

Directions for Completing Student Teaching Application in Tk20

If you are a **student** applying for student teaching, follow this set of directions:

1. Log into Tk20 using your Star ID and password.
(<https://msumoorhead.tk20.com/campustoolshighered/start.do>)
2. On the left, click on Applications.
3. Click on the +Create New Application green button.
4. Select the STL_Student Teaching Application and click Next.
5. Complete the application. You will need to upload your DARS report within the application. You may save your application and return to it if you need to. Once you have the application completed, hit the green Submit button. Do **not** submit until your application is complete!
6. Email your academic advisor to inform them you have submitted your student teaching application and politely ask them to review and approve your application in Tk20.

If you are a **faculty advisor** needing to approve a student teaching application, follow this set of steps:

1. Log into tk20 using your Star ID and password.
(<https://msumoorhead.tk20.com/campustoolshighered/start.do>)
2. On the left, click on Applications and make sure you land on Submissions.
 - a. Applications > Applications > Submissions
3. You can find the student's application in a few different ways:
 - a. At the top of the Submissions page you can search by application template (choose STL_Student Teaching Application).
 - b. You can also search by student name.
 - c. To use any of the search functions, you **must** click the Search button at the bottom right of the search area. Clicking enter will **not** work to initiate the search.
 - d. Without using the search function, you can also simply scroll through all of your student's applications to find the student's submission.
4. Once you have located the student's application you want to review, click on the blue application title.
5. Complete the Application Review Form and Save.
6. Email Tracy Heng to notify her of the student teaching application you have reviewed.

Please email Tracy Heng or Lynn Mahlum should you have any questions regarding the student teaching process.