Tk20 System Guide

University Life Assessment and Planning
George Mason University

Questions? Contact eearl@gmu.edu

Table of Contents

Accessing and Navigating Tk20 ..... ***3***

Entering Goals ***6***

Entering Outcomes & Methods, Results & Insights, and Actions ***10***

Entering Quarterly Updates ***14***

Disabling or Deleting Goals ***19***

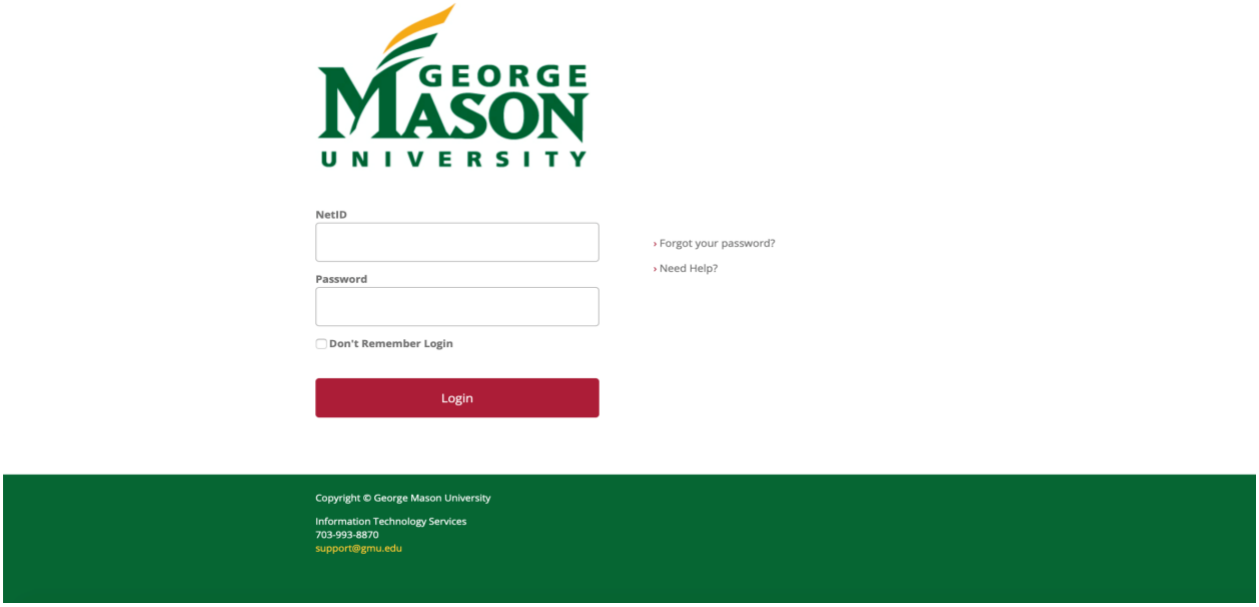
Adding a Mission Statement ***22***

Accessing and Navigating Tk20

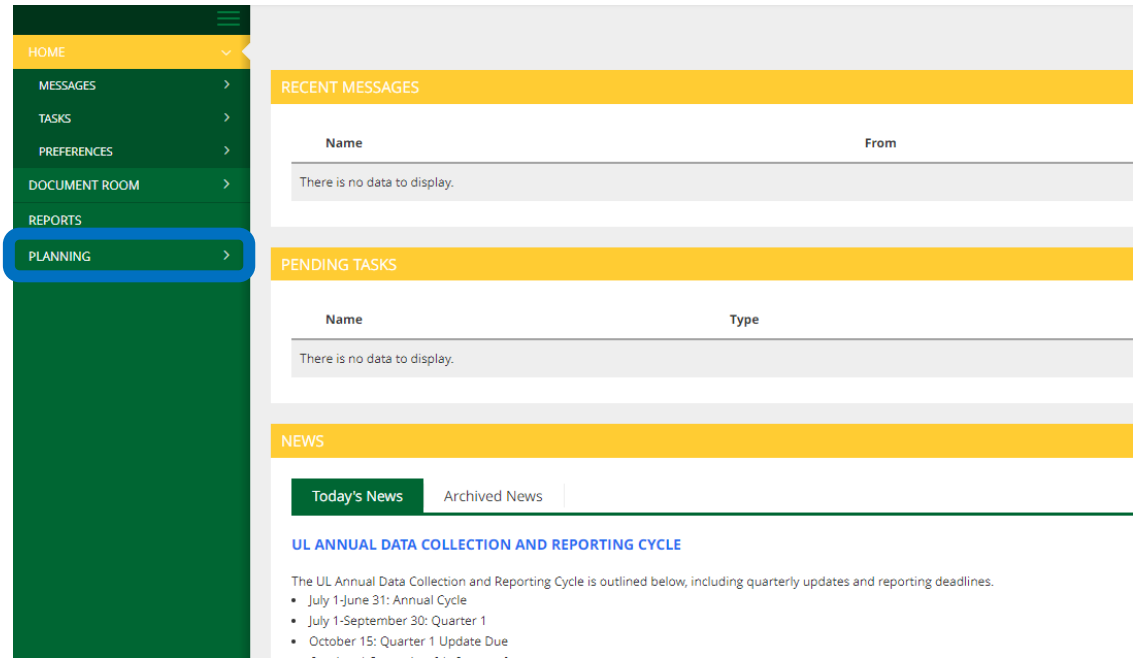
<u>These first 3 steps will be used to complete any task when signing into the TK20 system.</u>

1. Use Google Chrome, the preferred browser of the TK20 system to navigate to the TK20 website (https://gmul.tk20.com).

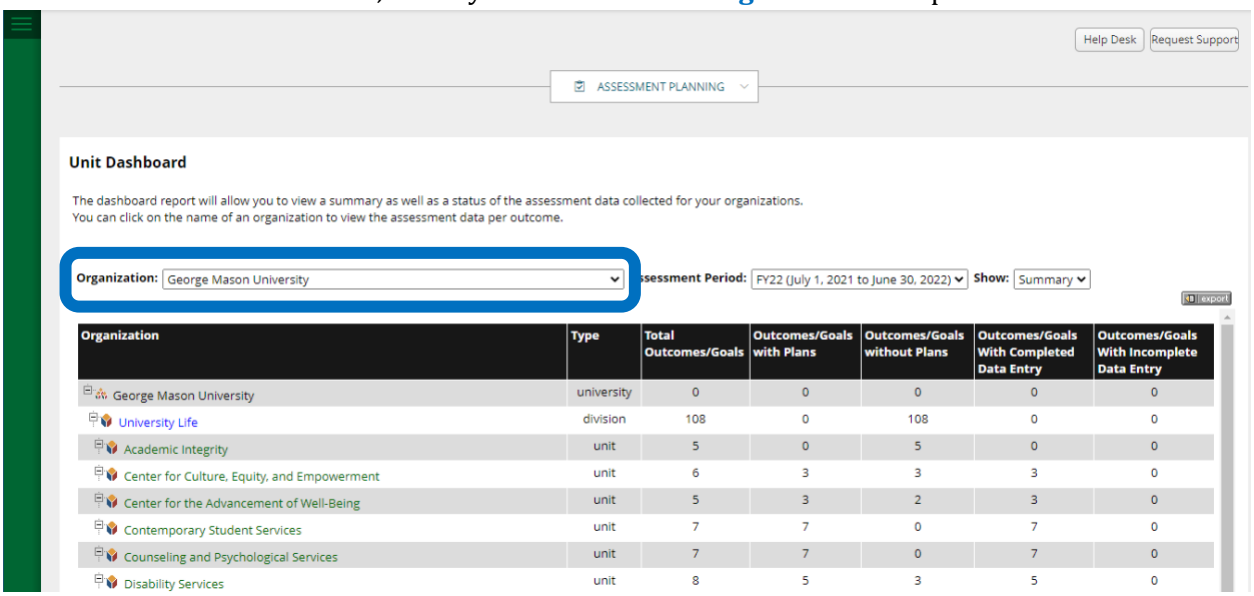
2. Log into Tk20 using your Mason NetID username and password. You may be prompted to sign-in twice, through the Mason Duo 2-factor authenitification system.



3. Click on the **Planning** tab on the left of the screen. This will take you to the **Unit Dashboard**.

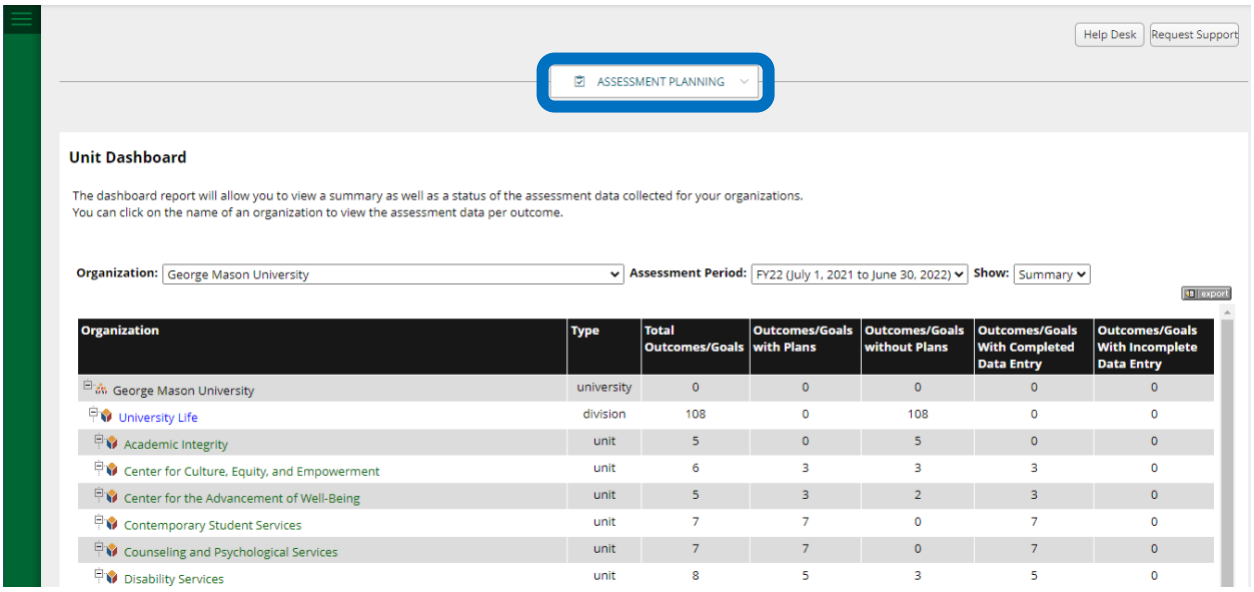


4. Inside of the **Unit Dashboard**, select your unit from the **Organization** drop-down menu.



Organization	Type	Total Outcomes/Goals	Outcomes/Goals with Plans	Outcomes/Goals without Plans	Outcomes/Goals With Completed Data Entry	Outcomes/Goals With Incomplete Data Entry
George Mason University	university	0	0	0	0	0
University Life	division	108	0	108	0	0
Academic Integrity	unit	5	0	5	0	0
Center for Culture, Equity, and Empowerment	unit	6	3	3	3	0
Center for the Advancement of Well-Being	unit	5	3	2	3	0
Contemporary Student Services	unit	7	7	0	7	0
Counseling and Psychological Services	unit	7	7	0	7	0
Disability Services	unit	8	5	3	5	0

5. In the top center of the screen you will see a box containing the **Assessment Planning** drop-down menu. Choices from this menu will be used to enter, update, or remove report components.



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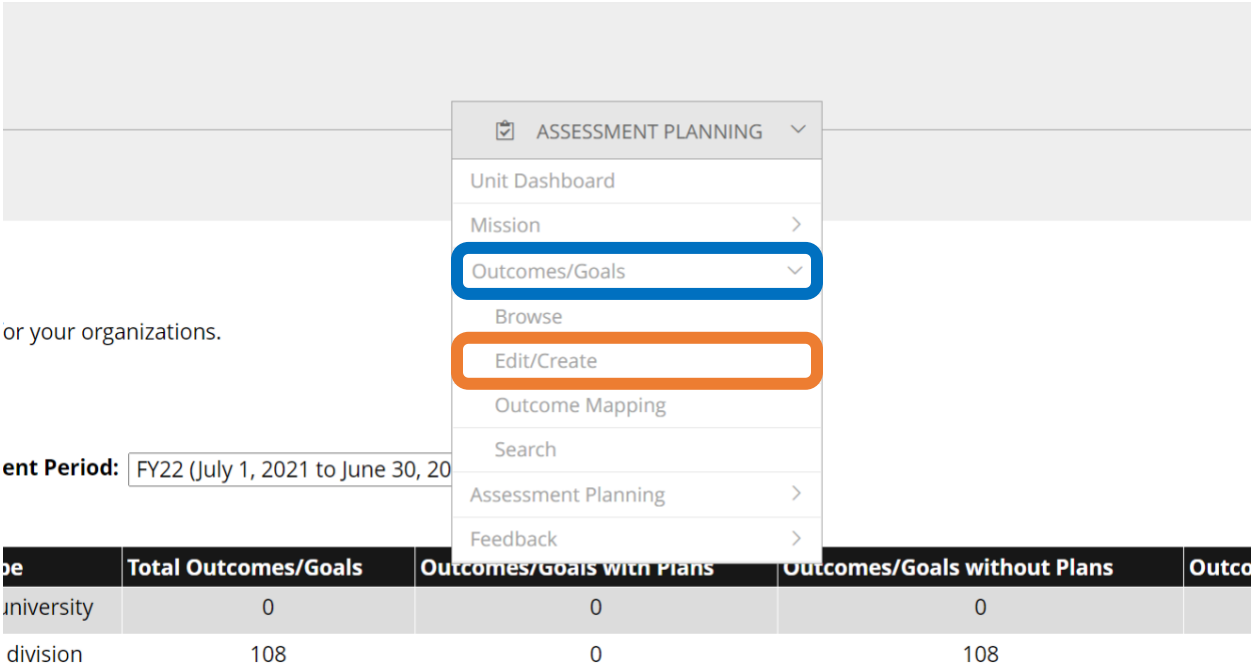
Center for the Advancement of Well-Being	unit	5	3	2	3	0
Contemporary Student Services	unit	7	7	0	7	0
Counseling and Psychological Services	unit	7	7	0	7	0
Disability Services	unit	8	5	3	5	0

Helpful Hints

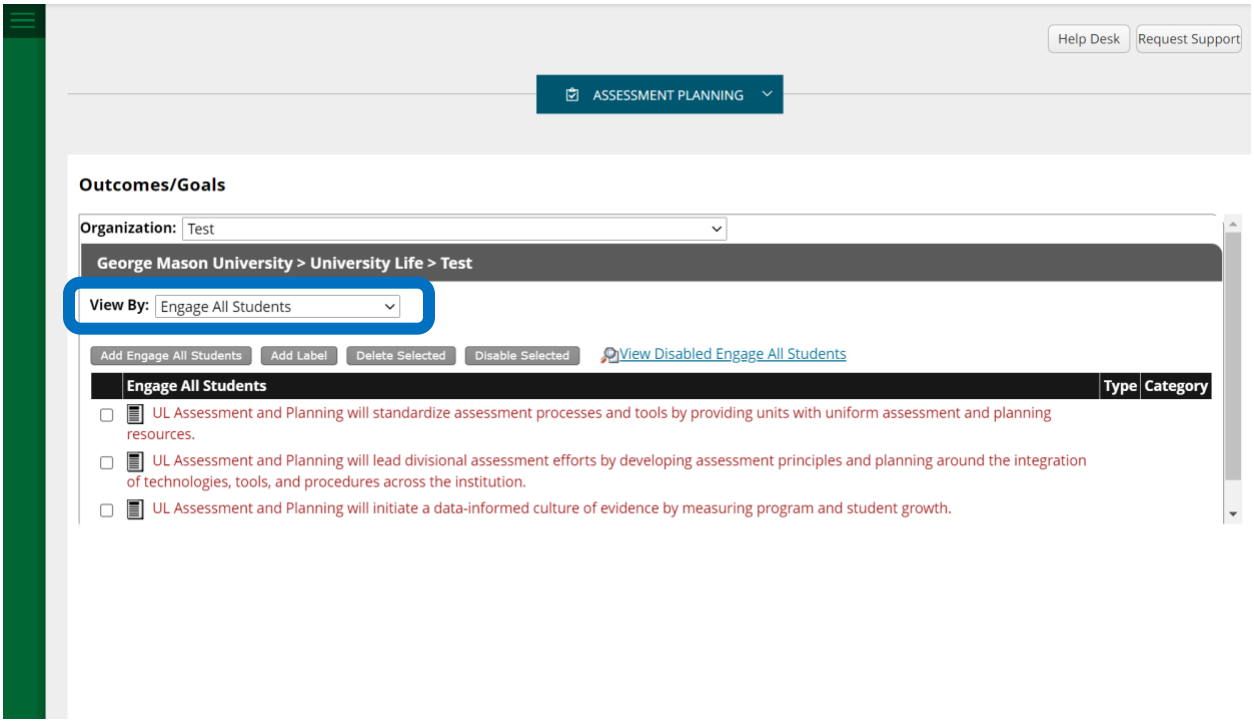
- **Never** use your browser's back arrow while working in Tk20. Always use the internal navigation buttons or you may get an error message.
- Make sure to hit the **Save** button on the bottom of each page after adding or editing information before going to another page.
- In Tk20, goals roll over to the next year. If your unit is operating under the same goals, you can report outcomes under the goals without having to rewrite goals.
- If you revise goals for the current year, the changes will apply to the goals in the previous years. For that reason, we recommend not to overwrite or edit the existing goals, especially when you have assessment results tied to the goals.
- You can disable existing, but no longer pursuing goals. You can also delete existing goals your unit is no longer pursuing. However, deleting a goal ***will remove all the assessment data*** tied to the deleted goals from previous years as well. Please delete goals (Pg. 15) only when you have no data tied to the goals, and you are not pursuing the goals anymore.

Entering Goals

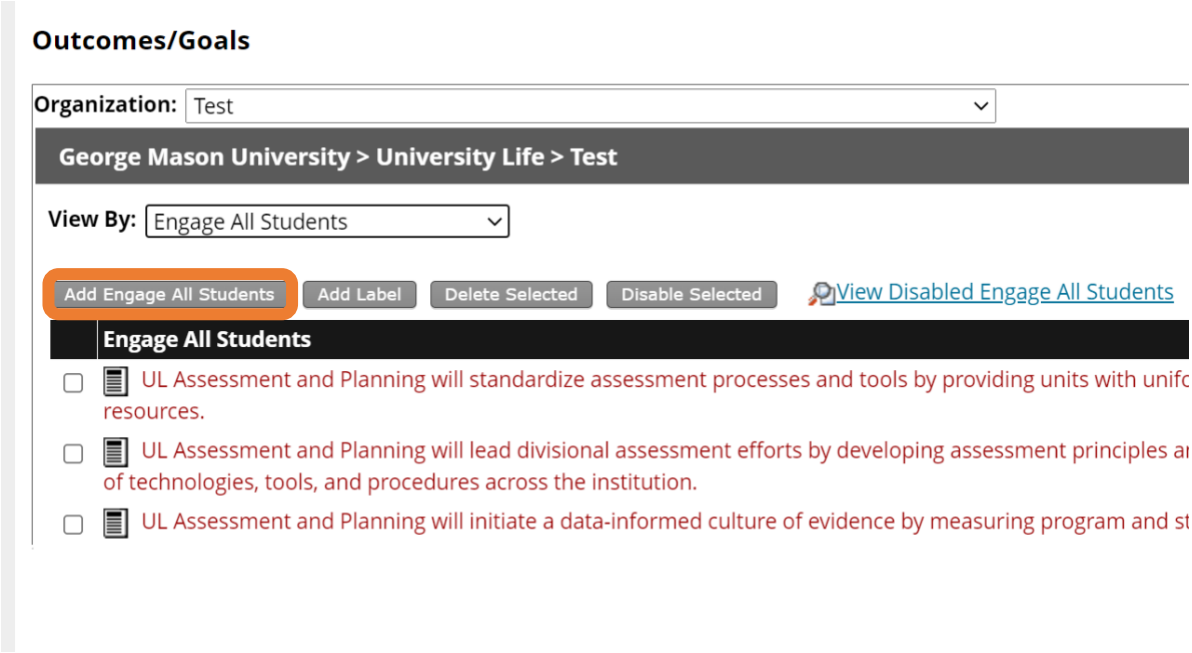
1. Select **Outcomes/Goals** from the **Assessment Planning** menu, and then click on **Edit/Create**.



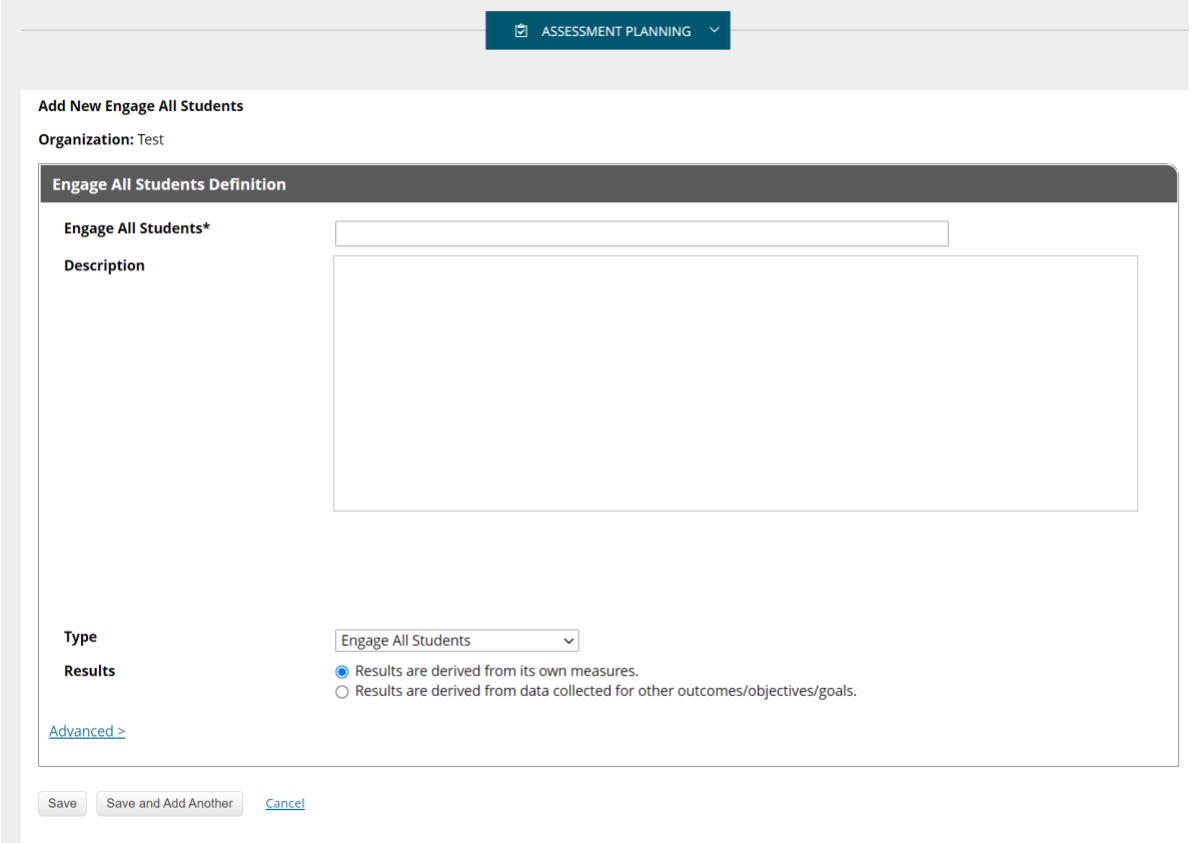
2. From the **View By** dropdown box, select the aligned UL Strategic Goal you intend to view.



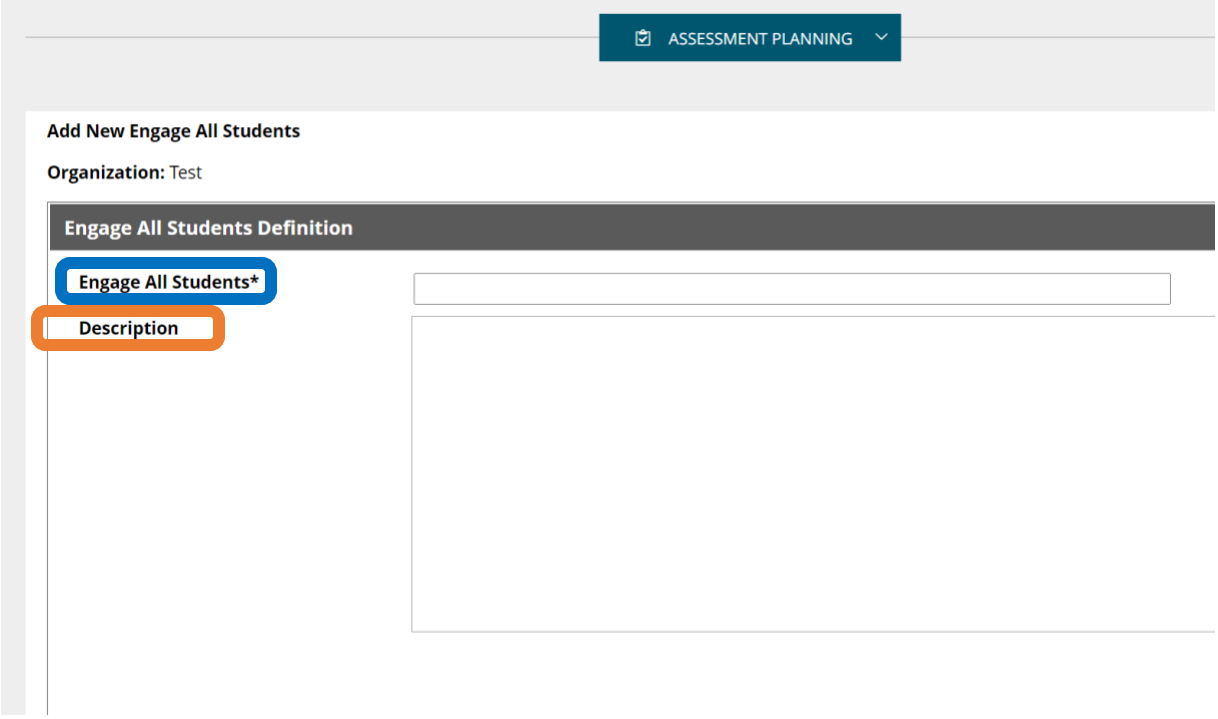
3. Click the **Add UL Strategic Goal** button from the options in the center of the screen.



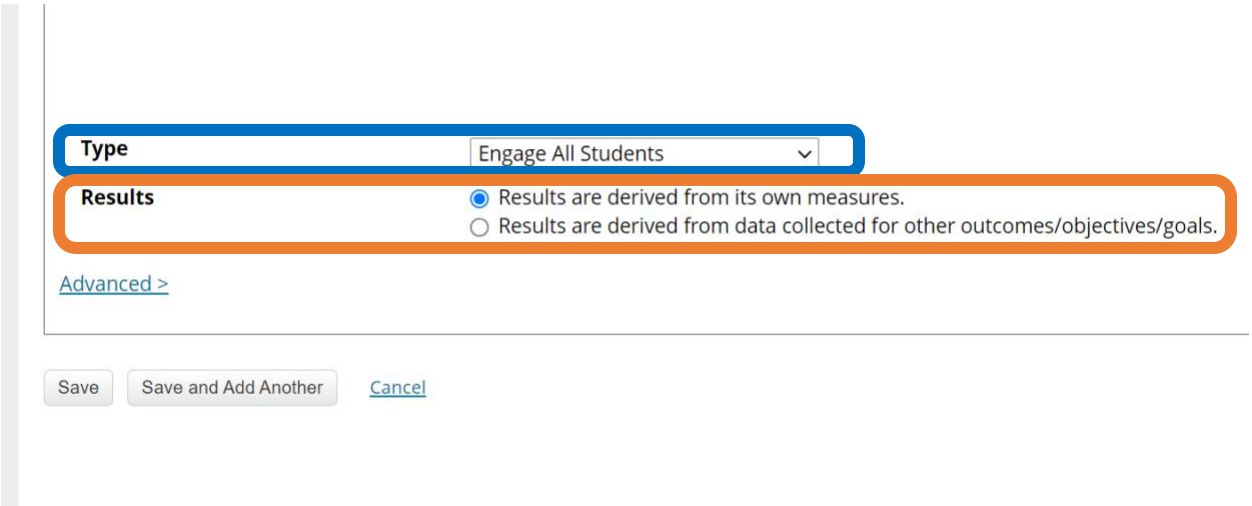
4. You will then be taken to the Add New Engage All Students page where you can add your new UL Strategic Goal



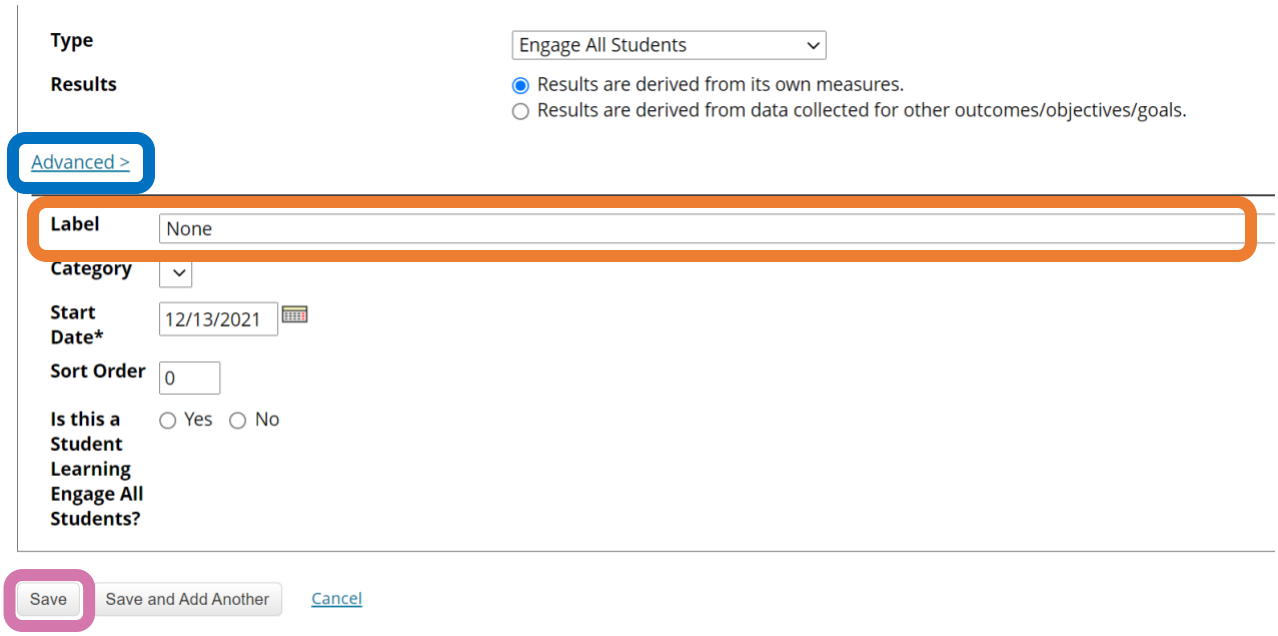
5. In the strategic goal text field, **Engage All Students**, enter the unit goal title. In the **Description** text field, enter your intended outcome and any additional information needed.



6. Verify that the UL Strategic Goal is selected from the **Type** drop-down menu. For **Results**, make sure the first option, "Results are derived from its own measures" is selected (this is the default).



7. Optional: Click on **Advanced** to open additional menu options. Under **Label**, select the additional label that the goal supports.

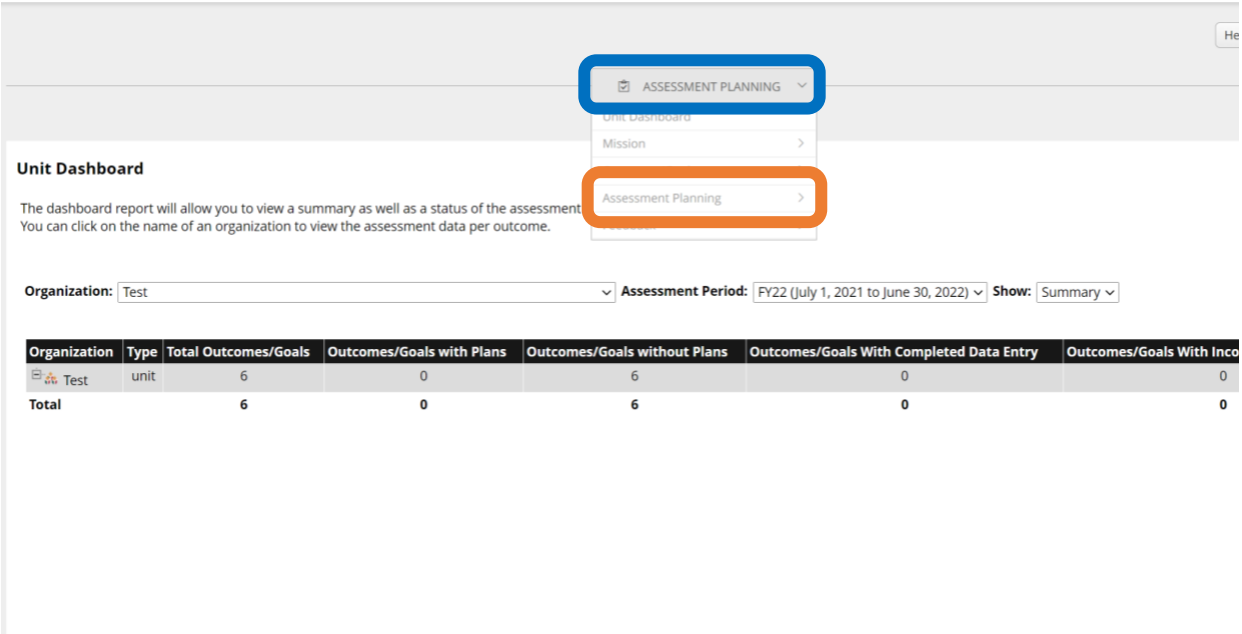


8. Remember to **Save** the Goal/Outcome.

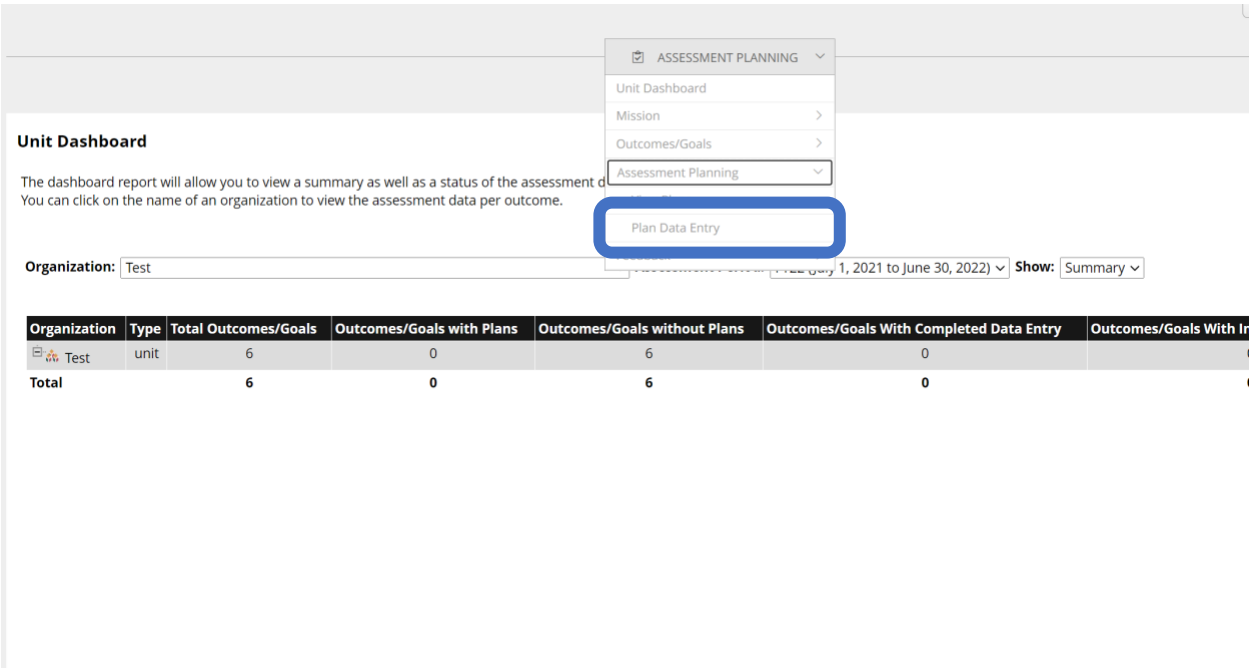
9. Repeat the above steps for each additional Goal and Outcome.

Entering Outcomes & Methods, Results & Insights, and Actions

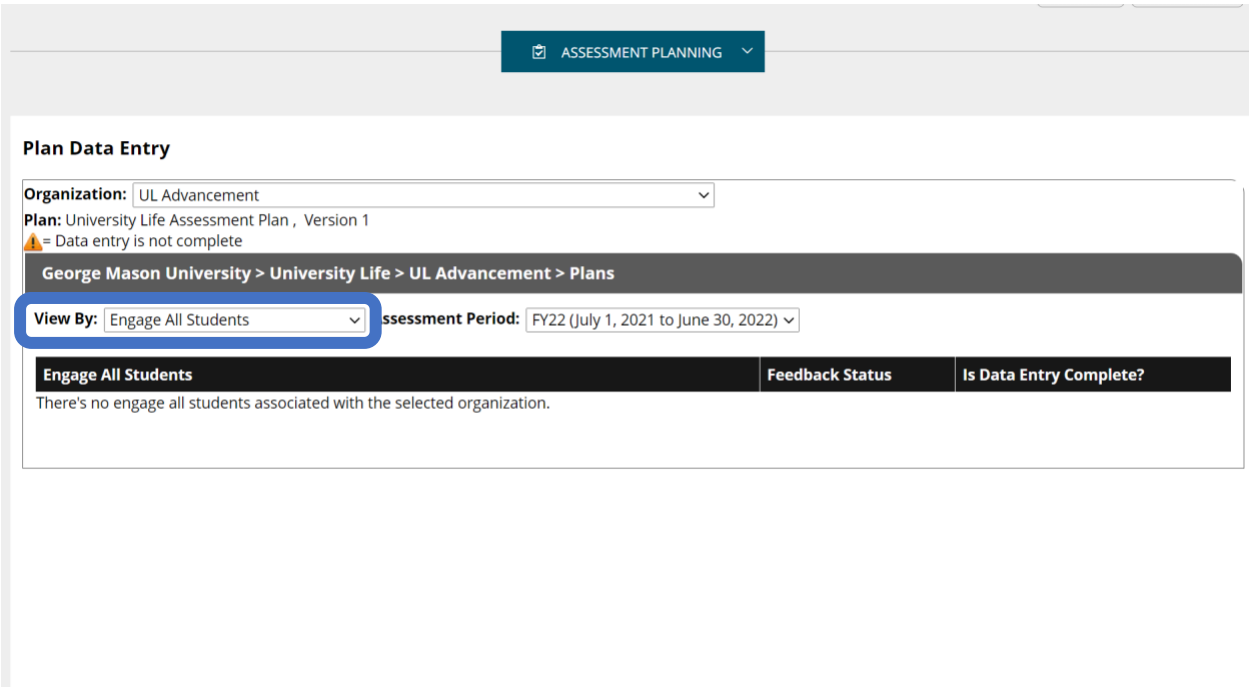
1. Open the **Assessment Planning** menu at the top center of the screen and select **Assessment Planning**.



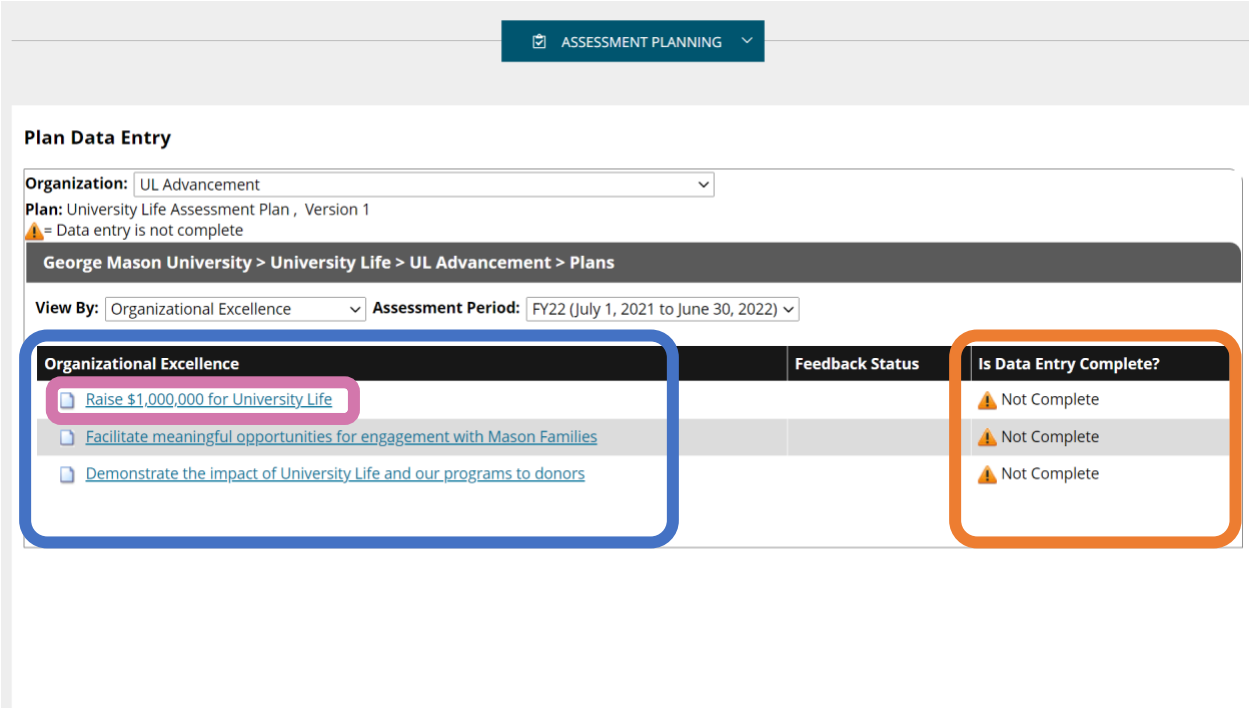
2. Click on the **Plan Data Entry** sub-category.



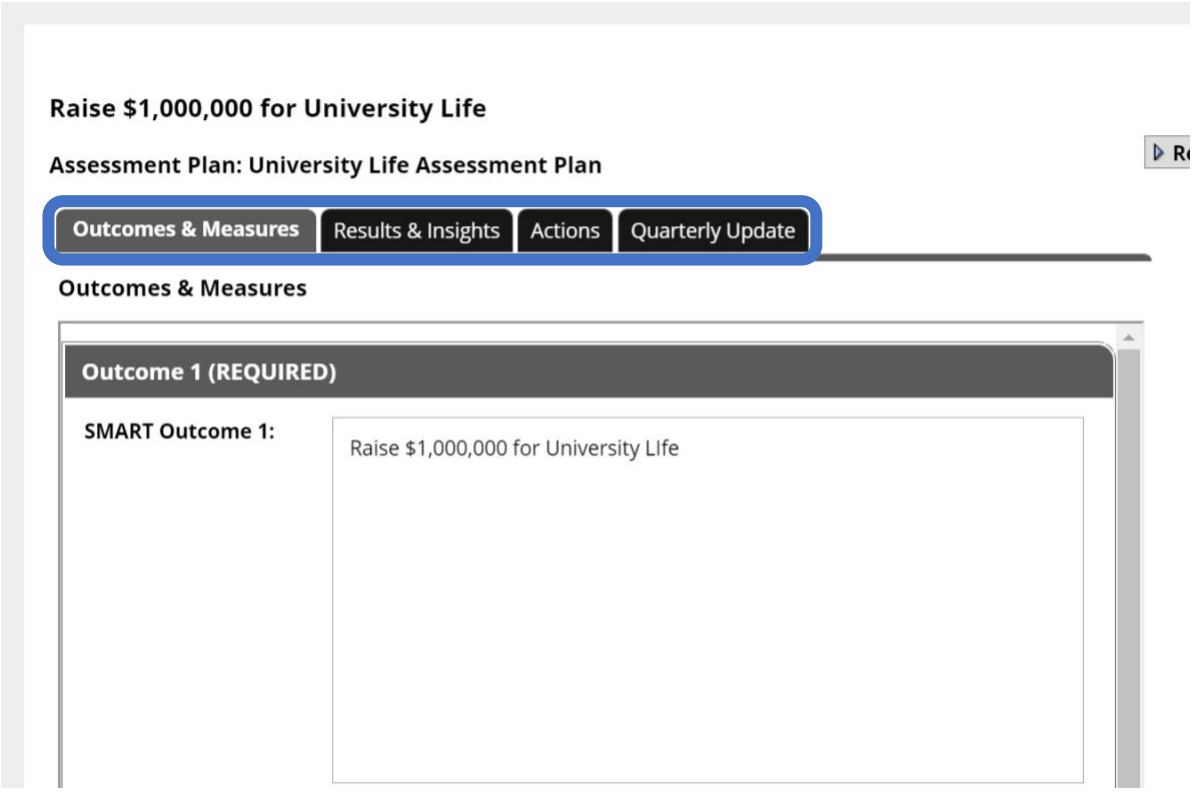
3. From the **View By** drop-down box, select the UL Strategic Goal you intend to edit.



4. You will see a list of your unit's goals associated with the selected **UL Strategic Goal** chosen in the View By drop-down box, as well as the **data entry status (Complete or Not Complete)**. **Click on the goal** you want to report on.



5. You will be taken to the page where you can make entries to **Outcomes & Measures**, **Results & Insights**, **Actions**, and **Quarterly Update**. Select the appropriate tab to add/revise information for that report component.



6. Fill out each of the six text boxes under these subsections:

SMART Outcome 1:

How will this outcome be measured? Describe the method(s) and/or tool(s) you plan to use.

When will this assessment take place? (Fall, Spring, or Summer, specific month or date, or ongoing)

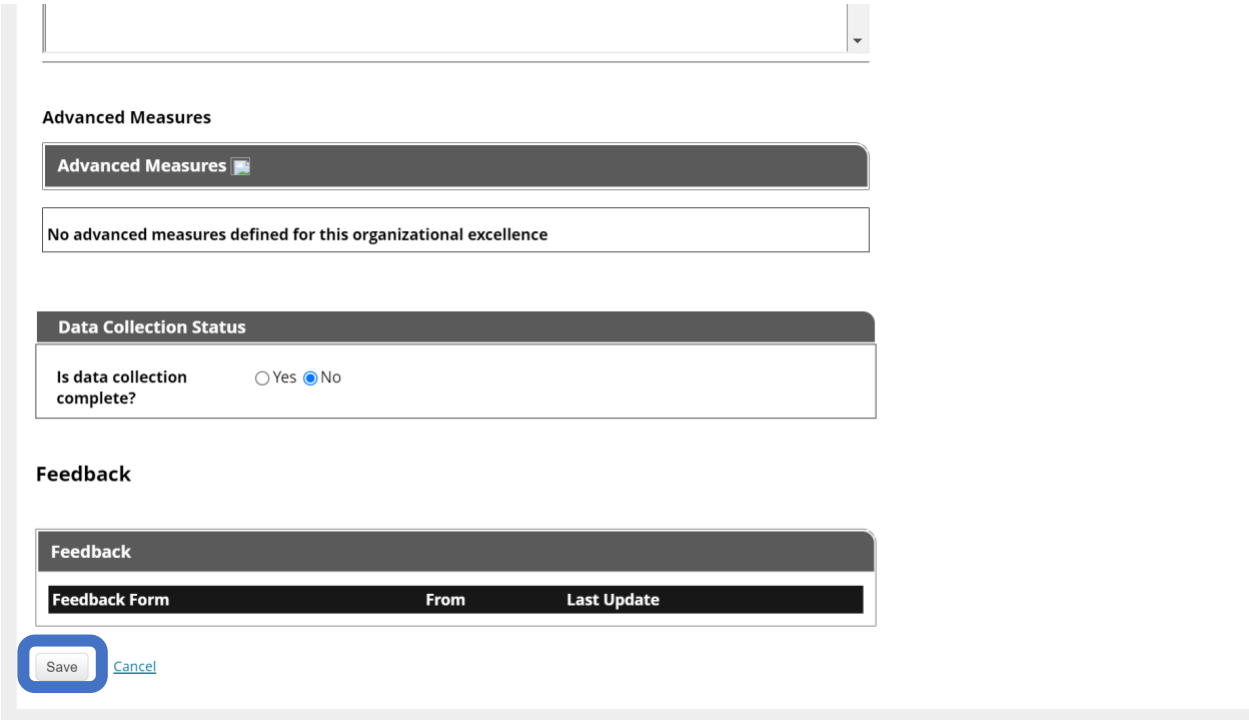
Who is the target population for this assessment, if applicable? (How many people? Census or sample? Students, Faculty, Staff, etc.?)

Who is the person primarily responsible for this assessment?

How will the results of this assessment be used and disseminated?

Upload any supporting documents to further elaborate on the details provided above (i.e., further description of measures, copy of your assessment tool(s) - rubric, survey questions, interview protocols, etc.).

7. IMPORTANT: Always hit the **Save** button at the bottom of the screen when you are finished adding or editing information. If you forget and go to another page, you may lose your entries.



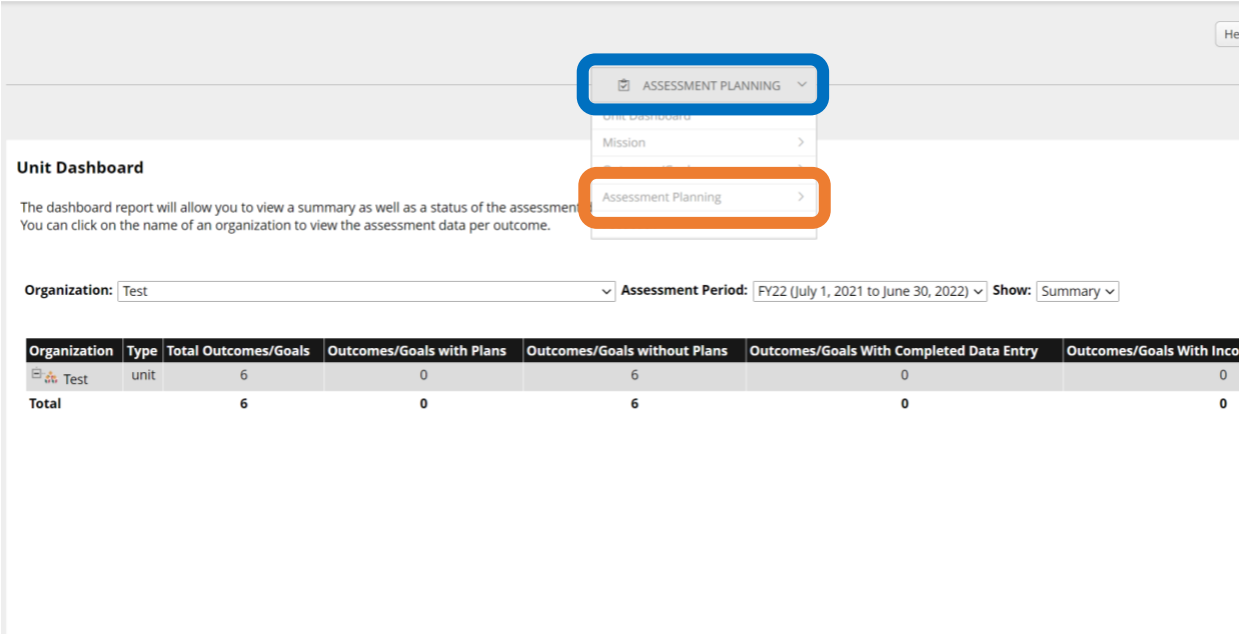
8. Repeat these steps to add or edit information on additional outcomes.

Entering Quarterly Updates

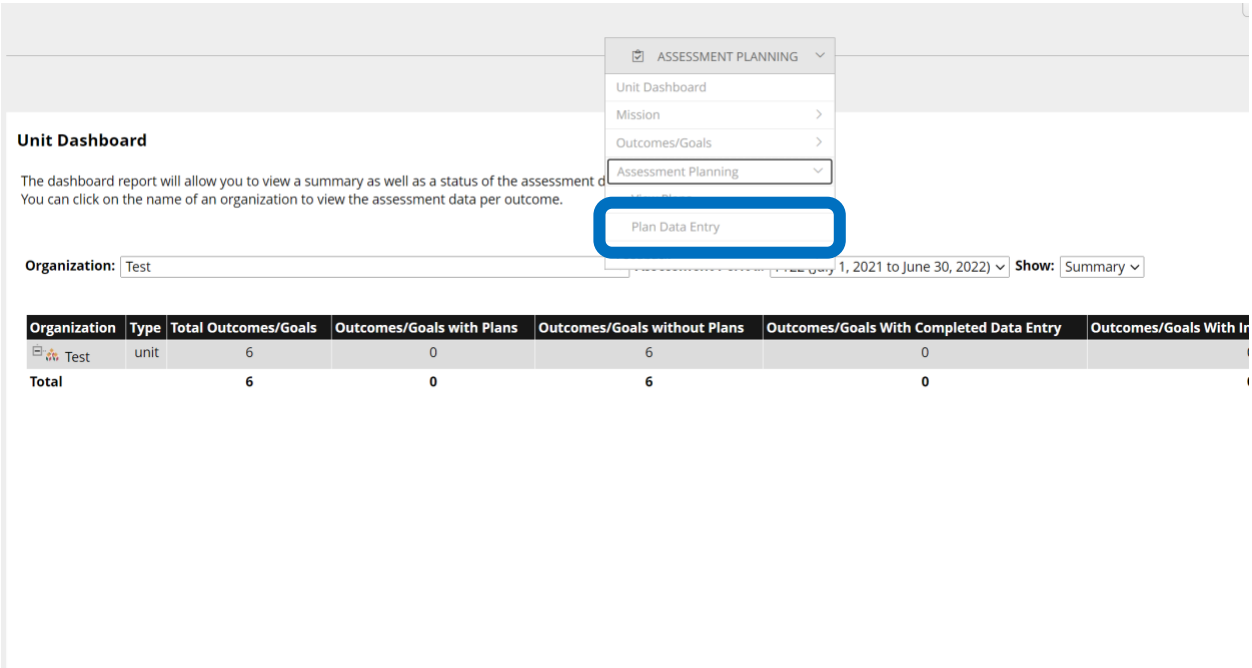
A Quarterly Update provides information about the unit's progress towards meeting the measurable outcomes from the annual assessment plan. Units should plan to address the following areas for the Quarterly Updates:

- Brief update about progress towards meeting SMART Outcomes
- Relevant data collection activities, if any

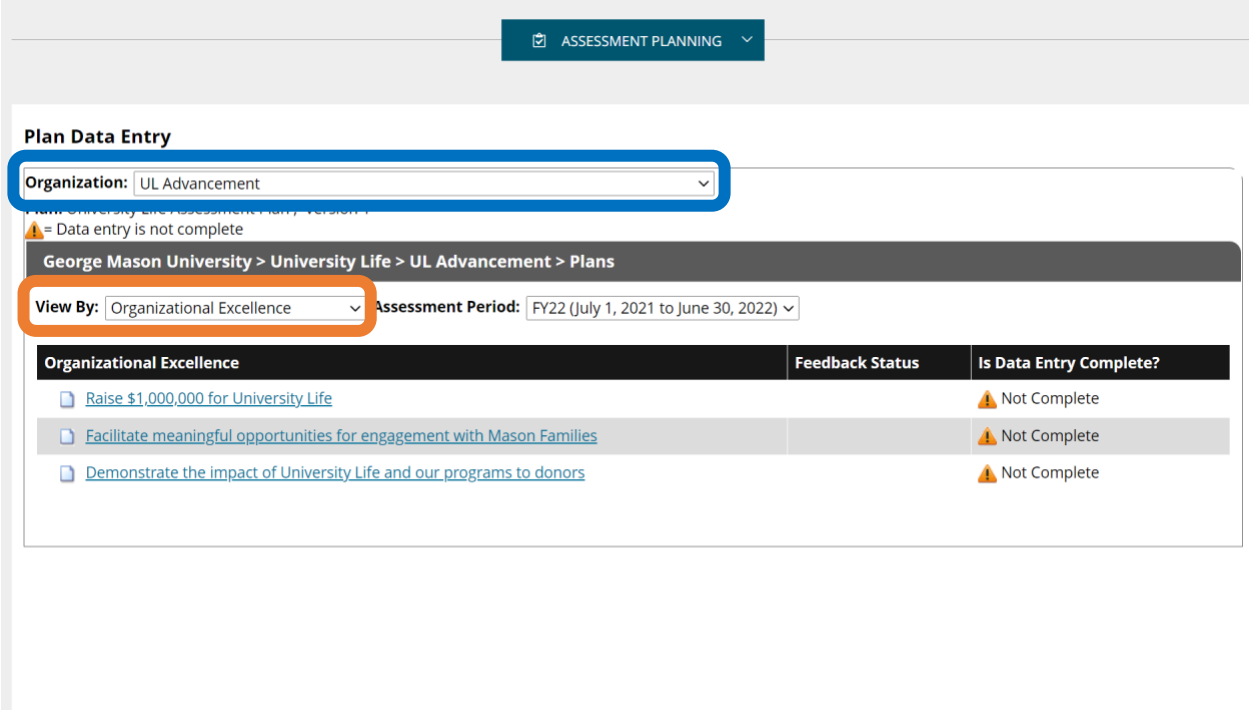
1. From the top center of the screen, click on the **Assessment Planning** menu, select **Assessment Planning**



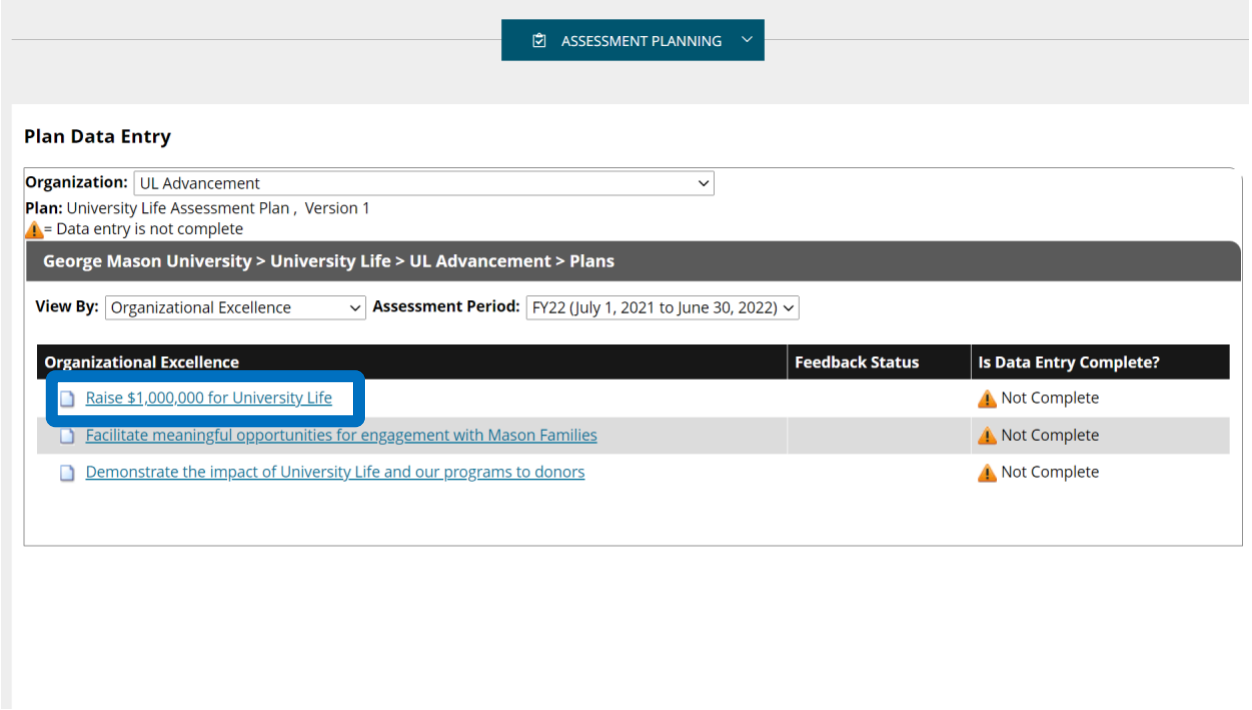
2. Click on the **Plan Data Entry** sub-category.



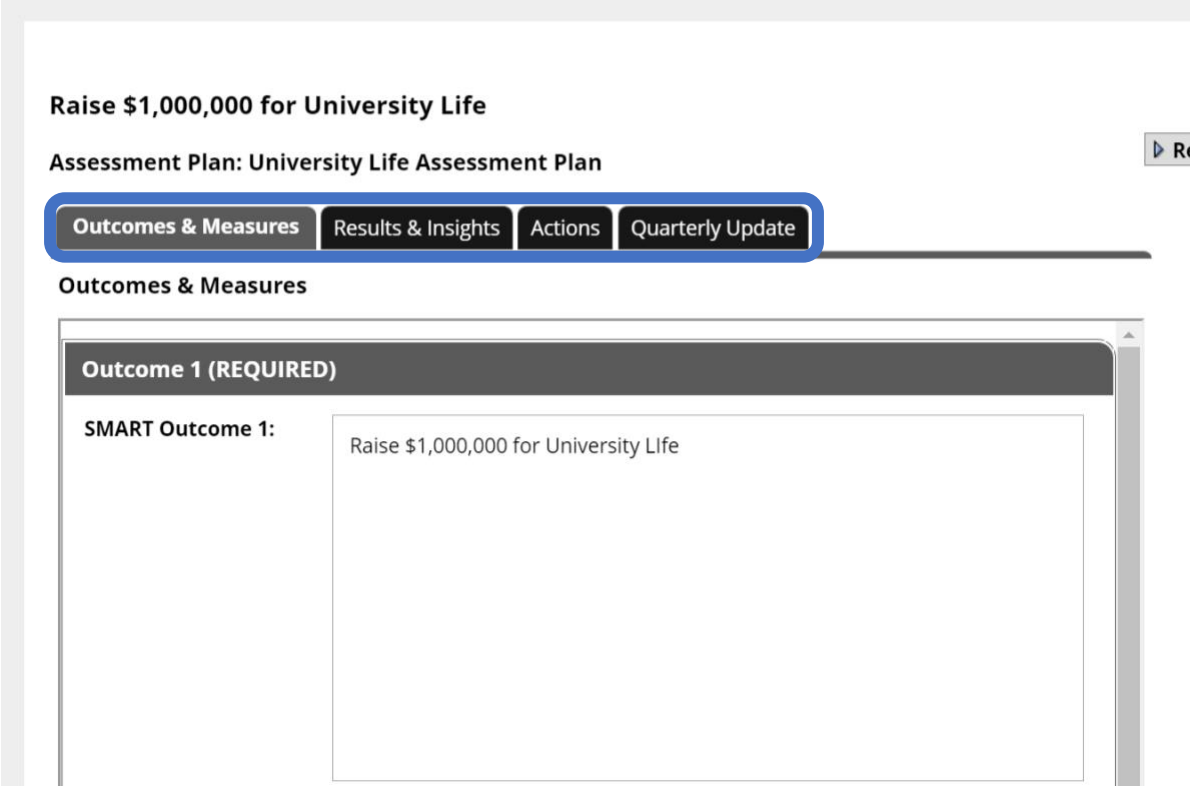
3. Be sure to select your unit from the **Organization** drop-down menu. Then select the UL Strategic Goal you would like to update by clicking the **View By** drop-down menu.



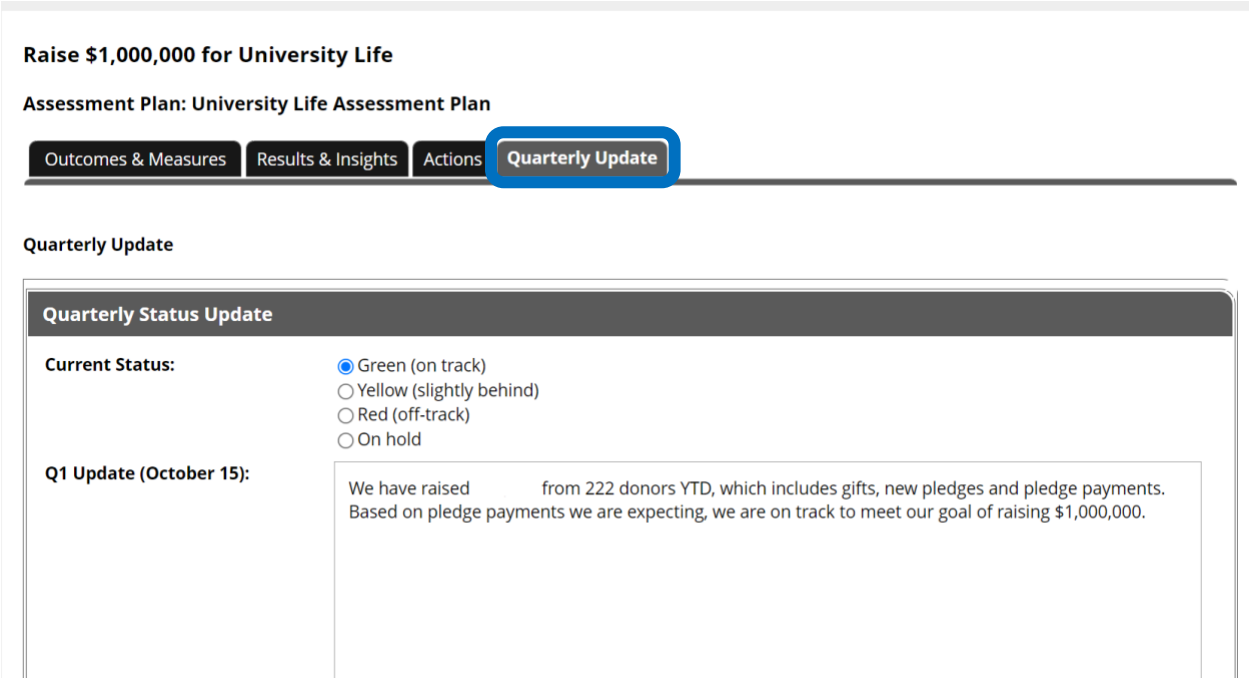
4. **Select the specific goal** you would like to update.



5. You will open the Assessment Planning page for this specific goal, on which you will be able to edit **the Outcomes & Measures, Results & Insights, Actions, and Quarterly Update** for each goal. Select the appropriate tab to add/revise information for that report component.



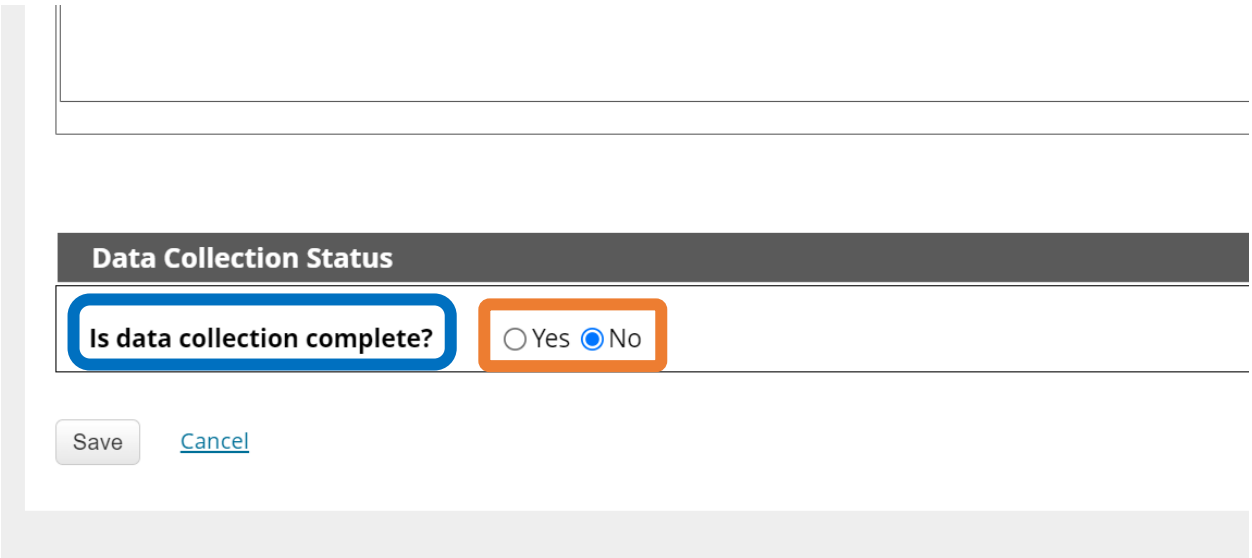
6. Select the **Quarterly Update** tab. You will be able to make quarterly updates on each goal within this tab.



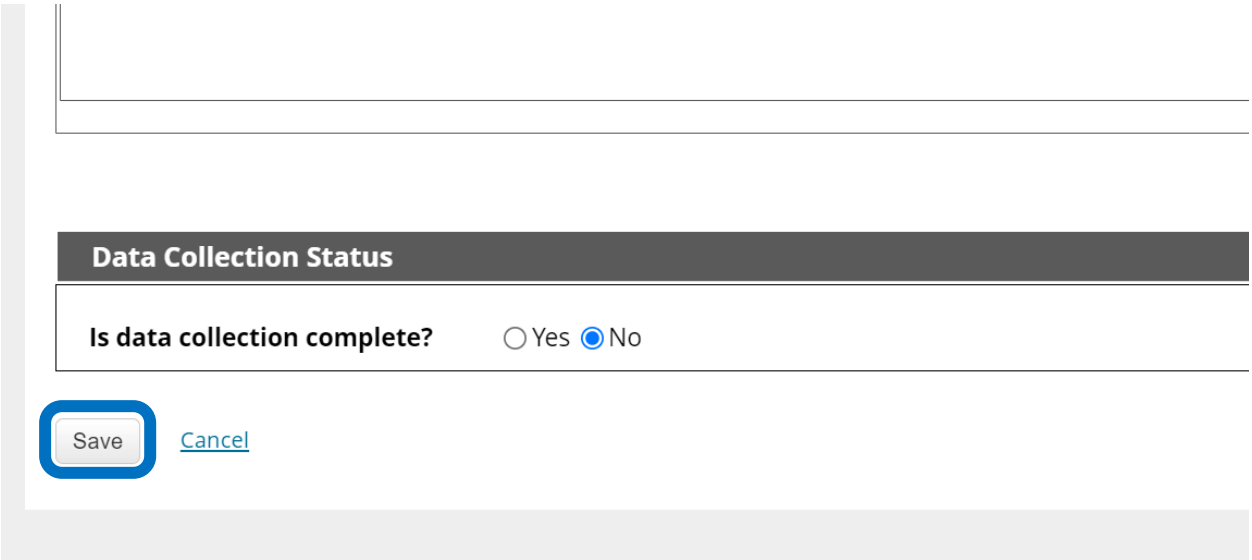
7. Enter for each update on the dates listed next to their respective names, see below.

Q1 Update (October 15): **Q2 Update (January 15):** **Q3 Update (April 15):**

8. Once you have entered the quarterly update for the goal, indicate whether the **data collection process for this goal is complete**. Select **Yes** when complete and all goal updates are entered, until finished select **No**.

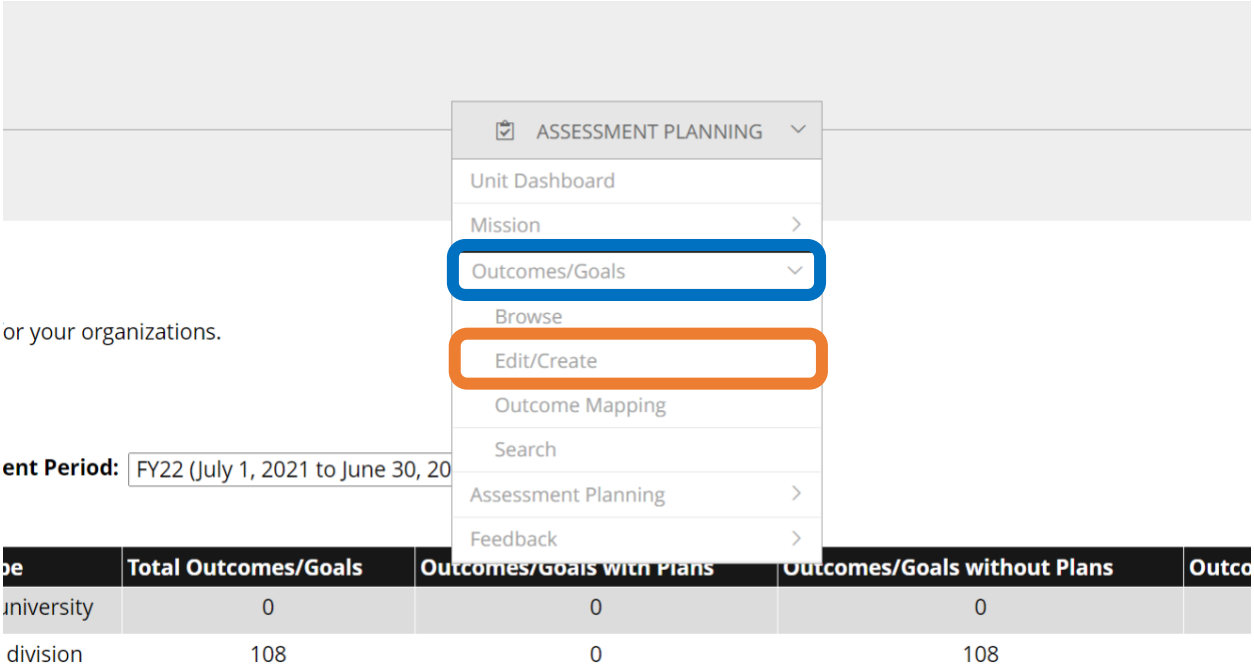


9. Save all updates using the **Save** button.

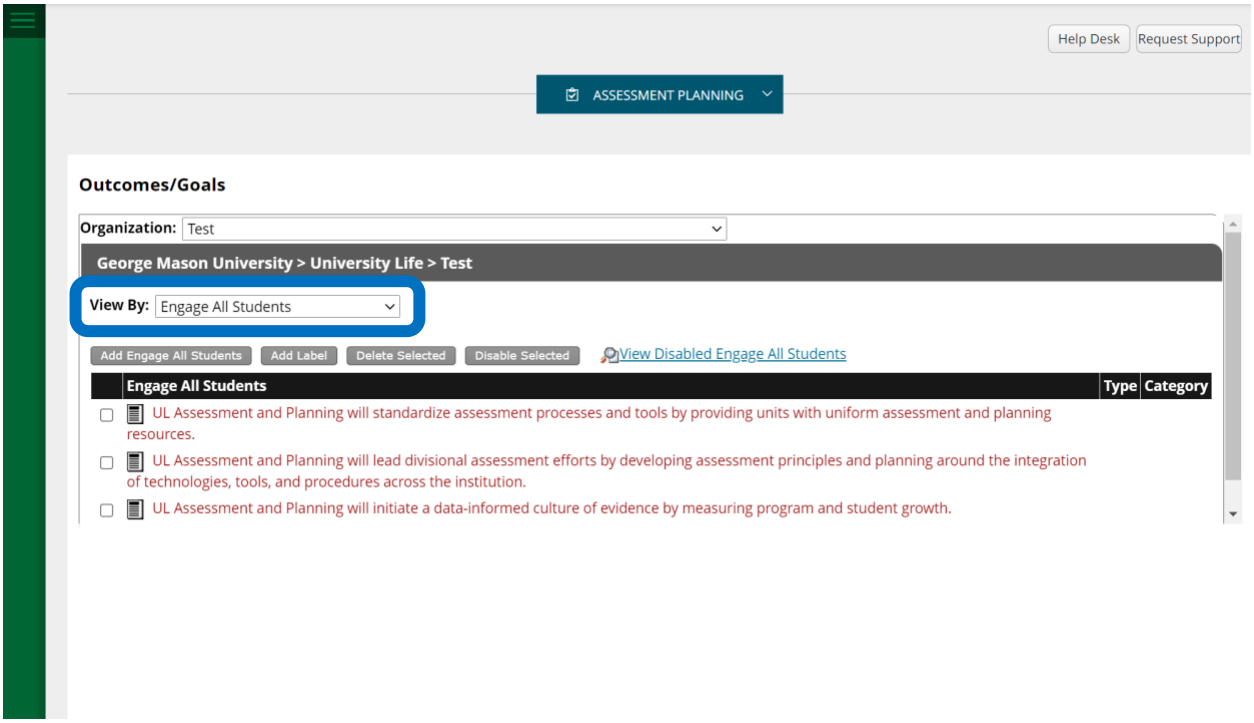


Disabling or Deleting Goals

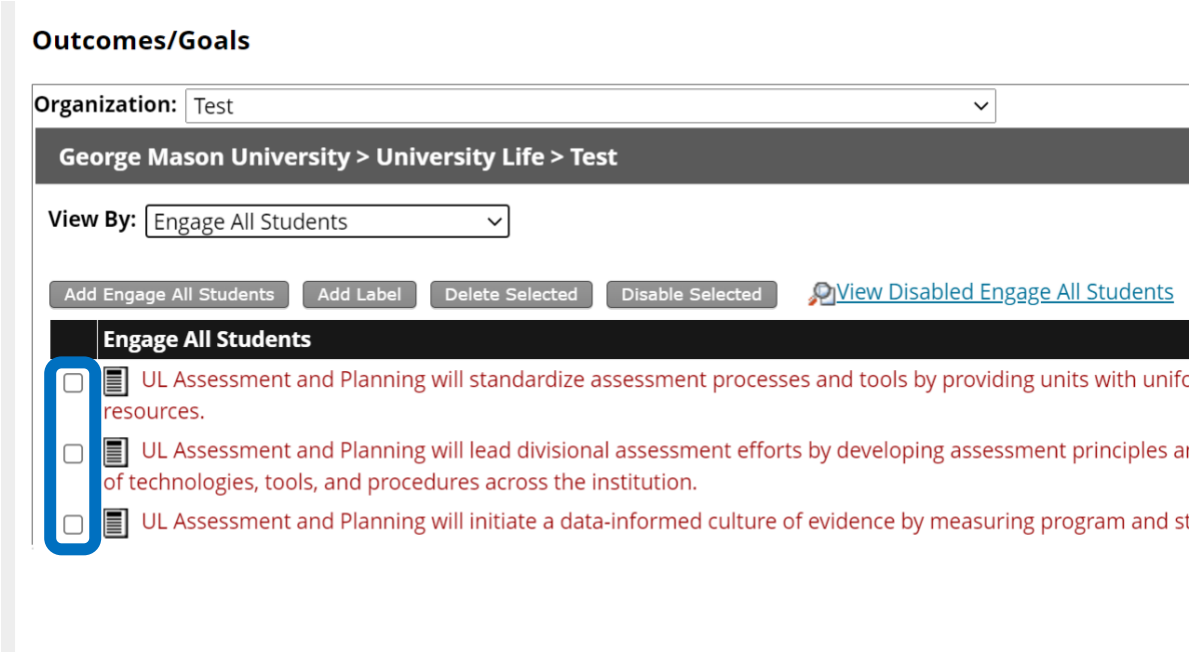
1. Select **Outcomes/Goals** from the **Assessment Planning** menu, and then click on **Edit/Create**.



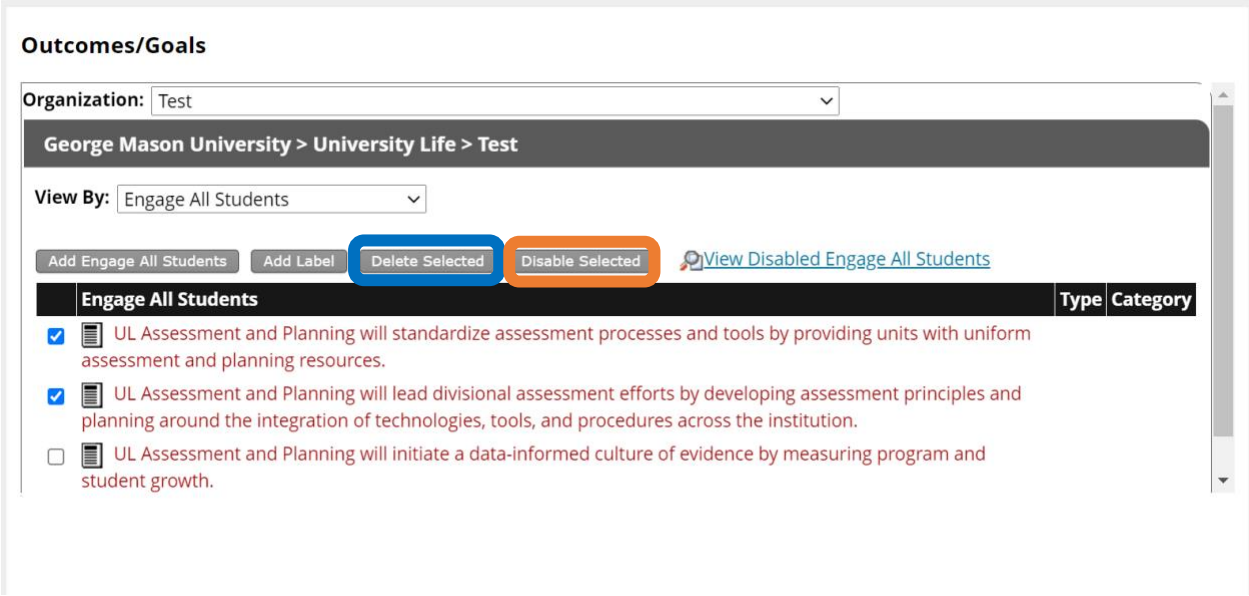
1. From the **View By** drop-down box, select the UL Strategic Goal you intend to edit.



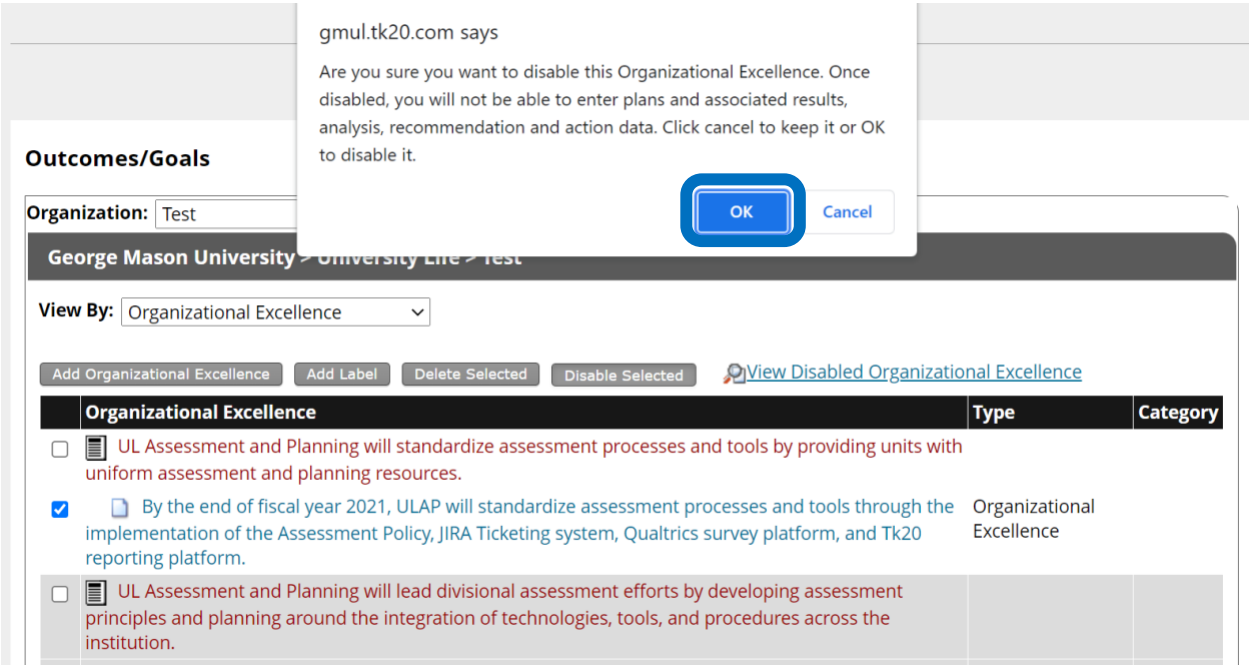
2. Select the goal(s) that you would like to disable or delete by selecting the **Check Box**.



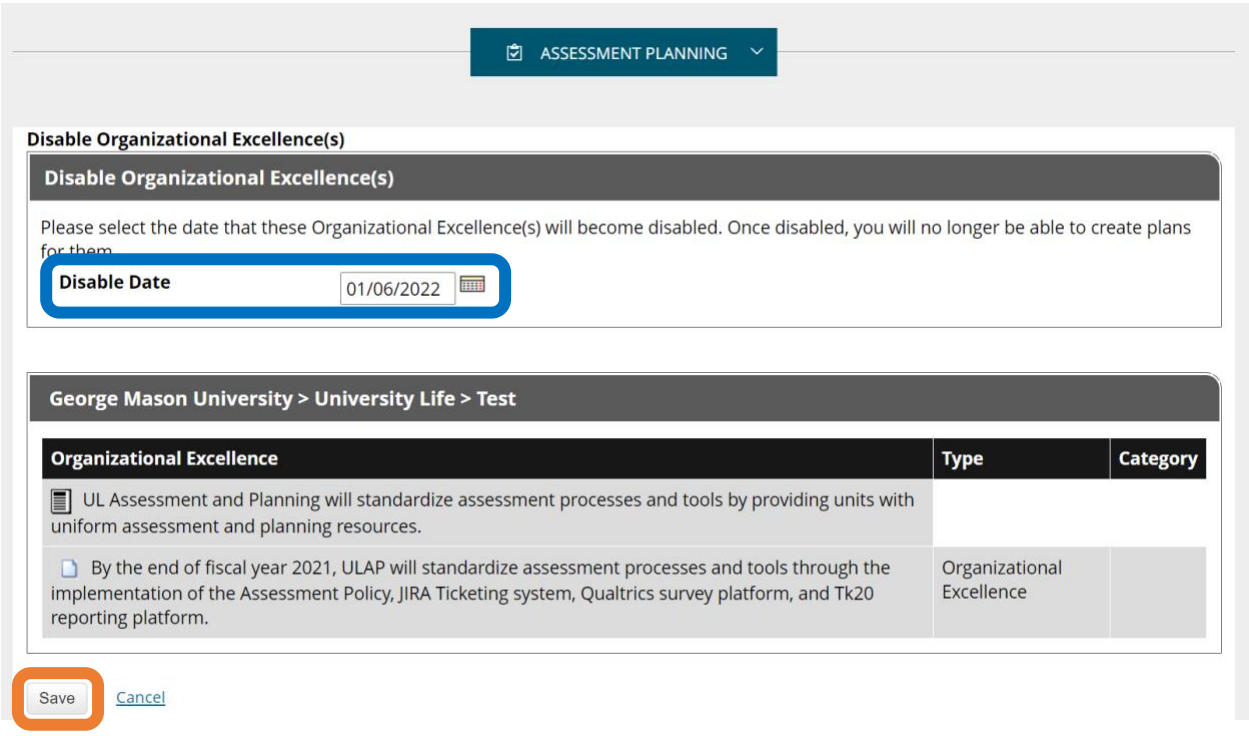
3. Once you have selected which goal you want to edit, either click **Disable Selected** to disable, or click **Delete Selected** to delete.



4. Click "**OK**" when you are sure that you want to disable or delete.

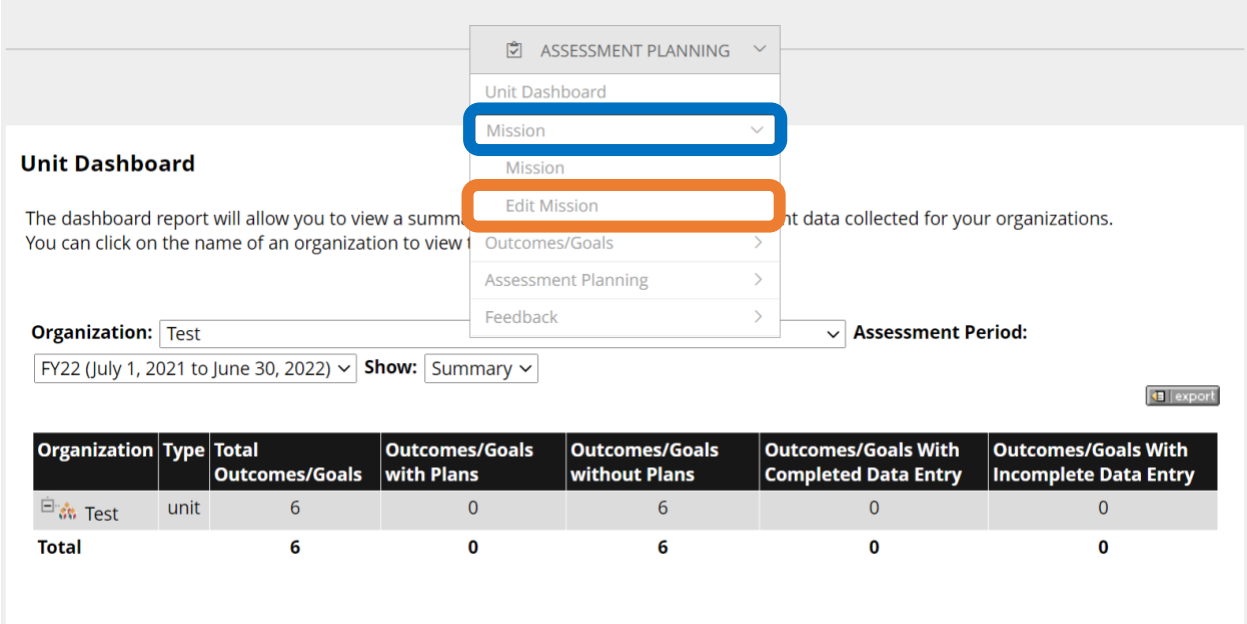


5. Enter the **Disable Date** or **Delete Date** and click **Save**.

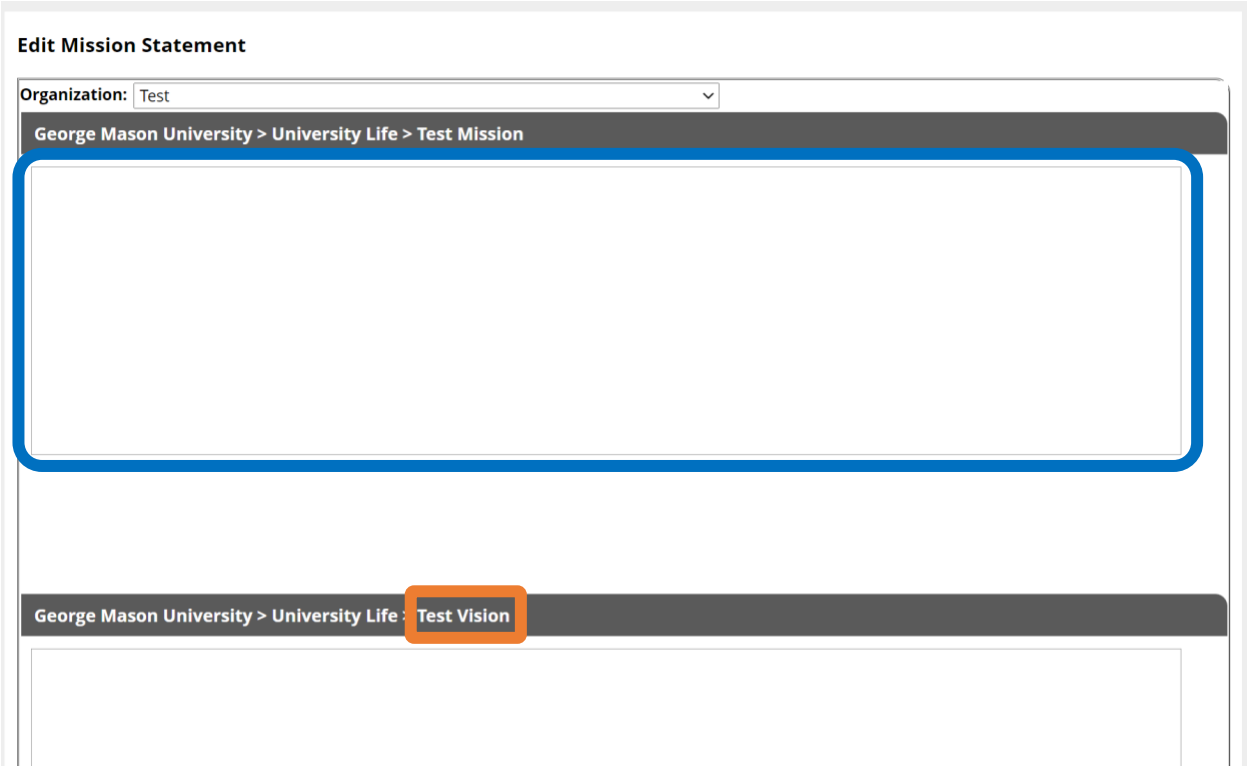


Adding a Mission Statement

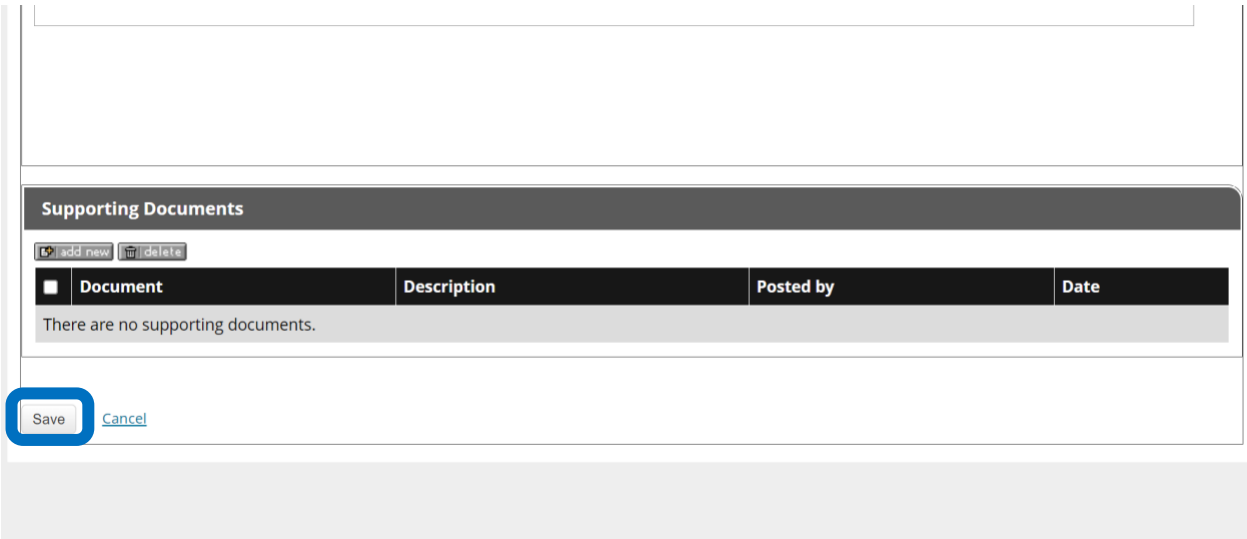
1. From the top center of screen, click on the **Assessment Planning** menu, select **Mission** followed by **Edit Mission**.



2. Enter text directly, or copy and paste the statement into the **text field** at the top of the screen. There is an additional text field for your unit to include a **vision statement**, if applicable to your unit.



3. Click **Save** at the bottom of the screen.



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