

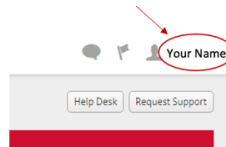


## University Supervisor Tk20 Tutorials How to Complete Visit Reports for Clinical Interns

1. Using Firefox or Google Chrome, Log in to my.usi.edu
  - a. If you cannot log in to myUSI, contact the **USI IT HelpDesk** at **812-465-1080**
  - b. If this is the first time you have logged in to the myUSI portal (**not a former student or employee**) you **may** see blocks to enter 5 sets of questions/answers. These are used to reset your password should you forget it in the future. You set your own questions and answers.
2. Once you log in to my.usi.edu, click on the Tk20 icon from the list of icons.



3. Once you log in to Tk20 homepage, look at the upper right-hand corner. Click on your name. Your role is listed under your name. Click on the small down arrow to see if you have more than one role in Tk20. If you have more than one role, click on the “University Supervisor” role.



4. Click on “**Field Experience**” on the left-hand side menu.

The screenshot shows the full Tk20 homepage. On the left is a dark blue sidebar menu with white text. The 'FIELD EXPERIENCE' item is circled in red, and a red arrow points to it. The main content area has a white background with a red header bar. Below the header are three sections: 'RECENT MESSAGES', 'PENDING TASKS', and 'NEWS'. Each section has a table header and a message that says 'There is no data to display.' The top right corner of the page has a user profile icon and two buttons: 'Help Desk' and 'Request Support'.



## University Supervisor Tk20 Tutorials How to Complete Visit Reports for Clinical Interns

- On the “**Current Field Experience Assessments**” tab, click on the hyperlink of the clinical intern’s name.
  - On this page you will see the names of all your clinical interns
  - Click on the hyperlink of the intern’s name

Field Experience > Field Experience > Assessments Help Desk Request Support

**ASSESSMENTS**

**Current Field Experience Assessments** Previous Field Experience Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
✓ [link]	Clinical Internship Elementary Education Midterm Fall 2021	Fall 2021	EDUC 471.	Supervisid Std Tchng Elem Educ	Rietman, Joyce	Rietman, Joyce	Assessment Completed
✗ [link]	Clinical Internship Elementary Education Final Binder Fall 2021	Fall 2021	EDUC 471.	Supervisid Std Tchng Elem Educ	Rietman, Joyce	Rietman, Joyce	Open For Editing
✓ [link]	Clinical Internship Elementary Education Midterm Fall 2021	Fall 2021	EDUC 471.	Supervisid Std Tchng Elem Educ	Rietman, Joyce	Rietman, Joyce	Assessment Completed
✗ [link]	Clinical Internship Elementary Education Final Binder Fall 2021	Fall 2021	EDUC 471.	Supervisid Std Tchng Elem Educ	Rietman, Joyce	Rietman, Joyce	Open For Editing

click on the hyperlink of the clinical intern's name

- On the right-hand side of the next page, you will see the “**University Supervisor Visit Report**” followed by the number of the report
  - Click on the “**University Visit Report**” form

Submit Close

Student: [link] Print-Friendly View

**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
<a href="#">University Supervisor Visit Report 3 - (revised fall 2016)</a>		11/05/2021 02:14 PM
✗ <a href="#">University Supervisor Visit Report 4 - (revised fall 2016)</a>		

**SITE STAFF'S FORMS**

Site Staff: [link]

Field Experience Form	Last Update
<a href="#">TCFA Elementary</a>	
<a href="#">Teacher Candidate Disposition Inventory (Revised Fall 2018)</a>	

Click on the title of the Visit Report

- Fill out all of the items
  - If the item has an “**\***” it must be completed

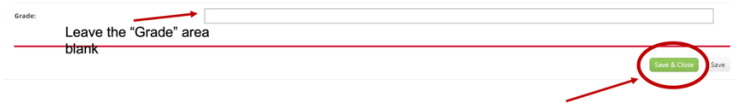
UNIVERSITY SUPERVISOR VISIT REPORT

Teacher Candidate\*

Subject/Grade\*

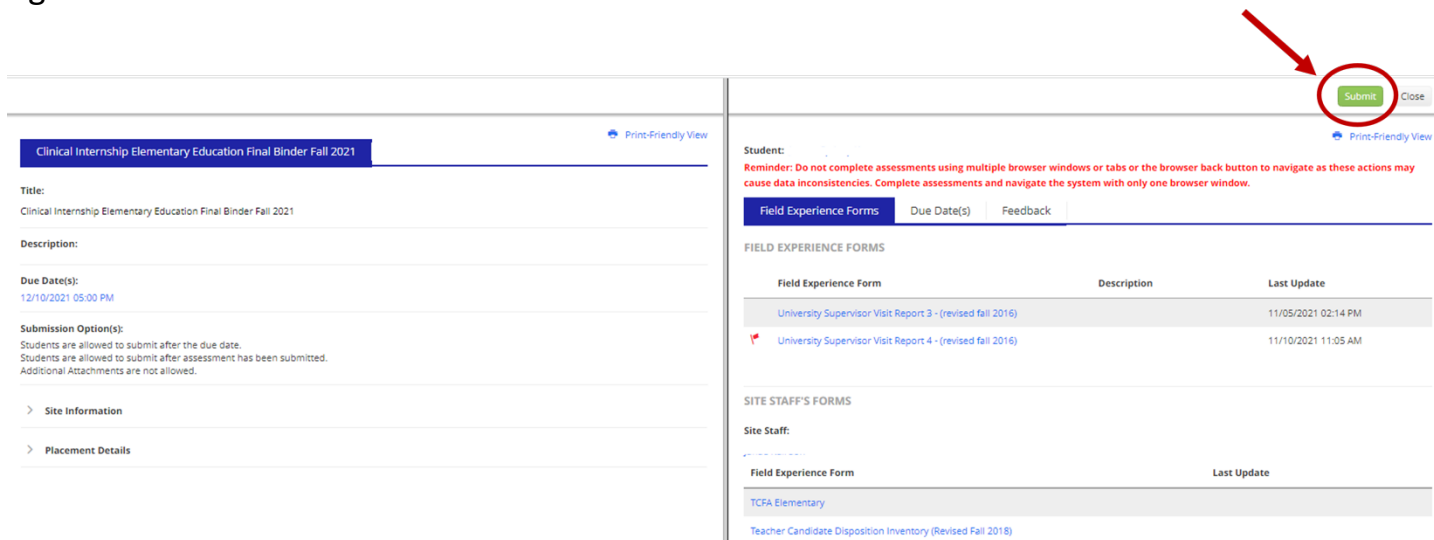
## University Supervisor Tk20 Tutorials How to Complete Visit Reports for Clinical Interns

8. At the bottom of the visit report
  - a. Leave the **“Grade”** item blank

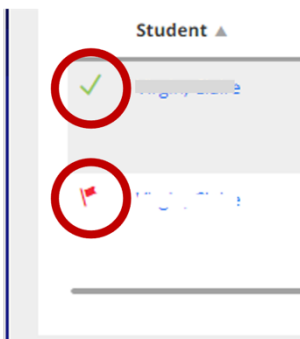


- b. Click **“Save and Close”**

9. After you have completed both visit reports on this tab, click on **“Submit”** in the upper right-hand corner



10. Once all forms are submitted, you should see a green check mark to the left of the intern’s name under the **“Current Field Experiences”** tab.



- a. Means everything has submitted correctly
- b. Means something has not been submitted. If any items are left blank, the forms will not submit successfully. Be sure to verify all fields are filled out appropriately and you have clicked on the **“Submit”** button.

If you have any questions about completing or submitting these visit reports, contact the Director of Clinical Internships, Mrs. Joyce Rietman at [jrietman@usi.edu](mailto:jrietman@usi.edu).