

Entering Program Assessment Plans and Results in Tk20

1. In portal, click the Tk20 button:



2. Click on your name in the upper-right side of the window, then choose "Program Assessment Coordinator" from the drop-down list below your name.
 - If you don't see this option, it means you need to be identified in Tk20 as an assessment coordinator for your program - please contact us.
3. Click the "Planning" button in the red toolbar on the left.
4. On the top of the screen, click the button that says "Assessment Planning"
5. In the list that appears, click on "Assessment Planning" and then click on "Plan Data Entry" in the submenu.
6. On the page that opens, next to "Organization," click on the drop down list and choose the program that you're entering assessment information for.
 - The letters in front of the program name indicate the college and the division that the program is in.
 - If the program that you're working on isn't in the list, please contact us.
7. For "View By" choose "Program Learning Outcome"
8. For "Assessment Period" choose "2017-18 Academic Year"
9. The outcomes for your program should be listed below.
 - If not, double check that "Program Learning Outcome" is selected.
10. Click on the outcome that you'd like to enter a plan and/or report for.
11. On the page that opens, there are three tabs:
 - "Assessment Plan" - enter your plan for assessment here.
 - "Report of Results" - report your results here.
 - "Report of Actions" - report any responsive changes here.
12. At the bottom of each tab is a box labeled "Data Collection Status" - this refers to the status of each individual tab - so select "Yes" if you are done entering data/info for that tab.
13. When you are done, click "Save" and you will be taken back to the list of outcomes.

[Click here for detailed tutorial \(for "Assessment Plan" tab\)](#)