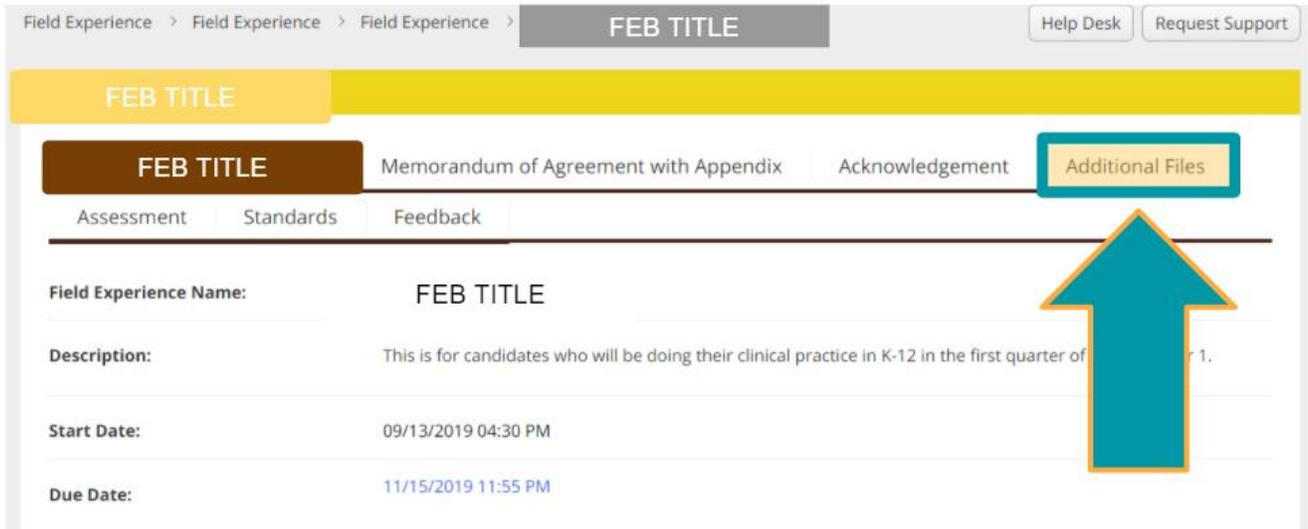


Process for adding additional files to your Field Experience Binder in Tk20:

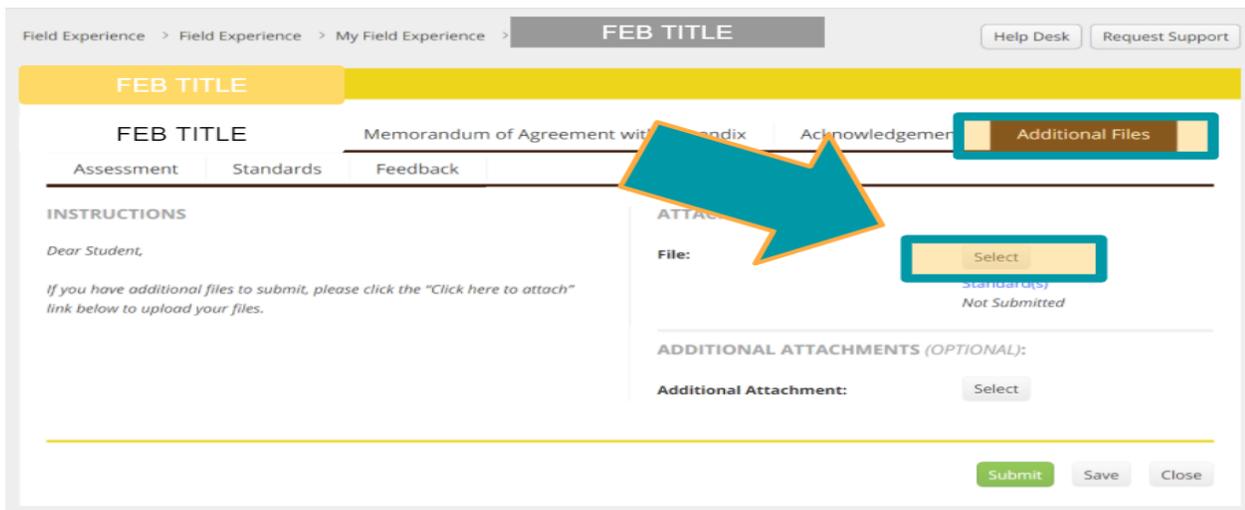
1. After logging in to TK20 – Click “**FIELD EXPERIENCE**” from the left menu
2. Click the title of your Field Experience Binder – once opened - select the “**Additional Files**” tab



The screenshot shows the TK20 interface for a Field Experience Binder. The breadcrumb trail is 'Field Experience > Field Experience > Field Experience > FEB TITLE'. The page title is 'FEB TITLE'. There are buttons for 'Help Desk' and 'Request Support'. The main content area has a yellow header 'FEB TITLE' and a navigation bar with tabs: 'FEB TITLE', 'Memorandum of Agreement with Appendix', 'Acknowledgement', and 'Additional Files'. The 'Additional Files' tab is highlighted with a blue box and a blue arrow pointing to it. Below the tabs, there are sections for 'Assessment', 'Standards', and 'Feedback'. The main content area displays the following information:

Field Experience Name:	FEB TITLE
Description:	This is for candidates who will be doing their clinical practice in K-12 in the first quarter of 2020.
Start Date:	09/13/2019 04:30 PM
Due Date:	11/15/2019 11:55 PM

3. Click the “select” button – located under the heading “**Attachments**”



The screenshot shows the TK20 interface for a Field Experience Binder, specifically the 'Attachments' section. The breadcrumb trail is 'Field Experience > Field Experience > My Field Experience > FEB TITLE'. The page title is 'FEB TITLE'. There are buttons for 'Help Desk' and 'Request Support'. The main content area has a yellow header 'FEB TITLE' and a navigation bar with tabs: 'FEB TITLE', 'Memorandum of Agreement with Appendix', 'Acknowledgement', and 'Additional Files'. The 'Additional Files' tab is highlighted with a blue box and a blue arrow pointing to it. Below the tabs, there are sections for 'Assessment', 'Standards', and 'Feedback'. The main content area displays the following information:

INSTRUCTIONS

Dear Student,

If you have additional files to submit, please click the “Click here to attach” link below to upload your files.

ATTACHMENTS

File: Standard(s) Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

4. Type the title of your file in the title field
 - *Example:* Fall 2020 SEM1 Clinical Hours

STUDENT – UPLOADING FILES TO YOUR FIELD EXPERIENCE BINDER IN TK20

- Click the “**Select File(s)**” button to upload your file from the computer and then click the “**Add**” button

Field Experience > Field Experience > My Field Experience > FEB TITLE Help Desk Request Support

SELECT FILE

Create New Artifact | Select Existing

Title:*

Description:

FILE

Attached Documents:

Clinical Hours-Activities for Tk20-Intern.docx (16.62 kb)

Drag and drop files here

- You will now see the file hyperlinked under the “**Attachments**” heading

Field Experience > Field Experience > My Field Experience > FEB TITLE Help Desk Request Support

FEB TITLE

Memorandum of Agreement with Appendix | Acknowledgement | **Additional Files** | Assessment | Standards | Feedback

INSTRUCTIONS

Dear Student,

If you have additional files to submit, please click the "Click here to attach" link below to upload your files.

ATTACHMENT(S):

File: Standard(s) Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

- Click the “**Save**” button

Tutorial also available on the [Rowan Tk20 Support Page](#)