



BALL STATE
UNIVERSITY

Tk20™ by Watermark™

TK20 Log-In Instructions

Cooperating Teachers

TK20 URL: <https://bsu.tk20.com>

Username: FLastName0000 (Example: SJohnson0000)

Password: Your School Email Address

**Note: If FLastName0000 doesn't work, please try FLastName0001. If neither option work, please email tk20@bsu.edu for assistance on receiving your credentials.*

The screenshot displays the TK20 login page. At the top, there are two input fields: the first for the username, containing 'sjohnson0000', and the second for the password, containing 'stephanie.johnson@bsu.edu'. Below these fields is a prominent green button labeled 'LOG INTO YOUR ACCOUNT' with a right-pointing arrow. Underneath the button is a blue link that says 'Click here to register your student account'. The page also features a 'Resources' section with a dropdown arrow, a 'Students' section with a paragraph of instructions, and an 'Admissions' section with a right-pointing arrow. The 'Students' section text reads: 'Do not log in to your TK20 account from this page. To access your course work, please log in from the myBSU portal page . You will need your BSU username and password to log in. For questions regarding this system, please contact your system administrator. Administrator: TK20 Administrator Email: tk20@bsu.edu Phone:'. The 'Admissions' section is partially visible at the bottom.

Change Password & Update Account Information

Before we continue...

To protect your account, please update the following information.

User Name:*
kmorgan0000

Current Password:*

New Password:*

Confirm New Password:*

E-Mail:*

Confirm E-Mail:*

Secret Question:*

Answer:*

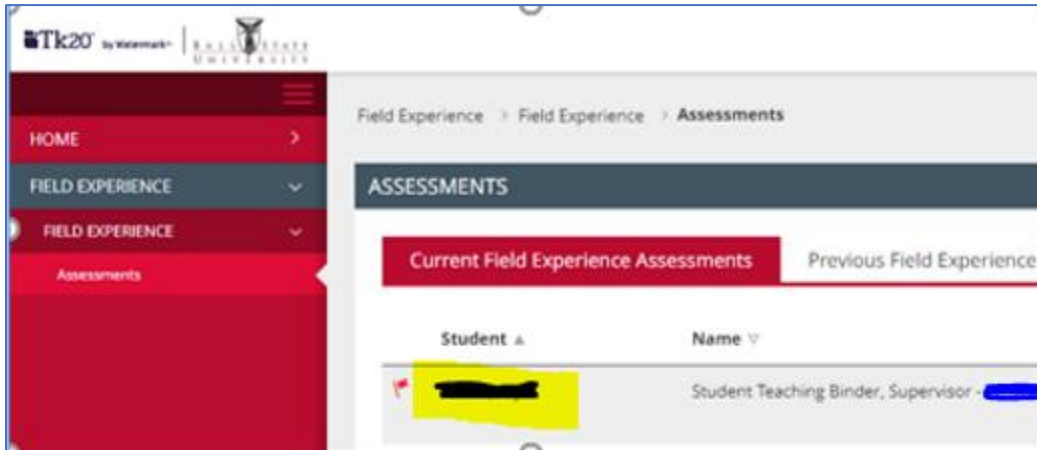
Password Criteria:

- MUST contain a minimum of 6 letters
- MUST not exceed 12 characters
- MAY contain numbers
- MAY contain special characters (!@#%&^*?;:|}{[]!,:.- =+:\)
- Passwords are case-sensitive

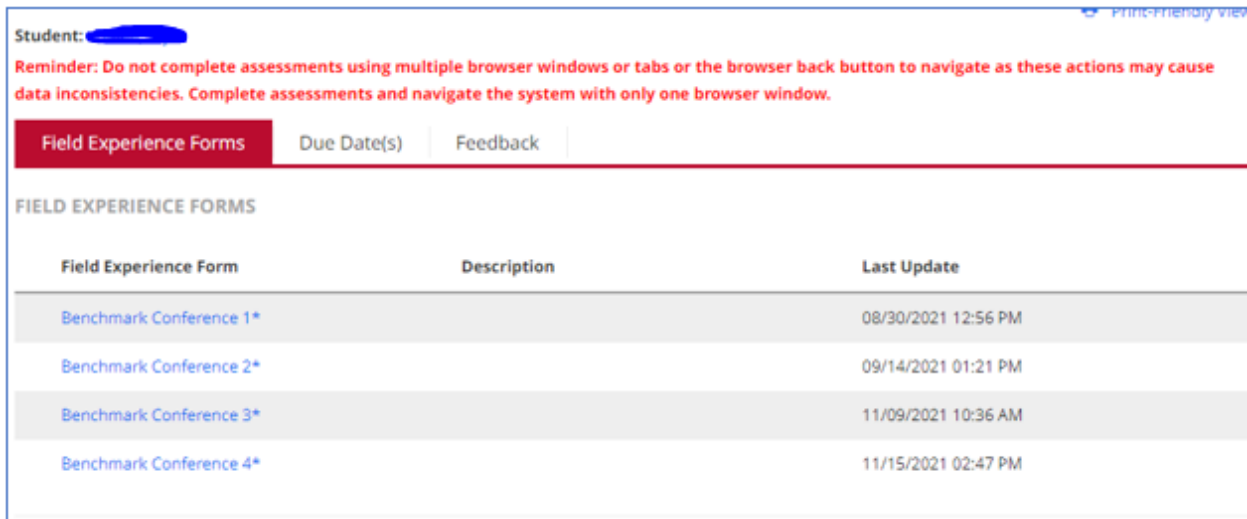
To access the assessments that you will need to complete for your student teacher ...

Click on “Field Experience”

Click on your student’s name



The assessments you need to complete will be listed in the right window pane.



Note: If you are the student’s only mentor teacher, then you will complete the Benchmark Conference 1-4 rubrics. If you share the mentoring responsibility with another teacher, then you will complete either Benchmark Conference 1-2 or Benchmark Conference 3-4. The appropriate group will be assigned to you.

In the Benchmark Conference rubric, you will rate your student for each area of focus. You can also enter comments in the “Cooperative Teacher Narrative” section. Indicate whether they passed the assessment. Click COMPLETE.

TK20 Welcome Email

Note: When you first got setup in TK20 and assigned your student teacher, you would have received a system email that looked similar to the below image. You can use the URL links in the email you received or you can use the instructions outlined in this document; whichever you prefer.

Dear Jon,

You have been assigned to supervise and evaluate Amy Gough at Northside Middle School.

To access, complete, and submit the assessments associated with this placement, please click the link below
<https://bsu.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=-5ffee45458ab471c17b79a18cc47c311212341asdfasd>

If the link does not work, or you have experienced a timeout/OOPS message while completing assessments in the past, please copy and paste the following address into your browser.
<https://bsu.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&portfolioPk=-5ffee45458ab471c17b79a18cc47c31>

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a time and do not open assessments or navigate the system in multiple browser windows or tabs.
Make sure to save this email. You will be able to access the associated assessments from the link provided.
If you have any questions, please contact the TK20 by Watermark Unit Administrator at :

TK20 Administrator
tk20@bsu.edu

Tutorials and quick guides are available at the [Tk20 by Watermark Help Desk](#).
Thank you!

If you have questions or need assistance:

Email: tk20@bsu.edu

Call: 765-285-5973 (Stephanie Johnson; TK20 System Administrator)