

Assessing Field Experience Binders for Clinical Implementation I and II – Student Guide



Logging into Tk20

1. Access <https://brockport.tk20.com>. Enter your Brockport NetID and password. This is the same information you use to log into ANGEL.

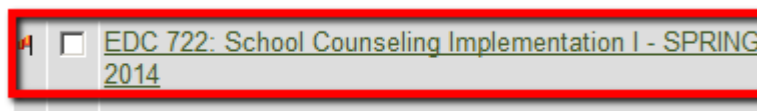
A screenshot of the Tk20 login interface. It features two input fields: 'Username' and 'Password'. To the right of the password field is a 'Login' button. Below the fields is a link that reads 'Cooperating Teachers Only - Forgot your username or password?'.

Viewing the Field Experience Binder

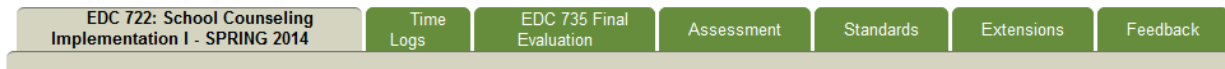
1. From the TK20 home page, click on the **Field Experience** tab. A list of binders to be completed will appear.



2. Click the link for the binder you wish to access. Please note that your binder will specify the Implementation course that you are in and the appropriate type of placement:
 - a. EDC 722: School Counseling Implementation I
 - b. EDC 723: Student Affairs and College Counseling Implementation I
 - c. EDC 724: Mental Health Counseling Implementation I
 - d. EDC 728: School Counseling Implementation II
 - e. EDC 729: Student Affairs and College Counseling Implementation II
 - f. EDC 730: Mental Health Counseling Implementation II



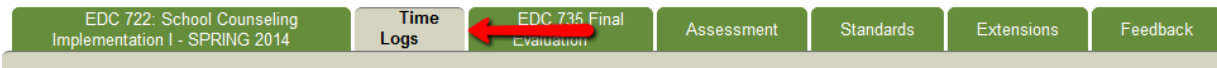
- The binder is divided into multiple tabs and each tab contains different artifacts that need to be completed.



- The main tabs are:
 - Main Binder Tab:** Provides instructions, deadlines, and information about your placement
 - Time Logs:** This is where you will upload your weekly time logs
 - EDC 735 Final Evaluation (Applies to Implementation I ONLY):** This is where you will attach your final evaluation that was completed with your EDC 735 instructor
 - Assessment:** This is where you can review your Site Supervisor’s evaluation of your performance and also review the Final Activity Log that your Implementation instructor completes

Attaching Time Logs (Implementation I and II)

- To attach a Time Log, click the Time Logs tab in the Binder.



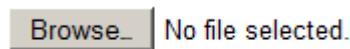
- On the Time Logs page, select **Click here to Attach**

Time Logs				
Type	Status	Title	Reflection	Standards
File	Unattached	Click here to Attach		Click here to Attach
New Item		Click here to Attach		

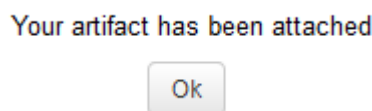
- On the Attach File screen, select **Create a new File** then click **Continue>**.



- Browse** for the Time Log file on your computer. Enter a **Title** for the file and click **Save**.



- You will receive confirmation that your artifact has been attached.



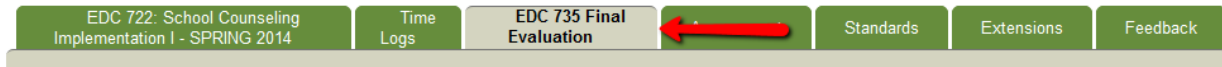
- After attaching your Time Log be sure to click **Save Draft** to save all changes to your Binder. Do not

click Submit until the end of the semester when all artifacts have been completed.



Attaching the EDC 735 Final Evaluation (Implementation I ONLY)

1. To attach the EDC 735 Final Evaluation, click that tab in the Binder.



2. On the EDC 735 Evaluation page, select **Click here to Attach**

EDC 735 Final Evaluation				
Type	Status	Title	Reflection	Standards
Assignment	Unattached	Click here to Attach		Click here to Attach
New Item		Click here to Attach		

3. On the Attach Assignment screen, locate and select the **EDC 735: Final Evaluation** and click **Continue>**.



4. You will receive confirmation that your assignment has been attached.

Your Assignment has been attached



5. After attaching your EDC 735 Final Evaluation be sure to click **Save Draft** to save all changes to your Binder. Do not click Submit until the end of the semester when all artifacts have been completed.



Submit Your Field Experience Binder (Implementation I and II)

1. At the end of the semester when you have submitted all of your artifacts to the Binder, including all Time Logs and the EDC 735 Final Evaluation if you are in Implementation I, then you will need to Submit your Binder.
2. Access the Binder from the Field Experience tab.
3. On the main Binder screen, click the Submit button.



4. When your Binder has been properly completed and submitted you will see a Lock icon next to the title and a status of Complete.

  FPO 703: Student Affairs and College Counseling Implementation I - FALL 2013	10/30/2013 06:19 PM	12/11/2013 12:00 PM	Complete
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Help Resources

Online tutorials:

Tk20 has step-by-step tutorials located by clicking **Help** in the upper right corner of the screen (except the login page). This will take you to a page where you may select the role that best describes you. Once you click on a role, you may view all resources available to that role by functionality.

Brockport Help Desk:

If you encounter issues or questions with the TK20 system, please contact the Brockport Help Desk. The Help Desk is available 24/7 using one of the contact options below. Please be sure to indicate that you are a Counselor Education Student and need assistance with Tk20 to ensure that your inquiry is properly routed to our support team.

- **Phone Number:** 585-395-5151, option #1
- **Email:** helpdesk@brockport.edu