

## How-to Guide: Sending Field Experience Binders

### Purpose

This guide is a step by step set of instructions to assist faculty in the sending of field experience binders. Placing students in Tk20 is a prerequisite for sending field experience binders and must be done before a student can be sent a binder (see the How-to Guide: Making Field Placements for specific instructions). Note that this how to guide only covers using preconfigured binder templates. Creating field experience binder templates is a separate administrative task that must already be completed before sending the binder.

This guide is a draft and may contain mistakes or steps that are not clear. Please let us know if you are not able to generate a report using these steps. Please report any mistakes to [tk20@columbusstate.edu](mailto:tk20@columbusstate.edu).

### Assumptions

This guide assumes that you have a field experience administrator role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you have already placed students using a course that has a field experience component and is eligible for field placement. Finally, it assumes that you are using a field experience binder template that has already be configured and is active and public.

909 number will help), the course they are already placed in, the course name, number, and CRN, the and school codes).

### Step by Step Instructions

**Step 1:** To send a field experience binder, first you need to copy the master field experience binder template into your account.

Check which templates you have copied by going to view your templates. On the left you want to use is there, move on to step 2.



