

Student Teaching Binder Tutorial for Student Teachers

1. Login to <https://tk20.jmu.edu/> with your eID and JMU password. Use the same username and password that you use with MyMadison and Canvas.
2. Click on Field Experience (a) and then your binder (b)

Tk20 { JAMES MADISON UNIVERSITY

	Name ▾	Start Date ▾	Due Date
<input type="checkbox"/>	Student Teaching Binder 2017 Block 1	08/29/2017 03:30 PM	01/01/2020 01:00 A

3. Click on Block Organizer (c), read the instructions, then click Select (d)

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | **Block Organizer** | Activity Log | Feedback on Placement

Feedback for University Supervisor | Check Out List | Self-Assessment | Assessment | Feedback

INSTRUCTIONS

Complete this section first. Refer to the steps below to complete the Block Organizer section of the Field Experience Binder. You will be doing similar actions for the remaining tabs of this Student Teaching Field Experience Binder.

ATTACHMENT(S):

STUDENT TEACHING BLOCK ORGANIZER: Not Submitted

4. Read the instructions, fill out the required items (marked with an *) and click the Add button (e) when finished.

How we will know our students are learning:*



Fill out all sections with an *

Attached Documents:

+ Select File(s)

Drag and drop files here

e



Add

Cancel

Important: To save your work you must click the Save button located at the bottom of your screen before leaving your binder.



Submit Save Close

5. Use the activity log to plan out each week before it starts. Click on Activity Log (f), read the instructions, then click Select (g).

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1	Block Organizer	Activity Log f	Feedback on Placement
Feedback for University Supervisor	Check Out List	Self-Assessment	Assessment
Feedback			

INSTRUCTIONS

Complete a Student Teaching Activity Log and a Student Teaching Reflection Form at the end of each week of your placement. Activity logs detail your hours from the prior week and your expected teaching times for the next week. Reflection forms contain your reflections from the past week's activities.

ATTACHMENT(S):

STUDENT TEACHING ACTIVITY LOG:

Select g

+ Add Reflection

Not Submitted

6. Read the instructions on the form, fill out all required items marked with an *, and click Add when finished.

- Use the reflection form at the end of each week to reflect upon the week's activities. Click on the Add Reflection link (h), write your reflection, and click Add when finished.

INSTRUCTIONS

Complete a *Student Teaching Activity Log* and a *Student Teaching Reflection Form* at the end of each week of your placement. Activity logs detail your hours from the prior week and your expected teaching times for the next week. Reflection forms contain your reflections from the past week's activities.

ATTACHMENT(S):


STUDENT TEACHING ACTIVITY LOG:  [STUDENT TEACHING ACTIVITY LOG WEEK 1](#)
 [Add Reflection](#)
 Not Submitted



Tip: To create a backup of your reflections, use MS Word to write your reflection and then paste it into the text box.

- Your cooperating teacher will provide feedback at the end of each week. To view, click Assessment (i) then click Weekly Feedback by Cooperating Teacher (j).


STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1	Block Organizer	Activity Log	Feedback on Placement	
Feedback for University Supervisor	Check Out List	Self-Assessment	Assessment	Feedback

Field Experience Forms	Role	Committee Member
Weekly Feedback by Cooperating Teacher (8 week) MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE	Cooperating Teacher	
FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE	Faculty	

- When you reach the midpoint of your placement, your cooperating teacher and supervisor will each complete a mid-block evaluation of your performance. To view, click Assessment (i) then click MID BLOCK – PROFILE OF STUDENT TEACHING PERFORMANCE (k).

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1	Block Organizer	Activity Log	Feedback on Placement	
Feedback for University Supervisor	Check Out List	Self-Assessment	Assessment	Feedback

Field Experience Forms	Role	Committee Member
Weekly Feedback by Cooperating Teacher (8 week) MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE	Cooperating Teacher	
FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE	Faculty	

- At the end of the placement you will complete the Self-Assessment. Click on Self-Assessment (l) then click Select (m). Fill out the form and click Add when finished.

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | Feedback on Placement

Feedback for University Supervisor | Check Out List | **Self-Assessment** | Assessment | Feedback

INSTRUCTIONS

Complete the Self-Assessment of Professional Dispositions AND Self-Assessment of Professional Performance

ATTACHMENT(S):

Self-Assessment of Professional Performance: ^m
Not Submitted

11. Your cooperating teacher and supervisor will also complete a final assessment at the end of the placement. To view, click Assessment (i) then click FINAL – PROFILE OF STUDENT TEACHING PERFORMANCE (n).

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | Feedback on Placement | ⁱ

Feedback for University Supervisor | Check Out List | Self-Assessment | **Assessment** | Feedback

Field Experience Forms	Role	Committee Member
Weekly Feedback by Cooperating Teacher (8 week) MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE	Cooperating Teacher	
FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE	Faculty	

12. Provide feedback on your placement. Click Feedback on Placement (o) then click Select (p). Read the instructions, fill out the form, and click Add when finished.

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | **Feedback on Placement** | ^o

Feedback for University Supervisor | Check Out List | Self-Assessment | Assessment | Feedback

INSTRUCTIONS

Complete this section at the conclusion of each student teaching block placement.

ATTACHMENT(S):

STUDENT TEACHER FEEDBACK ON PLACEMENT: ^p
Not Submitted

13. Provide feedback for your university supervisor. Click Feedback for University Supervisor (q) then click Select (r). Read the instructions, fill out the form, and click Add when finished.

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | Feedback on Placement

Feedback for University Supervisor | Check Out List | Self-Assessment | Assessment | Feedback

INSTRUCTIONS

Complete this section at the conclusion of each student teaching block placement.

ATTACHMENT(S):

STUDENT TEACHER FEEDBACK FOR UNIVERSITY SUPERVISOR:

Select
Not Submitted

14. Complete the checkout list. Click Check Out List (s) then click Select (t). Read the instructions, fill out the form, and click Add when finished.

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | Feedback on Placement

Feedback for University Supervisor | Check Out List | Self-Assessment | Assessment | Feedback

INSTRUCTIONS

Complete a STUDENT TEACHING SIGN-OUT LIST artifact checking off all the required elements indicating that you have returned all items at the conclusion of your student teaching experience. Meet with your

ATTACHMENT(S):

STUDENT TEACHING CHECK-OUT LIST:

Select
Not Submitted

15. After completing all of the steps above, click the Submit button (u). If any part of the binder is incomplete you will receive an error message. If this happens, re-visit each tab and check that each section is complete. Help and Support Technical Tk20 questions tk20@jmu.edu Placement questions teacher-ed@jmu.edu

STUDENT TEACHING BINDER 2017 BLOCK 1

Student Teaching Binder 2017 Block 1 | Block Organizer | Activity Log | Feedback on Placement

Feedback for University Supervisor | Check Out List | Self-Assessment | Assessment | Feedback

INSTRUCTIONS

Complete a STUDENT TEACHING SIGN-OUT LIST artifact checking off all the required elements indicating that you have returned all items at the conclusion of your student teaching experience. Meet with your Cooperating Teaching to verify that all is complete on this form. Enter the date and time of this meeting on the form and attach the saved artifact to this section of the field experience binder.

Make sure you **SAVE** this field experience binder! If you exit out of the binder without saving it, the artifact you created and the binder changes will be lost.

After you have completed all of the sections in this Student Teaching binder, you can click the **COMPLETE** button as the final step for this field experience binder.

ATTACHMENT(S):

STUDENT TEACHING CHECK-OUT LIST:

Select
Not Submitted

ADDITIONAL ATTACHMENTS (OPTIONAL):

Additional Attachment:

Select

Submit Save Close