

Students: How to Access and Complete a MSW AGP Binder

Step 1: Login to your TK20 Student Account

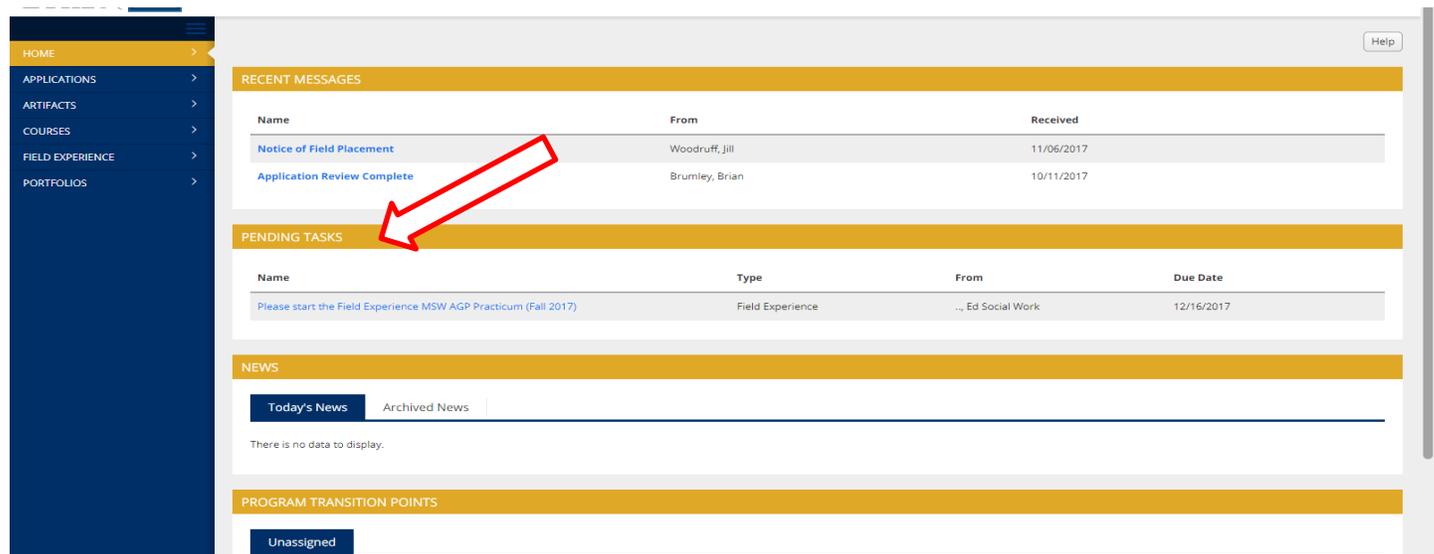
If you do not have a TK20 student account you may purchase one of two ways.

- Contact the University Bookstore (students qualifying for Financial Aid may opt to purchase through the Bookstore) Be sure you tell them you need the SOCIAL WORK Tk20 Book. The Teacher Certification program also has a Tk20 Book so it is very important you tell them you need the Social Work Tk20 book. OR
- Login to TK20 and set up your student account by clicking on “Click here to register your student account” - Located on the log-in page. This method of purchase is cheaper than purchasing through the bookstore.

Social Work Tk20 Login Page - tamucsw.tk20.com

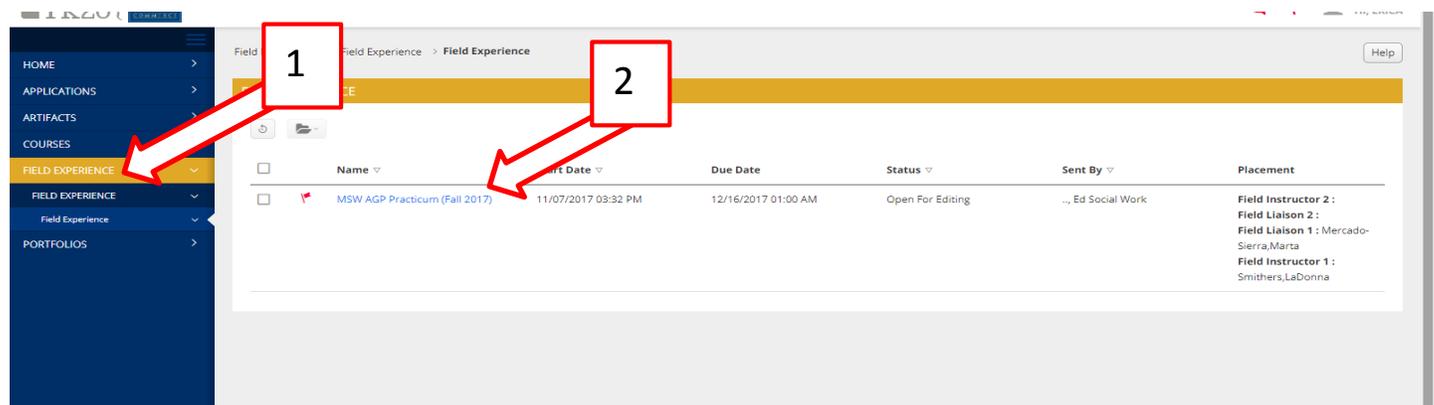
Step 2: Click on the Binder one of two ways.

Option 1: The binder will be located in the “Pending Tasks” box on the Home page.



The screenshot shows the TK20 Home page. On the left is a dark blue navigation sidebar with menu items: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a yellow header bar with 'RECENT MESSAGES' and 'PENDING TASKS' sections. A red arrow points to the 'PENDING TASKS' section. Below it is a table with columns: Name, Type, From, and Due Date. The table contains one entry: 'Please start the Field Experience MSW AGP Practicum (Fall 2017)' with Type 'Field Experience', From 'Ed Social Work', and Due Date '12/16/2017'. Below the table are sections for 'NEWS' (Today's News, Archived News) and 'PROGRAM TRANSITION POINTS' (Unassigned).

Option 2: Click on the “Field Experiences” tab bar. Then click on the binder in the body.



The screenshot shows the TK20 Field Experiences page. On the left is the same dark blue navigation sidebar. The main content area has a yellow header bar. Below it is a table with columns: Name, Start Date, Due Date, Status, Sent By, and Placement. A red arrow labeled '1' points to the 'FIELD EXPERIENCE' menu item in the sidebar. Another red arrow labeled '2' points to the 'MSW AGP Practicum (Fall 2017)' entry in the table. The table entry has Start Date '11/07/2017 03:32 PM', Due Date '12/16/2017 01:00 AM', Status 'Open For Editing', and Sent By 'Ed Social Work'. The Placement column lists: 'Field Instructor 2: Field Liaison 2: Sierra, Marta; Field Instructor 1: Smithers, LaDonna'.

Step 3: Complete requirements within each tab of the Binder.

Note: Once you click on the tab the instructions will be located on the left and the work to complete on the right.

1. Click on the tab

2. Read Instructions

3. Complete Assignments

The screenshot shows a web interface for 'MSW AGP PRACTICUM (FALL 2017)'. The left sidebar has a menu with 'FIELD EXPERIENCE' selected. The main content area has a breadcrumb trail 'Field Experience > Field Experience > Field Experience > MSW AGP Practicum (Fall 2017)'. Below this is a tabbed interface with 'Schedule/Activities Log' selected. The 'INSTRUCTIONS' section on the left contains text about completing a schedule and weekly activities log. The 'ATTACHMENT(S)' section on the right has two 'Select' buttons for 'Student-MSW Schedule: Semester 1' and 'Student-MSW Weekly Activities Log: Semester 1', both showing 'Not Submitted'. There is also an 'ADDITIONAL ATTACHMENTS (OPTIONAL)' section with another 'Select' button. At the bottom right are 'Submit', 'Save', and 'Close' buttons. Red arrows point from callout boxes to the 'Schedule/Activities Log' tab, the 'INSTRUCTIONS' section, and the 'Additional Attachment' section.

Step 4: Locate Field Supervisor and Mentor Teacher Forms.

1-Click on Assessment Tab

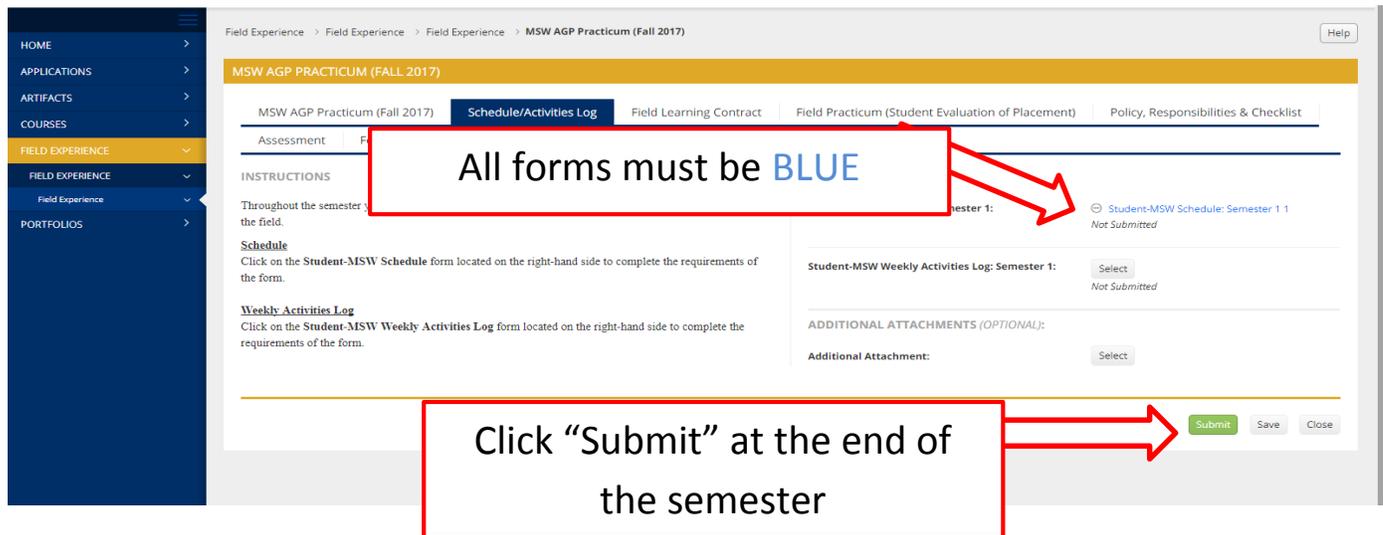
2-Click on the Blue Form Name to Review

The screenshot shows the 'Assessment' tab selected in the MSW AGP Practicum interface. The breadcrumb trail is 'Field Experience > Field Experience > Field Experience > MSW AGP Practicum (Fall 2017)'. The 'Assessment' tab is highlighted. Below the tabs is a table with three columns: 'Field Experience Forms', 'Role', and 'Committee Member'. The table contains three rows. The first row has a greyed-out form name, 'Field Liasion', and 'Mercado-Sierra, Marta'. The second row has a blue form name 'Field Instructor-MSW AGP Field Learning Evaluation: Semester 1', 'Field Instructor', and 'Smithers, LaDonna'. The third row has a greyed-out form name, 'Field Instructor', and an empty cell. Red arrows point from callout boxes to the 'Assessment' tab, the blue form name in the second row, and the 'Assessment' tab again.

| Field Experience Forms | Role | Committee Member |
|--|------------------|-----------------------|
| MSW AGP Practicum (Fall 2017) | Field Liasion | Mercado-Sierra, Marta |
| Field Instructor-MSW AGP Field Learning Evaluation: Semester 1 | Field Instructor | Smithers, LaDonna |
| Field Instructor-MSW AGP Field Learning Evaluation: Semester 1 | Field Instructor | |

Step 5: SUBMITTING your Binder.

Note: you will not submit your binder until the end of the semester once all requirements have been completed within the binder. Click on each tab and make sure all forms are **BLUE**. If a form is not blue you will need to click on the form, make changes/additions and click on “complete” for the form to turn blue.



The screenshot shows the MSW AGP Practicum (Fall 2017) interface. The left sidebar contains navigation options: HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE (highlighted), FIELD EXPERIENCE (sub-menu), and PORTFOLIOS. The main content area has tabs for MSW AGP Practicum (Fall 2017), Schedule/Activities Log, Field Learning Contract, Field Practicum (Student Evaluation of Placement), and Policy, Responsibilities & Checklist. The 'Schedule/Activities Log' tab is active, showing a form for 'Student-MSW Schedule: Semester 1' and 'Student-MSW Weekly Activities Log: Semester 1'. A red box with the text 'All forms must be BLUE' points to the 'Not Submitted' status of the forms. Another red box with the text 'Click “Submit” at the end of the semester' points to the 'Submit' button at the bottom right of the form.

Once all forms are **BLUE** within EACH tab you will click on “SUBMIT” located in the bottom right-hand corner.

NOTE: Always “SAVE” !!! Do not SUBMIT until the entire binder is complete, including each tab within the binder.

If you have any questions regarding the instructions or assignments you will need to contact your Field Liaison.

Questions regarding Tk20 login and functionality may be sent to beateacher@tamuc.edu or 903-886-5886