

Cooperating Teacher Instructions for Viewing Intern Binders in TK20

You will log into TK20 using the link you were sent via e-mail by the TK20 unit administrator and follow the steps below. If you have questions or difficulty accessing or navigating TK20, please email tk20@una.edu for support.

1. Once you click on the link for your Intern's binder in the e-mail you were sent, you will be taken to the landing page of your intern's binder. You will see the student's binder and submissions on the left of the screen and the assessments you are responsible for on the right of the screen.
2. Click on the name of the rubric you wish to assess listed in blue text in the right side of the split screen. The right side of the split view will refresh and take you to the rubric.
3. Please evaluate the all portions of the rubric. If a criterion cannot be assessed, please select the N/A option.
4. When you are finished with the assessment or if you need to save your work and come back to finish the assessment later, be sure to click the green "Save & Close" button which can be found by scrolling to the bottom of the right side of the screen containing the rubric.
5. Once you have clicked "Save & Close", if you are going to assess another rubric, simply click on it. If you are finished assessing your intern for now, be sure to also click the gray "Close" button in the upper right corner of the screen.
6. Once you have completed all the forms in the binder, be sure to click the green "Submit" button in the upper right corner of the binder. Only click this when you have finished all assessments.
7. Click on your name found in the upper right-hand corner of the screen and select "Sign Out".

IMPORTANT: TK20 should only ever be opened in one window/tab/screen. Opening it in more than once will cause unexpected errors. Always be sure to click sign out when you are done working in TK20. Failing to do so can cause issues the next time you try to use the e-mailed link to your intern's binder.