## FACULTY – VIEWING ADDITIONAL FILES ADDED TO FEB – TK20

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

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=				Help Desk Request Support	
HOME					
MESSAGES	>				
TASKS	*				
DOCUMENT ROOM	>	Name	From	Received	
REPORTS		edTPA Portfolio Resubmitted	Tk20, Tk20	04/05/2018	
COURSES	>	edTPA Portfolio Resubmitted	Tk20, Tk20	04/05/2018	
FACULTY QUALIFICATI	ons >	Assignment Deleted: GE-Assessment 4-Clinical Practice	Administrator, Tk20	12/13/2016	
FIELD EXPERIENCE	<u>}</u>	Portfolio Deleted: Spring 2016-edTPA-EE	Administrator, Tk20	02/17/2016	
		Spring 2016 Clinical Practice Binders	Practice, Clinical	02/02/2016	
		Reminder: Please Complete [Spring 2016 Adjunct Orientation]	Administrator, Tk20	01/25/2016	
		Reminder: Please Complete [EdD Dissertation Committee Orientation]	Administrator, Tk20	12/11/2015	

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

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FACULTY QUALIFICATIONS	>	Student 🔺	Name $\bigtriangledown$	Term $\triangledown$	Course Number $\triangledown$	Section Title $\triangledown$	Instructor
FIELD EXPERIENCE	~	Y Intern Name	TOSD Grad Endorsement -	Spring 2020	SPED 08520	CLIN PRAC STUDNTS	
FIELD EXPERIENCE	~		1050 08520 - Spring 2020			DISABILITIES	
Assessments		Intern Name	5D Grad Endorsement - 08520 - Spring 2020	Spring 2020	SPED 08520	CLIN PRAC STUDNTS DISABILITIES	
PORTFOLIOS	>	Intern Name	orad Endorsement - FED 08520 - Spring 2020	Spring 2020	SPED 08520	CLIN PRAC STUDNTS DISABILITIES	
		Intern Name	TOSD Grad Endorsement - SPED 08520 - Spring 2020	Spring 2020	SPED 08520	CLIN PRAC STUDNTS DISABILITIES	
		Intern Name	TOSD Grad Endorsement - SPED 08520 - Spring 2020	Spring 2020	SPED 08520	CLIN PRAC STUDNTS DISABILITIES	
		Intern Name	TOSD Grad Endorsement - SPED 08520 - Spring 2020	Spring 2020	SPED 08520	CLIN PRAC STUDNTS DISABILITIES	
		Intern Name	TOSD Grad Endorsement -	Spring 2020	SPED 08520	CLIN PRAC STUDNTS	

- 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.

		Submit C
OSD Grad Endorsement - SPED 08520 - Spring 2020     Memorandum of Agreement     Additional Files	Student Intern Name Reminder: Do not complete assessments using multiple brow button to navigate as these actions may cause data inconsist navigate the system with only one browser window.	Print-Friendly V ser windows or tabs or the browser b encies. Complete assessments and
Itle: OSD Grad Endorsement - SPED 08520 - Spring 2020	Field Experience Forms Due Date(s) Feedb	ack
lescription:	FIELD EXPERIENCE FORMS	
	Field Experience Form Description	Last Update
4/30/2020 01:00 PM	Assessment 4-Clinical Practice-GE- SPED 08520-Rubric	03/11/2020 04:30 PM
iubmission Option(s):	TOSD Grad Endorsement Observation	02/23/2020 01:22 PM
Student's View	Faculty's	View
	TOSD Memorandum of Agreement	02/23/2020 01:12 PM
	COOPERATING TEACHER'S FORMS Cooperating Teacher:	

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6. Click on the hyperlinked title listed on the tab

Student:	<ul> <li>Print-Friendly View ndum of Agreement</li> </ul>	Memorano	Spring 2020	ment - SPED 08520 - Spr	Grad Endore	TOSD G
Reminde button to navigate				dditional Files	windge	Acknow
Field	Standard	2	т	Status		Name
FIELD E			5/2020 F	Submitted on 03/15/20 06:23 PM		File 1
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- 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

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Grad Endorsement -	SPED 08520 - Spring 2020 — Additional Files — File 1
	Basic
INFORMATION	
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ption:	
weekly log of clinical	practice hours.
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Most files will have both "View and Annotate" and "Download" options
 <u>View and Annotate</u>: the content of the uploaded file is visible in Tk20
 <u>Download</u>: to view the details of the uploaded file you must download the file