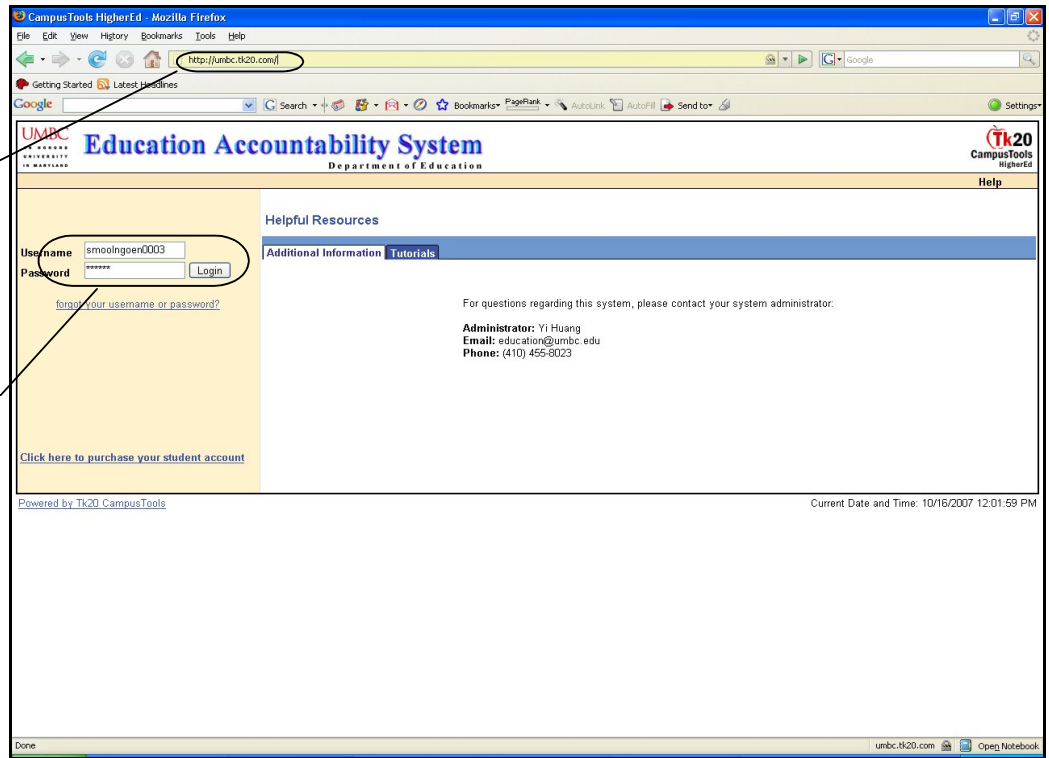


Education Accountability System (EAS) via Tk20 Guide to Completing Internship Survey for Supervisors and Mentor Teachers

Step 1: Visit EAS via
Tk20 site at:
"<https://umbc.tk20.com>"

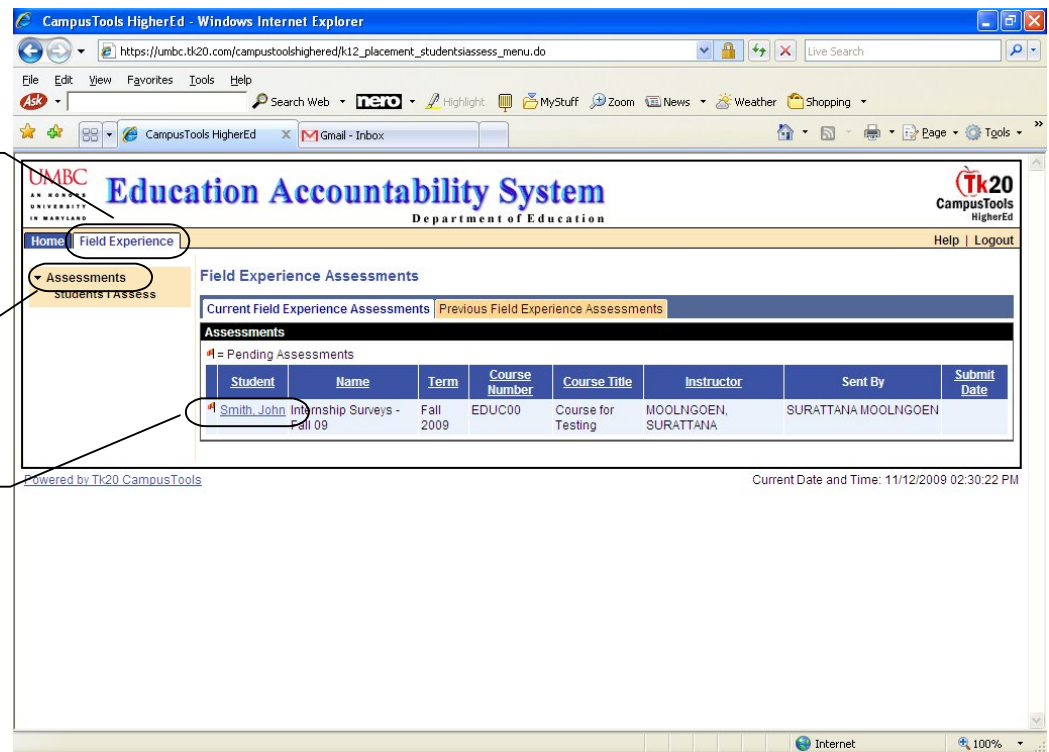
Step 2: Enter your EAS
via Tk20 username and
password and click
"Login"



Step 3: Click on the
"Field Experience" tab

Step 4: Click on
"Assessments"

Step 5: Under Current
Field Experience
Assessments, click on
the candidate name



Step 6: Click on the survey name

The screenshot shows the 'Field Experience Forms' section of the CampusTools HigherEd interface. A table lists available forms with columns for 'Field Experience Form', 'Description', and 'Last Update'. One form is highlighted with a callout box:

Field Experience Form	Description	Last Update
UMBC SUPERVISOR FEEDBACK ON UMBC TEACHER EDUCATION PROGRAM AND MENTOR TEACHER - Fall 09		

Below the table are buttons for 'Save', 'Submit', and 'Close'. The left sidebar shows a list of 'Internship Surveys - Fall 09' with a callout box pointing to the survey name.

Step 7: Provide a rating (1-4) or select NA if not applicable

The screenshot shows a survey form for 'UMBC SUPERVISOR FEEDBACK ON UMBC TEACHER EDUCATION PROGRAM AND MENTOR TEACHER - Fall 09'. The form includes a 'DIRECTION' and several questions with a rating scale of 1-4 or NA. A callout box points to the rating options for the first question:

1. Was available to talk with me about the intern and professional matters *

1	2	3	4	NA
Never	Sometimes	Consistently	Always	NA
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The form also includes questions 2, 3, and 4, each with a similar rating scale. The left sidebar shows the survey name and a callout box pointing to it.

Step 8: Enter "NA" in a grade box and click on "Save" to save the survey

Step 9: Click on "Save" to save your work and come back later OR click on "Submit" to complete and submit the survey

Note: After you click "Submit", the system will take you back to the "Field Experience" page. You will see a green check mark ✓ in front of the student name

Student	Name	Term	Course Number	Course Title	Instructor	Sent By	Submit Date
✓ Smith, Jenny	Evaluation Surveys - Fall 09	Fall 2009	EDUC00	Course for Testing	MOOLNGOEN, SURATTANA	SURATTANA MOOLNGOEN	