

## Cooperating Teacher Quick Guide

Using TK20, a web-based evaluation system



1. Click on the link in your TK20 email sent from [noreply@tk20.com](mailto:noreply@tk20.com) or [mmarentes@corban.edu](mailto:mmarentes@corban.edu). Skip to number 3.

OR

1. Go to: **corban.tk20.com**: Username: first initial, last name, 0000 (ex: mmarentes0000). Password: first initial, last name (ex: mmarentes). From here, you will be prompted to create a new password.
2. Select the Field Experience Tab
  - a. You will see names of student teachers you are supervising.
3. Select the student you wish to record information for.



Hi, DAVID

4. On the right-hand side, you will see a number of observation or evaluation forms that you will complete. (Image below)
5. The number of observations and evaluations depends on the type of practicum experience. Sometimes 2 observation reports and 1 evaluation are required, sometimes 4 or 6 observations and a formative and summative eval, etc.

Select forms to complete.

Select **'save'** occasionally throughout the process of completing the form.

Select **'complete'** when the form is completed.

This will take you back to the page you see to the left.

Select **'Save'** when you have done some work or completed one or more forms, but have not completed everything.

Return to complete all forms.

Select **'Submit'** when all forms are completed.

Contact Megan Marentes ([mmarentes@corban.edu](mailto:mmarentes@corban.edu)) if you have difficulties with TK20 functions.