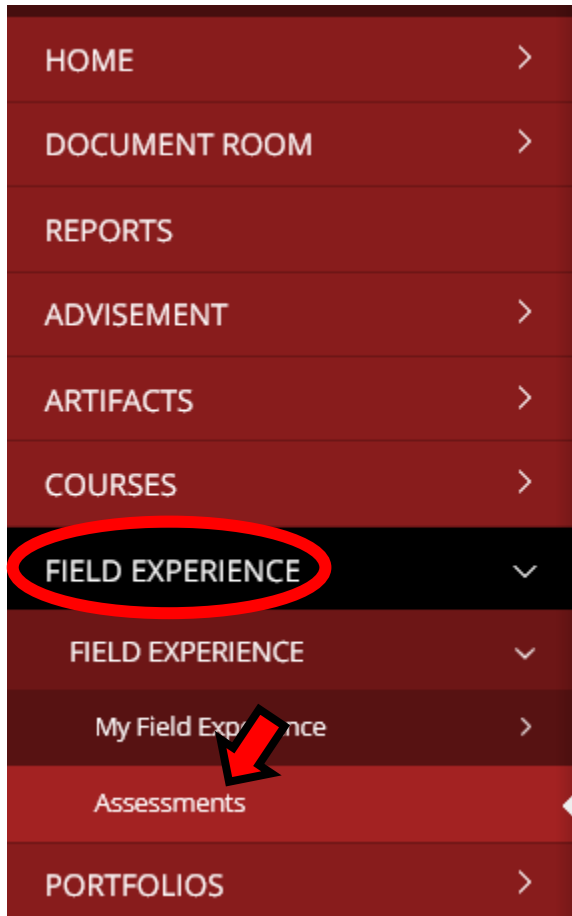


FILLING OUT ASSESSMENTS – FIELD EXPERIENCE

BINDERS

STEP 1: Click on the **Field Experience** tab in the red side bar on the left side of the screen. Then click on the **Assessments** sub tab













STEP 2: On the right side of the screen will be a list of students whose assessments you have been assigned to. Clicking on any of those students' names will take you to their Assessment Page. A student with an assessment to complete will be denoted by a red flag next to their name.

	Student ▲	Name ▼	Term ▼
✓	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
⚑	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
⚑	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
✓	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
⚑	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
⚑	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021
✓	Student Name	ART-ED Student Teaching FEB Spring 2021	Spring 2021

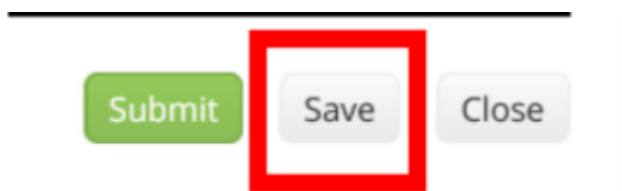
STEP 3: On the left side of the screen is the student’s Tk20 Field Experience Binder. On the right hand are the assessments. The assessments assigned to you have red flags next to them indicating they are incomplete. Click on one of the blue links on the right side of the screen to begin filling out the assessment.

FIELD EXPERIENCE FORMS

Field Experience Form

-  ART Practicum Assessment: Site 1
-  ART Practicum Assessment: Site 2
-  CAP Assessment - Formative v. 1207: Art-ED Site1
-  CAP Assessment - Formative v. 1207: Art-ED Site2
-  CAP Assessment - Summative v. 1207: Art-ED Site1
-  CAP Assessment - Summative v. 1207: Art-ED Site2
-  CAP Observation Form v. 1207: CAP Observation Form 1
-  CAP Observation Form v. 1207: CAP Observation Form 2
-  CAP Observation Form v. 1207: CAP Observation Form 3
-  CAP Observation Form v. 1207: CAP Observation Form 4

STEP 4: Once you are done filling out the Assessment Form, click the **Save & Close** button on the bottom right-hand corner.



Please do not click the **Submit** button, as this will only be used by the program Coordinator once all the completed assessments have been verified.