



**Tk20 TUTORIALS:  
FIELD EXPERIENCE BINDER**

**TABLE OF CONTENTS**

<b>Topic</b>	<b>Page</b>
Introduction	2
Getting Started: Accessing Your Field Binder	2
Submitting Work into Field Binder	3
Uploading a File	3
Submitting a Link (URL) for a Digital Document	5
Changing the Privacy for Google Doc Links	6
Completing/Submitting a Self Assessment Form	8

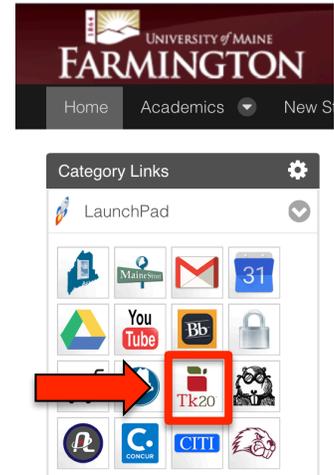
## INTRODUCTION:

Beginning Fall 2016, the Education Programs are transitioning to a digital “Field Experience Binder” in order to collect and store student work, mentor observations/feedback and supervisor observations/feedback all in one place. Students, mentors and supervisors can both upload documents into the binder AND complete digital forms for observations/assessments. Not only does this provide immediate feedback/progress updates, it also provides transparency regarding our assessment process because all documents are visible to students, mentors and supervisors.

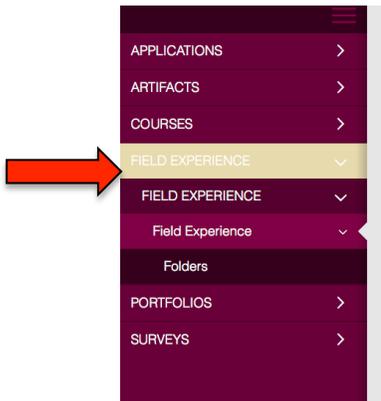
## GETTING STARTED: ACCESSING YOUR FIELD BINDER

1) Login to Tk20 through the MyCampus Portal.

Note: Tk20 seems to be most stable/functional in either Safari (on Mac) or Google Chrome (Mac or PC). If you experience problems, the first thing you should do is try a different browser AND clear your browser’s cache (history).



2) Once logged in, find and click on the “Field Experience” tab in the Left Column Menu.



3) When you click on “Field Experience”, this should open a new page (see below) that shows your specific Field Experience Binder (eg, “Student Teaching Binder” or “EDU 389 Advanced Practicum Binder”). Click on the linked (blue) text to open your field binder.

	Name ▾	Start Date ▾	Due Date	Status ▾	Sent By ▾	Placement
	<a href="#">Student Teaching Binder - Fall 2016</a>	10/04/2016 11:13 AM	12/16/2016 01:00 AM	Open For Editing	Nicholson-Dykstra, Susan	Field Supervisor : Miles, Kathleen Mentor Teacher 1 :

4) Once your binder opens, you should see a set of tabs, one for each major assignment/assessment that you will be submitting during your field experience (eg, Contextual Factors Analysis/Teacher Work Sample). The first tab of the binder (upper left) is the introduction that just includes a description of the binder and its purpose (see image on next page).

**STUDENT TEACHING BINDER - FALL 2016**

Student Teaching Binder - Fall 2016 | Lesson Plan | **Contextual Factors Analysis / Teacher Work Sample** | Essential Areas of Teaching

Classroom Management Observation Checklist | Video Lessons | Dispositions | Panorama | Portfolio | Assessment | Standards | Feedback

**INSTRUCTIONS**

**Contextual Factors Analysis:**

1. Upload your Contextual Factors Analysis.

or

2. Use the Contextual Factors Analysis URL submission form to submit the link to your digital CFA.

**Teacher Work Sample:**

1. Upload entire work sample as a single file or multiple files.

or

2. Use the Teacher Work Sample URL submission form to submit the link to your digital TWS.

**ATTACHMENT(S):**

**A File:**  [Standard\(s\)](#) *Not Submitted*

**TWS URL Submission Form - AY 16-17: Student Teaching:**  [Standard\(s\)](#) *Not Submitted*

**CFA URL Submission Form: CFA:**  [Standard\(s\)](#) *Not Submitted*

**A File:**  [Standard\(s\)](#) *Not Submitted*

**A File:**  [Standard\(s\)](#) *Not Submitted*

## SUBMITTING WORK INTO FIELD BINDER

The binder is set-up to allow flexibility in how you submit your work. For most assignments, you have at least 2 options:

- 1) Upload a file directly into Tk20
- 2) Submit the URL for a digital document so that your mentor and/or supervisor could simply click on the link to view your work.

## UPLOADING A FILE

- 1) To upload a file, click on the “Select” button next to “A File”.



**ATTACHMENT(S):**

**A File:**  [Standard\(s\)](#) *Not Submitted*

**TWS URL Submission Form - AY 16-17: Student Teaching:**  [Standard\(s\)](#) *Not Submitted*

**CFA URL Submission Form: CFA:**  [Standard\(s\)](#) *Not Submitted*

2) A new window will open with the title “Select a File”. Click on the green “+ Select File” button in order to open a new window that allows you to select a file from your computer. You will also need to provide a name/title for your document.

The screenshot shows a web form titled "SELECT A FILE". At the top, there are two tabs: "Create New Artifact" (active) and "Select Existing". Below the tabs is a horizontal line, followed by the instruction: "Please use this template when uploading any file (or files) for coursework." The form has two main input areas: "Title:\*" with a text box containing "A File 11", and "Description:" with a large empty text area. Below these is a section titled "A FILE" containing "Attached Documents:". A red arrow points to a green button labeled "+ Select File(s)". Below the button is a dashed border box with the text "Drag and drop files here". At the bottom right of the form are "Add" and "Cancel" buttons.

3) Once your file is loaded, you’ll see it listed in the “Attached Documents” box. You will then need to click “Add” to complete the upload.

This screenshot shows the same "SELECT A FILE" form, but now a file has been uploaded. The "Title:\*" field contains "CFA" and the "Description:" field contains the placeholder text "(no text required here)". In the "Attached Documents:" section, the "+ Select File(s)" button is still present. Below it, a file named "Contextual Factors Analysis.docx (21.17 kb)" is listed with a close icon (⊗) to its right. The "Drag and drop files here" box is still visible below the file list. A red arrow points to the "Add" button at the bottom right of the form.

## SUBMITTING A LINK (URL) FOR A DIGITAL DOCUMENT

If you have a document that is stored on the web (Google Doc, YouTube video, etc), you can submit a link for this document rather than uploading the file from a computer.

NOTE: If you are submitting a file/document with a link, make sure that your link is viewable by “Anyone with Link” or “anyone at University of Maine with Link” (see below for directions on how to adjust your link privacy).

ATTACHMENT(S):

A File:  [Standard\(s\)](#)  
Not Submitted

**TWS URL Submission Form - AY 16-17: Student Teaching:**  [Standard\(s\)](#)  
Not Submitted

**CFA URL Submission Form: CFA:**  [Standard\(s\)](#)  
Not Submitted

1) To submit a URL (link) for your file, you will need to first click “Select” for one of the “URL Submission forms” (from the “Attachment(s)” list).

2) A new “form” (window) will open. You will need to name/title the link you are providing. Then, copy and paste or type in the URL (web link) for your document.

SELECT CFA URL SUBMISSION FORM: CFA

Create New Artifact

Title\*

Description:

CFA URL SUBMISSION FORM

Assignment or Document Name

Copy and paste or type in the URL for your digital CFA

Optional File Upload   
Upload a PDF or Web Archive of your digital CFA

Attached Documents:

3) After adding the name and link, click “Add” to attach your URL to your portfolio page.

CFA URL SUBMISSION FORM

Assignment or Document Name: Contextual Factors Analysis

Copy and paste or type in the URL for your digital CFA: <https://docs.google.com/document/d/1GShFZKPrnC5oGI0K0Xf-W1fh7K5vZW0xmXUyhSz2KZig/edit?usp=sharing>

Optional File Upload: + Select File(s)

Attached Documents: + Select File(s)

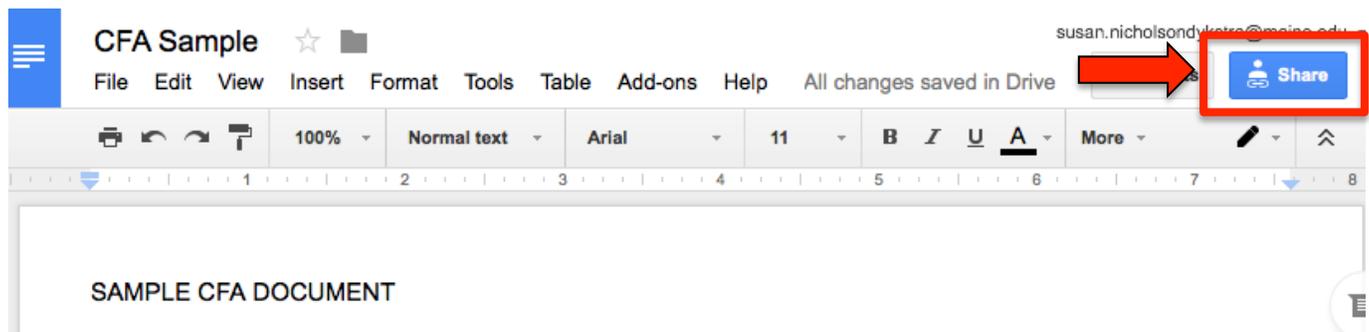
Buttons: Add, Cancel

### CHANGING THE PRIVACY FOR GOOGLE DOC LINKS

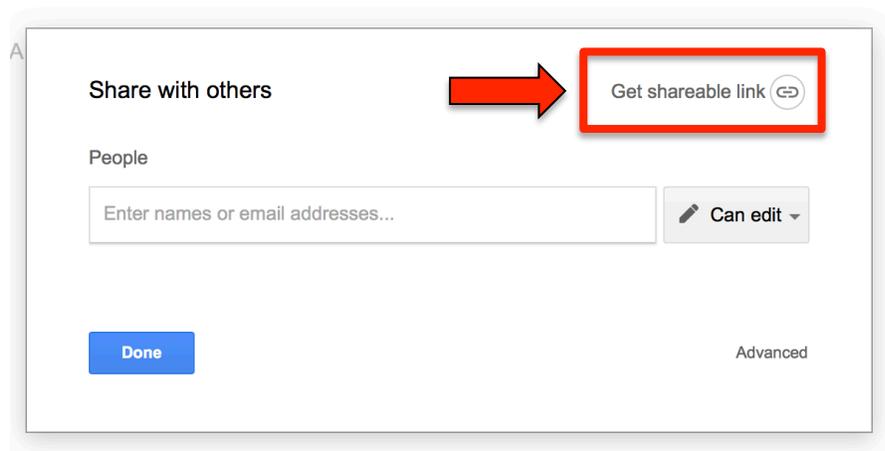
If you are submitting a link for a Google Doc/Slides Presentation/Spreadsheet, you will need to make sure that the link will be active and viewable for your supervisor and/or mentor.

- If the document will only be viewed by your supervisor, you can set the privacy to “Anyone in University of Maine System with Link **can view**”
- If the document will be viewed by your mentor teacher and/or anyone outside of the University, you will need to set the privacy to “Anyone with Link **can view**”.

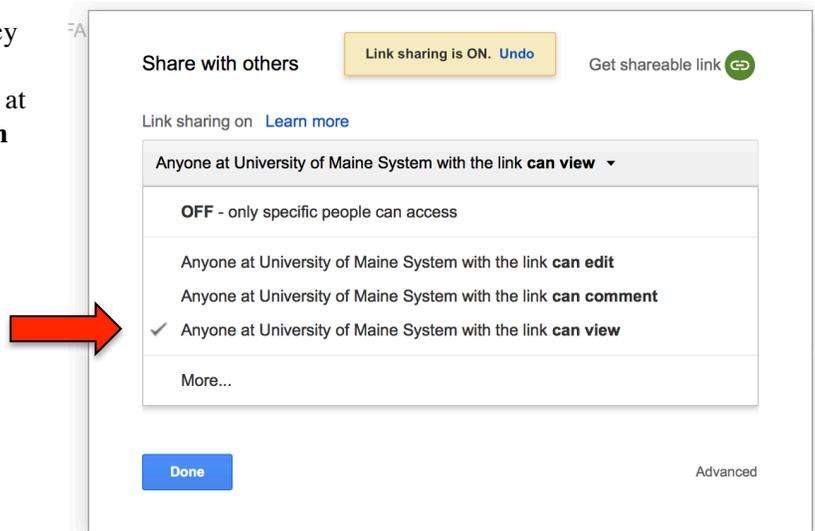
1) In the document, find and click on the blue “Share” button (upper right corner).



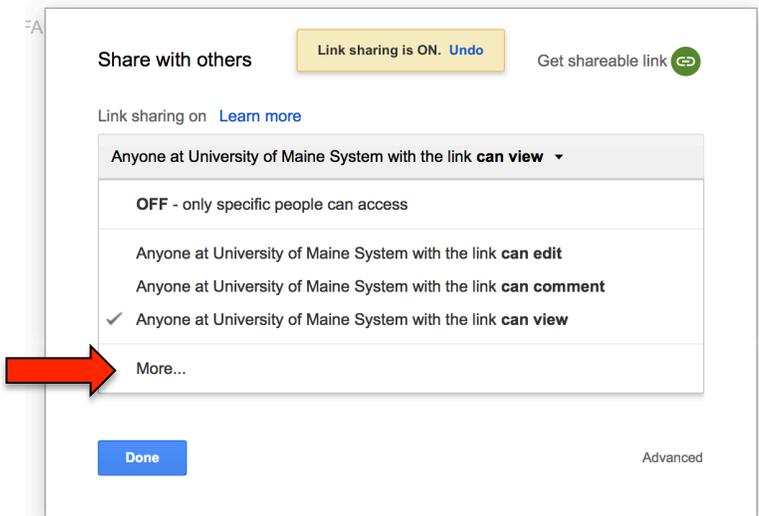
2) In the “Share with others” box that opens, find and click on “Get shareable link”.



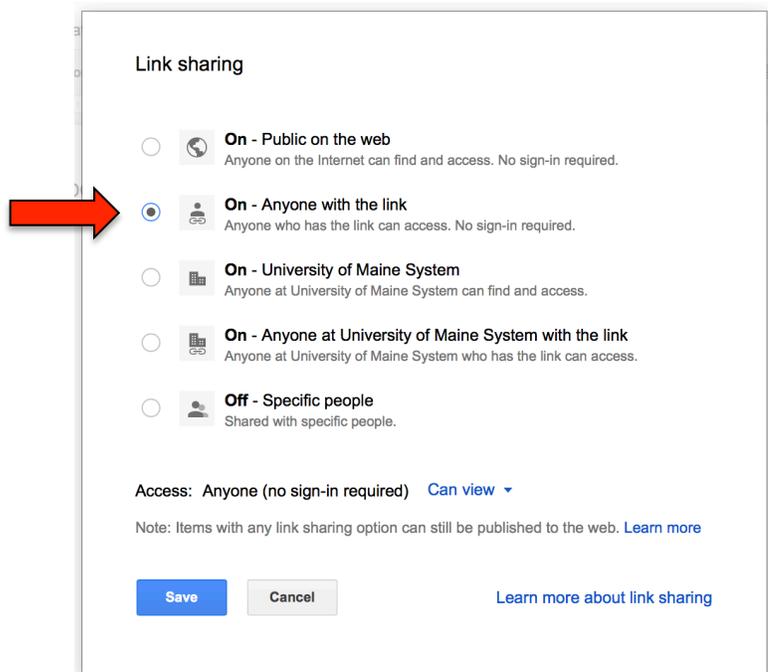
3) A new box will open with different privacy options. If you only need your link to be viewable by your supervisor, select “Anyone at University of Maine System with the link **can view**”. Then, click “Done”.



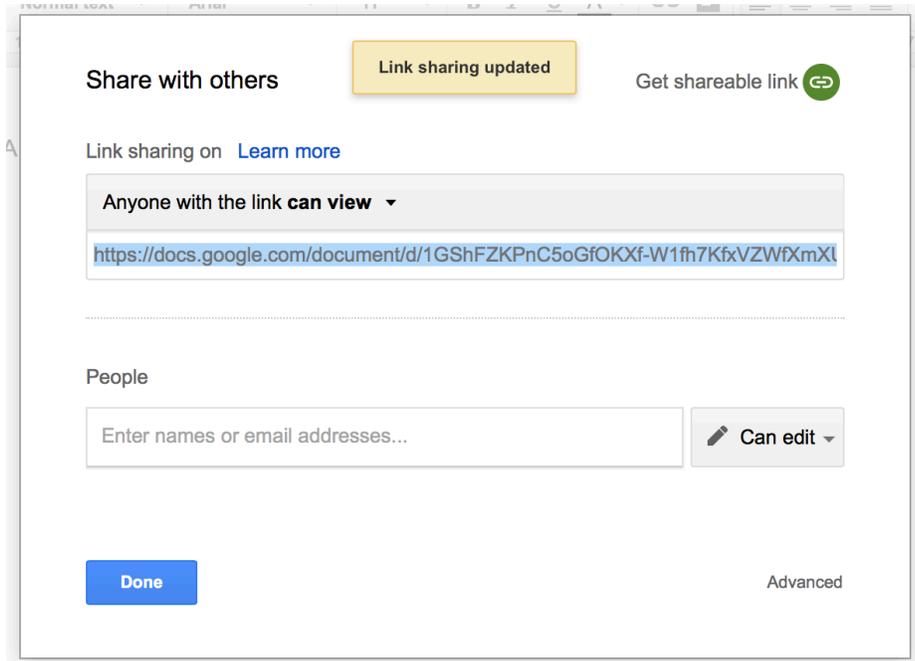
4) If you instead need your link to be viewable by your mentor or other people outside of the U Maine System, you will need to click on “More”.



5) A new “Link sharing” box will open that includes more share options. Select “Anyone with Link”, then click “Save”.



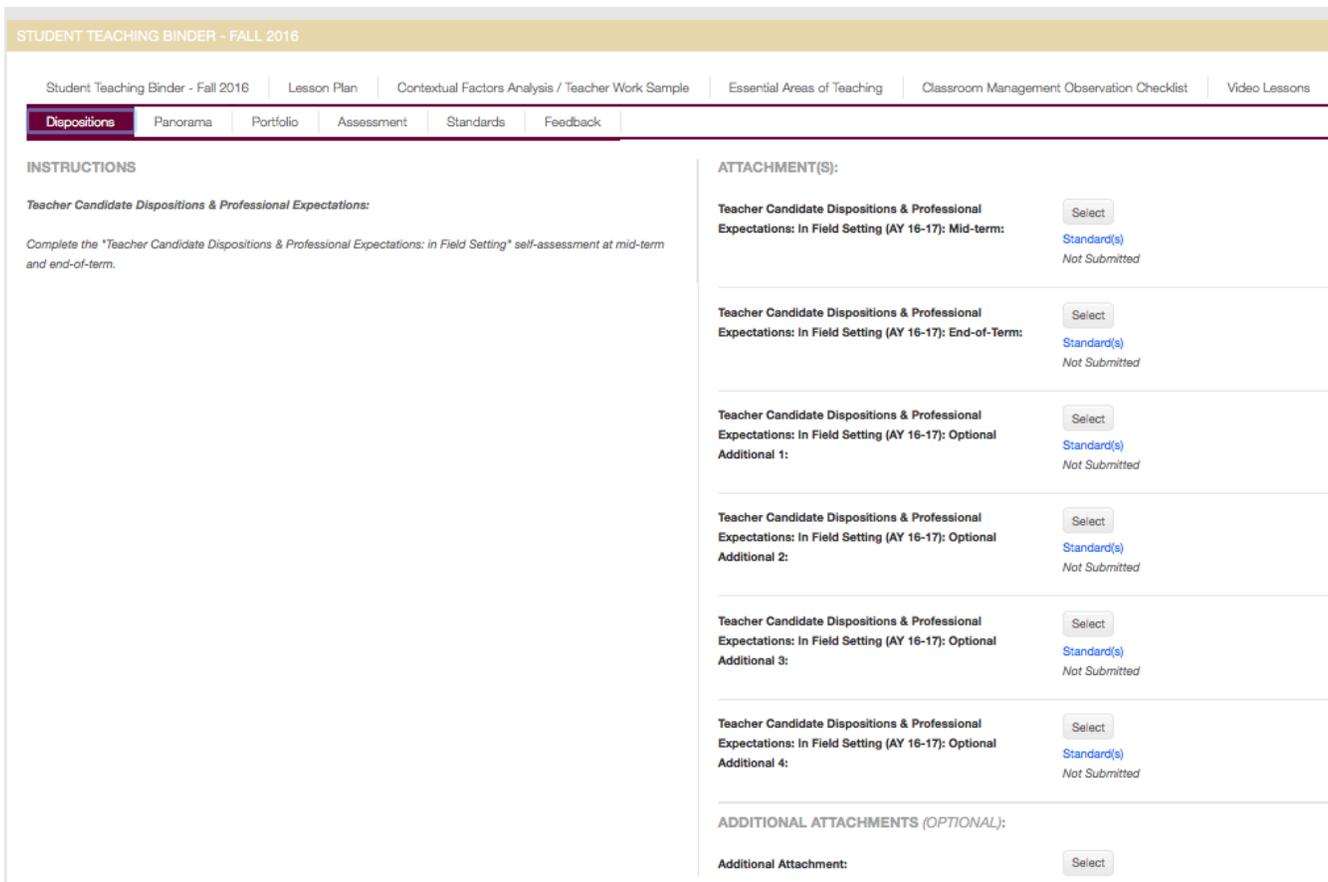
6) After clicking “Save”, you will be returned to the “Share with others” window. You should now see the updated privacy setting for your link. You can now copy your link and paste it into the Tk20 URL Submission Form.



### COMPLETING/SUBMITTING A SELF-ASSESSMENT FORM

In your Field Experience Binder, several of your tabs include self-assessment forms that you will be completing in order to reflect on your own practice and performance. One example is the “Teacher Candidate Dispositions and Professional Expectations” form, which can be found on the “Dispositions” tab.

1) To access the form, first click on the tab that contains the form. For this example, we will use the “Dispositions” tab and form.



2) Once on the “Dispositions” Tab page, you will need to identify the copy of the form that you will be completing. For example, if you are completing a mid-term assessment, you will look for “mid-term” in the name (at the end). If you are unsure of which form to use, check with your supervisor.

In general, you will only use the “mid-term” and “end-of-term” self-assessment forms unless directed by your mentor or supervisor to complete additional self-assessments.

3) Once you have identified the correct form, click the “Select” button for that form.

**ATTACHMENT(S):**

Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): Mid-term:  Standard(s) Not Submitted

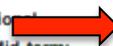
Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): End-of-Term:  Standard(s) Not Submitted



**ATTACHMENT(S):**

Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): Mid-term:  Standard(s) Not Submitted

Teacher Candidate Dispositions & Professional Expectations: In Field Setting (AY 16-17): End-of-Term:  Standard(s) Not Submitted



4) A new window will open that includes the Disposition Form that you will need to complete.

SELECT TEACHER CANDIDATE DISPOSITIONS & PROFESSIONAL EXPECTATIONS: IN FIELD SETTING (AY 16-17): MID-TERM

[Create New Artifact](#)

**Title:**

**Description:**

**DESCRIPTION**

The Teacher Education Program at the University of Maine Farmington understands and supports the assessment of dispositions throughout the student’s program, both in the classroom and in the field.

**Directions:**

- Rate the candidate on each disposition holistically by circling the corresponding rating based on the following scale: 1. Does Not Meet Expectations 2. Partially Meets Expectations 3. Meets Expectations
- Please read through the list of indicators for each disposition. The listed indicators provide the reviewers examples of expected behaviors for each disposition/expectation but is not intended to be all-inclusive.
- If ratings are at the 1 or 2 level, please provide feedback for the student by underlining, circling, or highlighting any indicators that need to be addressed.
- If ratings are at the 1 level, please provide specific feedback in the comment box. Attach additional documentation as necessary. Comments are invited for all other levels but are not required.

*For Pre-Candidacy, students receiving a faculty rating of 1, or five or more 2s, or an overall rating of “extreme concern” will meet with a support team which may result in action plan. For Pre-Student Teaching, students receiving a faculty rating of 1, or four or more 2s, or an overall rating of “extreme concern” will meet with a support team which may result in action plan. Faculty may request that a student meet with the support team at any time.*

**Time of Term**  Mid-Term  End-of-Term

**Evaluator**  UMF Supervisor  Mentor Teacher  Student

**EXHIBITS PROFESSIONALISM**

5) After completing the form, click the “Add” button (green button at bottom of form on right side).