



Sending the Field Experience Template Cheat Sheet

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

I Select Template

You must have an active template in order to send a Field Experience. If you do not have an active template see the **Creating a Field Experience Template Cheat Sheet**.

- Click on the **Field Experience** tab.
- Click **Send** on the left menu.
- On the next page, Click the radio button to the left of the template you want to send.
- Click **Next**.

II Search for Course Sections

- Enter the criterion you wish to search by. This example searches by course name.
- Click **Search**. – The next page will display the search results
- Check the box(s) next to the courses you want to send the Field Experience.
- Click **Add**.
- You can only search for one course at a time. If you need to search for courses with different criteria click Select More Courses. If you are finished searching, check all the boxes next to the courses and click **Next**.

III Select Student(s)

- Only students that have been placed will display. If some students are not visible you can follow the above steps and resend the Field Experience once the missing students are placed. If you prefer to send it to all of the students at one time, click Cancel and finish placing students.
- Check the box next to the students you wish to send the Field Experience. If the student is placed multiple times, each placement will display. This screen displays the University Supervisor and Cooperating Teacher, so that you will know which placement you are sending the Field Experience.
- When you have checked off all of the desired students click **Next**.

IV Select Assessor(s)

- In **Step 4** if you did not select additional assessors in the template you can click **Next**.

V Review and Finish

- Name the field experience. This can be the same or a different name than the template. You can add the term or program it is being sent to for better organization later.

- Fill in the due date and time. There is a special format for date. DD/MM/YYYY or you can click the Select Date link.
- Choose send now, or to select a date in the future that this template will be sent.
- Check **Yes** if you want to hide all of the assessments from the students, **No** is set by default
- When you have entered all of the necessary information click **Send**. The next page displays the date and time that the template was sent and the due date.

VI Revoking the Field Experience

- If you sent the wrong template, check the box next to the Field Experience and click revoke. This will delete the Field Experience for the entire course.
 - Click **Revoke**
- If you only need to delete the Field Experience for one student, click on the name of the field experience that was sent to the student you wish to revoke it.
 - The next page displays all the students that the Field Experience was sent to.
 - Check the box next to the student you wish to delete the Field Experience.
 - Click **Revoke**.

*** This page also shows the status of the Field Experience. “Open for Editing” means that the student has not submitted the field experience. “Pending Assessment” means that assessments are not complete for this student. “Assessment Complete” means that assessment is completed. Clicking on the student’s name will allow you to see what the student has completed thus far and see the assessment of both the University Supervisor and the Cooperating Teacher. However, if you (as the sender) are not listed as an assessor, you will not be able to make any assessments. ***

V 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

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