



## How-to Guide: Making Field Placements

### Purpose

This guide is a step by step set of instructions to assist faculty in the making of manual field placements in Tk20. Placing students in Tk20 is a prerequisite for sending field experience binders and must be done before a student can be sent a binder. Note that this how to guide only covers using preconfigured placement templates. Creating placement templates is a separate administrative task that must already be completed before making a placement.

This guide is a draft and may contain mistakes or steps that are not clear. Please let us know if you are not able to generate a report using these steps. Please report any mistakes to [tk20@columbusstate.edu](mailto:tk20@columbusstate.edu).

### Assumptions

This guide assumes that you have a field experience administrator role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you are placing students who are already enrolled in a course that has a field experience component and is eligible for field placement. Finally, it assumes that you are using a placement template that has already be configured and is active and public.

To make a placement, you must have the following information: The student's name (having the 909 number will help), the instructor's name, the course number, the course CRN, the site staff's name, email address, and site information (if a school, including the district and school ID codes).

### Step by Step Instructions

**Step 1:** On the left side menu, click on "FIELD EXPERIENCE," followed by "Field Experience," and then "Placements."

**Step 2:** The default active tab on the Placements screen is "Create New," which is the correct tab to start a new placement. Start by typing the student's name and click on the "Search" button. A list of matching students will appear. Bullet the circle by the student's name and click "Next."

**Step 3:** The next screen will show a list of courses that are eligible for the student's placement. If the correct course does not show up on this screen, then you should stop and check the FAQ for more information. Bullet the circle by the correct course and click "Add Information."

**Step 4:** The “Create New Placements” screen is a split screen. All the student’s advising information displays on the left and the placement information will be entered in on the right. From the dropdown, select the placement template that will be used with the current placement and click “Next.” See the FAQ for questions about which selections to make for specific programs.

**Step 5:** Select the Placement Type and any Grade Levels and Subject/Content Areas that apply. At the bottom of the screen are the available assessor assignments. Click on the “Select” button under each assessor to assign a user to that assessment slot.

Note: Not all assessor slots need to be filled immediately. There are often “spare” slots available for some templates in case an assessor needs to be added later in the semester.

**Step 6:** Faculty assessors must be chosen from available users in the Tk20 system. Use the search field to find a user. Put a bullet in the circle by the user’s name and hit “Select” to assign the user to the assessor slot.

**Step 7:** Site Staff assessors can be chosen from existing site staff users or created from the search screen. First search to see if an existing user has already been placed in the system. Double check by searching several by several different criteria. If the site staff user does not exist, click on the green “Create New Staff” button and create a new user.

- A site staff’s Personal ID Number is the same as their email address. Put their email address into this field.
- Also fill in their first name, last name, and email address. If you do not put their email in the “Email” field (which is not the same as the “Password Confirmation Email”) then the site staff will receive no emails from Tk20 – this is necessary for Tk20 to send assessor emails.
- After filling in the above required fields, scroll down until you see the “Site” field with the green “+” button. Click on the green button and search for the site information. Once the site comes up, put a check in the box next to the site and click the “add” button at the bottom of the screen. If the site is missing, see more information in the FAQ.
- Once the new site user has the required information, click “Create.” This will place the new staff user into the assessment slot.

**Step 8:** Once all the placement information has been filled in and the required assessors have been assigned, click on the green “Finish Placement” button. This will complete the placement. After the placement has been completed, you can send out the field experience binders (covered in a separate guide).

Note: If you find yourself unable to continue with the placement, you often can still click on “Finish Placement” to save your work. To continue with a placement you have previously started, click on the “Edit Existing” tab on the Placements screen (described in step 2 of this guide).

**If you have any problems during the process, check the Q&A below. If you have any technical problems with the system, contact the Tk20 Coordinator: Thomas Dailey @ 706-507-8738 or tk20@columbusstate.edu.**

## Common Questions and Answers

**Question: When I am on the “Associate Course” step of making the placement (step 3 of this guide) the correct course does not show up as a choice.**

There are several reasons the course will not show up as a choice when attempting to associate a course with a placement. First, the student you are attempting to place must be currently enrolled in the course in Tk20. Double check the student’s enrollments to make sure they are in the correct course.

Second, the course must be configured as being eligible for a placement. Courses are configured by course number, not section ID (CRN), so if one section of the course has been made eligible, they all should be. If neither of these things are the problem, contact the system administrator for assistance.

**Question: Which placement template should I choose (step 4 of this guide)?**

Several programs are making use of placement templates. Check for your program below.

The educational leadership program is using the template called “Internship Faculty / Leadership Mentor (Placement + spare).” This template has one faculty assessment slot, one site staff assessment slot, and a spare slot for each. This program uses a placement type of “Leadership Candidate” and selects the content/subject area of “Educational Leadership.”

**Question: I don’t see the site that I want to associate with the new site staff user I am creating (step 7 of this guide). What do I do?**

If the site isn’t available, you’ll need to create it. On the left side menu, click on “FIELD EXPERIENCE,” followed by “Field Experience,” and then “Sites.” Click on the green “Create New Site” button. Make sure to fill in all the information, including the Site ID. If the site is a school. You will use the school ID code found on <https://nces.ed.gov/ccd/schoolsearch/>. If you cannot find the correct district, you’ll also need to create it as well (from the “District” menu item right below “sites). District IDs in Georgia will start with GA and site ID’s will start with the District ID. For example, the District ID for Muscogee County is GA-706 and the Site ID for Carver High School in Muscogee County is GA-706-5052.