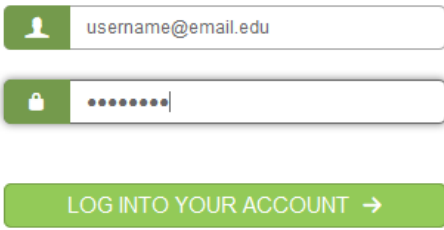
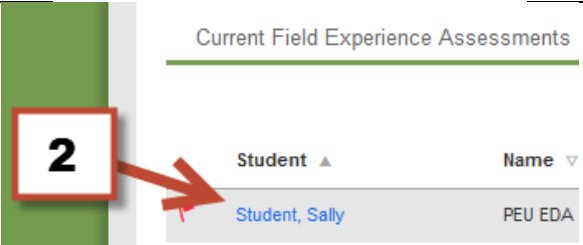
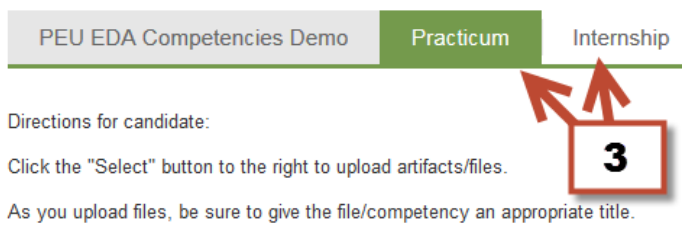
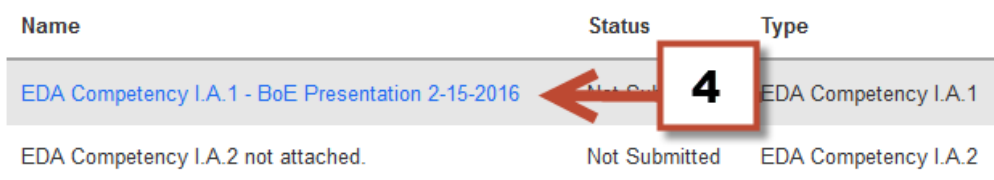
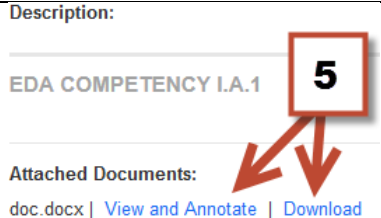
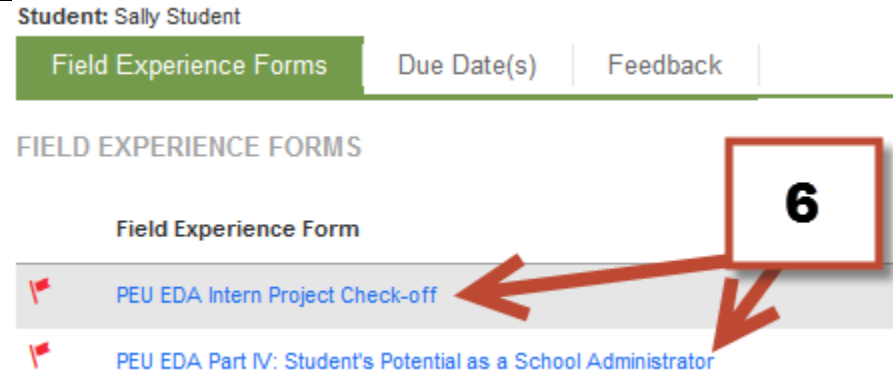


How to Assess Education Administration Interns

<p>1. Log into Tk20 using the username and password sent to you via email. If you do not know your username or password, please contact Keith Nobles at knobles@brockport.edu or 585-395-2896.</p>										
<p>2. Click on the candidate's name that you are supervising</p>										
<p>3. You can view the student's work by clicking on the Practicum or Internship tabs. Files may be in either, or both of the tabs, depending on your intern's progression in the program.</p> <p>If you are familiar with the candidate's work and just want to complete the assessment, skip to step 6.</p>	 <p>Directions for candidate: Click the "Select" button to the right to upload artifacts/files. As you upload files, be sure to give the file/competency an appropriate title.</p>									
<p>4. Click on the title of the file you wish to view.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>EDA Competency I.A.1 - BoE Presentation 2-15-2016</td> <td>Not Submitted</td> <td>EDA Competency I.A.1</td> </tr> <tr> <td>EDA Competency I.A.2 not attached.</td> <td>Not Submitted</td> <td>EDA Competency I.A.2</td> </tr> </tbody> </table>	Name	Status	Type	EDA Competency I.A.1 - BoE Presentation 2-15-2016	Not Submitted	EDA Competency I.A.1	EDA Competency I.A.2 not attached.	Not Submitted	EDA Competency I.A.2
Name	Status	Type								
EDA Competency I.A.1 - BoE Presentation 2-15-2016	Not Submitted	EDA Competency I.A.1								
EDA Competency I.A.2 not attached.	Not Submitted	EDA Competency I.A.2								
<p>5. A pop up box will appear. Click on the "View and Annotate" or the "Download" links to view the file.</p>	 <p>Description:</p> <p>EDA COMPETENCY I.A.1</p> <p>Attached Documents:</p> <p>doc.docx View and Annotate Download</p>									

6. You may assess the student by clicking on the form(s) on the right side of the screen. The form(s) will have a red flag next to it. Some form(s) may only be available at the very end of the internship.



7. The “EDA Intern Project Check-off” form asks you to approve or deny any work completed by the candidate. Please check “Yes” to approve the student’s work. You can select “No” if you do not approve. If you are unsure, leave it blank.



8. When you are done, click the “Complete” button at the bottom of the screen.



9. You may be asked to complete the “PEU EDA Part IV: Student's Potential as a School Administrator” toward the end of the internship. It asks if the candidate successfully met their responsibilities. You may select “yes” or “no”, and can leave comments. When you are done, click the “Complete” button at the bottom of the screen.



10. Please continue to only “save” the assessments until the end of the semester. When you are done assessing the intern, and you do not plan on providing any additional feedback, you **may** click the “submit” button toward the top right section of your screen.
Note: you do **not** need to hit submit; the intern still receives “saved” feedback.

