Completing the EDC 720 Integration Course Binder

Logging into Tk20

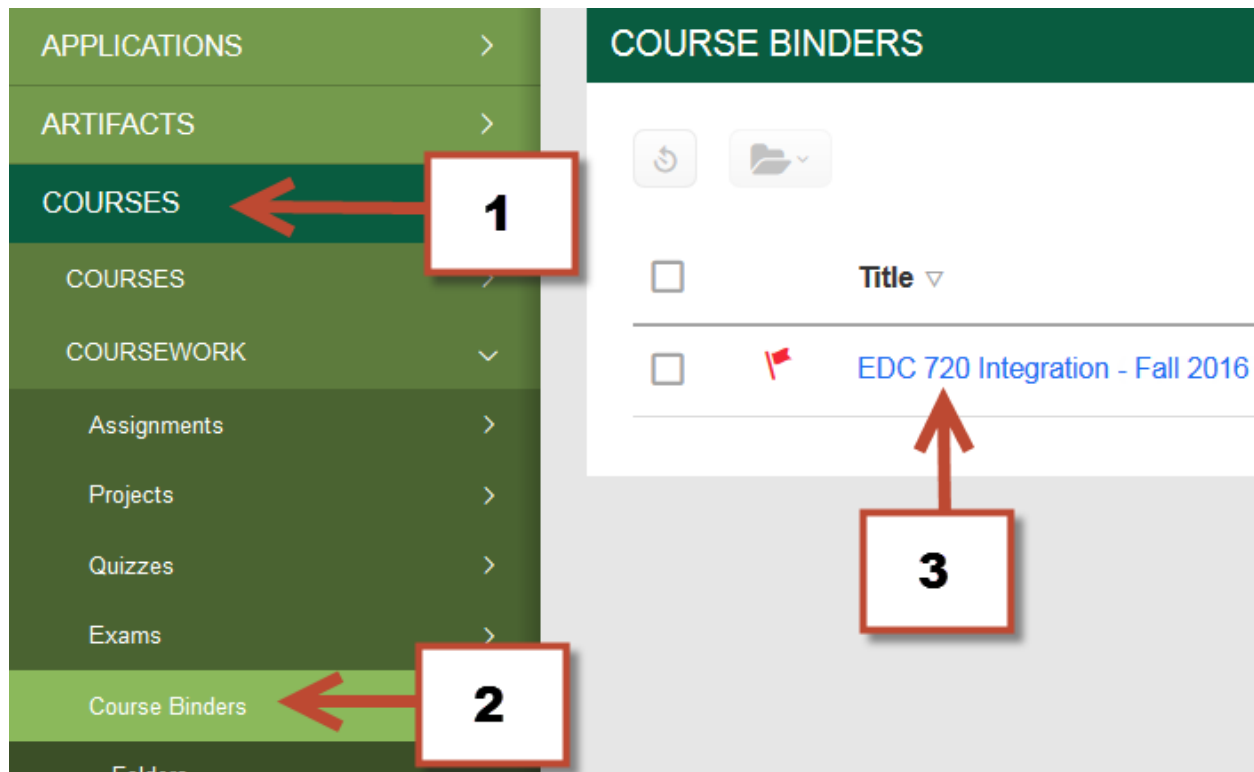1. Access https://brockport.tk20.com. Enter your Brockport NetID and password. This is the same information you use to log into Blackboard.

Completing the course binder

1. From the TK20 home page, click on the **Courses** tab
2. Then, click on **Course Binders** in the side menu.
3. Click on the name of the EDC 720 Course Binder

4. In the next screen, there will be tabs for you to submit your Time Logs, EDC 721 Recorded Sessions Tracking Form, and EDC 721 Final Evaluation. The process for submitting the Time Logs will be slightly different than the process for submitting your EDC 721 evaluations.
5. To submit your time logs, click on the Time Logs tab, and then click on the "Select" link.

6. For the first time log, you will be able to just drag and drop the file into the box that will appear. For all subsequent time logs, a new box will appear; scroll to the bottom, and click continue
7. Select "File" as the artifact type.
8. You may change the name of the time log artifact.
9. Click the "Select File(s)" button to locate the file you want to upload, or drag and drop the files into the box labeled "drag and drop files here".
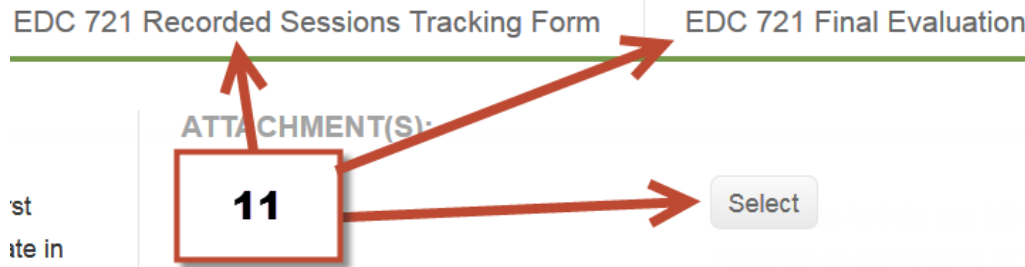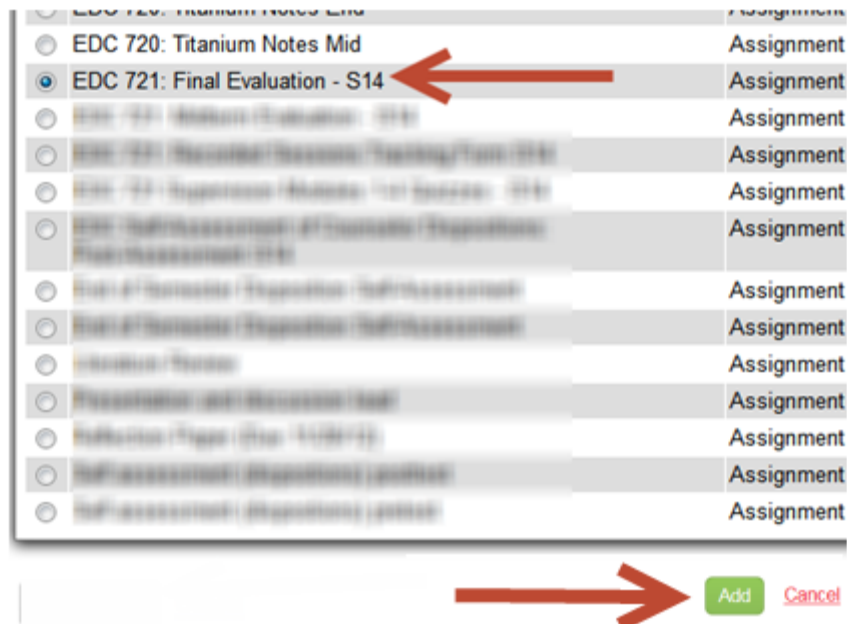
10. Click the green "add" button to upload the file.

11. To attach the EDC 721 assignments, click one of the appropriate tabs, and click the first "Select" link

12. A box will appear with a list of your assignments. Scroll through the list, select the appropriate assignment, and click "Add"

13. The box will inform you when the file was successfully uploaded; click "Ok".
14. Be sure to click the "**Save**" button before leaving the course binder. Do **not** click "Submit". You will only "submit" the binder after you are done uploading all time logs and attaching your EDC 721 assignments toward the end of the semester.

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 Faculty Member to ensure that your inquiry is properly routed to our support team.

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