

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 **Strategic Planning** menu. Choices from this menu will be used to enter the report components.

Adding/Editing Mission Statement

1. From the top center of screen in the **Strategic 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/Editing Strategic Goals

1. From the top center of screen in the **Strategic Planning** menu, select **Strategic Directions/Goals** followed by **Edit/Create**.
2. Click **View Initiative and Unit Goal** to quickly see what is already in Tk20 or your unit. Close out of the box.
3. To add a unit goal, click on the green plus sign beside of each initiative. To edit a unit goal, click on the existing goal in green text.
4. Add text to the small box after Unit Goal.
5. Click **Save** at the top of the page.

Adding an Action Plan for AY 2017-18

1. From the top center of screen in the **Strategic Planning** menu, select **Action Planning** followed by **Edit/Create**.
2. Click **Add New** under the organization name in the upper left corner.
3. Add **Action Item Details**.
4. Select which unit goal to align with the action plan (multiple goals can be selected).
5. Click **Save and Close** at the bottom of the page.

Updating Results and Analysis

1. From the top center of screen in the **Strategic Planning** menu, select **Results and Analysis** followed by **Enter Data**.
2. Click on the unit goal to update.
3. Add **Strategic Results and Analysis** details.
4. Click **Save and Close** at the bottom of the page.

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