

# Guide to Completing Tasks for Teaching Experiences Education Accountability System (EAS) via Tk20

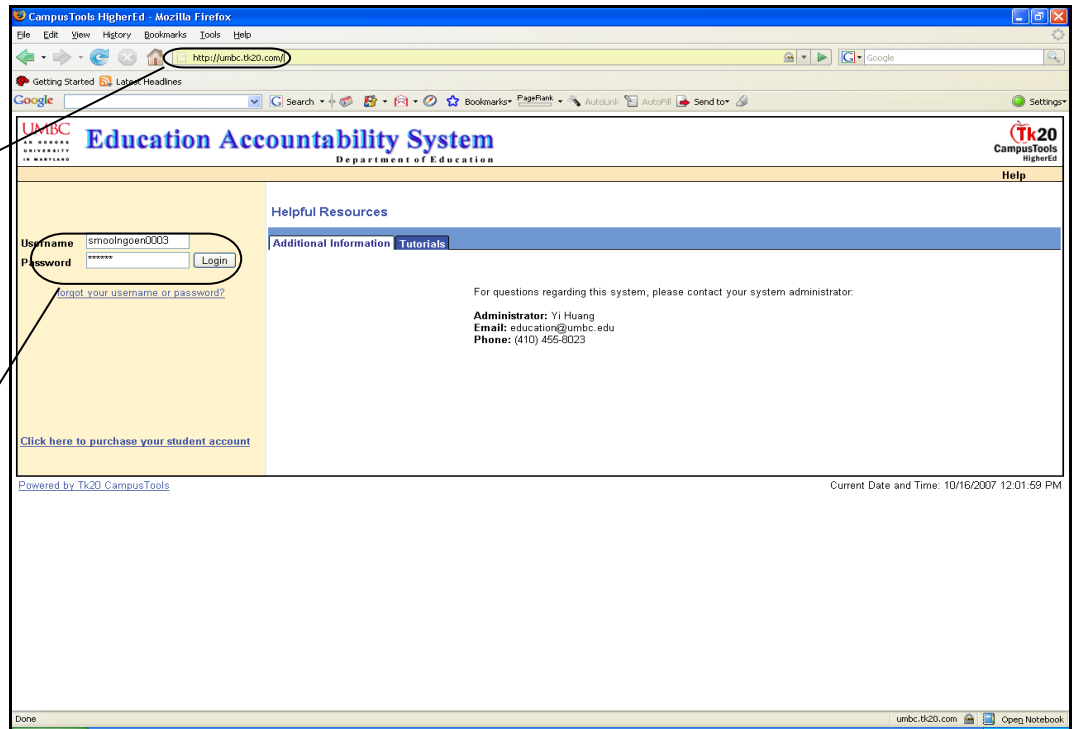
There are three tasks to be completed for the Teacher Experiences

- [A\) Field Experience Survey and Reflection](#)
- [B\) Pre-Internship/Phase I Dispositions Self Assessment](#)
- [C\) Disposition Plan](#)

## Section A: Field Experience Survey and Reflection

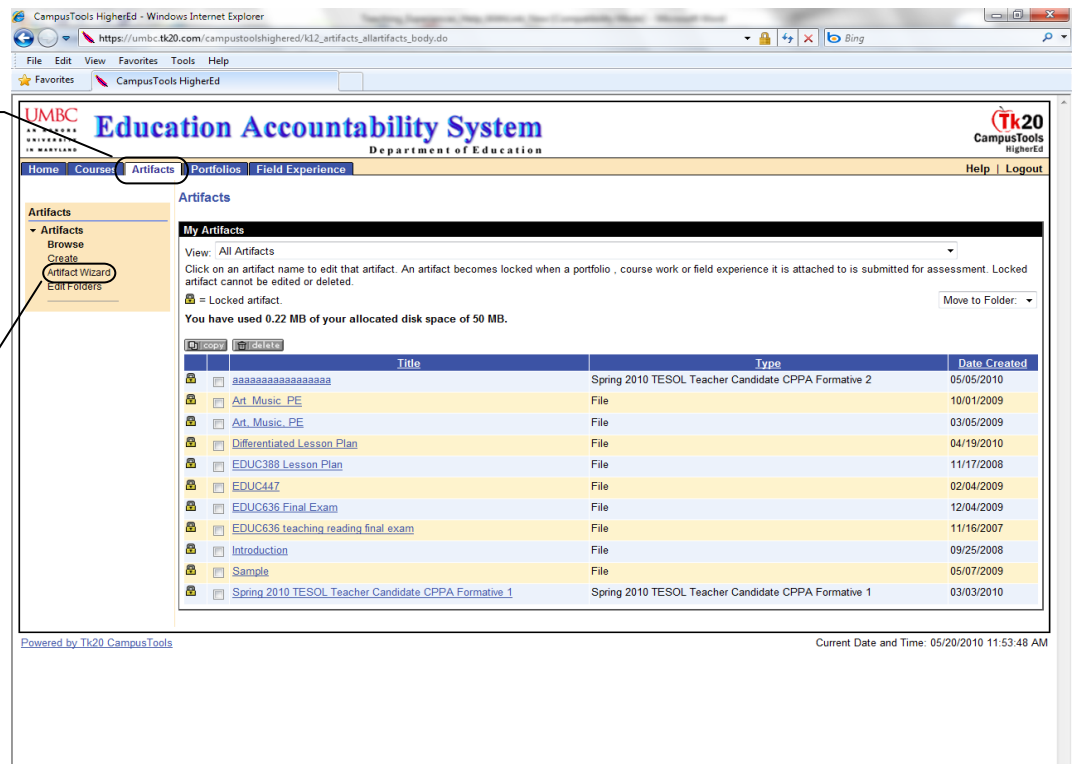
**Step 1:** Visit EAS site at:  
"<http://umbc.tk20.com>"

**Step 2:** Enter your EAS  
via Tk20 username and  
password and click  
"Login"

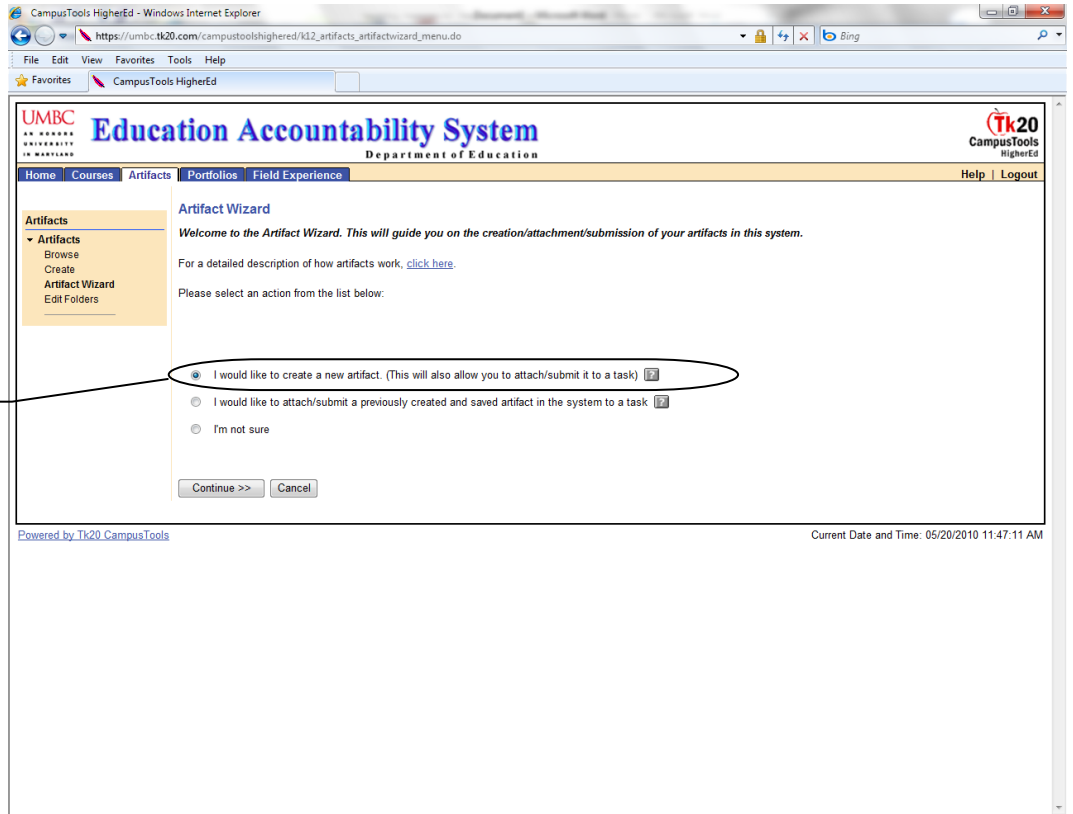


**Step 3:** Click on the  
"Artifacts" tab

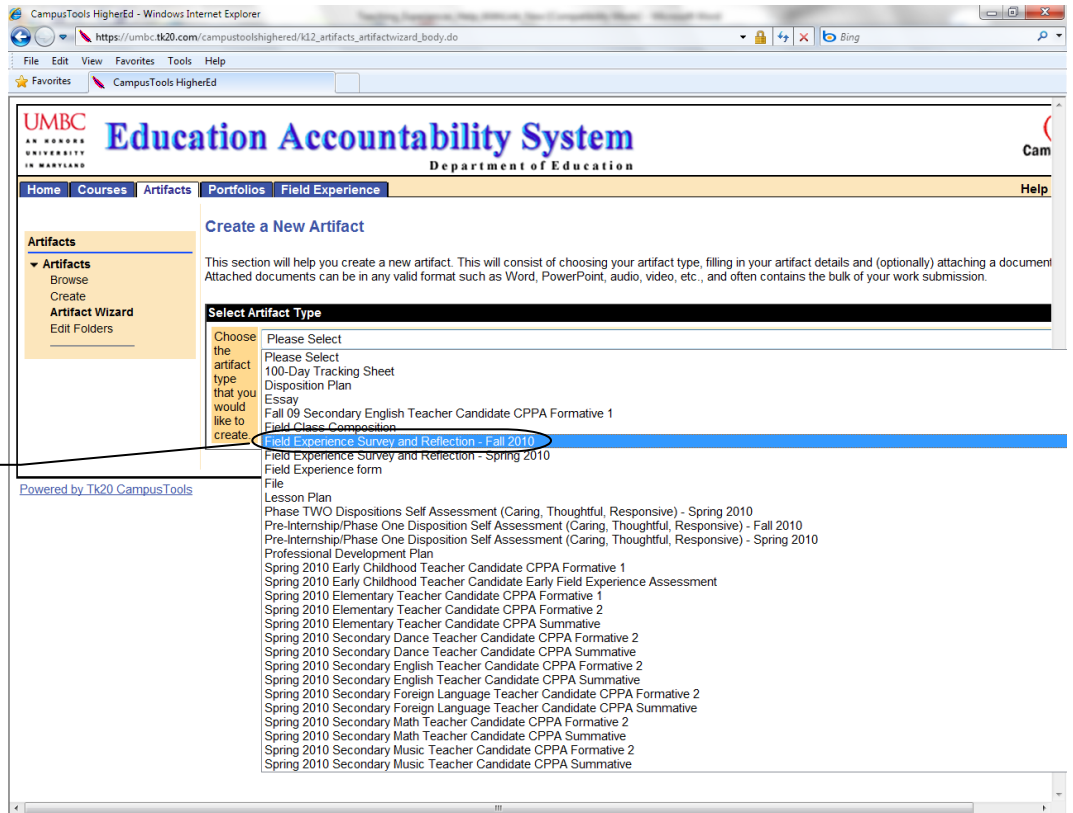
**Step 4:** Click on "Artifact  
Wizard"

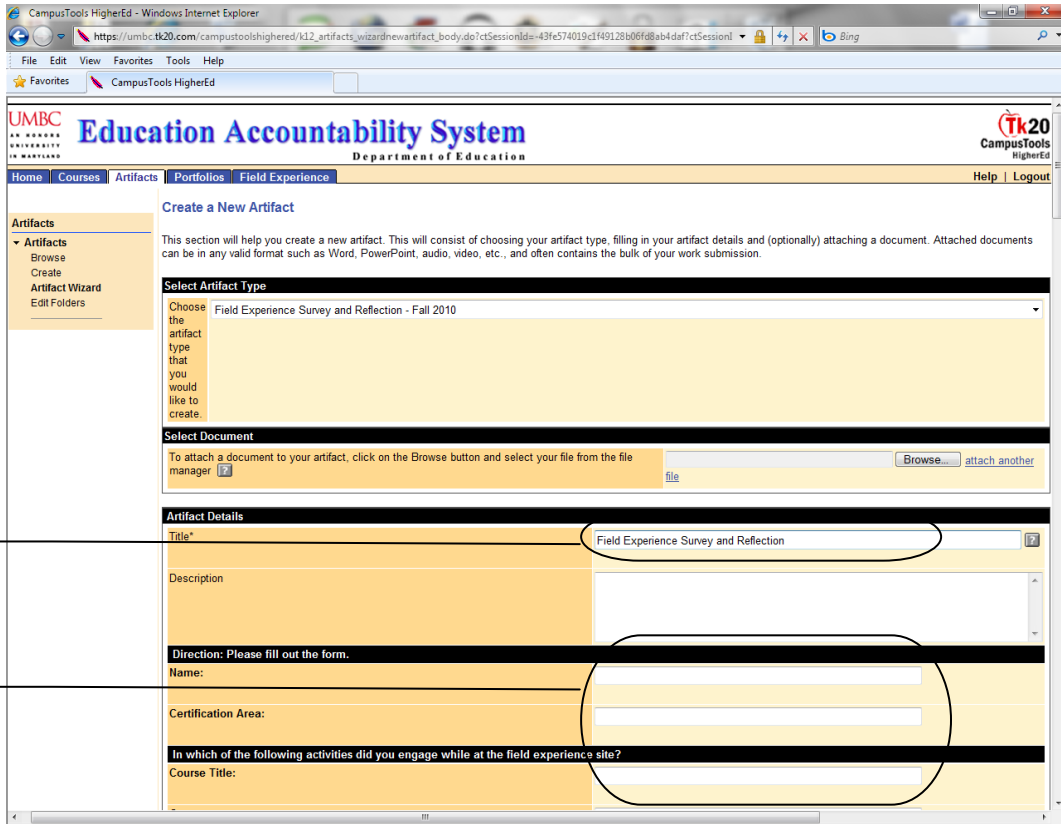


**Step 5:** Select "I would like to create a new artifact. (This will allow you to attach/ submit it to a task)"



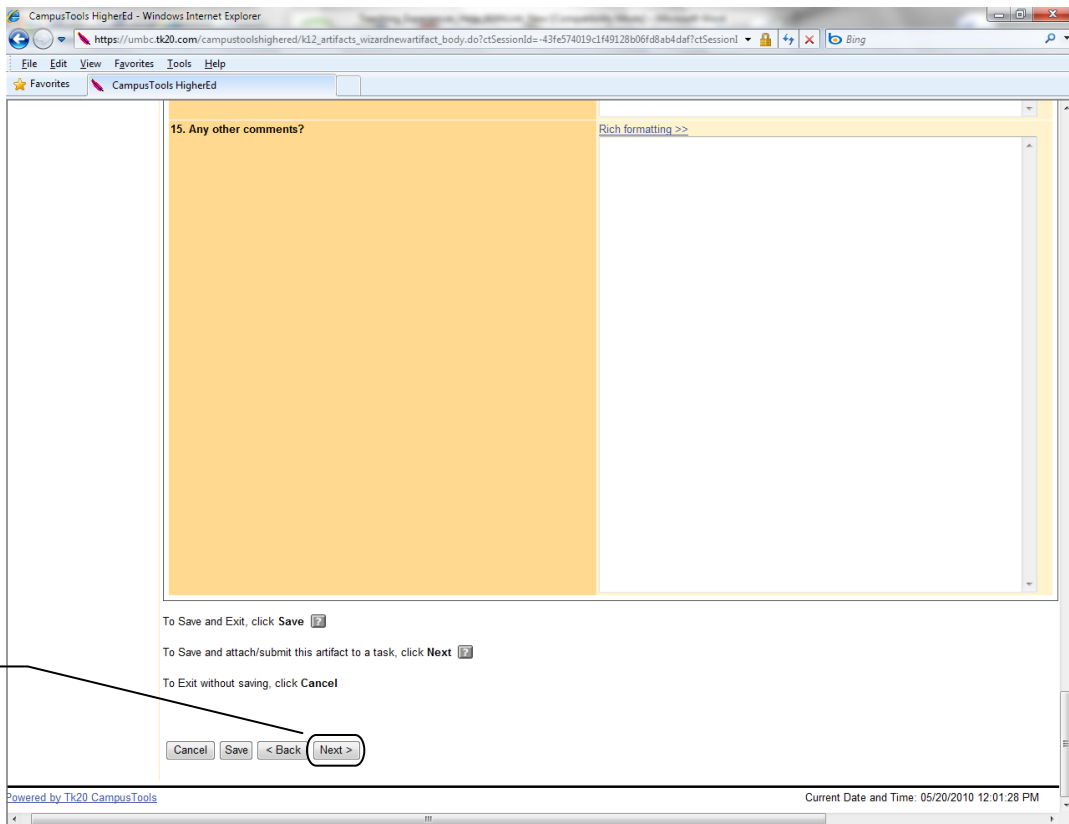
**Step 6:** Select "Field Experience Survey and Reflection .." from drop down menu





**Step 7:** Enter the title "Field Experience Survey and Reflection"

**Step 8:** Fill in the form by typing in text box.



**Step 9:** Click "Next" to attach this artifact to the task.

**Step 10:** Click on the assignment name "Teaching Experiences.."

The screenshot shows the 'Education Accountability System' interface. The 'Artifacts' menu is open, and the 'Select Task' section is active. A table lists available tasks:

| Title                                      | Type          | From                 | Received   | Due        |
|--|---------------|----------------------|------------|------------|
| Secondary Teaching Experiences - Fall 2010 | Course Binder | MOOLNGOEN, SURATTANA | 05/20/2010 | 05/28/2010 |

The entry 'Secondary Teaching Experiences - Fall 2010' is highlighted with a blue background and a mouse cursor is over it. Below the table are 'Cancel' and '< Back' buttons.

**Step 11:** Click on "Click here to attach" to attach the artifact

The screenshot shows the 'Attach Artifact to Secondary Teaching Experiences - Fall 2010' screen. The artifact type is 'Field Experience Survey and Reflection'. A table lists attachment locations:

| Attachment   | Status     | Title                                |
|--|------------|--------------------------------------|
| Field Experience Survey and Reflection - Fall 2010 | Unattached | <a href="#">Click here to attach</a> |

The 'Click here to attach' link is circled in red. Below this table, there is a section for 'Pre-Internship/Phase I Dispositions Self-Assessment' and another table for 'Disposition Plan'.

**Step 12:** Make sure that the status is "Attached" and click on **"Save"**

**NOTE:** You must complete **ALL THREE** tasks before clicking on "Submit"

Attach Artifact to Secondary Teaching Experiences - Fall 2010

Artifact: Field Experience Survey and Reflection

Your task type is a Course binder. Course binder allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact Location

Field Experience Survey and Reflection

Please reflect on one of your field experiences that was a component of your professional education courses at UMBC. The experience may have included observation in school(s) or childcare center(s), working as a teacher's assistant, tutoring, or completing other service learning activities with preK-12 students. As you reflect on your experiences, please describe (a) what you have learned about yourself and the nature of teaching and learning, (b) what you have learned about the developmental needs, abilities and interest of children or young adults, and (c) specifically your experiences and perspectives about working with individuals from diverse backgrounds.

| Attachment   | Status   | Title                                  |
|--|----------|--|
| Field Experience Survey and Reflection - Fall 2010 | Attached | Field Experience Survey and Reflection |

Pre-Internship/Phase I Dispositions Self-Assessment

Please complete the rating scale regarding your self-assessment of dispositions important to successful educators.

| Attachment  | Status     | Title |
|---|------------|-------|
| Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 | Unattached |       |

Disposition Plan

Once you've completed the Pre-Internship/Phase I Dispositions Self-Assessment Form, please develop a three paragraph Disposition Plan. In the first paragraph, address the question "How well are you poised to be an advocate for democracy and social justice as a prospective teacher." In the second paragraph, generate at least two goals to support your growth as a teacher during your internship year. In the third paragraph, list resources or other support you will need to help you meet those goals.

| Attachment       | Status     | Title |
|------------------|------------|-------|
| Disposition Plan | Unattached |       |

Your artifact will be attached to the Course binder.

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this Course binder, click **Submit**.

To Exit without saving, click **Cancel**.

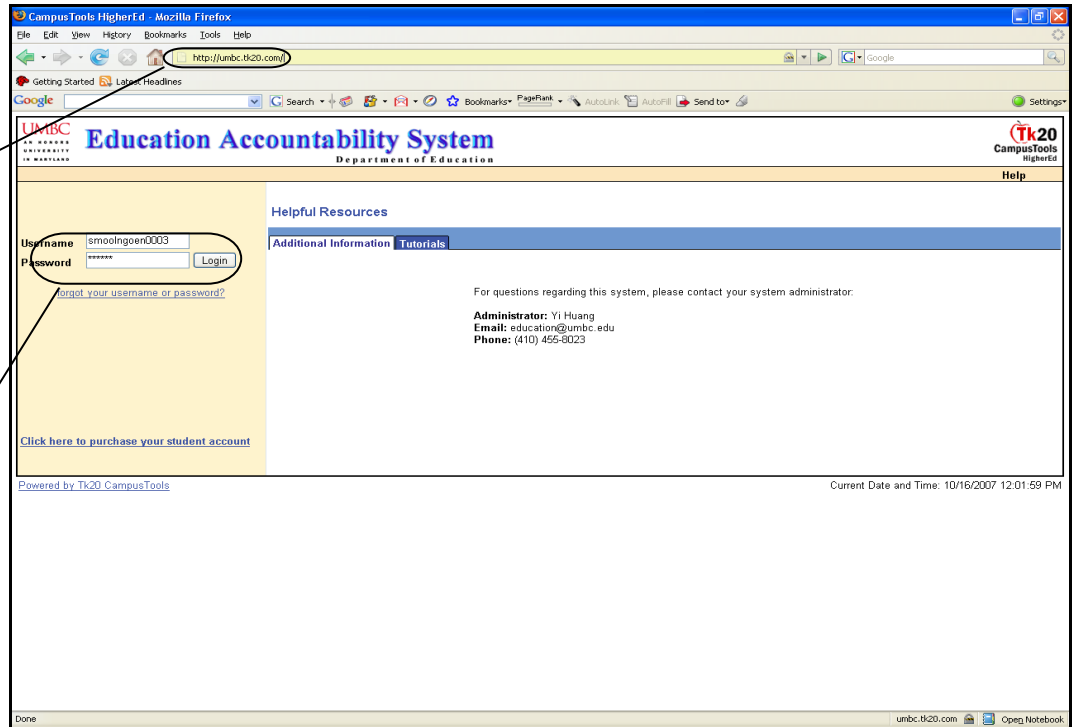
Powered by Tk20 CampusTools Current Date and Time: 05/20/2010 12:23:17 PM

**NOTE:** If you decided to work on the rest of the sections later, you can logout after you **CLICK SAVE**. However, if you decided to **CONTINUE WORKING ON NEXT SECTION** now, please **START FROM STEP 3** in the next section.

## Section B: Pre-Internship/Phase I Dispositions Self Assessment

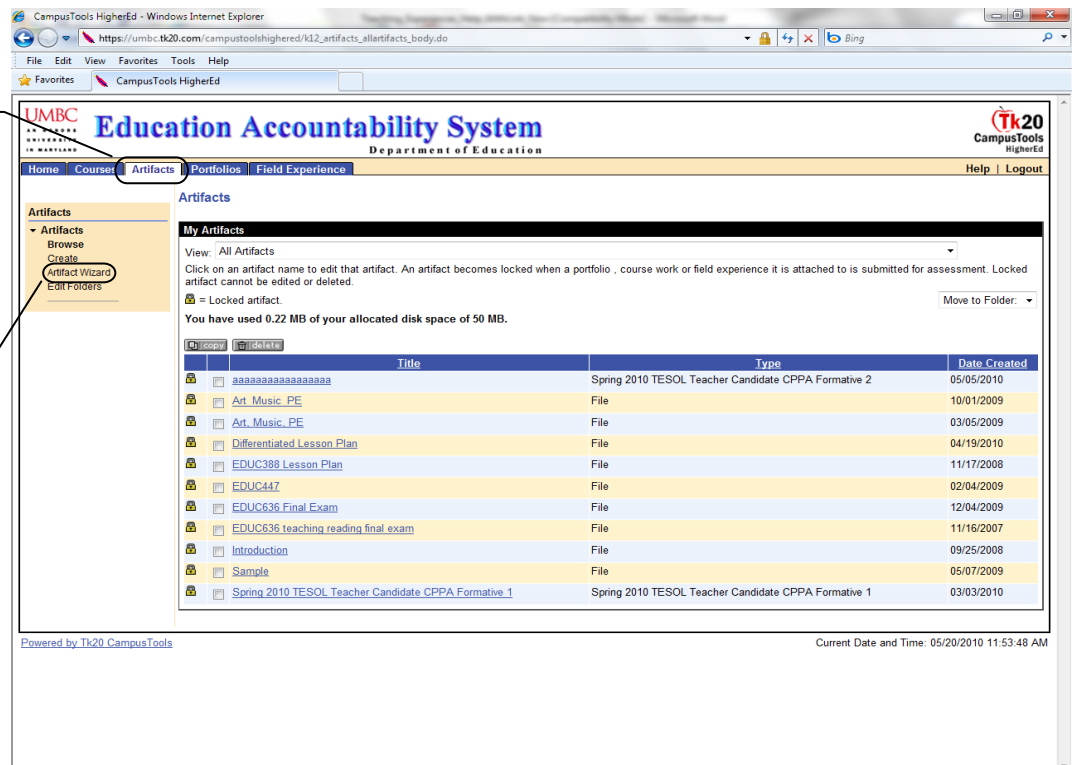
**Step 1:** Visit EAS site at:  
["http://umbc.tk20.com"](http://umbc.tk20.com)

**Step 2:** Enter your EAS  
 via Tk20 username and  
 password and click  
 "Login"

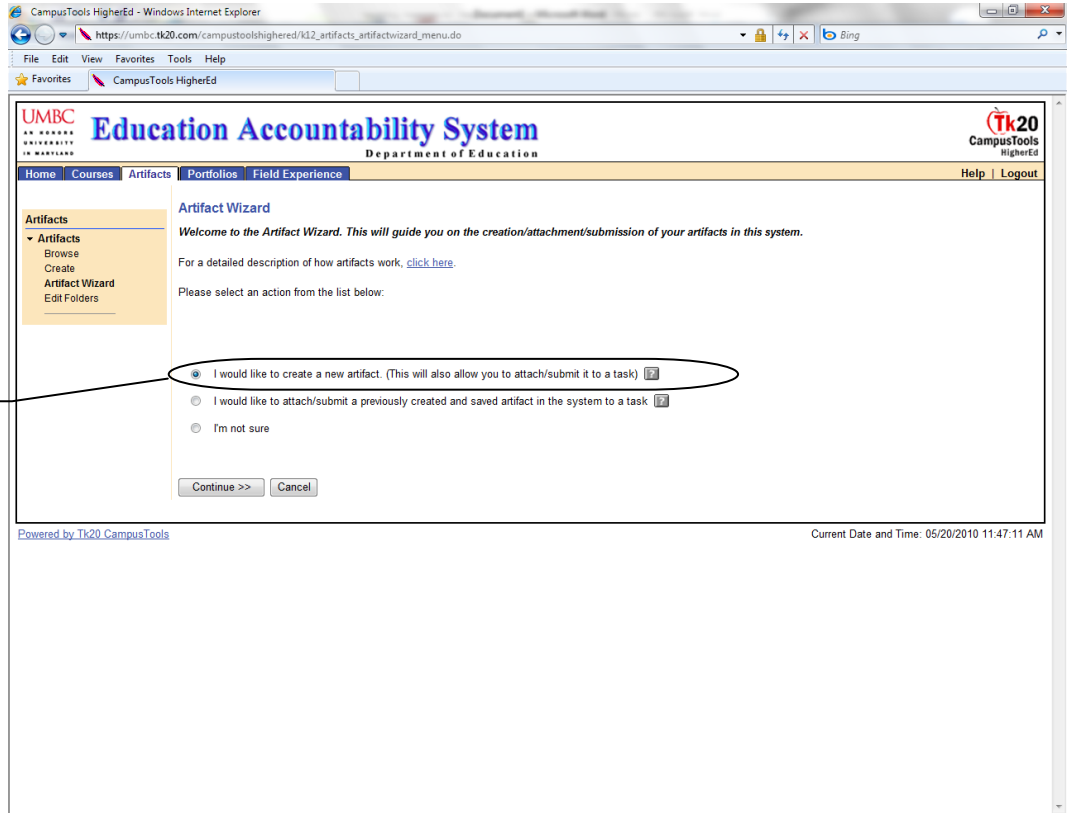


**Step 3:** Click on the  
 "Artifacts" tab

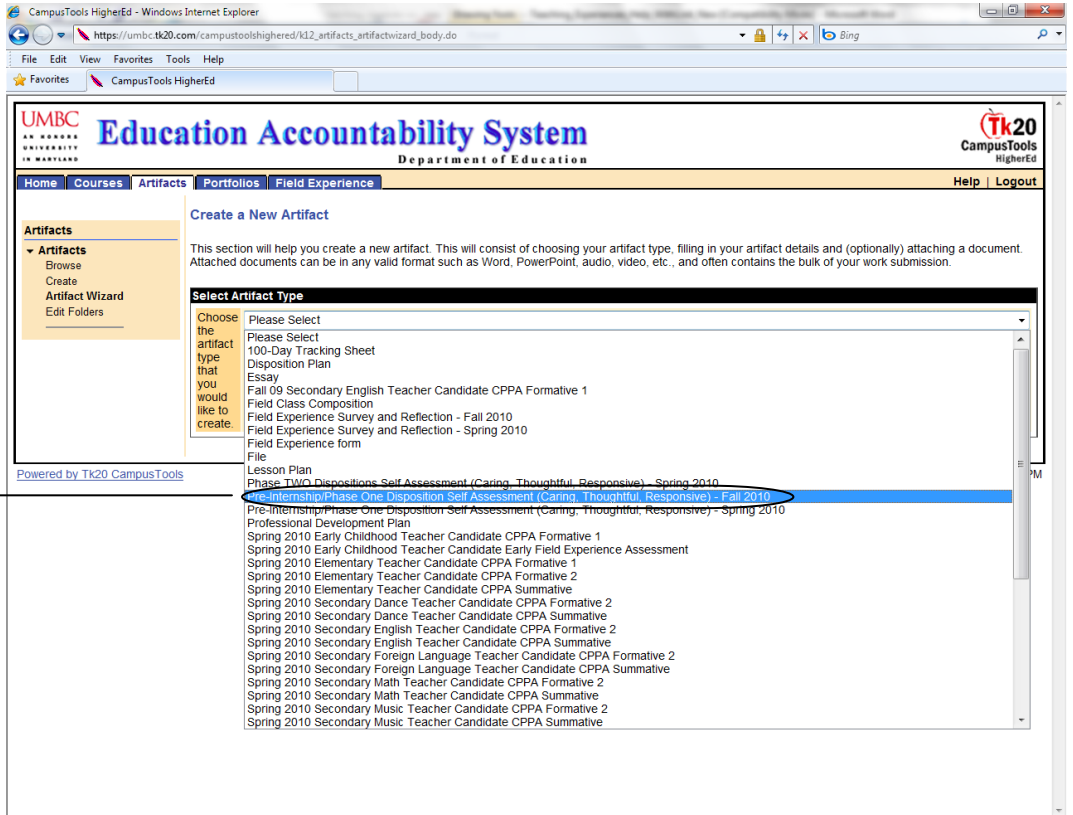
**Step 4:** Click on "Artifact  
 Wizard"



**Step 5:** Select "I would like to create a new artifact. (This will allow you to attach/ submit it to a task)"



**Step 6:** Select "Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) .." from drop down menu



**Step 7:** Enter the title "Pre-Internship/Phase One Disposition Self Assessment"

**Step 8:** Provide performance rating for each of the criteria by clicking the circle next to number

CampusTools HigherEd - Windows Internet Explorer

https://umbc.tk20.com/campustoolshighered/kl2\_artifacts\_wizardnewartifact\_body.do?ctSessionId=-43fe574019-c1f49128b06f8ab4daf?ctSessionId=...

File Edit View Favorites Tools Help

Artifacts

- Artifacts
- Browse
- Create
- Artifact Wizard
- Edit Folders

### Create a New Artifact

This section will help you create a new artifact. This will consist of choosing your artifact type, filling in your artifact details and (optionally) attaching a document. Attached documents can be in any valid format such as Word, PowerPoint, audio, video, etc., and often contains the bulk of your work submission.

**Select Artifact Type**

Choose the artifact type that you would like to create.

Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010

**Select Document**

To attach a document to your artifact, click on the Browse button and select your file from the file manager.

**Artifact Details**

Title\*

Description

**Directions:** Please rate each of the following areas using the scale of 1-4. Please provide the reflection and comments in the text box below. Please also note that proficient is the target rating, and the rating of exemplary is the exception.

**If not applicable, please leave the field blank.**

| Criterion  | Performance Rating  |  |  |   | Score |
|------------|---|--|--|---|-------|
|            | Limited   | Developing   | Proficient   | Exemplary   |       |
| CARING     | <input type="radio"/> 1                                     | <input type="radio"/> 2                                      | <input type="radio"/> 3                                    | <input type="radio"/> 4   |       |
| Attendance | Often not reliable in attendance or prompt time management. | Somewhat reliable in attendance and prompt time management.  | Usually reliable in attendance and prompt time management. | Consistently models reliable attendance and prompt time management. |       |
| Attitude   | <input type="radio"/> 1                                     | <input type="radio"/> 2                                      | <input type="radio"/> 3                                    | <input type="radio"/> 4   |       |
|            | Demonstrates primary interest in personal                   | Sometimes sets aside personal concerns to address children's | Usually demonstrates a positive attitude and cheerful      | Consistently focuses primarily on meeting needs of diverse          |       |

CampusTools HigherEd - Windows Internet Explorer

https://umbc.tk20.com/campustoolshighered/kl2\_artifacts\_wizardnewartifact\_body.do?ctSessionId=-43fe574019-c1f49128b06f8ab4daf?ctSessionId=...

File Edit View Favorites Tools Help

Comments

**Overall Rating**

The mean score derived from the total score above is used for the overall rating. To calculate your mean score, take your total score and divide by 18.

Please note that N/A is NOT a zero and should NOT be included in the calculation for mean score. For example, if you have one (1) N/A out of eighteen (18) questions. Your mean score should be the total score divided by seventeen (17). For assistance, please contact 410488023 or education@umbc.edu.

| Overall Rating | Limited (0.00-1.99)   | Developing (2.00-2.99) | Proficient (3.00-3.49) | Exemplary (3.50-4.00) |
|----------------|-----------------------|------------------------|------------------------|-----------------------|
| Overall Rating | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>  | <input type="radio"/> |

To Save and Exit, click **Save**

To Save and attach/submit this artifact to a task, click **Next**

To Exit without saving, click **Cancel**

Powered by Tk20 CampusTools

Current Date and Time: 05/20/2010 12:53:23 PM

**Step 9:** Click "Next" to attach this artifact to the task.



**Step 10:** Click on assignment name "Teaching Experience.."

UMBC Education Accountability System Department of Education

Home Courses Artifacts Portfolios Field Experience Help | Logout

Artifacts

- Artifacts
- Browse
- Create
- Artifact Wizard
- Edit Folders

Select a Task

This section will help you attach/submit a newly created artifact to a task.

Select Task

Please select your task from the list below by clicking on it.

View: View All Search by Title: Search

| Title                                      | Type          | From                 | Received   | Due        |
|--|---------------|----------------------|------------|------------|
| Secondary Teaching Experiences - Fall 2010 | Course Binder | MOOLNGOEN, SURATTANA | 05/20/2010 | 05/28/2010 |

Cancel < Back

Powered by Tk20 CampusTools Current Date and Time: 05/20/2010 12:19:03 PM

**Step 11:** Click on "Click here to attach" to attach the artifact

Attach Artifact to Secondary Teaching Experiences - Fall 2010

Artifact: Pre-Internship/Phase One Disposition Self Assessment

Your task type is a Course binder. Course binder allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact Location

Field Experience Survey and Reflection

Please reflect on one of your field experiences that was a component of your professional education courses at UMBC. The experience may have included observation in school(s) or childcare center(s), working as a teacher's assistant, tutoring, or completing other service learning activities with preK-12 students. As you reflect on your experiences, please describe (a) what you have learned about yourself and the nature of teaching and learning, (b) what you have learned about the developmental needs, abilities and interest of children or young adults, and (c) specifically your experiences and perspectives about working with individuals from diverse backgrounds.

| Attachment  | Status     | Title   |
|---|------------|---|
| Field Experience Survey and Reflection - Fall 2010  | Attached   | Field Experience Survey and Reflection              |
| Pre-Internship/Phase I Dispositions Self-Assessment | Unattached | Pre-Internship/Phase I Dispositions Self-Assessment |

Please complete the rating scale regarding your self-assessment of dispositions important to successful educators.

| Attachment  | Status     | Title   |
|---|------------|---|
| Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 | Unattached | Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 |

Disposition Plan

Once you've completed the Pre-Internship/Phase I Dispositions Self-Assessment Form, please develop a three paragraph Disposition Plan. In the first paragraph, address the question "How well are you poised to be an advocate for democracy and social justice as a prospective teacher." In the second paragraph, generate at least two goals to support your growth as a teacher during your internship year. In the third paragraph, list resources or other support you will need to help you meet those goals.

| Attachment       | Status     | Title            |
|------------------|------------|------------------|
| Disposition Plan | Unattached | Disposition Plan |

Your artifact will be attached to the Course binder.

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this Course binder, click **Submit**.

To Exit without saving, click **Cancel**.

**Step 12:** Make sure that the status is "Attached" and click on **"Save"**

**NOTE:** You must complete **ALL THREE** tasks before clicking on "Submit"

**Field Experience Survey and Reflection**

Please reflect on one of your field experiences that was a component of your professional education courses at UMBC. The experience may have included observation in school(s) or childcare center(s), working as a teacher's assistant, tutoring, or completing other service learning activities with pre-K-12 students. As you reflect on your experiences, please describe (a) what you have learned about yourself and the nature of teaching and learning, (b) what you have learned about the developmental needs, abilities and interest of children or young adults, and (c) specifically your experiences and perspectives about working with individuals from diverse backgrounds.

| Attachment   | Status   | Title                                  |
|--|----------|--|
| Field Experience Survey and Reflection - Fall 2010 | Attached | Field Experience Survey and Reflection |

**Pre-Internship/Phase I Dispositions Self-Assessment**

Please complete the rating scale regarding your self-assessment of dispositions important to successful educators.

| Attachment  | Status   | Title  |
|---|----------|--|
| Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 | Attached | Pre-Internship/Phase One Disposition Self Assessment |

**Disposition Plan**

Once you've completed the Pre-Internship/Phase I Dispositions Self-Assessment Form, please develop a three paragraph Disposition Plan. In the first paragraph, address the question "How well are you poised to be an advocate for democracy and social justice as a prospective teacher." In the second paragraph, generate at least two goals to support your growth as a teacher during your internship year. In the third paragraph, list resources or other support you will need to help you meet those goals.

| Attachment       | Status     | Title |
|------------------|------------|-------|
| Disposition Plan | Unattached |       |

Your artifact will be attached to the Course binder.

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this Course binder, click **Submit**.

To Exit without saving, click **Cancel**

Powered by Tk20 CampusTools Current Date and Time: 05/20/2010 12:51:39 PM

**NOTE:** If you decided to work on the rest of the sections later, you can logout after you **CLICK SAVE**. However, if you decided to **CONTINUE WORKING ON NEXT SECTION** now, please **START FROM STEP 3** in the next section.

## Section C: Disposition Plan

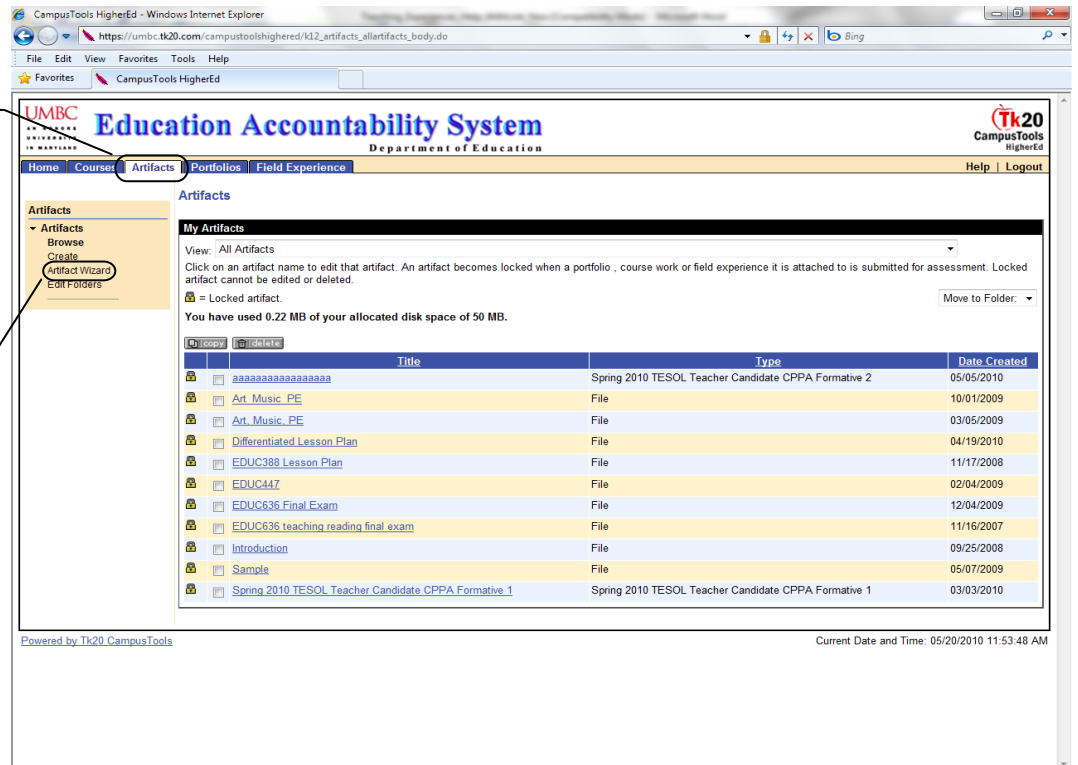
**Step 1:** Visit EAS site at:  
["http://umbc.tk20.com"](http://umbc.tk20.com)

**Step 2:** Enter your EAS  
 via Tk20 username and  
 password and click  
 "Login"



**Step 3:** Click on the  
 "Artifacts" tab

**Step 4:** Click on "Artifact  
 Wizard"



**Step 5:** Select "I would like to create a new artifact. (This will also allow you to attach/submit it to a task)"

UMBC Education Accountability System  
Department of Education

Home Courses Artifacts Portfolios Field Experience Help Logout

Artifacts Wizard

Welcome to the Artifact Wizard. This will guide you on the creation/attachment/submission of your artifacts in this system.

For a detailed description of how artifacts work, [click here](#).

Please select an action from the list below:

- I would like to create a new artifact. (This will also allow you to attach/submit it to a task) ?
- I would like to attach/submit a previously created and saved artifact in the system to a task ?
- I'm not sure

Continue >> Cancel

Powered by Tk20 CampusTools Current Date and Time: 05/20/2010 11:47:11 AM

**Step 6:** Select "Disposition Plan" from drop down menu

UMBC Education Accountability System  
Department of Education

Home Courses Artifacts Portfolios Field Experience Help Logout

Create a New Artifact

This section will help you create a new artifact. This will consist of choosing your artifact type, filling in your artifact details and (optionally) attaching a document. Attached documents can be in any valid format such as Word, PowerPoint, audio, video, etc., and often contains the bulk of your work submission.

Select Artifact Type

Choose the artifact type that you would like to create.

- Please Select
- Please Select
- 100-Day Tracking Sheet
- Disposition Plan**
- Lesson Plan
- Phase TWO Dispositions Self Assessment (Caring, Thoughtful, Responsive) - Spring 2010
- Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010
- Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Spring 2010
- Professional Development Plan
- Spring 2010 Early Childhood Teacher Candidate CPPA Formative 1
- Spring 2010 Early Childhood Teacher Candidate Early Field Experience Assessment
- Spring 2010 Elementary Teacher Candidate CPPA Formative 1
- Spring 2010 Elementary Teacher Candidate CPPA Formative 2
- Spring 2010 Elementary Teacher Candidate CPPA Summative
- Spring 2010 Secondary Dance Teacher Candidate CPPA Formative 2
- Spring 2010 Secondary Dance Teacher Candidate CPPA Summative
- Spring 2010 Secondary English Teacher Candidate CPPA Formative 2
- Spring 2010 Secondary English Teacher Candidate CPPA Summative
- Spring 2010 Secondary Foreign Language Teacher Candidate CPPA Formative 2
- Spring 2010 Secondary Foreign Language Teacher Candidate CPPA Summative
- Spring 2010 Secondary Math Teacher Candidate CPPA Formative 2
- Spring 2010 Secondary Math Teacher Candidate CPPA Summative
- Spring 2010 Secondary Music Teacher Candidate CPPA Formative 2
- Spring 2010 Secondary Music Teacher Candidate CPPA Summative

Powered by Tk20 CampusTools

**Step 7:** Click on "Browse" button to select the file to be uploaded.

The file name will automatically show up in a title box. You can retype the title as you want

**Step 8:** Click "Next" to attach this artifact to the task.

To attach a document to your artifact, click on the Browse button and select your file from the file manager.

Artifact Details  
**NOTIFICATION**  
After you enter a title, you need to upload your Disposition Plan using the "Documents" tab.

Title: Disposition\_Plan  
Description

To Save and Exit, click Save.  
To Save and attach/submit this artifact to a task, click Next.  
To Exit without saving, click Cancel.

Buttons: Cancel, Save, < Back, Next >

**Step 9:** Click on assignment name "Teaching Experience.."

UMBC Education Accountability System  
Department of Education

Home | Courses | Artifacts | Portfolios | Field Experience | Help | Logout

Select a Task  
This section will help you attach/submit a newly created artifact to a task.

Select Task  
Please select your task from the list below by clicking on it.

View: View All | Search by Title: | Search

| Title                                      | Type          | From                 | Received   | Due        |
|--|---------------|----------------------|------------|------------|
| Secondary Teaching Experiences - Fall 2010 | Course Binder | MOOLNGOEN, SURATTANA | 05/20/2010 | 05/28/2010 |

Buttons: Cancel, < Back

Powered by Tk20 CampusTools | Current Date and Time: 05/20/2010 12:19:03 PM

CampusTools HigherEd - Windows Internet Explorer

https://umbc.tk20.com/campustoolshighered/kl2\_artifacts\_wizardattachartifact\_body.do

File Edit View Favorites Tools Help

Field Experience Survey and Reflection

Please reflect on one of your field experiences that was a component of your professional education courses at UMBC. The experience may have included observation in school(s) or childcare center(s), working as a teacher's assistant, tutoring, or completing other service learning activities with pre-K-12 students. As you reflect on your experiences, please describe (a) what you have learned about yourself and the nature of teaching and learning, (b) what you have learned about the developmental needs, abilities and interest of children or young adults, and (c) specifically your experiences and perspectives about working with individuals from diverse backgrounds.

| Attachment   | Status   | Title                                  |
|--|----------|--|
| Field Experience Survey and Reflection - Fall 2010 | Attached | Field Experience Survey and Reflection |

Pre-Internship/Phase I Dispositions Self-Assessment

Please complete the rating scale regarding your self-assessment of dispositions important to successful educators.

| Attachment  | Status   | Title  |
|---|----------|--|
| Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 | Attached | Pre-Internship/Phase One Disposition Self Assessment |

**Disposition Plan**

Once you've completed the Pre-Internship/Phase I Dispositions Self-Assessment Form, please develop a three paragraph Disposition Plan. In the first paragraph, address the question "How well are you poised to be an advocate for democracy and social justice as a prospective teacher." In the second paragraph, generate at least two goals to support your growth as a teacher during your internship year. In the third paragraph, list resources or other support you will need to help you meet those goals.

| Attachment       | Status     | Title |
|------------------|------------|-------|
| Disposition Plan | Unattached |       |

[Click here to attach](#)

Your artifact will be attached to the Course binder.

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this Course binder, click **Submit**.

To Exit without saving, click **Cancel**.

Save Submit Cancel

Powered by Tk20 CampusTools

Current Date and Time: 05/20/2010 01:13:25 PM

**Step 10:** Click on "Click here to attach" to attach the artifact

CampusTools HigherEd - Windows Internet Explorer

https://umbc.tk20.com/campustoolshighered/kl2\_artifacts\_wizardcoursebinder\_body.do

File Edit View Favorites Tools Help

Field Experience Survey and Reflection

Please reflect on one of your field experiences that was a component of your professional education courses at UMBC. The experience may have included observation in school(s) or childcare center(s), working as a teacher's assistant, tutoring, or completing other service learning activities with pre-K-12 students. As you reflect on your experiences, please describe (a) what you have learned about yourself and the nature of teaching and learning, (b) what you have learned about the developmental needs, abilities and interest of children or young adults, and (c) specifically your experiences and perspectives about working with individuals from diverse backgrounds.

| Attachment   | Status   | Title                                  |
|--|----------|--|
| Field Experience Survey and Reflection - Fall 2010 | Attached | Field Experience Survey and Reflection |

Pre-Internship/Phase I Dispositions Self-Assessment

Please complete the rating scale regarding your self-assessment of dispositions important to successful educators.

| Attachment  | Status   | Title  |
|---|----------|--|
| Pre-Internship/Phase One Disposition Self Assessment (Caring, Thoughtful, Responsive) - Fall 2010 | Attached | Pre-Internship/Phase One Disposition Self Assessment |

**Disposition Plan**

Once you've completed the Pre-Internship/Phase I Dispositions Self-Assessment Form, please develop a three paragraph Disposition Plan. In the first paragraph, address the question "How well are you poised to be an advocate for democracy and social justice as a prospective teacher." In the second paragraph, generate at least two goals to support your growth as a teacher during your internship year. In the third paragraph, list resources or other support you will need to help you meet those goals.

| Attachment       | Status   | Title              |
|------------------|----------|--------------------|
| Disposition Plan | Attached | Disposition Plan X |

Your artifact will be attached to the Course binder.

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this Course binder, click **Submit**.

To Exit without saving, click **Cancel**.

Save Submit Cancel

Powered by Tk20 CampusTools

Current Date and Time: 05/20/2010 01:15:25 PM

**Step 11:** Make sure that the status is "Attached"

**Step 12:** Click on "Save" to save and come back later. Click on "Submit" to submit a whole Teaching Experiences binder.

**NOTE:** You must complete ALL THREE tasks before clicking on "Submit"

**NOTE:** If you decided to work on the rest of the sections later, you can logout after you **CLICK SAVE**. However, if you decided to **CONTINUE WORKING ON NEXT SECTION** now, please **START FROM STEP 3** in the next section.

**\*\*\*FYI\*\*\***

As you complete the tasks, and hit “Save”, your work will be saved. You can log on again and change or revise your work. Once you hit “Submit”, you will not be able to make any subsequent changes.

You can work in any order you want, and do not have to start from session A, and then B and C. However, make sure you click save after you complete each section, and click submit after you are ready to submit the whole teaching experiences binder.

All artifacts you create are stored under “Artifacts” tab.