

Quick Start Guide to Reporting in Tk20 for Administrative Units

Office of Institutional Effectiveness and Planning | George Mason University

Helpful Hints

- Never use your browser's back arrow while working in Tk20. Always use the internal navigation buttons or you will get kicked out.
- Make sure to hit the **Save** button on the bottom of **each** page after adding or editing information before going to another page.

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 unit.
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 Goals (big picture, general expectations)

1. Select **Outcomes/Goals** from the menu and then click on **Edit/Create**.
2. From the **View By** dropdown box, select **Objective (administrative units)**.
3. Click the **Add Label** button from the table in the center of the screen.
4. In the **Label Name** box, enter a goal number and brief description (e.g., *Goal 1 – Students visiting the Career Center will produce quality resumes*).
5. Click **Save**.
6. Repeat above steps for each goal.

Adding Objectives (specific, measurable tasks/actions that support Goals)

1. Select **Outcomes/Goals** from the menu and then click on **Edit/Create**.
2. From the **View By** dropdown box, select **Objective (administrative units)**.
3. **IMPORTANT: If you edit or overwrite an existing objective, the changes will be reflected in all previous cycles. If you no longer want to use an existing objective, you can "disable" it. This will preserve it in the previous cycles, but it will no longer appear in the current cycle.**
4. Click the **Add Objective (administrative units)** button from the table in the center of the screen.
5. Enter a brief, detailed objective (e.g., *Resumes of 90% of students who attend a resume workshop will receive a minimum score of 4 out of 5 on a resume quality checklist*) in the first text field (**Objective (administrative units)***).
6. Enter any additional information in the text field labeled **Description**.
7. Verify that **Objective (administrative units)** is selected from the **Type** dropdown menu.
8. For **Results**, make sure the first option "Results are derived from its own measures" is selected (default).
9. Click on [Advanced>](#) to open additional options.
10. Under **Label**, select the goal that the objective supports.
11. Click **Save**.
12. Repeat above steps for each objective.

Entering Methods & Measures, Results & Analysis, and Improvement Plans

1. Open the **Assessment Planning** menu at the top center of the screen and select **Assessment Planning**.
2. Click on the **Plan Data Entry** sub-category.
3. From the **View By** dropdown box, select **Objective (administrative units)**.
4. You will see a list of the unit's goals and objectives and their data entry status (Complete or Not Complete).
5. Click on the objective you want to report on and you will be taken to the page where you can make entries to Methods & Measures, Results & Analysis, and Improvement Plans. 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.
6. Repeat these steps to add or edit information on additional objectives.

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.