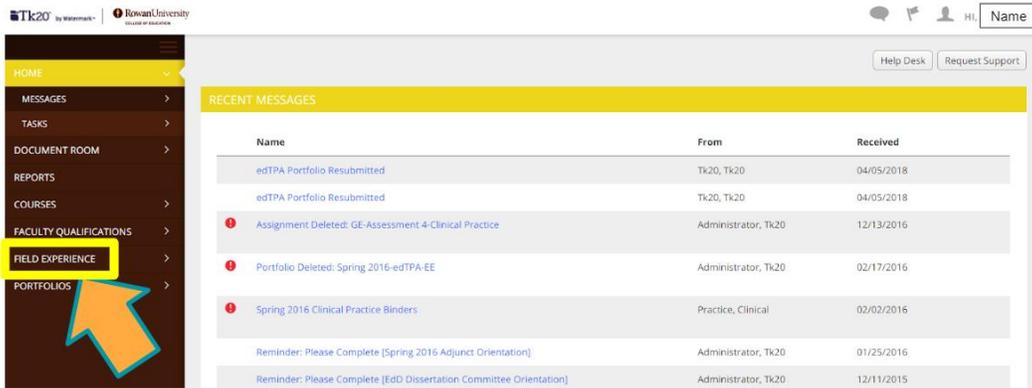
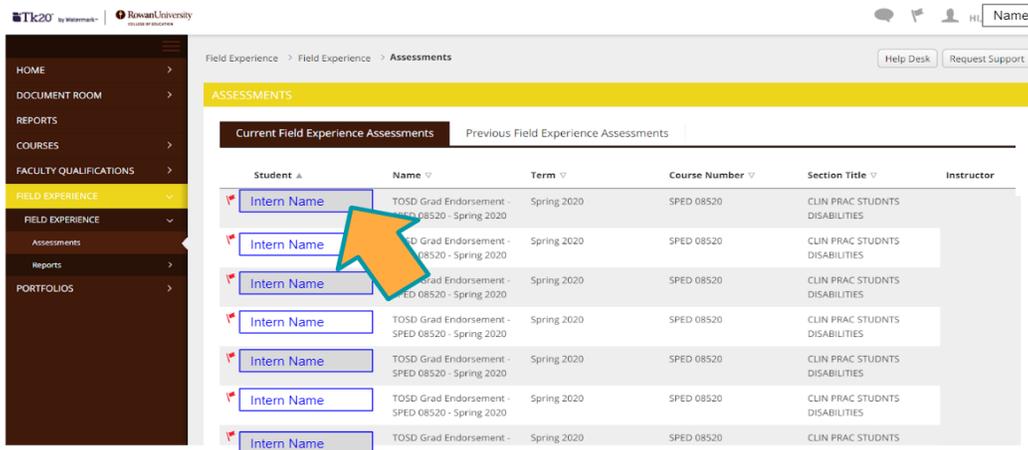


FACULTY – VIEWING ADDITIONAL FILES ADDED TO FEB – TK20

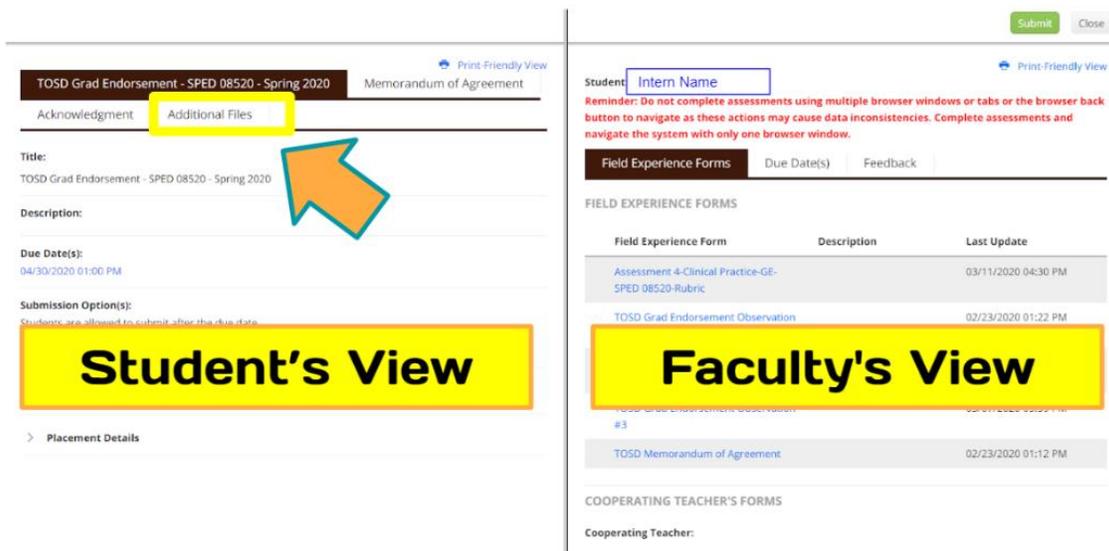
1. Log in to Tk20
2. Click “FIELD EXPERIENCE” from the left menu



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.



FACULTY – VIEWING ADDITIONAL FILES ADDED TO FEB – TK20

6. Click on the hyperlinked title listed on the tab

Name	Status	Type	Standard
File 1	Submitted on 03/15/2020 06:23 PM	File	

- 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

Attached Documents:

- [Clinical Practice Hours Log.pdf](#) | [View and Annotate](#) | [Download](#)
Conversion is complete, click the link to view and annotate

- 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