Accessing and Completing Forms in a Field Experience Binder

Your Field Experience Binder holds all of your field experience forms. Knowing how to access and get around in it is important.

Once you are in the binder, you will need to view feedback from your classroom mentor and your Baylor instructor. You will also need to complete various forms and enter information for others to assess. These tasks are explained in this article.

- Accessing the Field Experience Binder
- Viewing Assessments
- Completing and Submitting Forms

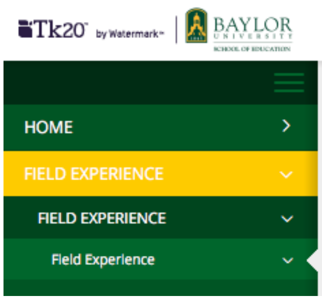
Please note that the images and scenarios presented in this document are an example. Screen shots, forms, and other elements of your student's binder may be different.

Also, please keep in mind that Tk20 recommends that you DO NOT use the Back button of your web browser while navigating a Field Experience Binder. Instead, click the tabs and links provided on the pages of the binder.

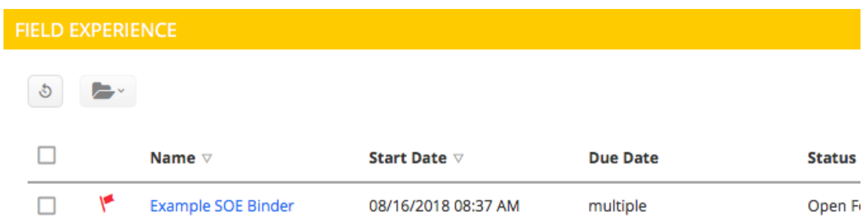
Accessing the Field Experience Binder

1. Log in to Tk20 at www.baylor.edu/soe/tk20.

2. In Tk20, navigate to “FIELD EXPERIENCE” under the Home tab on the side menu.



3. In the “FIELD EXPERIENCE” tab, click the name of your Binder to open it. In the image below, our example binder is named “Example SOE Binder.” Notice the red flag next to it, indicating it needs attention.



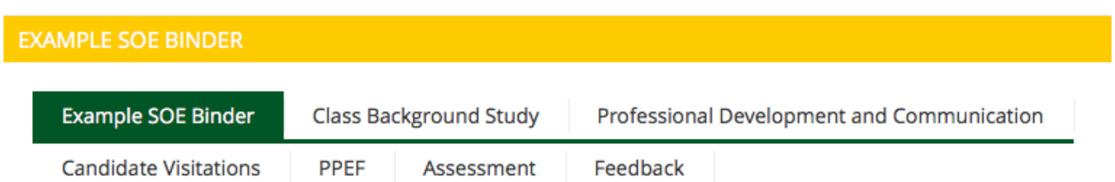
4. Once the binder is open, you will see the various tabs available. You can click a tab to view its contents.

   In the image below, you see the first tab (top left) has the same name as our example binder. This is the cover page of your binder and includes various information about forms, your placement, and other relevant data.

   The “Assessment” tab has forms completed by your mentors and faculty, and is discussed in the “Viewing Assessment” section of this guide.

   The remaining tabs include forms for you to complete. Each tab contains forms that relate to the name of the tab. In our example, you see items such as Class Background Study, Candidate Visitations, etc. Instructions for completing forms are included in the “Completing and Submitting Forms” section of this article.

   (Note that the “Feedback” is to be ignored at this time.)

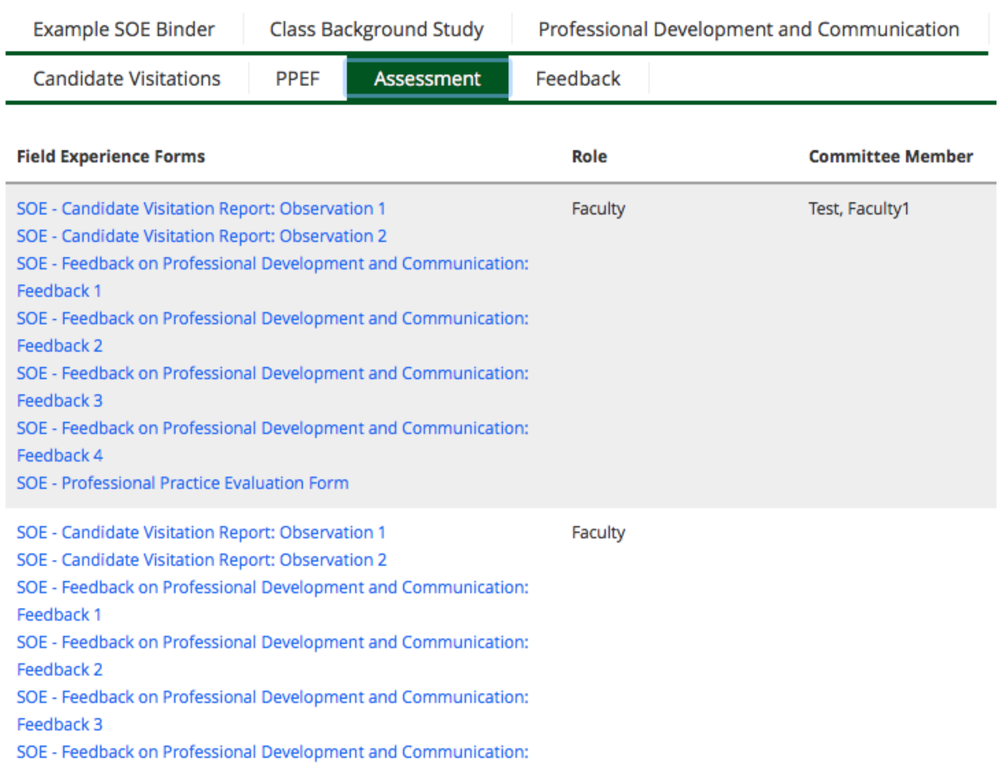


Viewing Assessments

1. Click the “Assessment” tab. In this window you can see all of the forms that your mentors and instructors have completed. These will often be viewed as a group either in your classroom or in your weekly seminar.

   In the image below, you will notice there are two Faculty sections listed. The only section you should be concerned with is the section that includes a name in the “Committee Member” column. In this example, it is “Test, Faculty1.” The other, unnamed sections are there in case other people need to be assigned to your binder.

   The sections below the Faculty sections are the Cooperating Teacher sections. These sections can be treated just like the Faculty sections, ignoring those without a Committee Member named.



2. To view the contents of the completed assessment, simply click the name of the assessment.

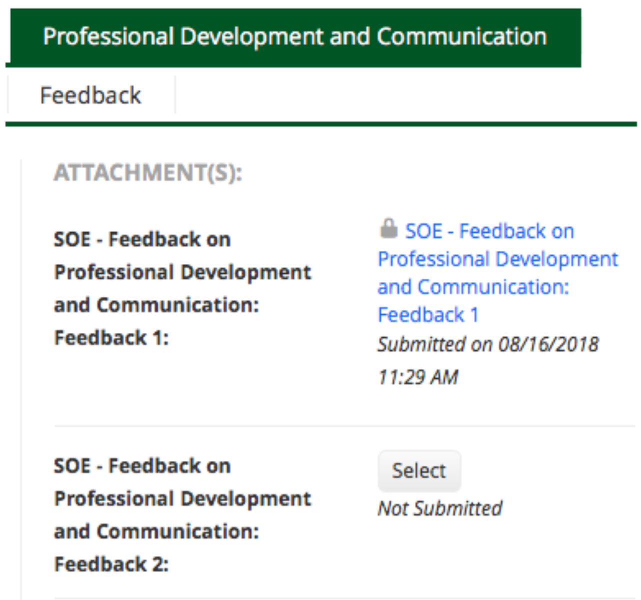
3. To close the assessment, click the gray “X” in the top right of the screen or the “Close” button at the bottom.

Completing and Submitting Forms

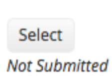
1. To locate a form, click the tab that contains the form you want to complete. The cover page of your binder (the first tab (top left) that has the same name as your binder) lists each tab and its contents.

   In the image below, we have selected the Professional Development and Communication tab. In this example, we are going to complete the “Feedback on Professional Development and Communication: Feedback 4” form.

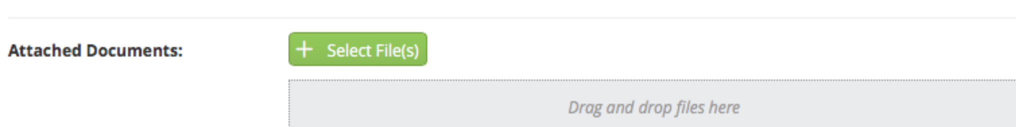
   Here you can see that “Feedback 1” has already been submitted. “Feedback 2” is listed below that. Not shown in this image is “Feedback 4” which is lower on the screen.



2. Click the “Select” button next to the form you want to complete.



3. The form will be displayed. Complete it as you would any web form. Each form will have at the bottom an “Attached Documents” entry. Here you can select files from your computer and attach them to the form. This is optional unless otherwise stated.



4. Once you have complete the form, click the “Add” button at the bottom of the form. This will add the form to your binder.

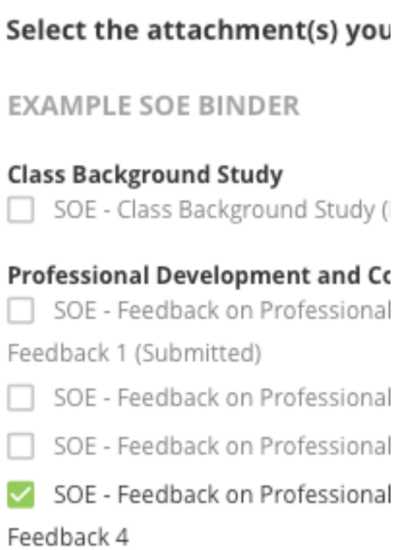
5. After you have added the form, you will need to either Submit or Save the form.

Submitting the form is the recommended option. This shows that you have completed the form and are no longer editing. Once a form is submitted, it cannot be edited. All forms must be submitted at some point.

Saving the form allows you to edit it later. Saving is not recommended as it leaves the form in an unfinished state.

The “Close” button will close the binder without submitting or saving any work.

6. If you chose to Submit your form (which is recommended), you will then choose the forms to submit. In our example, we are only submitting the “Feedback 4” form. Click the checkbox next to the form that you have added and submitted and click the “Submit” button. (Note that forms that are not completed and ready for submission cannot be selected.)



7. Click the “Submit” button.