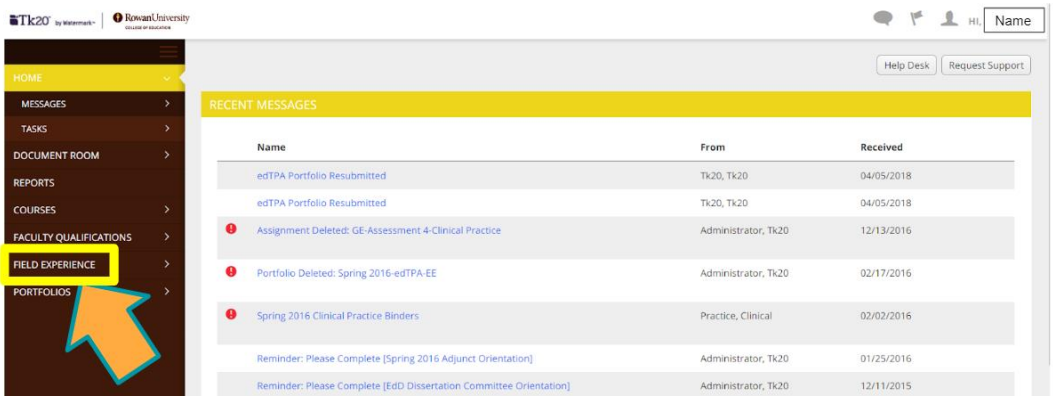
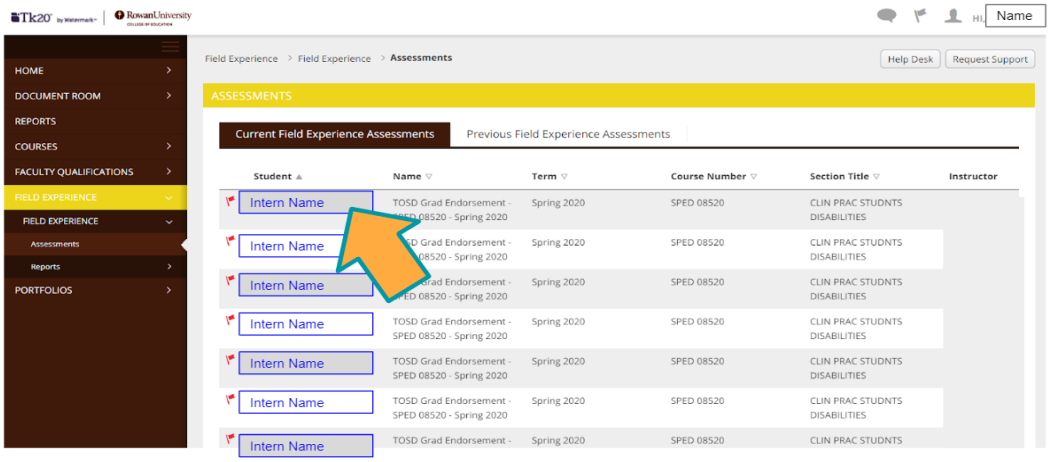
FACULTY – VIEWING ADDITIONAL FILES ADDED TO FEB – TK20

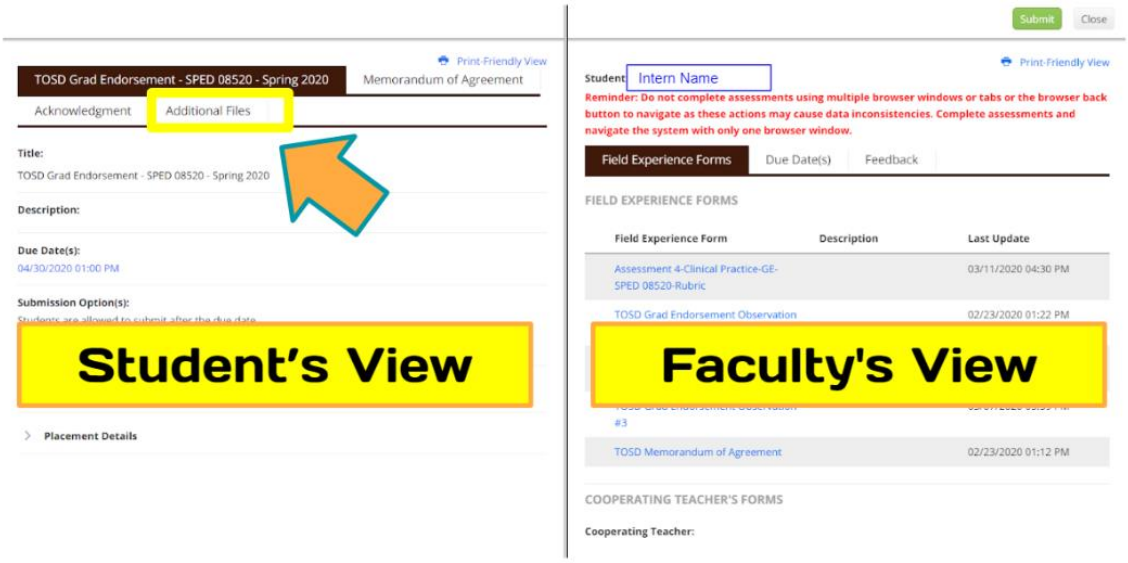
1. Log in to Tk20
2. Click "**FIELD EXPERIENCE**" from the left menu



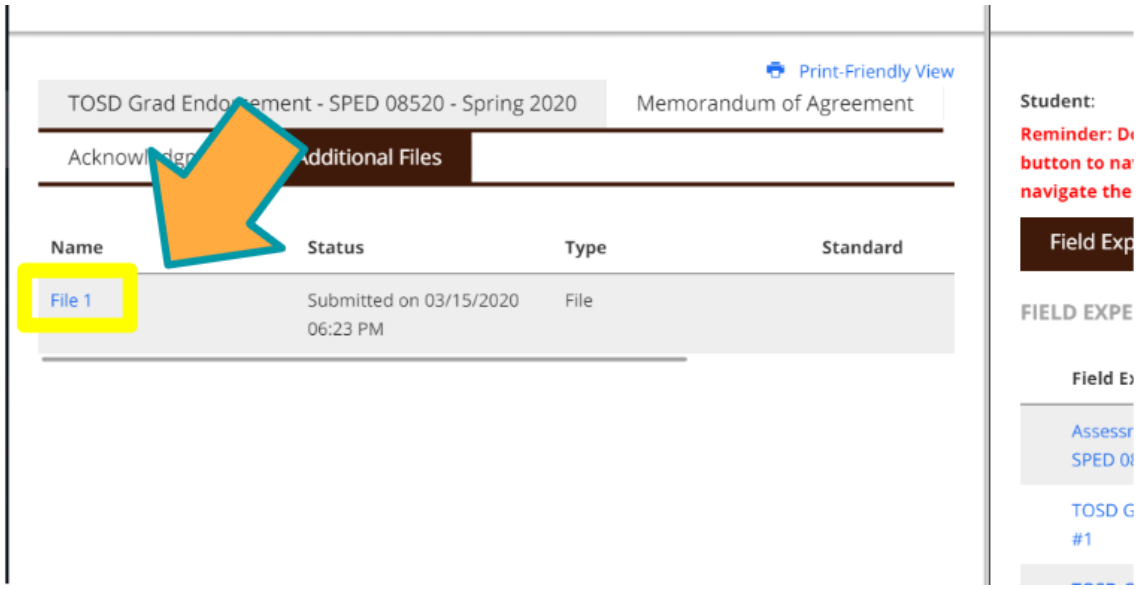
3. Click the hyperlinked name of the Rowan Clinical Intern to open the Field Experience Binder (F.E.B.)



4. Once opened, you will have a split screen that provides access to the "**Student's View**" (right side) and the "**Faculty View**" (left side)
5. Select the tab "**Additional Files**" on the Student's View of the F.E.B.

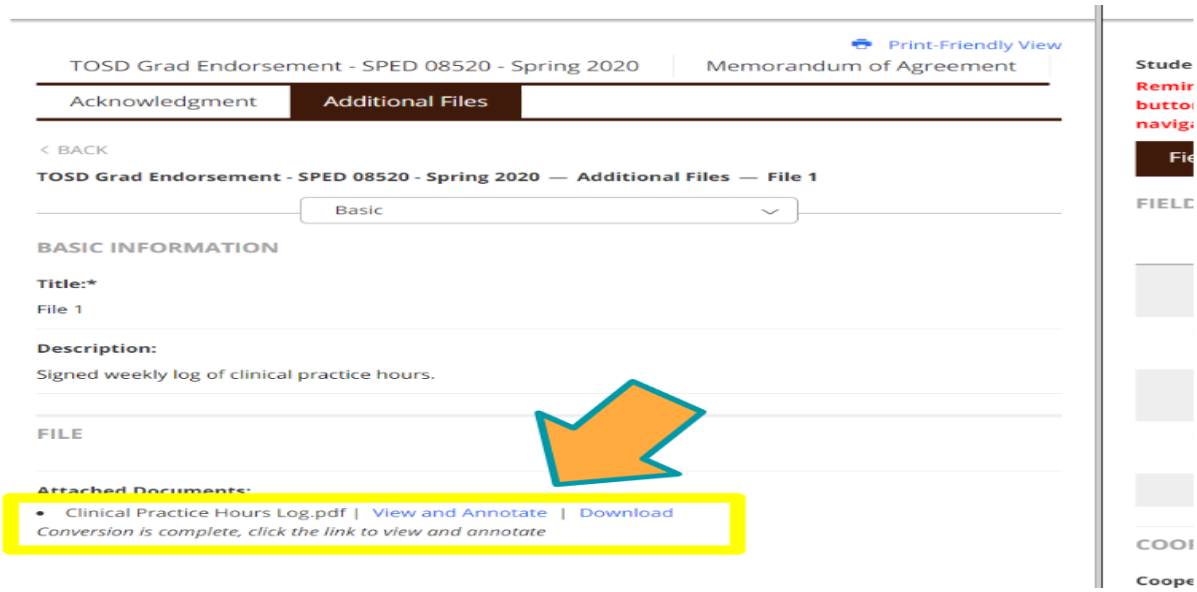


6. Click on the hyperlinked title listed on the tab



- Note: if there is not a file hyperlinked – please confirm with the Clinical Intern the file has been uploaded in Tk20

7. Towards the bottom of the "**Student's View**" you will see the uploaded file



- Most files will have both "**View and Annotate**" and "**Download**" options
  - View and Annotate: the content of the uploaded file is visible in Tk20
  - Download: to view the details of the uploaded file you must download the file