17

Placeholder

Print-Friendly View

Title:

Clinical Experience\_Demo Fall 17

Description:

COE Rubric\_ Abridged Internship Performance Assessment

Due Date(s):

06/01/2018 11:55:00 PM

Submission Option(s):

Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are allowed.

Student: train 2

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
COE RUBRIC_Abridged Internship Performance Assessment: 1 Mid		
COE RUBRIC_Abridged Internship Performance Assessment: 2 Final		

2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.

COE Rubric\_Clinical Experience Evaluation: COE Rubric\_Clinical Experience Evaluation CO-OP 1

#### COLLEGE OF EDUCATION INTERNSHIP PERFORMANCE ASSESSMENT RUBRIC FOR CLINICAL EXPERIENCE

##### 1: Learner Development

(INTASC 1; NJ Professional Std. 1;  
CAEP 1.1, 1.2, 1.3, 1.4, 1.5)

The candidate understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

	Not Observed 0	Emerging Level 1	Developing Level 2	Proficient Level 3	Exceeding Level 4	Score
1.2 Implements lesson plans that are developmentally appropriate <input type="checkbox"/> NA	<input type="radio"/> 0	<input type="radio"/> 1 The candidate implements lesson plans that are not developmentally appropriate for all students. Instruction is	<input type="radio"/> 2 The candidate attempts to implement lesson plans that are developmentally appropriate for the majority of students, but the	<input type="radio"/> 3 The candidate implements lesson plans that are developmentally appropriate for the majority of the students. The	<input type="radio"/> 4 The candidate implements lesson plans that are developmentally appropriate for all students. The candidate	<input type="button" value="Score"/>



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3. You will have the opportunity to enter a narrative summary and record the student's attendance.

#### **Narrative Summary:**

#### **Attendance and Punctuality**

Cooperating teacher please indicate the total number of times your clinical intern has been late or absent

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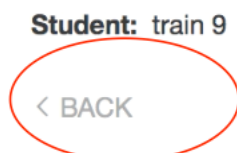
4. After you have completed the form, choose on of the following actions:
  - a. **Save:** save work and return at a later time,
  - b. **Complete:** mark the assessment as complete and return to the previous screen.

GRADE	
Total Score:	<input type="text" value="0"/>
Total Mean:	<input type="text"/>
Grade:	<input type="text"/>

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### Using the Back Arrow

1. The back arrow will bring you back to the initial assessment page.



2. Here you will notice that the assessment is complete

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Field Experience Forms

Due Date(s)

Feedback

#### FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
COE RUBRIC_Abridged Internship Performance Assessment: 1 Mid		08/25/2017 04:56 PM
 COE RUBRIC_Abridged Internship Performance Assessment: 2 Final		

- You will see a **Due Date Tab**, allowing you to change the due date. This action is not recommended as the due date is set by the University.

### Providing Feedback

- Click on **Feedback Tab**
- Click on **Add** button

Submit

Close

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Student: train 9

Print-Friendly View

Field Experience Forms

Due Date(s)

Feedback

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### Navigation Guide (Cooperating Teacher) Assessing a Clinical Experience

Student: train 9  
ADD NEW FEEDBACK

Comments:

A large, empty rectangular text box with a thin border, intended for entering comments. It has a small 'A' icon in the top right corner and a small arrow icon in the bottom right corner.

3. Add Comments and provide Feedback as needed.
4. When finished click **Add** then **Submit**