Quick Start Guide to Reporting in Tk20 for Academic Units
Office of Institutional Research and Assessment | George Mason University

Accessing and Navigating Tk20

1. Log in to Tk20 (https://gmu.tk20.com/) using your Mason NetID username and password.
2. Click on the **Planning** tab on the left of the screen to get to the **Unit Dashboard.**
3. In the **Organization** drop down menu in the middle of the screen, select your program.
4. In the top center of the screen you will see a box containing the **Assessment Planning** menu. Choices from this menu will be used to enter and add the following report components.

Entering Outcomes

1. Select **Outcomes/Goals** from the menu and then click on **Edit/Create**.
2. Select **Add New Student Learning Outcome** from the chart in the center of the screen.
3. Enter a brief descriptor or title for the outcome (e.g. SLO 1, Critical Thinking, etc) in the first text field (**Student Learning Outcome***).
4. Enter the complete outcome in the text field labeled **Description**.
5. For Undergraduate SLOs only: If the SLO is a Written Communication Outcome or Undergraduate Research Outcome, select the appropriate option from the **Type** dropdown menu. If neither of these options are appropriate, leave **Type** as Student Learning Outcome.
6. For **Results**, toggle the first option "Results are derived from its own measures" (default).
7. Click **Save.**
8. Repeat above steps for each SLO.

Entering Measures, Findings and Actions

1. To add new information or to update information from a prior academic year (AY) select Unit Dashboard from the **Assessment Planning** menu at the top center of the screen.
2. On the right side of the screen select the correct AY from the **Assessment Period** dropdown menu. IMPORTANT: The default is the current AY (2016-2017), so if you are updating information for a previous academic year please remember to change the AY every time you navigate to a new screen.
3. In the table below, click on the name of the program you want to edit.
4. This will take you to a screen that shows everything that was entered for the Student Learning Outcome category for a particular AY. To view entries for Written Communication, Undergraduate Research or Program outcomes, select the appropriate category from the **View** dropdown menu beneath the Unit Dashboard heading at the top/center of the screen.
5. Check the Assessment Period field in the center of the screen to verify that you are in the correct academic year.
6. To enter information and data into the Findings, Measures and Actions fields, select **Assessment Planning** from the Assessment Planning menu (beneath Outcomes/Goals and above Reports) at the top center of the screen.
7. Click on the **Plan Data Entry** sub-category.
8. Go to the center of screen and select the correct Academic Year from the Assessment Period drop-down menu. IMPORTANT: Whenever you navigate from one section to another, your previous AY selections do not carry over and will always go back to the default.
9. You will see the outcomes and their data entry status (Complete or Not Complete).
10. Click on the outcome you want to report on and you will be taken to the page where you can make entries to Measures, Findings, and Actions. Select the appropriate tab to revise or add information for that report component. IMPORTANT: Always hit the **Save** button at the bottom of the screen when you're finished adding or editing information. **If you forget and go to another page, you will lose your entries.**
11. Repeat these steps to add or edit information on additional outcomes.

Adding a Mission Statement

1. From the top center of screen in the **Assessment Planning** menu, select **Mission** followed by **Edit Mission**.
2. Enter text directly or copy and paste the statement into the program mission field at the top of the screen.
3. Click Save at the bottom of the screen.

Adding a Curriculum Map

1. From the top center of screen in the **Assessment Planning** menu, select **Mission** followed by **Edit Mission**.
2. In the Supporting Documents field, select "add new", upload document and hit Save.
3. You will return to the Edit Mission Statement screen where you will need to hit Save (again) at the bottom of the screen in order to save the changes you just made.

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