

## Student Teaching Binder Tutorial for University Supervisors

1. Login to <http://tk20.jmu.edu> with your eID and JMU password. Use the same username and password that you use with MyMadison. If you recently went through the hiring process with Human Resources it may take up to 2 weeks for your account to be created in Tk20.
2. Click on **Field Experience** (a) and then click the **link to the binder** (b)

The screenshot shows the 'Field Experience Assessments' page. At the top, there are tabs for 'Home' and 'Field Experience'. Below this is a sidebar with 'Field Experience' and 'Assessments' (Students | Assess). The main content area has two tabs: 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. Under 'Current Field Experience Assessments', there is a section for 'Assessments' with a sub-section for 'Pending Assessments'. A table lists pending assessments with columns: Student, Name, Term, Course Number, Section Title, Instructor, Sent By, and Status. One entry is visible: 'student, test' for 'Student Teaching Binder 2015- Test' in 'Spring 2015' for 'STCH TEST' section 'Student Teaching Section used for Testing', sent by 'John Vaughan' with a status of 'Open For Editing'. A red arrow labeled 'a' points to the 'Field Experience' tab, and a red arrow labeled 'b' points to the 'student, test' link in the table.

3. Read your student teacher's block organizer. Click the **Block Organizer** tab (c) then click the **link to the organizer** (d).

The screenshot shows the 'Block Organizer' tab. At the top, there are tabs for 'Student Teaching Binder 2015- Test' and 'Block Organizer'. Below this is a section with instructions for completing the Block Organizer section. The instructions include:
 

1. Meet with your Cooperating Teacher to discuss each of the sections in this form. These include:
  - o Special scheduling concerns
  - o Important school /student testing dates
  - o Specific curriculum topics/units to be covered, critical SOLs to be taught
  - o Student Information - this section includes specific student information. Include only numerals/numbers in this section.
  - o Evaluation - how will we know students are learning.
2. Create an artifact using the template called "STUDENT TEACHING BLOCK ORGANIZER" and provide all information regarding your student teaching placement setting that you discussed with your Cooperating Teacher.
  - o Click on the "click here to attach" link below. A dialog box will appear to help you create a new artifact [or attach an existing artifact that you already created].
  - o Click the "Continue" button to create your new artifact using this template.
  - o Drag the window larger by using your mouse on the lower right corner of the window to re-size it to more easily see the form.
  - o Give this artifact a title that you will remember if you want to modify it later.
  - o Complete ALL the sections of the form - you cannot save the artifact without completing all the sections.
  - o **Note:** You can more easily format your text in the large text boxes by clicking on the "Rich formatting" link to open up formatting tools. (This will work with most browsers - Firefox is recommended)
3. Save this artifact and it will be attached to your binder.
4. IMPORTANT: **SAVE** the field experience binder also. **If you exit out of the binder without saving it, the artifact you created and the binder changes will be lost.**

 A note below states: "NOTE: You can modify your artifact later after you attached it to the binder by going to the "Artifacts" tab and open the artifact that you created, modify the contents, and save it. These changes will automatically be changed on the artifact that you attached to the binder."
   
 Below the instructions is a section for 'Block Organizer >' with an 'Attachments' table. The table has columns: Name, Status, Type, Standard, and Reflection. One entry is visible: 'STUDENT TEACHING BLOCK ORGANIZER - Block 3' with a status of 'Not Submitted' and a type of 'STUDENT TEACHING BLOCK ORGANIZER'. A red arrow labeled 'c' points to the 'Block Organizer' tab, and a red arrow labeled 'd' points to the 'STUDENT TEACHING BLOCK ORGANIZER - Block 3' link in the table. On the right side of the screenshot, there is a sidebar with 'Field Experience Forms' and a list of forms including 'Weekly Feedback by Cooperating Teacher (8 week)', 'MID BLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE', and 'FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE'.

4. Under the **Activity Log** tab (e) your student teacher will complete an **Activity Log** (f) before the start of each week and a **Reflection** (g) at the end of each week.

Before **each** week complete the STUDENT TEACHING ACTIVITY LOG using similar steps that are used in the Block Organizer section for creating and saving an artifact. (Give this artifact a descriptive title so you will remember what week this artifact refers to.) Make sure that you complete all the sections of the template in order to save this artifact. You will complete an activity log for each week of the block placement.

Also complete a Student Teaching Reflection Form at the conclusion of the week. This form is for your reflections on the week's activities. Click on the "Student Teaching Reflection Form" link to open up a window to enter your reflections. Saving this form automatically attaches this to your binder. You can click on this link to update it after you have saved it.

Lesson plans can be attached by clicking on the Documents tab at the top of the STUDENT TEACHING ACTIVITY LOG. Choose "Add New." TK20 will then ask you to browse for the document you want to attach. Once you find the document, attach it, provide a descriptive title (include your last name) and choose UPLOAD. On the next screen select SAVE if prompted.

**(Attn: PHETE students -** Prior to submitting your Student Teaching Reflection Form at the conclusion of the week, please attach the lesson plan that you **created** and **implemented** this past week.)

**Activity Log >**

Attachments				
Name	Status	Type	Standard	Reflection
<a href="#">STUDENT TEACHING ACTIVITY LOG - Block 3 - Week 1</a>	Not Submitted	STUDENT TEACHING ACTIVITY LOG		<a href="#">Student Teaching Reflection Form</a>

- Each week the cooperating teacher will provide feedback for your student teacher. To view, click **Field Experience Forms** (h) and then click **Weekly Feedback by Cooperating Teacher** (i).

- When you reach the midpoint of the placement, you and the cooperating teacher will each complete a mid-block evaluation of your student teacher's performance. To complete, click **Field Experience Forms** (h) then click **MID BLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE** (j).

**Important:** To save your work you must click the Save button (m) before leaving the binder.

- At the end of the placement you will evaluate your student teacher's performance again. To complete, click **Field Experience Forms** (h) then click **FINAL – PROFILE OF STUDENT TEACHING PERFORMANCE** (k).
- The Check Out List is to be completed by the cooperating teacher and student teacher. To view, click the **Check Out List** tab (o), then click the **link to the document** (p).

Student Teaching Binder 2015- Test   Block Organizer   Activity Log   Check Out List

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.

Check Out List >

Name	Status	Type	Standard	Reflection
<a href="#">STUDENT TEACHING CHECK-OUT LIST - Block 3</a>	Not Submitted	STUDENT TEACHING CHECK-OUT LIST		

- Evaluate the cooperating teacher by clicking **Field Experience Forms** (h) then click **UNIVERSITY SUPERVISOR FEEDBACK ON PLACEMENT** (l).
- After completing all of the steps above, click the **Submit** button (n).

### Help and Support

Technical Tk20 questions [tk20@jmu.edu](mailto:tk20@jmu.edu)

Placement questions [teacher-ed@jmu.edu](mailto:teacher-ed@jmu.edu)