TK20 Social Work
Field Evaluation
MSW Faculty Guide

WCU TK20 Office
Recitation Hall
610-436-2085
Tk20@wcupa.edu
http://www.wcupa.edu/_academics/coe/Tk20.aspx

TK20 Helpdesk
800-311-5656
support@Tk20.com
February 2018 v.9.1.3

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TK20 - BEST PRACTICES</strong></td>
</tr>
<tr>
<td><strong>HOW TO ACCESS TK20</strong></td>
</tr>
<tr>
<td><strong>MIDTERM FIELD EVALUATION PROCESS</strong></td>
</tr>
<tr>
<td><strong>FINAL FIELD EVALUATION PROCESS</strong></td>
</tr>
<tr>
<td><strong>MIDTERM EVALUATION: VIEWING FIELD INSTRUCTOR &amp; STUDENT COMMENTS</strong></td>
</tr>
<tr>
<td><strong>FINAL EVALUATION: VIEWING THE FIELD EVALUATION</strong></td>
</tr>
<tr>
<td><strong>FIELD EVALUATION PAGE OVERVIEW</strong></td>
</tr>
<tr>
<td><strong>FINAL EVALUATION: VIEWING THE STUDENT’S VIGNETTES AND REFLECTION</strong></td>
</tr>
<tr>
<td><strong>FINAL EVALUATION: VIEWING THE FIELD INSTRUCTOR’S ASSESSMENT &amp; TASK SUPERVISOR COMMENTS</strong></td>
</tr>
<tr>
<td><strong>FINAL EVALUATION: COMPLETING THE FACULTY EVALUATION</strong></td>
</tr>
<tr>
<td><strong>FREQUENTLY ASKED QUESTIONS</strong></td>
</tr>
</tbody>
</table>
TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Mozilla Firefox, Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**

- **DO NOT sign into TK20 in multiple tabs or windows.**

- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.

- Wait until a page fully loads before taking a subsequent action. **Look for the spinning circle.**

- Always log out of TK20 when you are done working in the system.

- When uploading a file, **do not** include special characters such as (*,’, “, &) in the name when you save the file for upload in Tk20.

<table>
<thead>
<tr>
<th>WCU TK20 Office</th>
<th>TK20 Helpdesk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours: M – F (7:30am – 4:00pm)</td>
<td>Hours: (M – Th, 8am – 9pm, F 8am-7pm, Su. 5pm-10pm)</td>
</tr>
<tr>
<td>Recitation Hall, Room 203D</td>
<td>Phone: 800-311-5656</td>
</tr>
<tr>
<td>610-436-2085</td>
<td>Email: <a href="mailto:support@tk20.com">support@tk20.com</a></td>
</tr>
<tr>
<td><a href="mailto:TK20@wcupa.edu">TK20@wcupa.edu</a></td>
<td><a href="http://helpdesk.Tk20.com/">http://helpdesk.Tk20.com/</a></td>
</tr>
</tbody>
</table>
HOW TO ACCESS TK20

Faculty can log into TK20 in one of two ways:

1. Via a link in your D2L course
   a. From within your course in D2L, click on “Content” in the gray navigation bar.
   b. Click on the “TK20” module located along the left side of the page.
   c. On the right side of the page, click on “TK20 Homepage”.
   d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage
   a. To access Tk20 directly, type wcupa.tk20.com into your internet browser. Then, click on the “new Faculty Student login page” link. Do not login using the top portion of this page.

   b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. If you are having trouble with your password, please contact the IT Helpdesk.

   Username = WCU email
   Password = WCU password

   c. You may come to an “Information to be Provided to Service” page. Select “Do not ask me again” and click “Accept”.

   ![Image](image.png)
MIDTERM FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Midterm Field Evaluation process.

1. Field Instructors will receive an email from tk20@wcupa.edu which contains a link to the student’s field evaluation. Click on the link to access and complete the evaluation.
2. It is recommended that after Field Instructors complete their evaluation, they notify the student. Students should then login to Tk20 to complete and submit any comments once they have reviewed the Field Instructor’s evaluation.
3. Field Instructors and WCU Faculty will have access to view both student and Field Instructor comments/evaluations.

FINAL FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Field Evaluation process. Students, Field Instructors, and WCU Faculty Liaisons will all have access to different parts of the field evaluation and will need to complete different parts of the evaluation.

1. Students will first write and submit their Student Vignettes in Tk20. Once the vignettes are submitted, the student should alert their Field Instructor.
2. Field Instructors and Task Supervisors (if applicable) will receive an email from tk20@wcupa.edu which contains a link to the student’s evaluation. After reviewing the student’s vignettes, the Field Instructor will then complete the evaluation. Field Instructors will notify students once submitted. If applicable, Task Supervisors will complete a comments form.
3. The student will complete and submit a Student Reflection in Tk20 taking their Field Instructor’s response into consideration. Students notify WCU faculty once complete.
4. WCU Faculty will then review the student vignettes, the Field Instructor’s evaluation, and the student reflection. They will assess and grade the entire the evaluation in Tk20.
MIDTERM EVALUATION: VIEWING FIELD INSTRUCTOR & STUDENT COMMENTS

1. While WCU faculty do not need to submit an assessment for the midterm evaluation, they have the ability to view student and field instructor comments. From the main Tk20 home screen, click “Field Experience” on the left side panel.

2. You will see a list of your students under “Current Field Experience Assessments.” Click on the blue link for the student who you wish to view.

3. To view student comments, click on the “Mid Semester Evaluation” tab on the left side of the screen and then click on the blue link for the “SW-Mid-Semester Evaluation Comments.”

4. To view the Field Instructor’s evaluation, click on the link for the “SW-Mid-Semester Evaluation: Evaluation” on the right side of your screen.

5. You can print either one of these forms by clicking on the “Print-Friendly View” link on the top right of the evaluation form.
FINAL EVALUATION: VIEWING THE FIELD EVALUATION

1. From the main Tk20 home screen, click “Field Experience” on the left side panel.

2. You will see a list of your students under “Current Field Experience Assessments.” Click on the blue link for the student who you wish to assess.

FIELD EVALUATION PAGE OVERVIEW

On the left side of the screen, you will see tabs for the Student Vignettes and Student Reflection. On the right, you will see a link to the Field Instructor’s evaluation and Task Supervisor’s comments (if applicable). On the top right, you will see a link to your faculty evaluation. You can left-click, hold and drag the middle bar to increase the width of either side of your screen.
**FINAL EVALUATION: VIEWING THE STUDENT’S VIGNETTES AND REFLECTION**

1. Click on the tab for “Student Vignettes” or the tab for “Student Reflection” and click on the blue link to view the student’s work.

   **Vignettes:**

   ![Vignette Tab](image1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Type</th>
<th>Standard</th>
<th>Reflection</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWG596 End of Semester</td>
<td>Submitted on 11/17/2016 09:02 AM</td>
<td>SWG596 End of Semester</td>
<td>Student Vignette: SWG596 End of Semester Evaluation_Student 4</td>
<td></td>
</tr>
</tbody>
</table>

2. The student’s work will open up on the left side of the screen. If you need to print a copy of their work, you can click the “Print-Friendly View” blue link at the top right of the student’s work. A new tab will open with the printer view. You can then print the work using your browser’s printer function.

   ![Reflection Tab](image2)

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Type</th>
<th>Standard</th>
<th>Reflection</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWG596 End of Semester</td>
<td>Submitted on 11/17/2016 12:18 PM</td>
<td>SWG596 End of Semester</td>
<td>Student Reflection</td>
<td></td>
</tr>
</tbody>
</table>
**FINAL EVALUATION:** VIEWING THE FIELD INSTRUCTOR’S ASSESSMENT & TASK SUPERVISOR COMMENTS

1. To view the Field Instructor’s assessment, or Task Supervisor’s comments, click on the blue link for the “Field Instructor Evaluation” or “Additional Comments” on the bottom right corner of your screen under the individual’s name.

2. You can also print a copy of this evaluation by clicking the “Print-Friendly View” button at the top right of the opened evaluation or comments. When you have finished viewing their evaluation, click “Back” on the top left.
FINAL EVALUATION: COMPLETING THE FACULTY EVALUATION

1. On the upper-right side of the screen, click on the blue link for the “SWG- Practicum Rubric.”

2. Fill in the rubric. You can also add additional comments at the bottom of the rubric in the space provided. At the bottom, you will also see a space to enter a grade.

3. When finished, you have the option to click “Complete” or “Save.” Click “Save” if you need to stop in the middle of the work and come back later. You will remain on the rubric screen. If you are finished with your work, click “Complete.”

4. From here, you will be brought back to the main field evaluation screen. In order to fully submit your evaluation, click “Submit” on the top right of the screen.

5. From here, you will be brought back to your list of students. Items which you have assessed will show a green check mark next to the student’s name.
FREQUENTLY ASKED QUESTIONS

1. How can I easily tell if a student has completed their portion of the evaluation?
   a. When you are viewing the full field evaluation for a student, click on the tab for either the “Student Vignettes” or “Student Reflection.” The status of the assignment will indicate a date which it was submitted or Not Submitted.

2. How can I easily tell if a Field Instructor or Task Supervisor has completed their evaluation or comments?
   a. Next to the link for the Field Instructor's evaluation, you will see a column for “Last Update.” This will indicate the last time that they made changes to the evaluation; however, you will have to click and view the evaluation in order to see whether or not it has been completed.

3. I accidentally submitted an assessment and need to make changes.
   a. Contact the WCU Tk20 Office (tk20@wcupa.edu) for assistance with revoking your assessment to make additional changes.