

Students: How to Access and Complete a Course 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 like HOME, MESSAGES, TASKS, PENDING TASKS, and NEWS. The main content area has sections for RECENT MESSAGES, PENDING TASKS, and NEWS. In the PENDING TASKS section, there is a table with the following data:

Name	Type	From	Due Date
Please send the Course Binder TEST EFE Course Binder Fall 2016	Course Binder	Woodruff, Jill	12/17/2016
Please start the Field Experience TEST SED Binder 7-13-16	Field Experience	..., Educator Certification	09/01/2016

A red arrow points to the first row of the table.

Option 2: Click on the “Courses” tab bar. Then click on “Coursework” then “Course Binders” on left bar.

The screenshot shows the TK20 Course Binders page. The left navigation menu has 'COURSES' selected, and 'Course Binders' is highlighted. The main content area shows a table of course binders:

Title	Type	Course	Status	Sent By	Due Date
Sample Course Binder	Course Binder	Test Course	Late	Flynn, Gary	02/29/2016 01:00:00 AM
TEST EFE Course Binder Fall 2016	Course Binder	Test Course	Open For Editing	Woodruff, Jill	12/17/2016 01:00:00 AM

Red arrows point to the 'COURSES' tab and the 'Course Binders' option in the left menu.

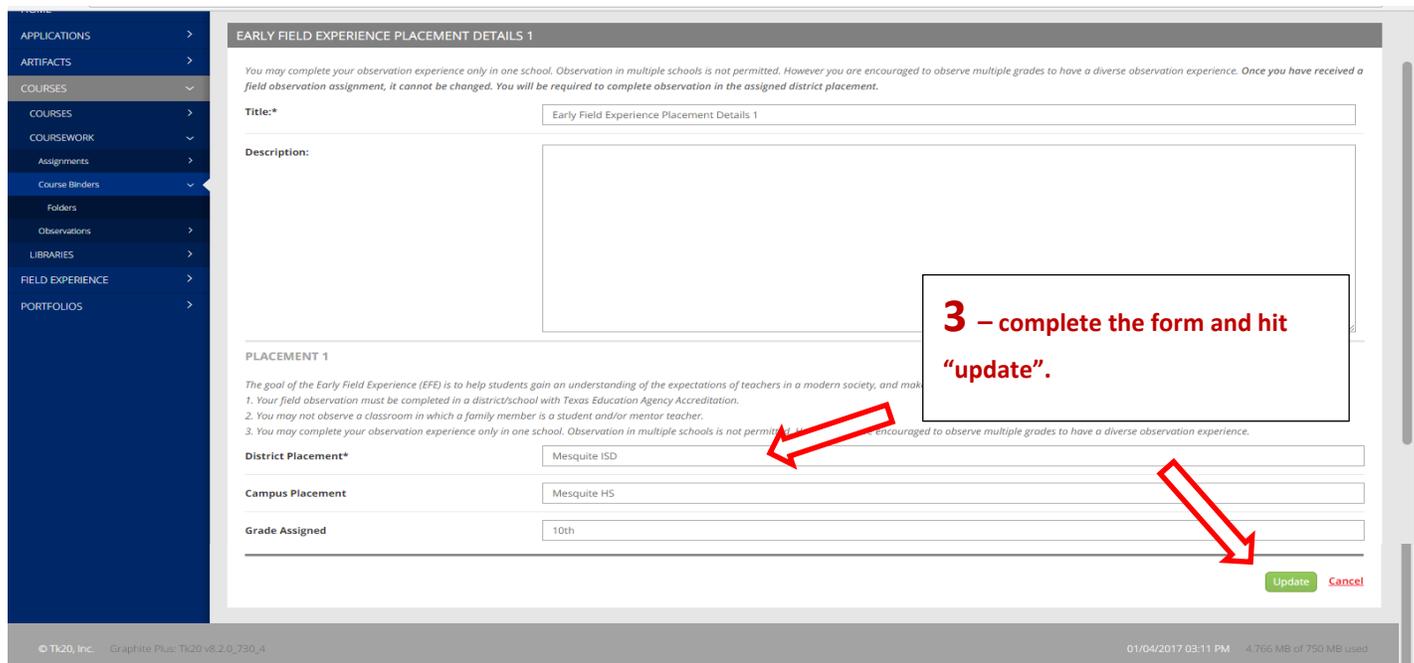
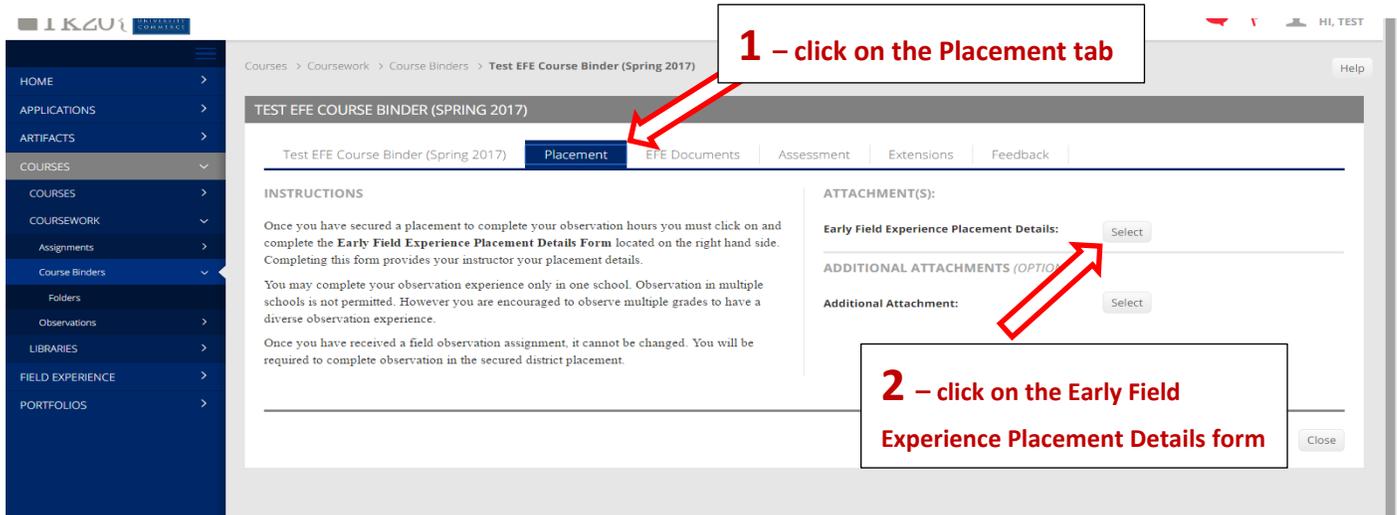
Click on the “Course Binder” for EFE.

The screenshot shows the TK20 Course Binders page. A red arrow points to the 'TEST EFE Course Binder Fall 2016' entry in the table:

Title	Type	Course	Status	Sent By	Due Date
Sample Course Binder	Course Binder	Test Course	Late	Flynn, Gary	02/29/2016 01:00:00 AM
TEST EFE Course Binder Fall 2016	Course Binder	Test Course	Open For Editing	Woodruff, Jill	12/17/2016 01:00:00 AM

Step 3: Enter EFE Placement Details

1. Click on the "Placement" Tab of the binder
2. Click on the "Early Field Experience Placement Details" form in the color blue.
3. Add placement details to the form and click on "update" located in the bottom right corner.
4. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.



Step 4: Completing the EFE Documents (Log Sheet)

1. Click on the “EFE Documents” Tab of the binder
2. A blank Observation Log is available under “Instructions”.
3. Once you complete the “Observation Log” you MUST attach the log under “Attachments”. If you have more than one log you may attach using “Additional Attachments” within the form.
4. Click on “Save”. DO NOT Submit. You will submit once all tabs/documents are completed.

TEST EFE COURSE BINDER (SPRING 2017)

Test EFE Course Binder (Spring 2017) | Placement | **EFE Documents** | Assessment | Extensions | Feedback

1 – click on the EFE Documents tab

INSTRUCTIONS

During enrollment of your Early Field Experience you must complete a log sheet documenting your hours of observation, a rating form completed by your mentor teacher and a reflection of your observation experience.

Early Field Experience Log Sheet
Once you have completed the required number of observation hours you will upload your completed **Early Field Experience Observation Log form** located on the right hand side. Be sure your log sheet reflects all hours, the mentor initials by each box and student/mentor signatures at the bottom.
Click [here](#) to download the Early Field Experience Observation Log Form.

2 – to obtain a blank log sheet

Early Field Experience Rating Form
Once you have completed the required number of observation hours you will upload your completed **Early Field Experience Rating form** located on the right hand side. Be sure the form has been completed and contains all required signatures.
Click [here](#) to download the Early Field Experience Rating Form.

Early Field Experience Reflection
Once you have completed the required number of observation hours you will complete the **Early Field Experience Observation Reflection-Field Based Program** form located on the right hand side.

All three forms must be completed to be issued a grade in the course.

ATTACHMENT(S):

Early Field Experience Log Sheet:

Early Field Experience Rating Form:

Early Field Experience Observation Reflection - Field Based Program:

3 – to attach log sheet

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

4 – click on SAVE – DO NOT SUBMIT

Step 5: Completing the EFE Documents (Rating Form)

1. Click on the “EFE Documents” Tab of the binder
2. A blank Rating Form is available under “Instructions”.
3. Once you complete the “Rating Form” you MUST attach the form under “Attachments”. If you have more than one rating form you may attach using “Additional Attachments” within the form.
4. Click on “Save”. DO NOT Submit. You will submit once all tabs/documents are completed.

TEST EFE COURSE BINDER (SPRING 2017)

Test EFE Course Binder (Spring 2017) | Placement | **EFE Documents** | Assessment | Extensions | Feedback

1 – click on the EFE Documents tab

INSTRUCTIONS

During enrollment of your Early Field Experience you must complete a log sheet documenting your hours of observation, a rating form completed by your mentor teacher and a reflection of your observation experience.

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2 – to obtain a blank rating form

Early Field Experience Reflection
Once you have completed the required number of observation hours you will complete the **Early Field Experience Observation Reflection-Field Based Program** form located on the right hand side.

All three forms must be completed to be issued a grade in the course.

ATTACHMENT(S):

Early Field Experience Log Sheet:

Early Field Experience Rating Form:

Early Field Experience Observation Reflection - Field Based Program:

3 – to attach rating form

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

4 – click on SAVE – DO NOT SUBMIT



Step 6: Completing the EFE Documents (Observation Reflection Form)

5. Click on the "Rating(s) Form" Tab of the binder
6. A blank Rating Form is available under "Instructions".
7. Once you complete the "Rating Form" you MUST attach the form under "Attachments". If you have more than one rating form you may attach using "Additional Attachments".
8. Click on "Save". DO NOT Submit. You will submit once all tabs/documents are completed.

1 – click on the EFE Documents tab

2 – click on Select and complete the Observation Reflection form

3 – click on SAVE – DO NOT SUBMIT

Note: The Observation Reflection is completed within TK20. You will not attach the form. If you have additional documents that you feel should be included with the Reflection you may attach as "additional Attachments". Additional Attachments is not required.

Step 7: "Submit" the Course Binder

Note: Once you click on "Submit" your binder is locked down and you are unable to make any changes. Therefore, make sure all tabs are completed prior to clicking on "Submit".

Click Submit once steps 3, 4, 5 & 6 are complete

Note: Once you SUBMIT the Course Binder you will receive an email from TK20 confirming the binder has been submitted.