Cooperating Teacher Quick Guide



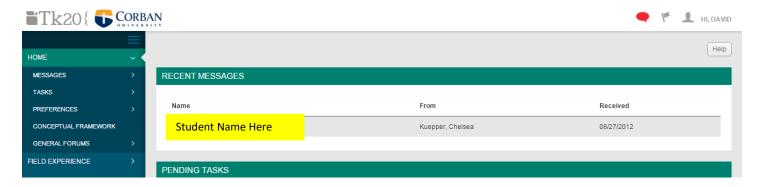


Using TK20, a web-based evaluation system

1. Click on the link in your TK20 email sent from noreply@tk20.com or 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.



- 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.

