



University Supervisor Cheat Sheet

Assessing your students in CampusTools HigherEd

To complete any work within CampusTools HigherEd, you must first log into the system.

As a University Supervisor, one of your tasks will be to complete assessments on your students during their student teaching semester. Tk20's software, CampusTools HigherEd, allows you to review your student's artifacts, complete your assessments, and view the Mentor Teacher's assessments. Below you'll find a cheat sheet that will assist you with these tasks.

I. Viewing student Artifacts and completing an assessment in CampusTools HigherEd

- ❖ Log into Tk20 with your faculty username and password
- ❖ Click on the Field Experience tab
- ❖ Click on left menu titled "Assessments"
- ❖ A list of your students and their Field Experience Binders will appear
- ❖ Click on the link for the appropriate Field Experience Binder that you want to assess
- ❖ A two-sided screen will appear with the student's artifacts on the left side of the screen and a list of all of the assessment instruments (for both the University Supervisor AND the Mentor Teacher) on the right side of the screen.
- ❖ If your assessment involves reviewing the student's Artifacts, then you will need to click on the respective Artifacts on the left side of the screen. You will see that the Field Experience Binder is divided into multiple tabs and each tab contains different Artifacts that have been submitted by the student. Click on the appropriate tab, and the link to the appropriate Artifact. If the student uploaded any files to their Artifact, you will see a list appear with the uploaded files. Click on the name of the file that you wish to view first. If it is a Word document, for example, the file will open up in Word. If it's an Excel document, the file will open up in Excel. If it is a video, the file will open up in the application that you've chosen for videos (Windows Media Player, etc.).
- ❖ Follow this example for all of the Artifacts that you need to review for this particular assessment.
- ❖ Once you are done reviewing the student's Artifact(s), then you are ready to begin completing the assessment tool.
- ❖ To complete an assessment, click on the name of the assessment tool on the right side of the screen that you'd like to fill out.
- ❖ Depending on how the assessment tool was configured, you might see a rubric format with radio buttons or you might see text boxes with spaces for comments, or a combination of both. Complete the assessment tool as required.
- ❖ Once you're done filling out the respective assessment tool, click Save. CampusTools HigherEd will not let you Submit the assessment until you've completed all assessments. However, once you click "Save" the students will be able to see your completed assessment and the Administrators at the University will be able to see that you've completed the respective assessment.
- ❖ Complete this process during the semester until you have finished all assessments. When you are done with the last assessment tool, click Submit. After you click Submit, the evaluations become locked, so be sure that they are complete!

If you need to review the Mentor Teacher's assessments, then you can follow the directions below.

II. Viewing the Mentor Teacher's assessments

- ❖ Log into Tk20 with your faculty username and password
- ❖ Click on the Field Experience tab
- ❖ Click on left menu titled "Assessments"
- ❖ A list of your students and their Field Experience Binders will appear
- ❖ Click on the link for the appropriate Field Experience Binder that you want to review
- ❖ A two-sided screen will appear with the student's artifacts on the left side of the screen and a list of all of the assessment instruments (for both the University Supervisor AND the Mentor Teacher) on the right side of the screen.
- ❖ If you want to review a completed assessment by a Mentor Teacher, then all you need to do is click on the name of the respective assessment tool underneath the "Cooperating Teacher" heading. It will bring up the completed assessment within the right window pane.

- ❖ If the assessment has not been completed by the Mentor Teacher, then it will still have a red flag by the name of the assessment tool. This way, you can see which assessments that they've completed and which ones they have not.

III. Notes and FAQs regarding Field Experience Binders

- ❖ The term "Cooperating Teacher" is used in Tk20. Please understand that this means "Mentor Teacher."
- ❖ The Mentor Teacher follows the same process for assessment as the University Supervisor, except that the Mentor Teacher only has access to the Home and the Field Experience tabs.
- ❖ University Supervisors and Mentor Teachers cannot click "Submit" until ALL assessment forms have been completed. Please click "Save" until you have completed all assessment forms. The students and the University Administrators will be able to see the "Saved" assessments.
- ❖ The Mentor Teacher cannot view the assessments done by the University Supervisor unless the University Administrators choose otherwise.

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.

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>

Student Guide

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<http://www.tk20.com/support/studenthelp.html>