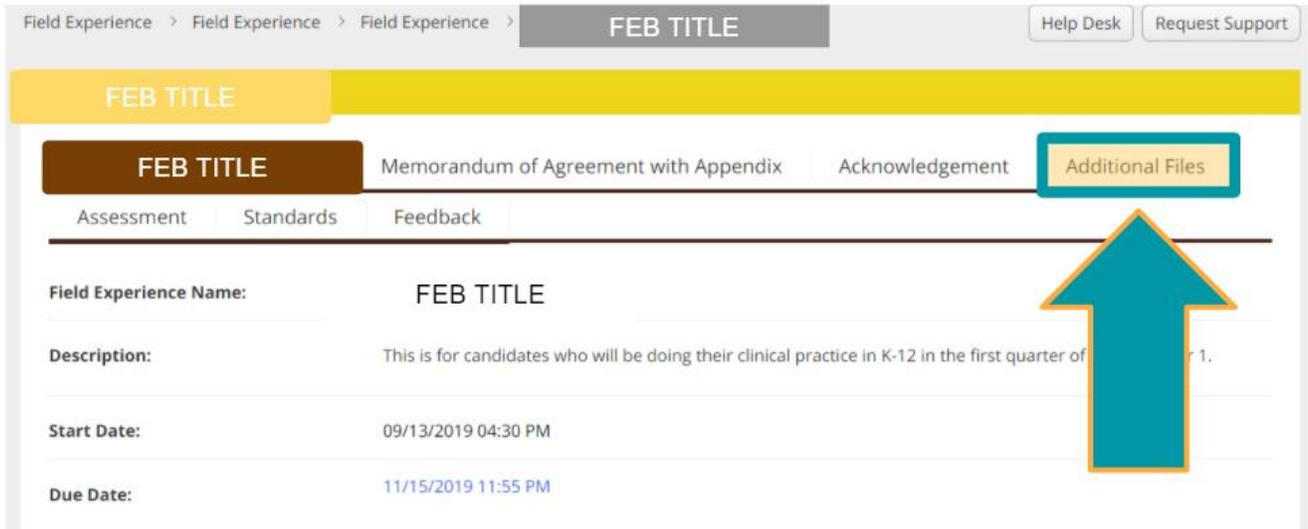## Process for adding additional files to your Field Experience Binder in Tk20:
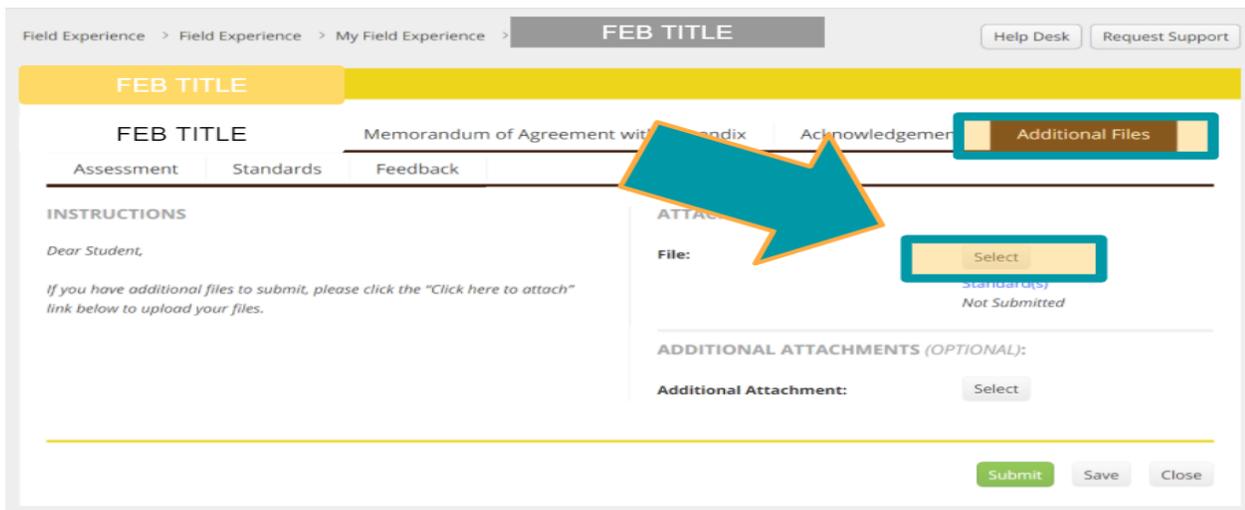
1. After logging in to TK20 – Click "**FIELD EXPEREINCE**" from the left menu

2. Click the title of your Field Experience Binder – once opened - select the "**Additional Files**" tab

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

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

5. Click the "**Select File(s)**" button to upload your file from the computer and then click the "**Add**" button

6. You will now see the file hyperlinked under the "**Attachments**" heading

7. Click the "**Save**" button

Tutorial also available on the Rowan Tk20 Support Page

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