



## How-to Guide: Sending Field Experience Binders

### Purpose

This guide is a step by step set of instructions to assist faculty in the sending of field experience binders. Placing students in Tk20 is a prerequisite for sending field experience binders and must be done before a student can be sent a binder (see the How-to Guide: Making Field Placements for specific instructions). Note that this how to guide only covers using preconfigured binder templates. Creating field experience binder templates is a separate administrative task that must already be completed before sending the binder.

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 have already placed students using a course that has a field experience component and is eligible for field placement. Finally, it assumes that you are using a field experience binder 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 course they are already placed in, the course name, number, and CRN, the site staff's name, email address, and site information (if a school, including the district and school codes).

### Step by Step Instructions

**Step 1:** To send a field experience binder, first you need to copy the master field experience binder template into your account.

- Check which templates you have copied by going to view your templates. On the left side menu, click on "FIELD EXPERIENCE," followed by "TEMPLATES." If the template you want to use is there, move on to step 2.
- If the template is not present, click on "FIELD EXPERIENCE," followed by "TEMPLATES LIBRARY." Check the box next to the template you want to use and click on "Copy to My Templates." Be sure to return to your templates and fix the Template Name.

**Step 2:** On the left side menu, click on “FIELD EXPERIENCE,” followed by “FIELD EXPERIENCE,” and then “Field Experience.” This screen has all the binders that have been sent. To send a new binder, click on the green “+ Send” button.

**Step 3:** Bullet the circle next to the field experience binder template you want to use and click the green “Next” button.

**Step 4:** On the Select Course(s) screen, you’ll add all the courses that contain students that you wish to send binders to. If the course you want to use is not already displayed, use the green “+” button to search for courses to add to this screen. Once you return to the Select Course(s) screen, select all of the courses you want to use and click on the green “Next” button.

**Step 5:** Each student eligible for placement in the selected courses will be displayed along with their current placement information and previously sent binders. Use this information to ensure that the students have been set up correctly and are receiving the correct binders. If everything is correct, place a check in the box next to each student and click on the green “Next” button.

**Step 6:** The Review and Finish screen has all the final options before the binder is sent out. When all options have been configured, click on the green “Send” button. All fields with a “\*” on this field are required.

- The “Field Experience Name” field is used to set the display name of the binder that they student will see.
- Release dates will set the date in which supervising faculty or site staff can complete assessments. Before this date, the assessment will show as locked. This is not a due date (assessors are not assigned due dates). Site staff (but not supervising faculty) will also receive an email on the release date containing a link to the assessment that should be completed at that time.
- Due dates for students can be assigned for the entire binder, each tab of the binder, or each attachment that is required for the binder.
- The “Enforce completion before submitting” check box is used if you want to make sure students complete all tabs and attachments before submitting. Do not use this box if you have optional elements in your binder.
- Checking the “Allow submission after due date” will keep you from having to extend the due date for late students and instead will mark the binder as late if a student submits it after the due date.
- Checking the “Allow students to submit after assessment has been submitted” will allow the student and the assessors to work on their binders at the same time. If you are using assessments (like observations) throughout the semester, make sure this box is checked.
- Generally, it is not suggested that you make changes to the send Date/Time or email notification settings under advanced settings. However, you should considering adding

Additional Administrators as having additional people to help manage the binders is usually helpful.

**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](mailto:tk20@columbusstate.edu).**

## Common Questions and Answers

**Question: Which field experience template should I choose (steps 1 & 3 of this guide)?**

Several programs are making use of placement templates. Check with your program coordinator or look below.

The educational leadership program is using the template called “CFL EL MEd Internship” with a separate binder for Intern 1, 2, 3, and Final. Each binder is sent in order for each of the 4 internship courses in the full program. For the add-on (which only has 3 internship courses), the 3<sup>rd</sup> binder is skipped.