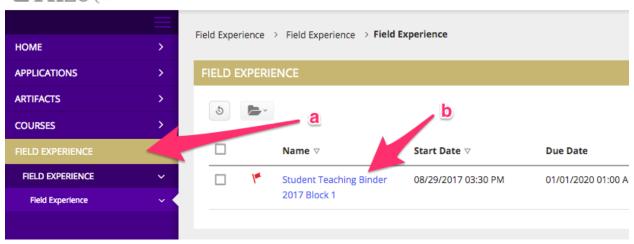
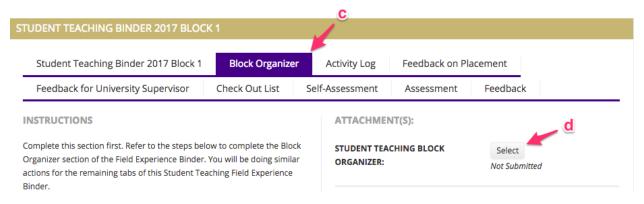
## **Student Teaching Binder Tutorial for Student Teachers**

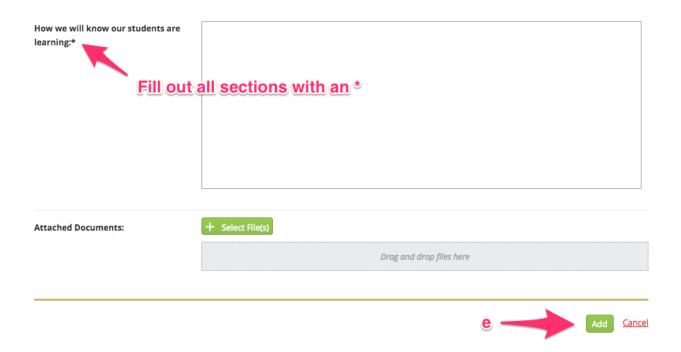
- 1. Login to <a href="https://tk20.jmu.edu/">https://tk20.jmu.edu/</a> with your eID and JMU password. Use the same username and password that you use with MyMadison and Canvas.
- 2. Click on Field Experience (a) and then your binder (b)
- Tk20 { JAMES MADISON UNIVERSITY.



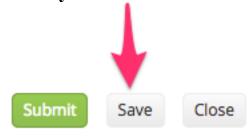
3. Click on Block Organizer (c), read the instructions, then click Select (d)



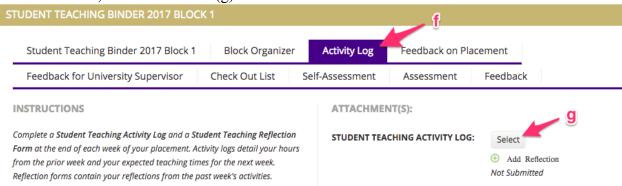
4. Read the instructions, fill out the required items (marked with an \*) and click the Add button (e) when finished.



Important: To save your work you must click the Save button located at the bottom of your screen before leaving your binder.



5. Use the activity log to plan out each week before it starts. Click on Activity Log (f), read the instructions, then click Select (g).



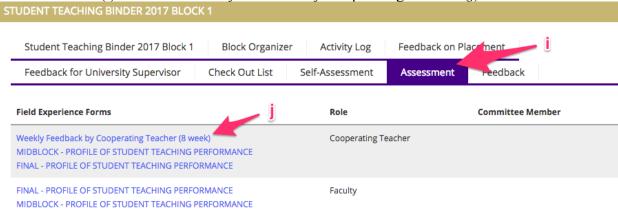
6. Read the instructions on the form, fill out all required items marked with an \*, and click Add when finished.

7. Use the reflection form at the end of each week to reflect upon the week's activities. Click on the Add Reflection link (h), write your reflection, and click Add when finished.

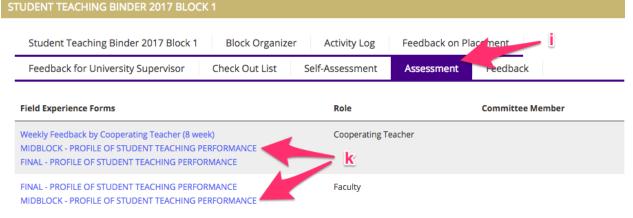


## Tip: To create a backup of your reflections, use MS Word to write your reflection and then paste it into the text box.

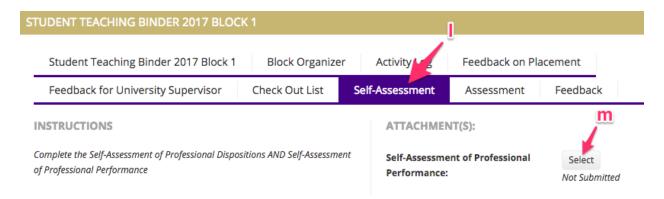
8. Your cooperating teacher will provide feedback at the end of each week. To view, click Assessment (i) then click Weekly Feedback by Cooperating Teacher (j).



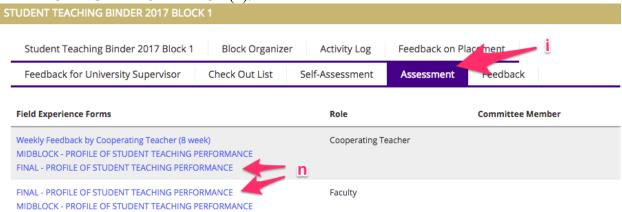
9. When you reach the midpoint of your placement, your cooperating teacher and supervisor will each complete a mid-block evaluation of your performance. To view, click Assessment (i) then click MID BLOCK – PROFILE OF STUDENT TEACHING PERFORMANCE (k).



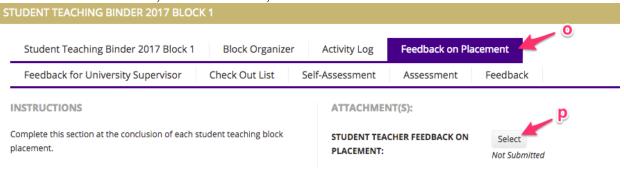
10. At the end of the placement you will complete the Self-Assessment. Click on Self-Assessment (l) then click Select (m). Fill out the form and click Add when finished.



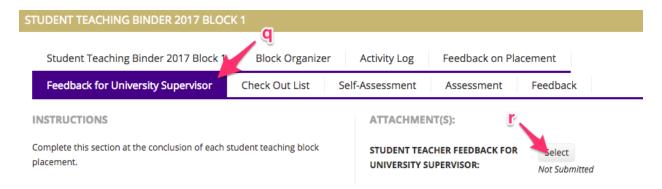
11. Your cooperating teacher and supervisor will also complete a final assessment at the end of the placement. To view, click Assessment (i) then click FINAL – PROFILE OF STUDENT TEACHING PERFORMANCE (n).



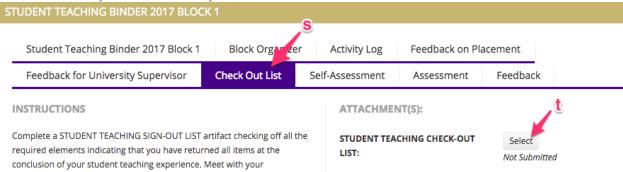
12. Provide feedback on your placement. Click Feedback on Placement (o) then click Select (p). Read the instructions, fill out the form, and click Add when finished.



13. Provide feedback for your university supervisor. Click Feedback for University Supervisor (q) then click Select (r). Read the instructions, fill out the form, and click Add when finished.



14. Complete the checkout list. Click Check Out List (s) then click Select (t). Read the instructions, fill out the form, and click Add when finished.



15. After completing all of the steps above, click the Submit button (u). If any part of the binder is incomplete you will receive an error message. If this happens, re-visit each tab and check that each section is complete. Help and Support Technical Tk20 questions tk20@jmu.edu Placement questions teacher-ed@jmu.edu

