

Mentor Teacher Tutorials How to Complete Assessment for Teacher Candidates

Instructions on How to Complete Assessment for Teacher Candidates

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

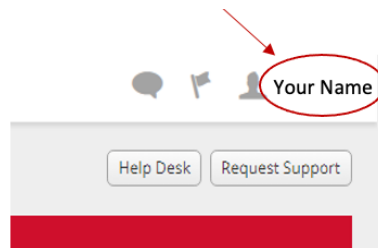
2. Once you log into my.usi.edu, click on the Tk20 icon from the list of icons



Eagle Apps



3. Once you log into 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 **“Mentor Teacher”** role



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

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5. On the **“Current Field Experience Assessment”** tab, click on the hyperlink of the student’s name

Student	Name	Term	Course Number	Section Title	Instructor
✓	EDUC 292 - Exploration Phase - Fall 2019	Fall 2019	EDUC 292.	Explorations in Elem Educ	
✓	EDUC 292 - Exploration Phase - Fall 2019	Fall 2019	EDUC 292.	Explorations in Elem Educ	

6. On the right-side of the next page, you will see 1 assessment

7. Click on the title **“Teacher Candidate Field Experience Assessment- Exploration Phase (Revised Fall 2016)”** to open the form

Field Experience Form	Description	Last Update
Teacher Candidate Field Experience Assessment - Exploration Phase (Revised Fall 2016)		11/13/2019 12:52 PM



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8. Answer the questions on this form
 - a. Complete every item
 - b. Leave the “Score” area blank (leave as is)

submitted.

• An *unsatisfactory* rating indicates that the teacher candidate does not meet the expectations for pre-service teachers.
 • A *proficient* rating indicates that the teacher candidate meets the expectations for pre-service teachers.
 • An *exemplary* rating indicates that the teacher candidate exceeds the expectations for pre-service teachers. This rating should be reserved for truly exceptional performance.

Part 1: The Learner and Learning

	Unsatisfactory	Proficient	Exemplary	
1.1 The Teacher Candidate applies knowledge of how students learn and develop <input type="checkbox"/> NA	<input type="radio"/> 1 Organizes space or provides learning opportunities that exhibit limited knowledge of how students learn and develop	<input type="radio"/> 2 Applies knowledge of how students learn and develop in organizing space and providing learning opportunities that meet each student's needs in each area of development (cognitive, linguistic,	<input type="radio"/> 3 Performs at the proficient level and scaffolds the next level of development for each student	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Score</div>

Leave the “score” area blank

- c. At the bottom of this form, leave the “**Grade**” item blank as well as Ignore the “**Total Score**” and “**Total Mean**” at the bottom of this form, leave these areas blank

Grade:

Save & Close
Save

9. Once completed, Click “**Save and Close**”
10. Click “**Submit**” on the upper right-hand corner

Print-Friendly View
Submit
Close

Student:

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.

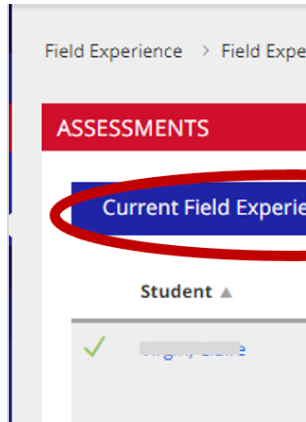
Field Experience Forms
Due Date(s)
Feedback



FIELD EXPERIENCE FORMS

11. Once the assessment is completed, you should see a green check mark to the left of the student’s name

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- a.  Means everything has submitted correctly
- b.  Means something has not been submitted. If any items are left blank, the assessment 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 and submitting this assessment, contact the Director of Clinical Practice, Dr. Sarah Wannemuehler at scwannemue@usi.edu.