

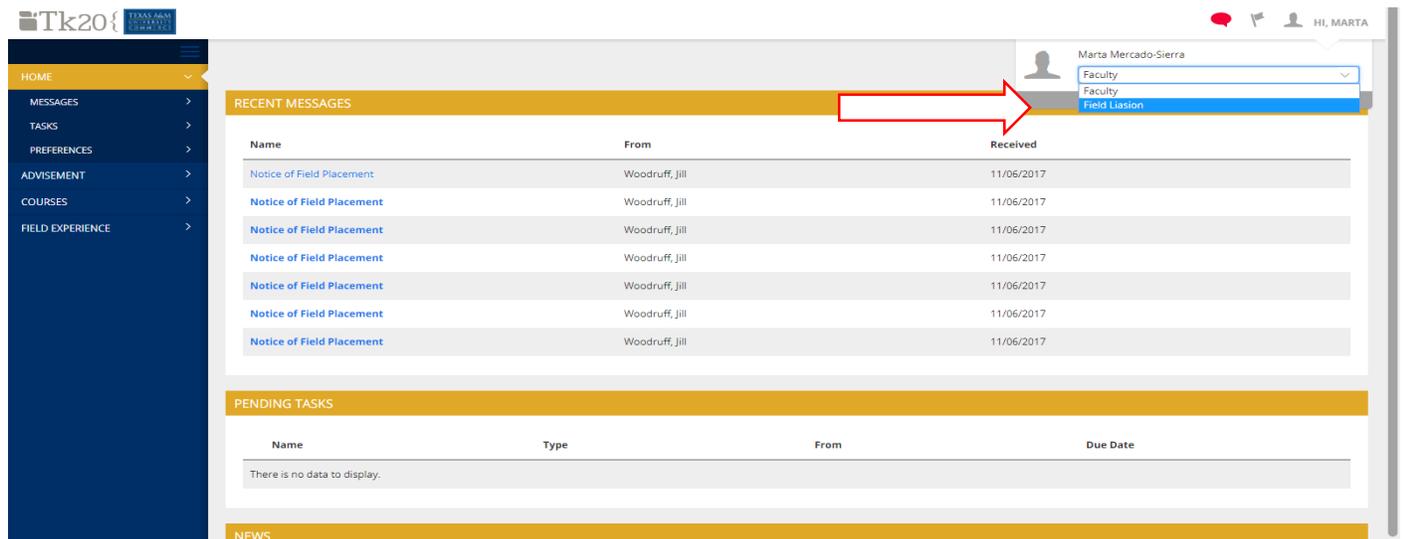
Field Liaison: How to Access and Complete Forms in a Binder

Step 1: Login to your TK20 Account

You may access the website at: tamucsw.tk20.com

You will use your CWID for your username and the password to login into your TAMUC computer/email as the password

Step 2: Change Role to “Field Liaison”

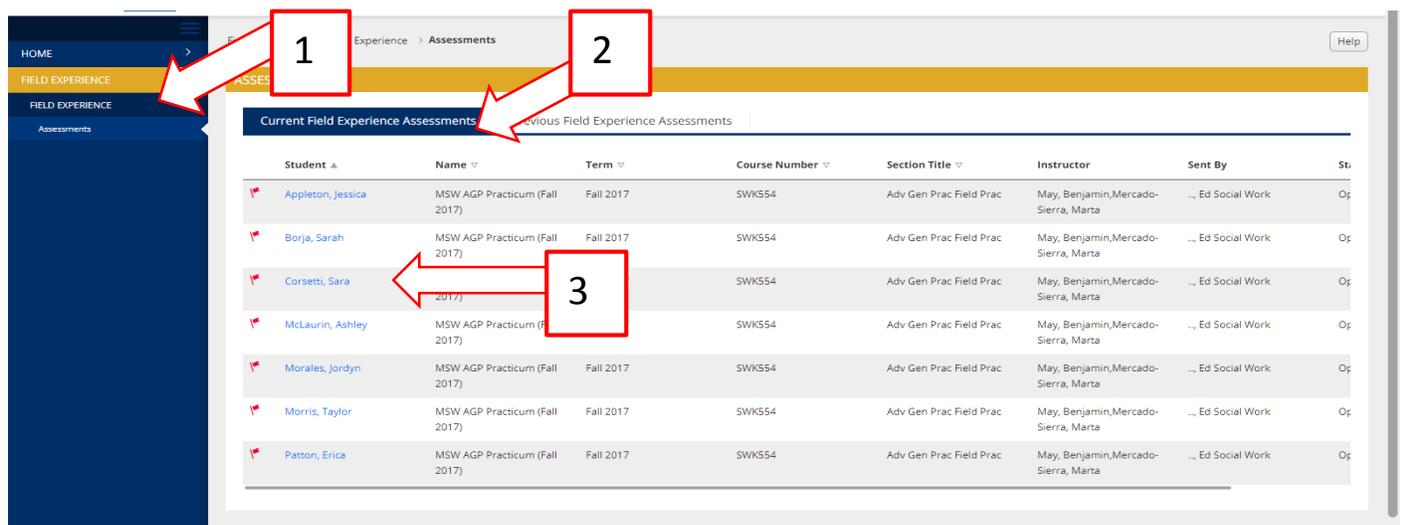


The screenshot shows the TK20 user interface. In the top right corner, the user's name 'Marta Mercado-Sierra' is displayed next to a dropdown menu. A red arrow points to this dropdown menu, which is open and shows three options: 'Faculty', 'Faculty', and 'Field Liaison'. The 'Field Liaison' option is highlighted in blue. Below the dropdown menu, there is a 'RECENT MESSAGES' section with a table of messages, and a 'PENDING TASKS' section with a table that currently has no data.

Name	From	Received
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017
Notice of Field Placement	Woodruff, Jill	11/06/2017

Name	Type	From	Due Date
There is no data to display.			

Step 3: Click on “Field Experience” tab then the “Current Field Experience Assesments” to view your list of students. Then click on the student you wish to review/complete.



The screenshot shows the TK20 user interface with the 'Field Experience' tab selected in the left sidebar. The main content area displays 'Current Field Experience Assessments' with a table of student records. Red arrows and numbers 1, 2, and 3 indicate the navigation steps: 1 points to the 'FIELD EXPERIENCE' tab in the sidebar, 2 points to the 'Current Field Experience Assessments' tab in the main content area, and 3 points to a student record in the table.

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	St.
Appleton, Jessica	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
Borja, Sarah	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
Corsetti, Sara	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
McLaurin, Ashley	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
Morales, Jordyn	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
Morris, Taylor	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O
Patton, Erica	MSW AGP Practicum (Fall 2017)	Fall 2017	SWK554	Adv Gen Prac Field Prac	May, Benjamin, Mercado-Sierra, Marta	..., Ed Social Work	O

Step 4: Complete the Form(s) with the red flag.

The screenshot shows the MSW AGP Practicum interface. On the left, a sidebar contains navigation tabs: 'MSW AGP Practicum (Fall 2017)', 'Schedule/Activities Log', and 'Field Learning Contract'. Below these are sections for 'Field Practicum (Student Evaluation of Placement)' and 'Policy, Responsibilities & Checklist'. The main content area displays a list of forms under the heading 'FIELD EXPERIENCE FORMS'. A red flag icon is visible next to the first form, 'Field Liaison-Evaluation of Field Practicum Semester 1'. A red callout box with the text 'Students Work' has an arrow pointing to this form. Another red callout box with the text 'Click on the Form to complete- listed under Field Experience Form' has an arrow pointing to the same form. The interface also shows 'FIELD INSTRUCTOR 1'S FORMS' and a list of forms for 'Brandee Brown'.

Step 5: Complete the Form. You can use the “back” button to go back to the screen in step 4 OR click on “Complete” if the form is complete OR a portion is complete. You can continue to make changes until you “submit” the binder at the end of the semester.

The screenshot shows the 'Field Liaison-Evaluation of Field Practicum: Semester 1' form. The form is titled 'TEXAS A&M – COMMERCE SOCIAL WORK DEPARTMENT FIELD FACULTY EVALUATION OF FIELD PRACTICUM'. It includes a 'Faculty Field Liaison' field, a 'Semester:*' dropdown menu, a 'Placement Agency' field, and a 'Field Instructor' field. The 'Student' field is populated with 'Jessica Appleton'. The 'Type of Placement' section has radio buttons for 'Foundation' and 'AGP'. A red callout box with the text '“Back”' has an arrow pointing to a '< BACK' button. Another red callout box with the text '“Complete”' has an arrow pointing to a 'Complete' button. The interface also shows a 'Submit' button and a 'Close' button in the top right corner.

NOTE: Always “SAVE” !!! Do not SUBMIT until the entire binder is complete, including each form within the binder. Questions regarding Tk20 login and functionality may be sent to beateacher@tamuc.edu or 903-886-5886