

How to check if your field experience binders have been completed by Host Teachers.

1. Log in to Tk20.
2. Ensure you are logged in as a faculty member.
3. Click Field Experience located at the left side menu. Then click on reports.



4. When you are on the reports page. Click on “Field Experience 021: Comprehensive Report on Field Experience Assessment Status by Field Experience”.



5. In order to run the report, be sure to select the correct term, Field Experience Form, Course, Section, Assessor’s Role, and Binder.

- a. For all 400 level courses please select all for Assessors Role. The provided example is for CIMT 400 – Spring 2018.

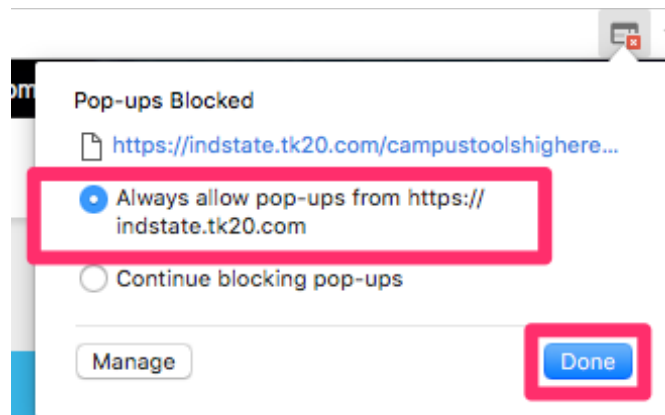
Parameter Title	Parameter Values
Select a Term	Spring 2018
Select Field Experience Form	CIMT 400 EFE Final Evaluation INTASC 2012
Select a Course	CIMT 400
Select a Section	(15) selected
Select Assessor's Role	Cooperating Teacher, Faculty, University Supervisor
Select Binder	CIMT 400 Student Teacher EFE Evaluation

Generate Cancel

6. Once you have selected the correct parameter values, click the green Generate button at the bottom right corner of the page.
- If you use a browser that has a pop up blocker enabled you may need to allow popups.
 - Click on the popup block icon. (Images are from Google Chrome)

Secure | https://indstate.tk20.com/campustoolshighered/campustoolsAction.do?action=k12_reports_reports&title=Report,-68fe5740129dc9b81375eb72785-5a9b

- Select "Always allow pop-ups from <https://indstate.tk20.com>" Then click Done.
- Click Generate again.



7. The next page generated shows the data for each student in the course. Go to the right side of the page (move the page over if necessary). Look for the column labeled "Assessment Status". Saved is not the same as Complete. In order to achieve a completed status, the Host Teacher must click on the Green submit button at the end of their evaluation. If they click save, that allows them to go in later and edit and it not considered complete, therefore any reports run by administrators will indicate the assessment is not complete and the data will not be shown.

<input checked="" type="checkbox"/> Assessor's Last Name	<input checked="" type="checkbox"/> Assessor's First Name	<input checked="" type="checkbox"/> Rubric Name	<input checked="" type="checkbox"/> Rubric Instance	<input checked="" type="checkbox"/> Assessment Status	<input checked="" type="checkbox"/> Assessor Submit Date
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Saved	2018-04-18
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Complete	2018-04-17
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Not Assessed	
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Complete	2018-04-16
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Complete	2018-04-17
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Complete	2018-04-17
	na	CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Not Assessed	
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Not Assessed	
		CIMT 400 EFE Final Evaluation INTASC 2012	CIMT 400 EFE Final Evaluation INTASC 2012	Not Assessed	