

## Student Instructions for Tk20

### Logging into Tk20

- 1) Tk20 can be accessed in two ways:
  - a. Copy the following url into the address bar:  
<http://upenn.tk20.com/campustoolshighered/shib-login>
  - \*OR\*
  - b. Go to SP2's home page <http://www.sp2.upenn.edu/>.
    - i. Then click "Degree Programs" and select "Master of Social Work."
    - ii. On the left, you will see a vertical menu. Click the tab called "Tk20" (found below "Field Education" and above Resources).
    - iii. On this page, you will see an introductory paragraph about Tk20. Below this, you will see the heading For Student and Faculty Access to Tk20. Click where it says "click here." This will bring you to the log in page.
- 2) Enter your PennKey and Password when prompted to do so.

\*Tip: once you are logged in, do not use the forward/back arrows on the address bar to navigate the site. Instead, follow the steps outlined below to find the pages you need.

### Accessing the Self-Efficacy Survey (to be completed ONLY and not before the end of the semester)

- 1) Once you have logged in, you will see a message on the top right that says:

[Hi, \[Your Name\]](#)

You will see a heading that says Pending Tasks. Click on the title of your most current binder, which appears in blue.

- 2) From here, you will see 5 horizontal tabs:
  - a. [Field Binder \[Date\]](#)
  - b. [Self-Efficacy](#)
  - c. [Acknowledgment](#)
  - d. [Assessment](#)
  - e. [Feedback](#)

Click the tab that says “Self-Efficacy.” Under the [Attachments](#) heading you will see the title of the survey with a “Select” button to the right. Click [Select](#) and complete the survey. When you have finished, click the green [Add](#) button in the lower right.

\*\*\*This will bring you back to the previous page. Do **NOT** click the green [Submit](#) button unless you wish to submit your entire binder!\*\*\*

### **Viewing Your Field Evaluation Form**

- 1) Once you log in to Tk20 and enter your binder, click the tab that says “Assessment.” There will be a chart titled [Field Experience Forms](#). You will see your evaluation form, as well as any staff that will be evaluating you.
- 2) Click on the title of the evaluation to view the form.

### **Signing Your Acknowledgement Form**

- 1) Once you log in to Tk20 and enter your binder, click the tab that says “Acknowledgment.”  
On the right, under the heading [Attachments](#), click the “Select” button.
- 2) Under the heading [Field Evaluation Statement of Acknowledgement](#), check the “I agree” button and type your name in the signature box. Then click the green “Add” button at the bottom of the page.

### **Submitting Your Binder**

- 1) Click the green “Submit” button at the bottom of the screen.

\*\*\*Do not submit your binder unless you are sure everything has been completed!\*\*\*