

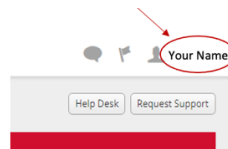


## Cooperating Teacher Tutorials How to Complete Midterm Assessments on Clinical Interns

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 "Cooperating Teacher" role.



4. Click on "Field Experience" on the left-hand side menu.

The screenshot shows the full Tk20 homepage. On the left is a blue sidebar menu with items: HOME, MESSAGES, TASKS, PREFERENCES, CONCEPTUAL FRAMEWORK, GENERAL FORUMS, and FIELD EXPERIENCE. The 'FIELD EXPERIENCE' item is circled in red, and a red arrow points to it. The main content area on the right has a red header and contains sections for 'RECENT MESSAGES', 'PENDING TASKS', and 'NEWS', each with a table structure and a 'There is no data to display.' message. In the top right corner, there are 'Help Desk' and 'Request Support' buttons.

## Cooperating Teacher Tutorials

### How to Complete Midterm Assessments on Clinical Interns

5. On the “**Current Field Experience Assessment**” tab, click on the hyperlink of the teacher candidate’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
<a href="#">[Hyperlink]</a>	Clinical Internship Midterm Fall 2021	Fall 2021	EDUC 424.	Sprvsd Std Tchng in Educ	Rietman, Joyce	Rietman, Joyce	Assessment
<a href="#">[Hyperlink]</a>	Clinical Internship Final Binder Fall 2021	Fall 2021	EDUC 424.	Sprvsd Std Tchng in Educ	Rietman, Joyce	Rietman, Joyce	Open For E

6. On the right-side of the next page, you will see 2 Field Experience Forms.
- The Teacher Candidate Midterm Assessment or TCMA or TCFA All
  - Teacher Candidate Disposition Inventory
7. Click on the title “**TCMA**” or “**TCFA All**” to open the assessment.

Clinical Internship Midterm Fall 2021

Print-Friendly View

Title: Clinical Internship Midterm Fall 2021

Description:

Due Date(s): 10/15/2021 11:00 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 not allowed.

> Site Information

> Placement Details

Click on the title "TCMA"

Revoked Close

Student: 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
<b>TCMA</b>		10/14/2021 07:13 AM
Teacher Candidate Disposition Inventory (Revised Fall 2018)		10/14/2021 07:14 AM

UNIVERSITY SUPERVISOR'S FORMS

University Supervisor:

Field Experience Form	Last Update
University Supervisor Visit Report 1 - (revised fall 2016)	09/22/2021 11:30 AM
University Supervisor Visit Report 2 - (revised fall 2016)	10/06/2021 09:30 AM

8. Answer the questions on this assessment.
- Complete every item
  - Leave the “Score” area blank

Clinical Internship Binder Fall 2021

Print-Friendly View

Title: Clinical Internship Binder Fall 2021

Description:

Due Date(s):

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 not allowed.

> Site Information

> Placement Details

Instructions: A general description of each rating follows. The rubric provides a detailed description specific to the item.

- 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	Score
1.1 The Teacher Candidate applies knowledge of how students learn and develop	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="text" value="Score"/>
<input type="checkbox"/> NA	Organizes space or provides learning opportunities that exhibit limited knowledge of how students learn and develop	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,	Performs at the proficient level and scaffolds the next level of development for each student	

Leave the "score" area blank

## Cooperating Teacher Tutorials

### How to Complete Midterm Assessments on Clinical Interns

- c. Fill in the total number of each rating for “Unsatisfactory”, “Proficient”, and “Exemplary”. The total of the three numbers should be “30”.

Fill in the Total Number of Each Rating

Total Number of Each Rating

Unsatisfactory: Count the number of “Unsatisfactory” ratings this Teacher Candidate received. Enter this number in the box to the right.\*

Proficient: Count the number of “Proficient” ratings this Teacher Candidate received. Enter this number in the box to the right.\*

Exemplary: Count the number of “Exemplary” ratings this Teacher Candidate received. Enter this number in the box to the right.\*

9. At the bottom of this assessment, leave the “Total Score”, “Total Mean”, and “Grade” items blank.

GRADE

Total Score: 0

Total Mean:

Grade:

Leave the “Grade” area blank

[Save & Close](#) (Save)

10. Once completed, click “Save and Close” on the bottom right of the assessment page
11. Once back on the **Field Experience Forms** page, click on **Teacher Candidate Disposition Inventory** to open the second assessment.

Clinical Internship: Midterm Fall 2021

Title: Clinical Internship Midterm Fall 2021

Description:

Due Date(s): 10/15/2021 11:00 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 not allowed.

> Site Information

> Placement Details

Student: [Print-Friendly View](#)

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[Field Experience Forms](#) | [Due Date\(s\)](#) | [Feedback](#)

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
TCMA		10/14/2021 07:13 AM
<b>Teacher Candidate Disposition Inventory (Revised Fall 2018)</b>		10/14/2021 07:14 AM

UNIVERSITY SUPERVISOR'S FORMS

University Supervisor:

Field Experience Form	Last Update
University Supervisor Visit Report 1 - (revised fall 2016)	09/22/2021 11:30 AM
University Supervisor Visit Report 2 - (revised fall 2016)	10/06/2021 09:30 AM

Click on the title “Teacher Candidate Disposition Inventory”

12. Fill out this assessment.
13. At the bottom of the assessment
- a. Enter an explanation of any item(s) marked “Disagree” or “Strongly Disagree” or click “N/A” if an item is not applicable

written or verbal form \*

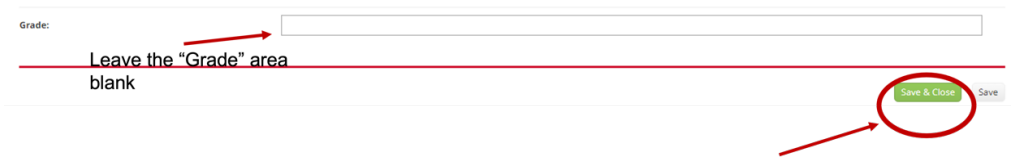
19. Demonstrates appropriate use of technology during meetings and/or class \*

Explanation of dispositions marked “Disagree” or “Strongly Disagree.”

Enter an explanation of any item(s) marked “Disagree” or “Strongly Disagree” or click “N/A” if an item is not applicable

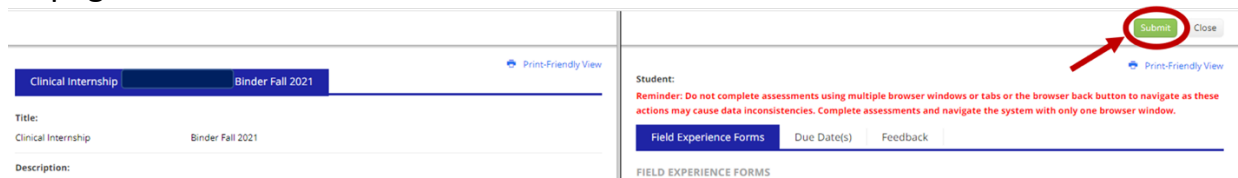
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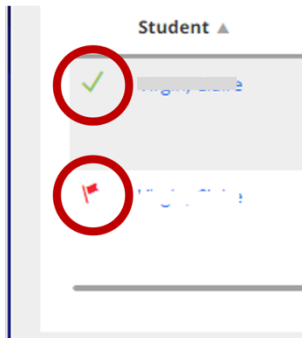




- b. Leave the **“Grade”** area blank and click on **“Save and Close”** on the bottom right-hand corner

14. Once both assessments are completed, Click **“Submit”** on the upper right-hand corner of the page.



15. Once both assessments are submitted, you should see a green check mark to the left of the teacher candidate’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 assessments 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 midterm assessments, contact the Director of Clinical Internships, Mrs. Joyce Rietman at [jrietman@usi.edu](mailto:jrietman@usi.edu).