



TK20 by Watermark Education Student Guide

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<http://www.wcupa.edu/education-socialWork/tk20.aspx>

Watermark Helpdesk

1-800-311-5656

support@watermarkinsights.com

August 2018 v.9.1.6

Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.

TABLE OF CONTENTS

WHAT IS TK20 BY WATERMARK?	3
TK20 by Watermark - BEST PRACTICES	3
TK20 HOMEPAGE	5
ACCESSIBILITY.....	5
EDUCATION STUDENT TEACHER APPLICATIONS.....	6
RECALL A SUBMITTED APPLICATION.....	7
ACCESS A COURSE ASSIGNMENT	8
ASSIGNMENT LAYOUT OVERVIEW	9
COMPLETE AN ASSIGNMENT	10
A. Upload a File	10
B. Artifact Attachment	11
REVIEW INSTRUCTOR ASSESSMENT	13
HOW TO RECALL A SUBMITTED ASSIGNMENT	14
DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER.....	15
SLO/Candidate Impact Tab	16
Unit Plan/Lesson Plans Tab	17
Danielson Framework Domain 4 Evidence Tab	19
Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs	20
DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- SECOND HALF	22
Self-Evaluation Tab	23
Danielson Framework Domain 4 Evidence Tab	24
Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs	25
RECALL SUBMISSION OF FIELD EXPERIENCE BINDER.....	27
LOG OUT OF TK20	28
FREQUENTLY ASKED QUESTIONS.....	29


WHAT IS TK20 BY WATERMARK?

The College of Education and Social Work (CESW) uses TK20 by Watermark as a comprehensive online data management system for assessments of student learning outcomes and field placements. Tk20 by Watermark establishes electronic documentation for continuous improvement of our programs and accreditation. Students will use this system to complete key unit and program course assignments, field applications, field experience binders, surveys, and portfolios.

All students enrolled in College of Education and Social Work programs that are accredited by a professional agency (CAEP, CSWE and CACREP) are required to have a Tk20 by Watermark subscription. This includes graduate and undergraduate programs that lead to licensure/certification, endorsement, and certificate. Effective August 1, 2018, students that do not have an active account, are required to subscribe to Tk20. Students can purchase an account for \$103 (\$100 plus a \$3 processing fee) via credit card, money order, or cashier's check from the Tk20 login page. Accounts are accessible for seven (7) years after the date of purchase. Note: This fee is subject to change within the time span of one's University career.

Once your account has been activated, you will receive an email confirmation from studentac@watermarkinsights.com. Note: It can take up to 2 – 3 business days to activate your Tk20 by Watermark account. If do you do not receive an email confirmation, be sure to check spam/junk mail folders. Once your account is activated, you can log into Tk20 by Watermark with your WCU log in credentials or via a link in your D2L course.

TK20 by Watermark - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- **DO NOT sign into TK20 in multiple tabs or windows.**
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*

- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (*, ', ", &, ?) in the name when you save the file for upload in Tk20.

WCU TK20 Office Hours: M – F (7:30am – 4pm) Recitation Hall Phone: 610-436-2085 Email: TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	Watermark Helpdesk Hours: (M – Th, 8am – 8pm, F 8am-7pm) Phone: 1-800-311-5656 Email: support@watermarkinsights.com http://helpdesk.Tk20.com/
---	---

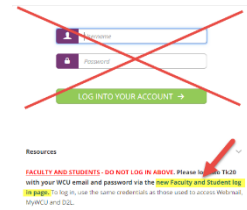
HOW TO ACCESS TK20 by Watermark

Students and faculty can log into TK20 in one of two ways:

1. Via a link in your D2L course
 - a. From within your course in D2L, click on **“Content”** in the gray navigation bar.
 - b. Click on the **“TK20”** module located along the left side of the page.
 - c. On the right side of the page, click on **“TK20 Homepage”**.
 - d. By accessing Tk20 via your course in D2L, you will not be prompted to enter a username or password.

2. Via Tk20 homepage

- a. To access Tk20 directly, type `wcupa.tk20.com` into your internet browser. Then, click on the **“new Faculty Student login page”** link. Do not login using the top portion of this page.



- b. Enter your WCU email and password. These are the same credentials used to access MyWCU, D2L, and Webmail. *If you are having trouble with your password, please contact the IT Helpdesk at 610-436-3350.*



Username = WCU email

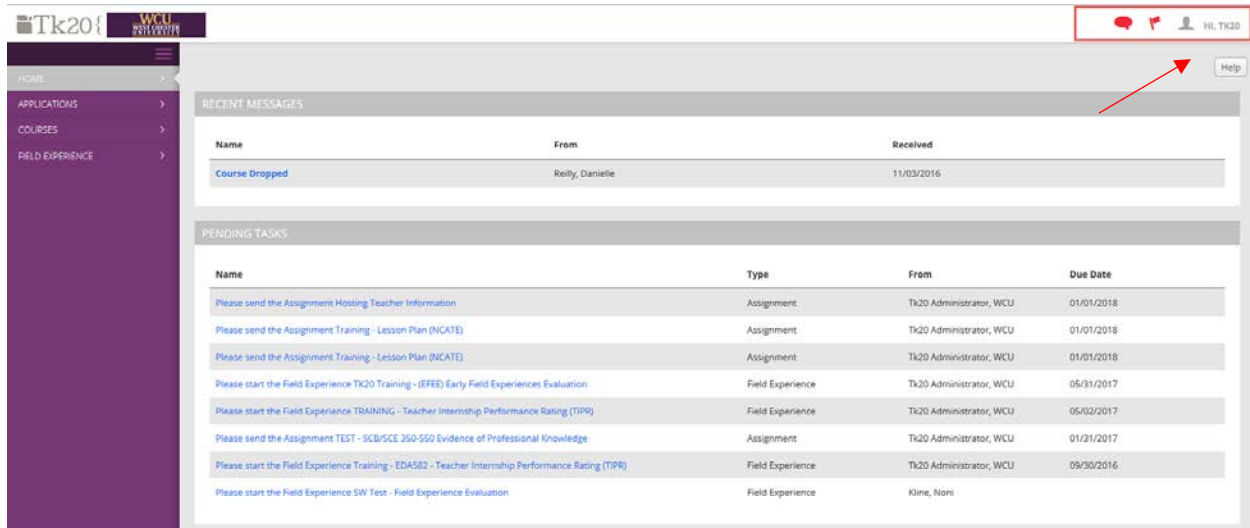
Password = WCU password

- c. You may come to an **“Information to be Provided to Service”** page. Select **“Do not ask me again”** and click **“Accept”**.

The left screenshot shows the WCU login page with the following fields: Username (nkline@wcupa.edu), Password (password), and a 'Login' button. Below the login button are links for 'Forgot your password?' and 'Need Help?'. The right screenshot shows the 'Information to be Provided to Service' page with the following options: 'Ask me again at next login', 'Ask me again if information to be provided to this service changes', and 'Do not ask me again' (selected). The 'Do not ask me again' option includes the text 'I agree that all of my information will be released to any service.' Below the options are 'Reject' and 'Accept' buttons.

TK20 HOMEPAGE

Once you are logged into TK20, you will land on the Tk20 homepage. Messages and Pending Tasks will be displayed. You can also access messages and tasks on the top right of the screen. If the icon is red, you have new  messages or  pending tasks.



The screenshot shows the TK20 homepage with a purple sidebar on the left containing navigation options: HOME, APPLICATIONS, COURSES, and FIELD EXPERIENCE. The main content area is divided into two sections: RECENT MESSAGES and PENDING TASKS. The RECENT MESSAGES section shows a single message titled "Course Dropped" from "Reilly, Danielle" received on "11/03/2016". The PENDING TASKS section shows a list of tasks with columns for Name, Type, From, and Due Date. A red box highlights the top right corner of the page, containing a red speech bubble icon, a red flag icon, a user profile icon, and the text "Hi, TK20". A red arrow points from the red speech bubble icon to a "Help" button located in the top right corner of the main content area.

Name	From	Received
Course Dropped	Reilly, Danielle	11/03/2016

Name	Type	From	Due Date
Please send the Assignment Hosting Teacher Information	Assignment	Tk20 Administrator, WCU	01/01/2018
Please send the Assignment Training - Lesson Plan (NCATE)	Assignment	Tk20 Administrator, WCU	01/01/2018
Please send the Assignment Training - Lesson Plan (NCATE)	Assignment	Tk20 Administrator, WCU	01/01/2018
Please start the Field Experience TK20 Training - (EFEE) Early Field Experiences Evaluation	Field Experience	Tk20 Administrator, WCU	05/31/2017
Please start the Field Experience TRAINING - Teacher Internship Performance Rating (TIPR)	Field Experience	Tk20 Administrator, WCU	05/02/2017
Please send the Assignment TEST - SCB/SCE 350-550 Evidence of Professional Knowledge	Assignment	Tk20 Administrator, WCU	01/31/2017
Please start the Field Experience Training - EDAS62 - Teacher Internship Performance Rating (TIPR)	Field Experience	Tk20 Administrator, WCU	09/30/2016
Please start the Field Experience SW Test - Field Experience Evaluation	Field Experience	Kline, Noni	

ACCESSIBILITY

Visually impaired users may enable high contrast settings for easier viewing.

1. Click on **"Home"** on the left side panel.
2. Click on **"Preferences"**.
3. Select **"Enable high contrast"** and then click **"Save"**.



The screenshot shows the TK20 Accessibility settings page. The sidebar on the left has a red arrow pointing to the "Accessibility" option under the "PREFERENCES" section. The main content area is titled "ACCESSIBILITY" and shows a checkbox labeled "Enable high contrast" which is checked. A green "Save" button is located in the bottom right corner of the main content area.

You can access the Tk20 Help Desk documentation at any time by clicking on the  button.

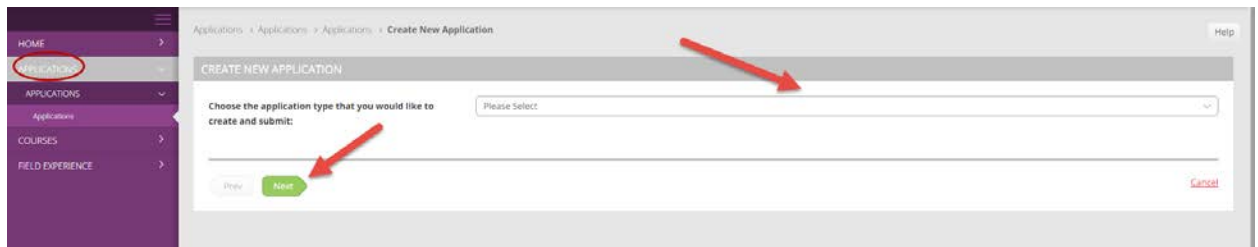
Detailed West Chester University specific help guides and videos are located on the WCU TK20 website: <http://www.wcupa.edu/education-socialWork/tk20.aspx>

EDUCATION STUDENT TEACHER APPLICATIONS

1. From within Tk20, click on the “**Applications**” tab on the left side panel.
2. If you have already created an application, it will be listed. To create a new application, click on the green “**Create New Application**” button.



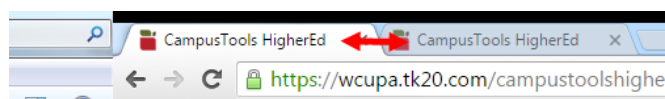
3. In the **Create New Application** section, select the appropriate application from the dropdown menu and click on the green “**Next**” button.



Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete an application AFTER its due date has passed. Please contact Clinical Experiences at 610-436-3090 for assistance.

4. Complete the application as directed. *Note: Any fields that are marked with an (*) must be completed before you can submit.*
5. Once you have started an application, you have 3 options:
 - a. **Submit:** If you are finished with your application, click “**Submit**” for final review.
 - b. **Save:** Click this at any time to save your progress and return at a later time to finish the application.
 - c. **Close:** Exit the application without saving or submitting any changes.


Important Reminder: DO NOT sign into TK20 in multiple tabs or windows. This will cause a Java error and your application will not submit correctly.



RECALL A SUBMITTED APPLICATION

If you need to make a change to a submitted application, you can recall it until it enters the review state and is locked by an administrator.

To recall an unlocked application:

1. Click on the “**Applications**” tab on the left side panel to display a list of all of the application forms that you have created.
2. Click on the name of the application that you want to recall.
3. Scroll to the bottom and then click on the  “**Recall**” button on the bottom right of your screen.
4. Make any needed changes and then click “**Submit**”.

If you have any questions about the Student Teacher application process, or need to unlock an application, please contact the Clinical Experiences office at 610-436-3090.

If you need technical assistance with TK20, please contact the WCU TK20 Office at 610-436-2085 or Tk20@wcupa.edu.


ACCESS A COURSE ASSIGNMENT

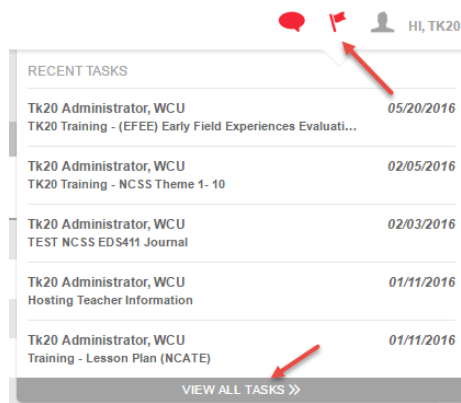
There are multiple ways to access course assignments in Tk20:

- A. From the Tk20 homepage, click on the assignment link under the “Pending Tasks” section located in the center of your screen.



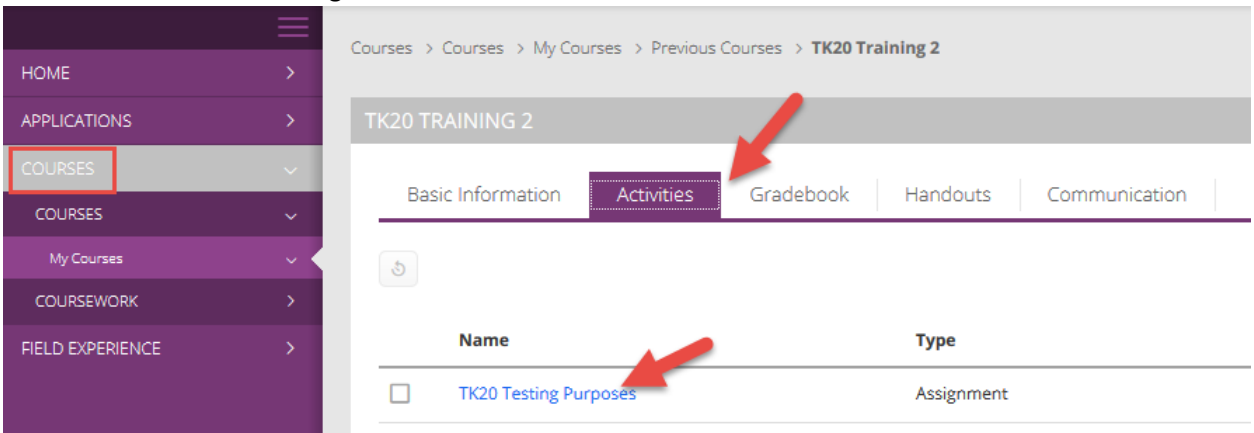
OR

- B. Click on the flag icon in the upper right corner of the page to open an overview of “**Pending Tasks**”. The icon will be red  if you have unread pending tasks. Click on the assignment name link. If you do not see the assignment that you need, click on “**View All Tasks**” to view a full list of pending tasks.



OR

- C. Click on “Courses” on the left side panel > click on the course number > select the “**Activities**” tab and then select the assignment.



ASSIGNMENT LAYOUT OVERVIEW

The assignment's title and instructions will be located on the left side of the screen. Assignment details such as your instructor's name, due date, attachment type and assessment tool(s) are located on the right side of the screen.

- **Title & Instructions:** Title and all pertinent instructions are located on the left side of the screen.
- **Assignment Submissions:** Click **"Select"** to begin your assignment.
- **Assignment Details:** Your instructor (Assessor) and other details are located on the right side of the screen. Note that your instructor may have a different due date than the one listed.
- **Attachment Type(s):** This will display the type of submission: text, computer file, or Tk20 Artifact (form).
- **Assessment Tool(s):** This is the rubric that will be used to assess your work. Once your instructor has evaluated your submission, you can click on the **"Assessment Tool"** to view your assessment.
- **Submit, Save, Close:** Once you have completed your assignment, click to Submit, Save or Close.
- **Help:** If you need assistance, click on the Help button located on the top-right of the screen. You will be directed to the Tk20 Helpdesk guides.

The screenshot displays a user interface for an assignment. On the left, under the heading "LESSON PLAN (D1)", there is an "INSTRUCTIONS" section with a paragraph of text: "Instructions: Use the Lesson Plan template to complete this assignment (refer to the CESW Assessment and Accreditation page for additional information). Click 'Select' to upload your completed Lesson Plan. Click 'Submit'." On the right, there is a "Details" tab. Below it, the "ASSIGNMENT SUBMISSIONS" section contains a "File:" label and a "Select" button. The "ASSIGNMENT DETAILS" section lists the following information: "Assessor(s): TK20 Faculty", "Start Date: 01/25/2018 10:49 AM", "Due Date: 01/31/2019 01:00 AM", "Attachment type(s): File", and "Assessment Tool(s): Danielson Framework Rubric: Lesson Plan". At the bottom right of the details section are three buttons: "Submit" (green), "Save", and "Close".

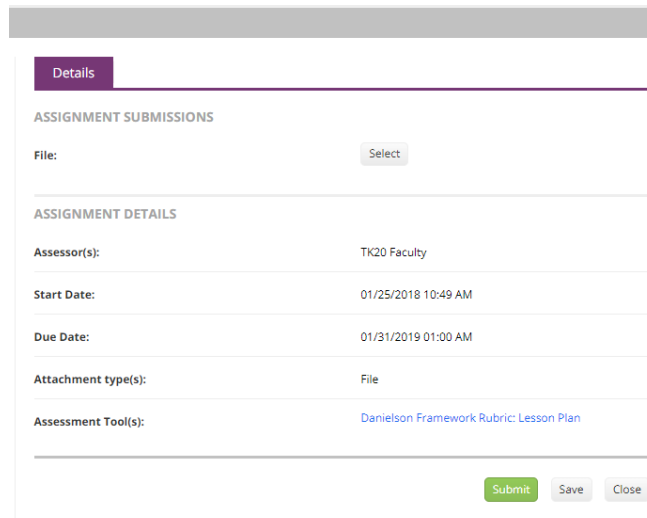
COMPLETE AN ASSIGNMENT

Your assignment may require you to either upload a computer file, complete a form known as an Artifact in Tk20, or to submit text.


A. Upload a File

Important note: DO NOT include special characters such as (', ", &, *, ?) in the file name when saving.

1. If you are required to attach a document to your assignment, in the “Assignment Submissions” section, click on the “**Select**” button to upload a file(s) from your computer.



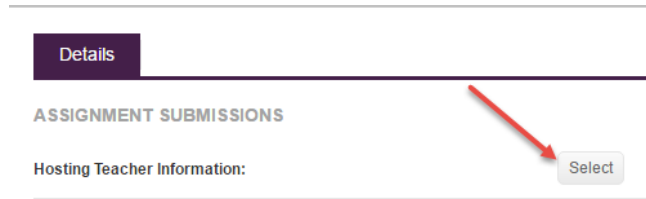
2. Once the upload is complete, the file name will appear.



3. If you want to delete the file before you have submitted or saved your assignment (example: if you uploaded the wrong file), click on the ⊖ to the left of the file name to delete it.
4. When you have completed your assignment, click on either:
 - a. **Submit:** Submit your assignment for review
 - b. **Save:** Save your work so that you can return to it at a later time
 - c. **Close:** Exit without saving your work
5. You will receive an email notification letting you know that your assignment has been submitted.

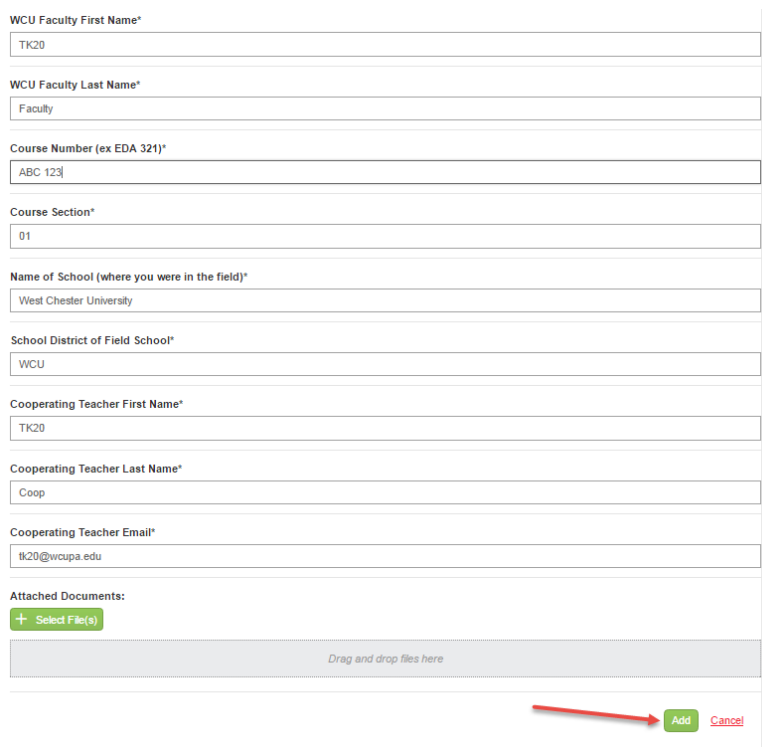
B. Artifact Attachment

1. If you are required to complete an Artifact (form), in the “Assignment Submissions” section, click on the “**Select**” button to the right of the Artifact name.




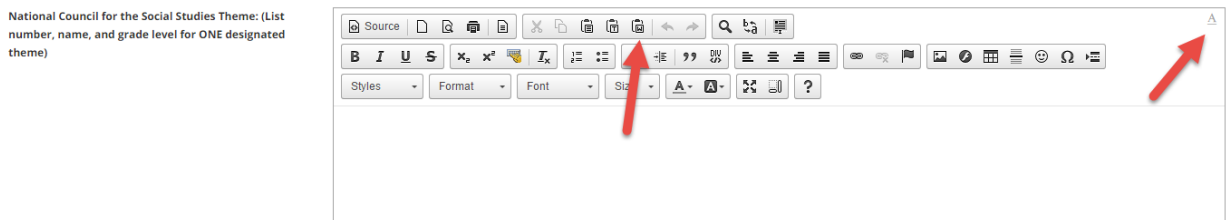
The screenshot shows a web interface with a dark purple header containing the word "Details". Below the header is a section titled "ASSIGNMENT SUBMISSIONS". Underneath this title, there is a label "Hosting Teacher Information:" followed by a light grey button labeled "Select". A red arrow points from the right side of the "ASSIGNMENT SUBMISSIONS" title down to the "Select" button.

2. The Artifact will open up for you to complete. Complete the fields and then click on the green “**Add**” button. Note that all fields with an (*) must be filled in before the system will let you add your Artifact.




The screenshot displays a form for submitting an artifact. It contains several text input fields, each with a label and an asterisk indicating it is required. The fields are filled with the following text: "TK20", "Faculty", "ABC 123", "01", "West Chester University", "WCU", "TK20", "Coop", and "tk20@wcupa.edu". Below these fields is a section for "Attached Documents:" which includes a green button with a plus sign and the text "Select File(s)". Underneath this is a grey area with the text "Drag and drop files here". At the bottom right of the form, there are two buttons: a green "Add" button and a red "Cancel" button. A red arrow points from the right side of the form down to the "Add" button.

3. If you wish to copy and paste any long text responses from MS Word, then you will need to paste your text into the “Paste From Word” box. Click on the **A** icon to the right of the text box. This will display the text editor toolbar. From here, click the  icon.



4. The “Paste from Word” box will appear. Copy (CTRL+C) from MS Word and Paste (CTRL+V) into the box. Then, click OK.



5. If you want to delete the Artifact before you have submitted or saved it, click on the  icon to the left of the submission name. *You will lose any work attached to that artifact.*



6. When you have completed your assignment, click on either:
 - a. **Submit:** Submit your assignment for review
 - b. **Save:** Save your work so that you can return to it at a later time
 - c. **Close:** Exit without saving your work
7. You will receive an email notification letting you know that your assignment has been submitted.

REVIEW INSTRUCTOR ASSESSMENT

1. From within Tk20, click on “Courses” on the left side panel.
2. Under “Current Courses,” click on the course number. Then, select the “Activities” tab.
3. Click on the name of the assignment that you want to view.

The screenshot shows the Tk20 interface. On the left is a purple sidebar with a menu containing: HOME, APPLICATIONS, COURSES (highlighted with a red box), COURSES, My Courses, COURSEWORK, and FIELD EXPERIENCE. The main content area has a breadcrumb trail: Courses > Courses > My Courses > Previous Courses > TK20 Training 2. Below this is a header for 'TK20 TRAINING 2' with tabs for Basic Information, Activities (selected and highlighted with a red box), Gradebook, Handouts, and Communication. Below the tabs is a table with two columns: Name and Type. The table contains one row: TK20 Testing Purposes | Assignment. A red arrow points to the 'Activities' tab, and another red arrow points to the 'TK20 Testing Purposes' link in the table.

4. On the right side of the screen, in the “Assignment Submissions” section, click on the “Assessment Tool(s)” link to view your completed assessment.
5. If you attached a file to your assignment, your instructor may have left comments within the file. To the right of your submission, click “View” to see if any in-text comments have been added to your submission. *Note that in-text comments will only be visible from within Tk20. These comments will not appear on any printed copy of the assignment.*

The screenshot shows the 'Assignment Submissions' section. At the top is a 'Details' tab. Below it is the heading 'ASSIGNMENT SUBMISSIONS' and the text 'Submitted on 01/26/2016 06:40 AM.' Below this is a 'File:' section with the text 'Sample Journal Entry.docx | View | Download'. A red arrow points to the 'View' link. Below this is the heading 'ASSIGNMENT DETAILS' and a table with the following information:

Assessor(s):	WCU Tk20 Administrator
Start Date:	01/26/2016 06:26 AM
Due Date:	03/31/2016 01:00 AM
Attachment type(s):	File
Assessment Tool(s):	EDA 203 Journal Rubric 2014

A red arrow points to the 'EDA 203 Journal Rubric 2014' link.

HOW TO RECALL A SUBMITTED ASSIGNMENT


If you need to edit or delete a submitted assignment, you can “**Recall**” your submission. Note that you can only “Recall” a submission that has not yet been assessed by your instructor. If your instructor has already assessed your submission, please contact your instructor to see if it is possible to reopen your assignment for editing.


1. From within Tk20, click on “**Courses**” on the left side of the page.
2. Your current courses will be displayed. Click on the course number that has the assignment that you wish to recall.

Number	Section Title	Section	Status	Subject	Term
EGP 209	Child Dev: Prebirth - 5 Years	01		EGP	2016 Fall

3. Click on the “**Activities**” tab.
4. All of the assignments for this class will be displayed. Note that you cannot recall an assignment that has the status of “Assessment Complete”.
5. Select the assignment that you would like to recall, then click on the “**Recall**” icon. If you receive an error message stating that your assignment has already been assessed, you will need to contact your instructor to see if it is possible to reopen your assignment for editing.

Name	Type	Status
Fall 16 - EGP209-01 - Case Study	Assignment	Open For Editing
Fall 16 - EGP209-01 - Ounce Study	Assignment	Assessment Pending

6. Go back to view the assignments for the class. You will notice that the status has changed to “Open For Editing”. Click on the course assignment name to make edits to the assignment. If you need to delete an uploaded file, click on the  to the left of the uploaded file.

File: Select  [How to create assessment items.pdf \(152.05 kb\)](#)

DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER

For student teaching courses, a Danielson Student Teaching Binder must be completed by students, mentor teachers and WCU Supervisors. The Danielson Student Teacher binders will be sent out during both the first and second half of student teaching. Once they are sent out, candidates and University Supervisor can access the binders. Mentor Teachers will receive an email from Tk20@wcupa.edu with a link to the binder near the end of each half of student teaching. In this binder, assessments will be based on the Danielson Framework and the Student Learning Objective (SLO). Candidates will also be required to submit additional documentation as evidence of meeting program expectations.

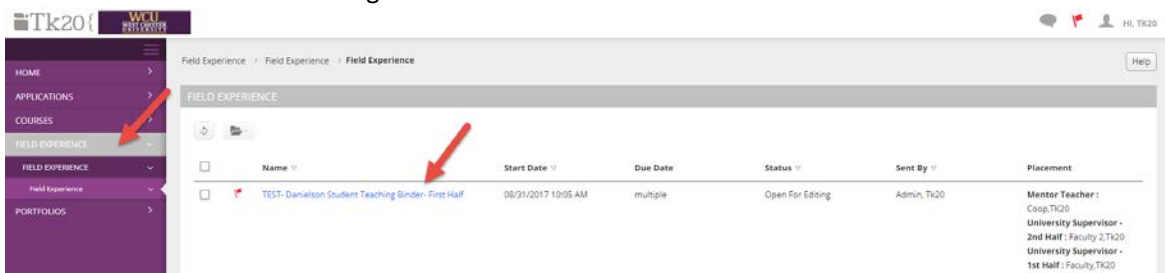
All non-dual majors will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in the 1st half of student teaching only unless specified by the university supervisor. University Supervisors will not complete the SLO Process rubric in the 2nd Half Binder. Candidates will be assessed via the SLO Process rubric.

Special Education and EGP/MGP dual majors will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in the Special Education half of student teaching. Students will NOT need to complete and upload two separate SLO assignments unless specified by the university supervisor. Candidates will be assessed via the SLO Process rubric.

Non-Special Education dual majors and Special Ed dual majors other than EGP/MGP will submit their SLO/Candidate Impact and Unit Plan/Lesson Plans in both halves of student teaching. Candidates will complete two separate SLO/Candidate Impact assignments respective to their programs. The SLO Process rubric MUST be completed in both the 1st Half Binder and the 2nd Half Binder by the University Supervisors. Candidates will be assessed via the SLO Process rubric.

FIRST HALF

To access the first half binder, click on “**Field Experience**” on the left side panel. Next, click on the blue link for the “Danielson Student Teaching Binder- First Half.”



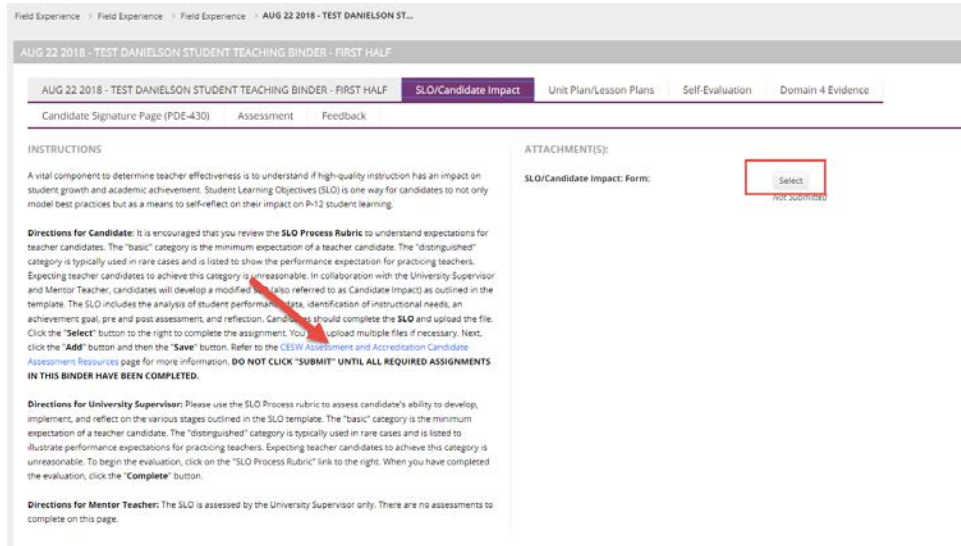
The first half binder will contain the following tabs:

- **Danielson- Student Teaching Binder-First Half** – This contains the title of the binder and pertinent instructions as well as the due date for the binder.
- 6. **SLO/Candidate Impact** – In conjunction with your Mentor Teacher and University Supervisor, you will develop a modified SLO and upload it into the form.
- 7. **Unit Plan/Lesson Plans**–You will upload a copy of your unit plan or lesson plans here.
- 8. **Self-Evaluation**– This is where you will access the self-evaluation you need to complete.
- 9. **Danielson Framework Domain 4 Evidence**–Here you have the option to provide evidence of meeting the expectations of Danielson Framework components 4a, 4b, 4c, 4d, 4e, and 4f. Evidence will be in the form of a written reflection on the provided template for each of the components as well as a place to upload supporting documentation.

10. **Candidate Signature Page (PDE-430)** - You will review your University Supervisor’s and Mentor Teacher’s Evaluations and complete the form indicating that you have fully reviewed their evaluations. This will satisfy the mid-semester PDE-430.

SLO/Candidate Impact Tab

1. Click on the **“SLO/Candidate Impact”** tab at the top of your binder. In collaboration with your



University Supervisor and Mentor Teacher, you will develop a modified SLO as outlined on the CESW Assessment and Accreditation Student Resources webpage. Review the left side of the screen for instructions as well as a link to the Resources webpage which will help you to understand the expectations for teacher candidates.

2. To complete the assignment, click the **“Select”** button on the right side of the screen:
 - a. Complete the required fields by typing directly into the space provided.
 - b. Upload your file(s) by clicking **“Select File(s)”** and adding your file(s).
 - c. When you are finished, click **“Add”** on the bottom right.

3. Click the **“Save”** button on the bottom right of the next screen. Do not submit your binder at this time.

Unit Plan/Lesson Plans Tab

1. On this tab, you will need to submit a Unit Plan which consists of five consecutive lesson plans or five hours of lesson, if block scheduled. You may refer to the CESW Assessment and Accreditation Student Assessment Resources webpage by clicking on the link on this tab to create your lesson plans that correspond to the SLO and then upload the file.
2. To upload your Unit Plan, click the **“Select”** button next to **File** on the right side of the page.

SELECT WCU LESSON PLAN: LP (FE)

Create New Artifact

Instructions: Use the WCU Lesson Plan template (located on the CANDIDATE ASSESSMENT RESOURCES) to complete this assignment. Click "Select" to upload your completed WCU Lesson Plan.

Title:* WCU Lesson Plan: LP (FE) 2

Description:

Candidate name: TK20 Student

Candidate ID: TK20-Student

Upload Lesson Plan:* + Select File(s)

Drag and drop files here

From here, you will upload your Unit Plan by clicking **“Select File(s)”**. Click the green **“Add”** button at the bottom of the file upload screen. You can upload multiple files.

3. **Remember to click “Save” at the bottom of your binder after you upload any files or complete any of the Danielson assessments. You will not submit your binder at this time.**

Self-Evaluation Tab

1. To begin the Self-Evaluation, click on the **“Self-Evaluation”** tab at the top of the screen. Review the left side of the screen for any pertinent instructions. From here, click on the **“Select”** button on the right side of the screen next to *Danielson Framework Rubric: 1st Half ST*.
2. Complete the evaluation. You will need to provide a response to all rubric questions marked with an asterisk (*). You can view examples for each Danielson Domain associated with the rubric by clicking on the links on the left side of the page.

Directions for Assessor: As you analyze the candidate's development and other evidence (lesson plans, interviews, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note the "Basic" category is the minimum expectation for a teacher candidate. The "Distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating.

Directions for Candidate: Consider your teaching practice and, for each component of the framework rate your level of performance that best reflects your assessment. Please note the "Basic" category is considered the minimum expectation for a teacher candidate.

Please note that all fields with (*) are mandatory and must be completed in order to submit this evaluation.

Candidate Name: TK20 Student2

Name of Person Completing the Form*

Date Completed

	Distinguished (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)	Score
DOMAIN 1: PLANNING AND PREPARATION (Please do not select NA.) Domain 1 Examples *	<input type="radio"/> 4 The candidate displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The candidate demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The candidate's plans and practice reflect familiarity with a wide range of effective pedagogical	<input type="radio"/> 3 The candidate displays solid knowledge of the important concepts in the discipline and how these relate to one another. The candidate demonstrates accurate understanding of prerequisite relationships among topics. The candidate's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	<input type="radio"/> 2 The candidate is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The candidate indicates some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The candidate's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	<input type="radio"/> 1 In planning and practice, the candidate makes content errors or does not correct errors made by students. The candidate displays little understanding of prerequisite knowledge important to student learning of the content. The candidate displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	<input type="text"/>

Domain 1 Comments:

Rubric Mean:

3. For all of the Domains, you will be provided with a space to enter any comments. Comment fields are optional. Type directly into the space provided.
4. When you are finished, scroll to the bottom and click the green **“Add”** button. **Remember to click “Save” at the bottom of your binder after you upload any files or complete any of the Danielson assessments. You will not submit your binder at this time.**

Danielson Framework Domain 4 Evidence Tab

1. On this tab, you will access the Tk20 template to submit evidence for Danielson components 4a, 4b, 4c, 4d, 4e, and 4f. Click on the “Danielson Framework Domain 4 Evidence” tab. Then, click the “Select” button on the right side of the page.

The screenshot shows the top navigation bar with the title "AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF". Below the navigation bar are tabs for "AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF", "SLO/Candidate Impact", "Unit Plan/Lesson Plans", "Self-Evaluation", and "Domain 4 Evidence". The "Domain 4 Evidence" tab is selected. Below the tabs are sub-tabs for "Candidate Signature Page (PDE-430)", "Assessment", and "Feedback". The main content area is divided into two columns. The left column contains "INSTRUCTIONS" with detailed directions for the candidate and the university supervisor/mentor teacher. The right column contains "ATTACHMENT(S):" with a table listing "Danielson Framework - Domain 4 Evidence (Fall 2018): ST:" and a "Select" button. A red arrow points to the "Select" button. At the bottom right of the page are "Submit", "Save", and "Close" buttons.

2. Complete each component by adding your reflection(s) into the spaces provided. You will need to click the **Select Files** button under each component to upload a file to support your reflections.

It is your responsibility, as the Teacher Candidate, to provide evidence of meeting the expectations of Domain Four and its components (4a, 4b, 4c, 4d, 4e, and 4f) before the completion of student teaching. Evidence will be in the form of a written reflection as you review the expectations listed below and outlined in the Danielson Framework. It is encouraged, but not required, that you upload artifacts, if appropriate, to support your reflective narratives. University Supervisors will rate each item below using the criteria outlined in the Danielson Framework Domain 4 only.

It is suggested, once you have sufficient and appropriate information, that you begin writing your reflective narratives for each component below. The prompts are in both your first and second half student teaching binders. [Please write your narrative and upload any supporting documentation in the appropriate half.](#)

4a: Reflecting on Teaching

Teachers reflect on their practice through a self-analysis, examine student informal and formal outcome data, and conversations with others (parents, student, colleagues). To complete this task, you should consider your experience during student teaching on having a positive impact on student learning, developing a positive relationship with colleagues, parents, etc.

Although not required, you can use the following prompts as a guide as you write your narrative:

- What were some challenges in developing positive relationships with students, families, and colleagues? How did you overcome those challenges? What will you do differently to improve in this area?
- What would you do differently when planning learning experiences (lesson plans, interventions, etc.) to support student learning outcomes?

Either enter supporting text here or upload a file.

Upload file to support 4a: Reflecting on Teaching

+ Select File(s)

Drag and drop files here

3. When you are finished, scroll to the bottom and click “Add.” Remember to save your binder after adding your evidence.

Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs

1. On this tab, you will be signing a digital form to indicate that you have read both your University Supervisor's and Mentor Teacher's evaluations. To do this, click on the **"Assessment"** tab at the top of the binder. Then, click on the blue links next to your Mentor Teacher's and University Supervisor's names. Your University Supervisor will have submitted an assessment for the Danielson Framework Rubric 1st Half as well as the SLO Process Rubric. Your Mentor Teacher will submit an evaluation for the Danielson Framework Rubric First Half. You can print any of these assessments by clicking on the blue **"Print-Friendly View"** link on the top right of any evaluation. Please be sure to use either Google Chrome or Mozilla Firefox for best results.

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF | SLO/Candidate Impact | Unit Plan/Lesson Plans | Self-Evaluation | Domain 4 Evidence

Candidate Signature Page (PDE-430) | **Assessment** | Feedback

Field Experience Forms	Role	Committee Member
Danielson Framework (FE) Rubric: 1st Half ST SLO Process Rubric (Fall 2018): Rubric	Faculty	Faculty, TK20
	Faculty	Faculty 2, Tk20
Danielson Framework (FE) Rubric: 1st Half ST	Cooperating Teacher	Coop, TK20

Submit Save Close

2. After you have reviewed your assessors' evaluations and comments, you will need to complete the **Candidate Signature Page**. Click on the **"Candidate Signature Page (PDE-430)"** tab at the top of your binder. Then, click on the **"Select"** button on the right side of the page.

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF | SLO/Candidate Impact | Unit Plan/Lesson Plans | Self-Evaluation | Domain 4 Evidence

Candidate Signature Page (PDE-430) | Assessment | Feedback

INSTRUCTIONS

Directions for Candidate: Click on the **"Assessment"** tab to review your evaluations. Next, click on the **"Select"** button to open this form. Complete this form to verify that you have reviewed your evaluations. When you have completed the form, click the **"Add"** button. Click on the green **"Submit"** button to submit your binder. Select each tab and then click the green **"Submit"** button again. Next, click **"OK"**.

Directions for University Supervisors: All candidates MUST complete the Candidate Signature Page (PDE-430). Please review to ensure that the candidate has completed this form before the end of the first half of student teaching. Once you have completed ALL assessments and verified that the candidate has completed the Candidate Signature Page (PDE-430), click the **"Submit"** button.

ATTACHMENT(S):

Candidate Signature Mid-Term: PDE-430:
Not Submitted

Submit Save Close

3. Complete the form by entering your name and date. Then, click **"Add."**

- Once you have added this form, and are certain that you have completed all requirements of the binder, scroll to the bottom of the binder and click the green **“Submit”** button.




- Click on the checkbox for each tab to confirm your submission of your binder. Then, click **“Submit”** again.

Select the attachment(s) you would like to submit: ×

AUG 22 2018 - TEST DANIELSON STUDENT TEACHING BINDER - FIRST HALF

- SLO/Candidate Impact
- Unit Plan/Lesson Plans
- Self-Evaluation (Incomplete)
- Domain 4 Evidence
- Candidate Signature Page (PDE-430) (Incomplete)

 Submit [Cancel](#)

DANIELSON STUDENT TEACHING FIELD EXPERIENCE BINDER- SECOND HALF

1. You will follow a similar process for accessing your second half student teaching binder. Click on the **“Field Experience”** tab. Then, select your **Danielson Student Teaching Binder- Second Half** from the list.

The screenshot shows a web interface for the Danielson Student Teaching Binder. At the top, there is a header bar with the text "AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF". Below this is a navigation menu with several tabs: "AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF" (highlighted in purple), "SLO/Candidate Impact (if applicable)", "Unit Plan/Lesson Plans (if applicable)", "Self-Evaluation", "Domain 4 Evidence", "Candidate Signature Page (PDE-430)", "Assessment", and "Feedback". Below the navigation menu, there is a section for "Field Experience Name:" with the value "AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF". Below that is a "Description:" field with the text "The purpose of this student teaching binder is for the candidate to document evidence of knowledge, skills, and abilities reflective of a novice teacher."

2. Like the first half binder, the second half binder will have a number of tabs which will indicate various requirements:
 - **SLO/ Candidate Impact (If applicable)** – This section should be completed if applicable
 - **Unit Plan/ Lesson Plans (if applicable)**- This section should be completed if applicable
 - **Self-Evaluation**- You will complete the **Danielson Framework** self-assessment in this
 - **Domain 4 Evidence**- Here you have the option to provide evidence of meeting the expectations of Danielson Framework components 4a, 4b, 4c, 4d, 4e, and 4f. Evidence will be in the form of a written reflection on the provided template for each of the components as well as a place to upload supporting documentation.
 - **Candidate Signature Page**- This is where you will complete a form indicating that you have reviewed your University Supervisor and Mentor Teacher Evaluations for the second half.

Self-Evaluation Tab

1. Click on the “Self-Evaluation” tab. Make sure to review the instructions on the left side of the screen. Then, click on the “Select” button.

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF SLO/Candidate Impact (if applicable) Unit Plan/Lesson Plans (if applicable) **Self-Evaluation**

Domain 4 Evidence Candidate Signature Page (PDE-430) Assessment Feedback

INSTRUCTIONS

Directions for Candidate: Consider your teaching practice and, for each component of the framework, rate your level of performance that best reflects your assessment. Please note that "basic" category is considered the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. The category is included to illustrate teacher candidate expectations for practicing teachers in the Commonwealth. It is not reasonable to expect a teacher candidate to maintain this level of excellence during the capstone/student teaching experience. Click the "Select" button to the right to open the evaluation. Please note that ALL rubric fields are mandatory. When you have completed the evaluation, click the "Add" button. Click on the "Save" button. **DO NOT CLICK "SUBMIT" UNTIL YOU HAVE COMPLETED ALL OF THE ASSIGNMENTS IN THIS BINDER.**

Directions for University Supervisor: As you analyze the candidate's development and other evidence (lesson plans, interview, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note that "basic" category is the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. To begin the evaluation, click on the "Danielson Framework Rubric: 2nd Half ST" link to the right. Please note that ALL rubric fields are mandatory. When you have completed the evaluation, click the "Complete" button.

Directions for Mentor Teacher: As you analyze the candidate's development and other evidence (lesson plans, interview, teaching observations, etc.), rate the candidate's level of performance at this stage of the student teaching experience. Please note that "basic" category is the minimum expectation for a teacher candidate. The "distinguished" category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. To begin the evaluation, click on the "Danielson Framework Rubric: 2nd Half ST" link to the right. Please note that ALL rubric fields are mandatory. When you have completed the evaluation, click the "Complete" button. Next, click the "Submit" button.

ATTACHMENT(S):

Danielson Framework (FE) Rubric: 2nd Half 5:

2. Complete the rubrics for each Domain. When you are finished, scroll to the bottom and click “Add.” Reminder: you should always save your binder after you complete each tab.

regulations, taking a leadership role with colleagues.

Rubric Score:

Rubric Mean:

Domain 4 Comments:

THIS SECTION IS FOR ADMINISTRATIVE PURPOSES ONLY - DO NOT ENTER A GRADE BELOW

TOTAL

GRADE

Total Score:

Total Mean: 0.0

Attached Documents:

Danielson Framework Domain 4 Evidence Tab

1. On this tab, you will access the Tk20 template to submit evidence for Danielson components 4a, 4b, 4c, 4d, 4e, and 4f. Click on the “Danielson Framework Domain 4 Evidence” tab. Then, click the “Select” button on the right side of the page.

The screenshot shows a web interface for the Danielson Framework Domain 4 Evidence tab. At the top, there is a navigation bar with tabs for "Domain 4 Evidence", "Candidate Signature Page (PDE-430)", "Assessment", and "Feedback". The "Domain 4 Evidence" tab is selected. Below the navigation bar, there are instructions for the candidate and the university supervisor/mentor teacher. On the right side, there is an "ATTACHMENT(S)" section with a "Select" button highlighted by a red box. At the bottom right, there are "Submit", "Save", and "Close" buttons.

2. Complete each component by adding your reflection(s) into the spaces provided. You will need to click the **Select Files** button under each component to upload a file to support your reflections.

It is your responsibility, as the Teacher Candidate, to provide evidence of meeting the expectations of Domain Four and its components (4a, 4b, 4c, 4d, 4e, and 4f) before the completion of student teaching. Evidence will be in the form of a written reflection as you review the expectations listed below and outlined in the Danielson Framework. It is encouraged, but not required, that you upload artifacts, if appropriate, to support your reflective narratives. University Supervisors will rate each item below using the criteria outlined in the Danielson Framework Domain 4 only.

It is suggested, once you have sufficient and appropriate information, that you begin writing your reflective narratives for each component below. The prompts are in both your first and second half student teaching binders. [Please write your narrative and upload any supporting documentation in the appropriate half.](#)

4a: Reflecting on Teaching

Teachers reflect on their practice through a self-analysis, examine student informal and formal outcome data, and conversations with others (parents, student, colleagues). To complete this task, you should consider your experience during student teaching on having a positive impact on student learning, developing a positive relationship with colleagues, parents, etc.

Although not required, you can use the following prompts as a guide as you write your narrative:

- What were some challenges in developing positive relationships with students, families, and colleagues? How did you overcome those challenges? What will you do differently to improve in this area?
- What would you do differently when planning learning experiences (lesson plans, interventions, etc.) to support student learning outcomes?

Either enter supporting text here or upload a file.

Upload file to support 4a: Reflecting on Teaching

+ Select File(s)

Drag and drop files here

3. When you are finished, scroll to the bottom and click “Add.” Remember to save your binder after adding your evidence.

Candidate Signature Page/ University Supervisor and Mentor Teacher Assessment Tabs

1. On this tab, you will be signing a digital form to indicate that you have read both your University Supervisor's and Mentor Teacher's evaluations. To do this, click on the **"Assessment"** tab at the top of the binder. Then, click on the blue links next to your Mentor Teacher and University Supervisor's names. Both your University Supervisor and Mentor Teacher will have submitted an assessment for the Danielson Framework Rubric 2nd Half.

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF | SLO/Candidate Impact (if applicable) | Unit Plan/Lesson Plans (if applicable) | Self-Evaluation

Domain 4 Evidence | Candidate Signature Page (PDE-430) | **Assessment** | Feedback

Field Experience Forms	Role	Committee Member
	Faculty	Faculty, TK20
Danielson Framework Summary (ST): 2nd Half ST SLO Process Rubric (Fall 2018): Rubric	Faculty	Faculty 2, Tk20
Danielson Framework (FE) Rubric: 2nd Half ST	Cooperating Teacher	Coop, TK20

Submit Save Close

2. After you have reviewed your assessors' rubrics and comments, you will need to submit the **Candidate Signature Page**. Click on the **"Candidate Signature Page"** tab at the top of your binder. Then, click on the **"Select"** button on the right side of the page.

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF | SLO/Candidate Impact (if applicable) | Unit Plan/Lesson Plans (if applicable) | Self-Evaluation

Domain 4 Evidence | **Candidate Signature Page (PDE-430)** | Assessment | Feedback

INSTRUCTIONS

The Danielson Framework and SLO Process rubric scores are used to determine the candidate's Final Performance Rating. These scores are the equivalent of the PDE-430 form.

On the University Supervisor's Danielson Framework Summary evaluation, a rating of Basic (2) in each of the five categories/components of the Performance Scoring Rubric, resulting in a minimum rubric score of 10 and a Final Performance Rating of 10-13.99 (Basic), must be achieved to favorably complete this assessment.

Directions for Candidate: Click on the "Assessment" tab to review your evaluations. Next, click on the "Select" button to open this form. Complete this form to verify that you have reviewed your evaluations. When you have completed the form, click the "Add" button. Click on the green "Submit" button to submit your binder. Select each tab and then click the green "Submit" button again. Next, click "OK".

Directions for University Supervisors: All candidates MUST complete the Candidate Signature Page (PDE-430). Please review to ensure that the candidate has completed this form before the end of student teaching. Once you have completed ALL assessments and verified that the candidate has completed the Candidate Signature Page (PDE-430), click the "Submit" button.

ATTACHMENT(S):

Candidate Signature Final: PDE-430:

Submit Save Close

3. Complete the form by entering your name and date. Then, click **"Add."**

- Once you have added this form, and are certain that you have submitted all requirements of this binder, scroll to the bottom of the binder and click the green **“Submit”** button.



- Click on the checkbox for each tab to confirm your submission of your binder. Then, click **“Submit”** again.

Select the attachment(s) you would like to submit: ×

AUG 22 2018 TEST DANIELSON STUDENT TEACHING BINDER - SECOND HALF


- SLO/Candidate Impact (if applicable)
- Unit Plan/Lesson Plans (if applicable)
- Self-Evaluation (Incomplete)
- Domain 4 Evidence
- Candidate Signature Page (PDE-430) (Incomplete)

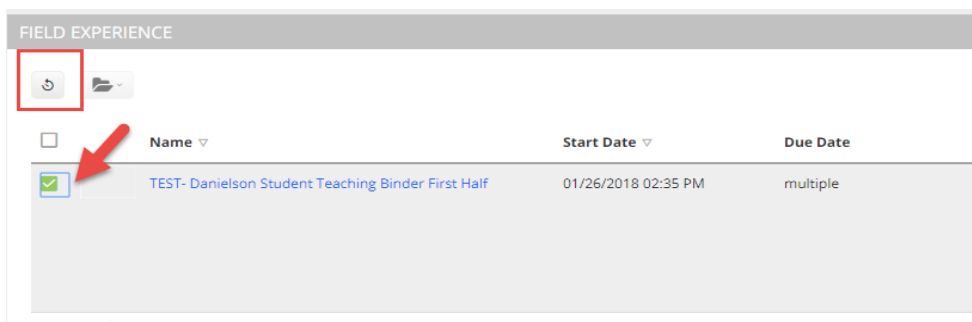



Submit [Cancel](#)

RECALL SUBMISSION OF FIELD EXPERIENCE BINDER

If you submitted your field experience binder and neither your University Supervisor nor Mentor Teacher started their portion of the evaluation, you can recall (rescind) the binder to make edits.

1. From within TK20, click on the **“Field Experience”** tab on the left side of the page.
2. Place a checkmark next to the field experience binder you want to edit, then click on the  **Recall** icon.



- a. You will be asked which tab you wish to recall. Click on the checkbox next to the tab and then click **“Recall.”**
3. A red flag  will appear to the left of the binder name to indicate that it is open for editing. Click on the evaluation and make any necessary changes.
 4. Click on the blue link for the form that you wish to change. **Do not click on the minus sign (-) next to the link as this will clear out all of the contents within the form.**

INSTRUCTIONS

Directions for Candidate: Consider your teaching practice and, for each component of the framework, rate your level of performance that best reflects your assessment. Please note that “basic” category is considered the minimum expectation for a teacher candidate. The “distinguished” category is only used in very rare cases (potentially Domain 1) for candidates who may have demonstrated significant evidence to warrant this rating. The category is included to illustrate teacher candidate expectations for practicing teachers in the Commonwealth. It is not reasonable to expect a teacher candidate to maintain this level of excellence during the capstone/student teaching experience. Click the “Select” button to the right to

ATTACHMENT(S):

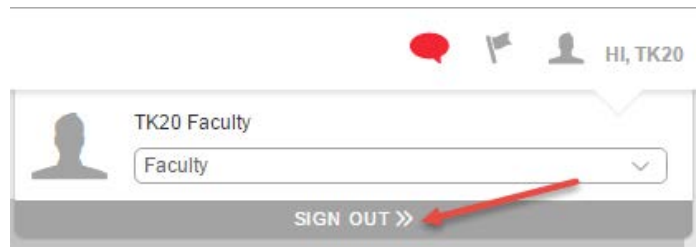
Danielson Framework Rubric: 1st Half ST:

 [Danielson Framework Rubric: 1st Half ST 3](#)
Not Submitted

Note: If assessment of your field experience binder has already begun, you will receive a message indicating that you cannot recall the binder. In this case, you will need to contact your instructor or the WCU TK20 office to see if it is possible to reopen your field experience binder for editing.

LOG OUT OF TK20

1. Click on your name in the upper right corner of the page.
2. Click **“Sign out”**.



FREQUENTLY ASKED QUESTIONS

- 1) Who needs a Tk20 account?
 - a) Effective August 1, 2018, all College of Education and Social Work programs that are accredited by a professional agency (CAEP, CSWE and CACREP) who do not already have an active paid account, are required to subscribe to Tk20 by Watermark. Accounts are accessible for 7 years after date of purchase. This includes graduate and undergraduate programs that lead to licensure/certification, endorsement, and certificate.

- 2) I forgot my password. What do I do?
 - a) Your password is the same password that you use to access MyWCU and D2L. If you forgot your password, contact the IT Help Desk at 610-436-3350 or help@wcupa.edu.

- 3) How do I know if I already have a Tk20 account?
 - a) If you try to log into Tk20 and receive a message that your account is not activated, you will need to purchase a Tk20 account.

- 4) How much does Tk20 by Watermark cost?
 - a) Students can purchase a Tk20 by Watermark account for \$103 (\$100 + \$3 processing fee) via credit card or money order/cashier's check.

- 5) How do I purchase a Tk20 account?
 - a) You can purchase a Tk20 account online via credit card or money order/cashier's check at wcupa.tk20.com. If you need to utilize financial aid for your purchase, please contact Steve Manella (smannella@wcupa.edu) or Erica Considine (econsidine@wcupa.edu) at the WCU Campus Bookstore for assistance.

- 6) What is the refund policy?
 - a) Only accounts that have been totally unused are eligible for a refund (this includes even logging in to your account). If you have a completely unused account, a full refund will be issued within 30 days of purchase; a 50% refund will be issued between 31 days – 6 months of purchase, no refunds will be issued after 6 months. If you need assistance with a refund, contact the WCU Tk20 Office at 610-436-2085 or tk20@wcupa.edu.

- 7) What happens if I do not have a Tk20 account?
 - a) If you are enrolled in a course that requires Tk20, and you do not have an account, you may be dropped from your courses.

- 8) How do I know that my account has been activated?
 - a) You will receive an email confirmation from studentac@watermarkinsights.com once your account has been activated. Please allow 2 – 3 business days for account activation.

- 9) What if I don't get an email confirmation after I purchase my Tk20 account?
- a) After purchase, please allow 2 – 3 business days for account activation. If you do not receive an email within 2 – 3 business days of activation request, first check your Junk and/or SPAM email folders. If you still need assistance, contact tk20@wcupa.edu or 610-436-2085.
- 10) I see a link to Tk20 Homepage in my D2L course. Does this mean that I already have an account?
- a) If a course requires Tk20, a link to the Tk20 Homepage will be added to your D2L course. If you have an account, the link will take you directly to the Tk20 homepage. If you do not have an account, you will receive an error message.
- 11) Is Tk20 available on both PCs and MAC?
- a) Tk20 can be accessed from either a PC or a MAC.
- 12) How can I recall an assignment submission?
- a) You can only recall an item that has been submitted and not yet assessed by your instructor. If your instructor has already started to assess your submission, please contact your instructor to reopen your assignment for editing. If you need additional assistance, please contact WCU TK20 at Tk20@wcupa.edu or 610-436-2085.
- 13) I'm having trouble submitting my work in Tk20.
- a) Check your browser. TK20 recommends that you access the system via Google Chrome or Safari browsers. **Do not use Internet Explorer.** Check to make sure that your browser is up to date.
 - b) Check to make sure that your internet browser is set to "Accept" or "Allow" Third Party Cookies. This is usually done in the preferences or security settings of your internet browser.
 - c) DO NOT use the browser back button. Instead, navigate using the tabs and menus within TK20.
 - d) DO NOT sign into TK20 in multiple tabs or windows.
 - e) If you are uploading a file, make sure that the file name does not include special characters such as (', ", &, *, ?).