



Field Placement Cheat Sheet

To create a Field Experience placement within CampusTools HigherEd, you must first log into the system.

**** Before any student can be placed in the system, cooperating teacher and cooperating site data, student, course and faculty data along with their corresponding schedules must be imported into the system. Additionally, students must have paid for or registered their TK20 account.**

I Checking Student Activation

In order to verify which students have paid for or registered their Tk20 accounts, you can run a report located under the field experience tab. This report will export to excel allowing you to verify that the student has paid before placement.

- Click on the Field Experience tab.
- On the left, click Placement Reports.
- Click on the report named Activated Students.

Once you have verified that students accounts are activated you can begin placing students. **You can only place students in current or future terms.**

II Placing a Student

In order to begin placements, it is best to know the cooperating teacher, supervisor and school that each student will be placed in.

- Click on **Student Placement** on the left.
- Type in the last name and/or first name of the student. You can use any criterion that is available. You can also search by partial names. The names in the system are imported based on information given to us by your campus.
- Click **Search** at the bottom of the search screen.
- When the results appear, select the radio button next to the student you would like to place. Click **Next**.
- The next page displays the current and future courses the student is taking or registered to take. Select the radio button next to the course in which the student has a placement.
- If you have selected the wrong student click the back button. If you do not want to continue this placement, click cancel and the information will not be saved.
- If you are ready to continue click **Next**.
- This next screen shows the course you have selected. If this is the first placement for this course no information is displayed. If this is the second placement for this course, it will display the first placement's information.
- Click the **add new** button to create a placement.
- Click the **Search** button next to the **University Supervisor** (on the right screen) to being searching for the University Supervisor.

- A search box is displayed. Enter the last name and/or first name or any other criterion you wish to enter. Then click **Search**.
- Select the radio button next to the correct University Supervisor and click **Select**.
- You will go back to the screen to search for Cooperating Teacher. If you want to cancel the entire placement click Cancel. If you want to save the information up to this point click Save. If you do not know the Cooperating Teacher you can either click Save or click Next to move to the next step.
- If you know the Cooperating Teacher, click **Search** next to the **Cooperating Teacher**.
- The next page displays a search screen for the Cooperating Teacher. There are several different criteria you can search by based on the information that is imported for the Cooperating Teachers and Cooperating Sites.
- Type in the information in any field you want to search by and click **Search**. For this example the search is performed by entering the cooperating site's district.
- The next page displays the results based on the criteria selected. You can click on the Cooperating Teacher's name to get more information about that Cooperating Teacher. You can also view how many placements the Cooperating Teacher has had previously.
- Click the radio button next to the Cooperating Teacher you want to select and click the **Select**.
- The next page takes you back to the search screen. You will know that you have created the placements because the names of the University Supervisor and Cooperating Teacher will be displayed. If you are finished making the placement click Save and skip the next step. If you have placement data you wish to enter click **Next**. If you have not created a placement detail form in the form builder the Next button will not display.
- Click **Next** to go to the Placement Detail Form, else click **Save** and skip the next step.
- The next page takes you to a detail form. This form can be created based on the information you would like to track on a particular placement for a student. This form will be the same for all students, but not all information is required to be entered.
- Once you have completed this form click **Finish**.
- Once you click finish you will be brought back to the first page of the placement. At this point you have several options. You can click save and enter another placement. You can click back to make adjustments to this placement. You can click add new to add another placement for the student. You can click cancel, which will not save any information you have entered. You can click next to notify the student about their placement. If you wish to add another student click add new and follow the steps previously listed in this manual.

III Notifying a Student of Placement

This process begins after the placement has been saved and starts from the first page of the placement.

- Click **Next**.

- Check the box to the left of the placement you want to send a notification message
- Click on the button **Notify Student**.
 - A message will display at the top of the screen that says, “**A message regarding placement for course Student Teaching Sec, section 311 will be sent to the student, (Students Name) when you hit Finish**”
- Click **Finish** to send this notification. The placement(s) is complete for this student for this course.

IV Help Resources

Online tutorials

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen, next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link for the one you'd like to view.

Student Guide

Tk20 has user guides for both students and faculty members. To access the Student Guide, go to: <http://www.tk20.com/support/studenthelp.html>

Faculty Guide

Tk20 has user guides for both students and faculty members. To access the Faculty Guide, go to: <http://www.tk20.com/support/facultyhelp.html>