

Students: How to Access and Complete an SED RESIDENCY 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)
OR
- Login to TK20 and set up your student account by clicking on “Click here to register your student account” - Located on the left-hand side at the bottom.

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 navigation menu with options: HOME, MESSAGES, TASKS, PREFERENCES, COURSES, ARTIFACTS, PORTFOLIOS, FIELD EXPERIENCE, and APPLICATIONS. The main content area is divided into sections: RECENT MESSAGES, PENDING TASKS, and NEWS. The PENDING TASKS section contains a table with the following data:

Name	Type	From	Due Date
Please start the Field Experience TEST 4-8 Internship 7-13-16	Field Experience	..., Educator Certification	09/01/2016
Please start the Field Experience TEST EC-6 Internship 7-13-16	Field Experience	..., Educator Certification	09/01/2016
Please start the Field Experience Test EC-6 4-8 Internship Binder	Field Experience	Hartmann, Rabea	11/27/2015
Please start the Field Experience TEST EC-6 4-8 Internship Binder Spring 2016	Field Experience	..., Educator Certification	

A red arrow points to the "PENDING TASKS" header.

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. The navigation menu on the left has "FIELD EXPERIENCE" selected. The main content area displays a table of field experience binders. A red arrow labeled "1" points to the "FIELD EXPERIENCE" tab in the navigation menu. Another red arrow labeled "2" points to the first binder entry in the table.

Name	Start Date	Due Date	Status	Sent By	Placement
Test EC-6 4-8 Internship Binder	10/19/2015 03:29 PM	11/27/2015 11:50 PM	Open For Editing-Late	Hartmann, Rabea	Cooperating Teacher : cooperating teacher1,test Supervisor : field supervisor1,test Faculty : faculty1,test
TEST 4-8 Internship 7-13-16	07/13/2016 01:42 PM	09/01/2016 01:00 AM	Open For Editing	..., Educator Certification	Mentor Teacher 1 : cooperating teacher1,test Mentor Teacher 2 : cooperating teacher2,test Principal 1 : Principal 1,Test Field Supervisor 1 : Adams,Rebecca Center Coordinator : Reid,Mark Principal 2 : Field Supervisor 2 : Mentor Teacher 4 : Mentor Teacher 3 : Field Supervisor 2 :
TEST EC-6 Internship 7-13-16	07/13/2016 12:14 AM	09/01/2016 01:00 AM	Open For Editing	..., Educator Certification	Mentor Teacher 1 : cooperating teacher1,test Mentor Teacher 2 : cooperating teacher2,test Principal 1 : Principal 1,Test Field Supervisor 1 : Adams,Rebecca Center Coordinator : Reid,Mark Principal 2 : Mentor Teacher 4 : Mentor Teacher 3 : Field Supervisor 2 :
TEST EC-6 4-8 Internship Binder Spring 2016	04/07/2016 09:26 AM	multiple	Open For Editing-Late	..., Educator Certification	Mentor Teacher 1 : cooperating teacher1,test

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.

The screenshot shows a web interface for a 'TEST SED BINDER 7-13-16'. On the left is a dark blue sidebar with menu items: COURSES, ARTIFACTS, PORTFOLIOS, FIELD EXPERIENCE (expanded to show Field Experience), and APPLICATIONS. The main content area has a header with tabs: 'TEST SED Binder 7-13-16', '1st Lesson Evaluation/ILT with Field Supervisor' (selected), '2nd Lesson Evaluation/ILT with Field Supervisor', and '3rd Lesson Evaluation/ILT with Field Supervisor'. Below this are more tabs: '4th Lesson Evaluation/ILT with Field Supervisor', 'Lesson Observation with Mentor Teacher', 'TExES Documents', 'Other Documents', 'Assessment', and 'Feedback'. The 'INSTRUCTIONS' section on the left contains a list of five steps for completing the 1st Lesson Plan/Evaluation. The 'ATTACHMENT(S):' section on the right lists several items, each with a 'Select' button and a 'Not Submitted' status: 'SED - Lesson Plan 1', 'SED-Acknowledgement of Lesson Evaluation-Debrief Conference 1', 'SED-ILT Conference Evaluation 1 (Student)', 'SED-ILT Mentor Evaluation 1', and 'SED-Impact Story for Lesson 1'. There is also an 'ADDITIONAL ATTACHMENTS (OPTIONAL):' section with an 'Additional Attachment:' field and a 'Select' button. At the bottom right are 'Submit', 'Save', and 'Close' buttons. Red arrows and boxes highlight key actions: 'Click on the tab' points to the selected tab; 'Read Instructions' points to the instructions section; 'Complete Assignments' points to the attachment section.

Click on the tab

Read Instructions

Complete Assignments

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 Liaison/Field Supervisor.

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