Student Field Experience

View the Binder

1. Select the Field Experience tab at the top of the page.
2. Select the link for the binder you wish to open.
3. You will see the following tabs within the binder:
    - **<Binder Name>** appears as the title of this tab.
      This tab shows the name of the course to which the binder is tied, the binder's due date, and instructions for completing the binder.
    - **Tabs**
      The binder is separated into different tabs. Each tab contains directions explaining which artifact templates must be created and attached.
    - **Assessments**
      In this tab, you can view the assessment instruments the assessors use to evaluate your binder.
    - **Standards**
      This tab allows you to view the standards aligned with this binder.
    - **Extensions**
      This tab provides information on extensions that have been granted to you by your assessors.
    - **Feedback**
      This tab contains feedback that has been given by any of your assessors. It is a good idea to check here periodically for comments that may assist you in completing your binder.

Once you view the binder details and understand what is required, you are ready to begin attaching your artifacts.

Use the Artifact Wizard to place your work in the Field Experience Binder

1. From the first tab in the binder, click on the **Artifact Wizard** icon.
2. Select the **Artifact Location**. Each tab requiring student work appears as a separate location with the attachment type and status indicated. Under the **Title** column, select **Click here to Attach**.
3. In the pop-up window, you may:

a. Select the desired artifact from the dropdown menu; these are artifacts already created and saved under your **Artifacts** tab. **Note:** *Only* artifacts of the attachment type indicated appears. Click continue.

b. You may also choose **Create a new Artifact** if you have not yet uploaded the work from your computer into Tk20. Click Continue. Follow the prompts complete this task in Tk20. Click Save to save your artifact.

4. The message “Your artifact has been attached” appears. Click Ok.
5. Once an artifact is attached, you will see the status change to **Attached** and the name of

the artifact will appear in the Title column. To remove an artifact, click on X.

6. If you are required to attach a **Reflection** to your artifact, this will be indicated by the presence of a title in the **Reflection** column. Click on the title and follow the prompts.
7. If you are required to attach Standards to your artifact, this will be indicated in your instructions. Select **Click here to Attach** and follow the prompts.
8. If you need to add additional items to your binder for which there are no placeholders, click on the **New Item** icon and follow the prompts. If you do not have a **New Item** icon, your binder does not allow for additional attachments.
9. Follow the steps above each time you need to add a new artifact to your binder.

Remember to click **Save Draft** before you exit the binder. Select **Submit** only when your binder is complete and ready for final review.

Help Resources

Online Tutorials
Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator
Contact information can be found on the right side of your institution's Tk20 login page.