



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



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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Tk20' by Watermark- SOUTHERN	NDIANA				• * 1
					Help Desk Request Support
MESSAGES >	RECENT MESSAGES				
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PREFERENCES >	There is no data to display.	Huin			
GENERAL FORUMS					
FIELD EXPERIENCE	PENDING TASKS				
	Name	Туре	From	Due Date	
	There is no data to display.				
	NEWS				
	Today's News Archived News				
	There is no data to display.				

5. On the "Current Field Experience Assessment" tab, click on the hyperlink of the student's name

e > Field Experience >	Assessments				Help Desk	Request Support
NTS						
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			Fall 2019			~
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- 6. On the right-side of the next page, you will see 1 assessment
- Click on the title "Teacher Candidate Field Experience Assessment- Exploration Phase (Revised Fall 2016)" to open the form

EDUC 292 - Exploration Phase - Fall 2019	Print-Friendly View	Print-Friendly  Student  Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back but					
Title: EDUC 292 - Exploration Phase - Fall 2019		to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.					
Description:		Field Experience Forms Du	ue Date(s) Feedback				
Due Date(s): 12/11/2019 05:00 AM		Field Experience Form	Description	Last Update			
Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted.		Teacher Candidate Field Experience - Exploration Phase (Revised Fall 20	<u>e Assessment</u> 016)	11/13/2019 12:52 PM			
Additional Attachments are not allowed.		Click on the title "Teacher Candidate Field Experience					
> Placement Details		Assessment: Exploration Phase					





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

An unsatisfac     A proficient ri     An exemplary     reserved for trul	tory rating indicates that the ating indicates that the teach rating indicates that the tea ly exceptional performance.	E teacher candidate do her candidate meets th acher candidate exceed	es not meet the expectations the expectations for pre-service ds the expectations for pre-ser	for pre-service teachers. teachers. vice teachers. This ratio Leave t	g should be <b>he</b>
Part 1: The Lean	rner and Learning			"score area blank	"
_		Unsatisfactory	Proficient	Exemplary	Score
1.1 The Teach knowledge of	er Candidate applies ( how students learn	O 1	O 2	О з	Score
and develop	(	Organizes space or	Applies knowledge of	Performs at the	
□ NA		provides learning opportunities that exhibit limited	how students learn and develop in organizing space and providing	proficient level and scaffolds the next level of	
		knowledge of how students learn and	learning opportunities that meet each	development for each student	
_	0	develop	student's needs in each area of development		
		develop	area of development		

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	2
9. Once	completed, Click "Save and Close"		

10.Click "Submit" on the upper right-hand corner

	Submit	
Print-Friendly View	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.	N
	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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- 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 <a href="mailto:scwannemue@usi.edu">scwannemue@usi.edu</a>.

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