Entering Assessment Information into Tk20: A Users Guide

Radford University Office of Institutional Effectiveness and Quality Improvement
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Introduction to Using TK20 for Assessment Planning and Reporting

The following guide is to assist faculty and administrators in accessing and entering assessment information into the TK20 system. In order to use the system, each program or office must submit an assessment plan to and have it approved by the Office of Institutional Effectiveness and Quality Improvement (OIEQI) that includes the outcomes to be assessed. The staff in the office will set up a template that will be accessible to that unit for entering assessment information and for creating sharable reports. It is important to contact OIEQI for the following:

- To set up your TK20 account and template
- If you decide to change any of your outcome statements in TK20
- To add or change the individuals who have access to the account
- If you have any difficulty using the system

OIEQI is a resource for all academic programs, student support programs, and administrative offices when creating assessment or revising plans.

Glossary Outcome Terms

Student Learning Outcomes

**Student learning outcomes** are expectations of what students will know, be able to do, or demonstrate when they have completed or participated in an academic or student support program. These outcomes must be based on measurable, direct student performance. Some examples of measures used to assess **student learning outcomes** are written essays, exams and quizzes, performances, presentations, and field experience ratings. It is expected that all academic programs and many student support programs will include **student learning outcomes** in their assessment plans.

Program Outcomes

**Program outcomes** also include expectations of student success, although less directly observable. Examples of measures used to assess **program outcomes** include retention and graduation rates, student involvement in organizations, job placement rates, and community service participation. It is expected that all academic programs and all student support programs will include **program outcomes** in their assessment plans.
Operations Outcomes

Operations outcomes are specific, measurable statements about improvements a program, department, office, or unit would like to make to its programs or services. Operations outcomes should be directly related to the unit’s mission and goals. Some examples of measures used to assess operations outcomes include satisfaction surveys, tracking of resources provided, time to complete a project, and staying within budget constraints. It is expected that all administrative offices, many student support programs, and some academic programs will include operations outcomes in their assessment plans.

REAL Outcomes

REAL outcomes are student learning outcomes associated with the REAL general education program. The REAL outcomes represent specific competencies that all undergraduate students enrolled at Radford University are expected to accomplish by graduation. All REAL assessment plans must be approved by the REAL Council prior to implementation.
Entering Academic Assessment Information into Tk20
(Student Learning Outcomes and Program Outcomes)

Logging In

- Begin by going to the Radford University Tk20 website (https://radford.Tk20.com).
- Use your RU username and password to log in.

Finding Your Program’s Assessment Template

Click PLANNING on the left-side menu.
• Click the **ASSESSMENT PLANNING** tab at the top of the page.
• Select **Assessment Planning > Plan Data Entry**

![Screen capture of Assessment Planning interface](image)

• Under **Organization**, choose the appropriate program from the drop down menu.

![Screen capture of Organization selection](image)

• In the **View By** menu, choose whether you are entering information for **Student Learning Outcomes** or **Program Outcomes**.

![Screen capture of View By selection](image)
• Under Assessment Period be sure to select Academic Assessment and the correct assessment period from the drop down menu.

• **NOTE:** Always make sure to check that the correct assessment period is selected. Each time data is saved, the Tk20 system will automatically default to the most current period, which will be for the following year’s data.

Entering Measures and Targets:

• Click on the first outcome listed.

![Image of Tk20 system with selected outcomes and assessment period]
- Make sure the **Measures** tab is selected

![Measures tab selected](image1)

- Enter any changes or action taken for this outcome since the previous assessment period (often referred to as “closing the loop”)

![Program improvements implemented](image2)

- Enter all the information for the first measure for this outcome into the system (description, specific type of measure, and measure type). There are places for up to 7 measures for each outcome. Leave these blank if there are no other measures for this outcome.

![Measure 1](image3)
• Enter the **Target for Success** information.

![Target for Success](image)

At least 75% of students should achieve “Competent” or “Highly Competent”.

**Highly Competent** – Students who obtain at least 90% of possible points on the final exam in AGR 375 will be considered highly competent.

**Competent** – Students who obtain at least 75% and 89% of possible points on the final exam in AGR 375 will be considered competent.

**Below Competent** – Students who obtain less than 75% of possible points on the final exam in AGR 375 will be considered below competent.

85% of students achieved “Competent” or “Highly Competent” on the final comprehensive exam (30% “Highly Competent”, 55% “Competent”, 15% “Below Competent”).

• Scroll to the bottom of the page
• Click **Save**

![Save button](image)

• This will take you back to the **Plan Data Entry** homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

**Entering Results:**

• After you enter the measures for the first outcome you will begin entering the results for each of the measures.
• Click again on the first outcome.

![Plan Data Entry](image)

• Click the **Measures** tab.
• Scroll down the page until you reach Measure 1 Results
• Enter assessment findings for the year of interest and whether the results represent all students in the population or a sample.

• Upload any documents such as rubrics or assignment descriptions that are related to this outcome (Note, documents must be in pdf format).

• Continue to enter findings for each of the measures for this SLO.
• Scroll to the bottom of the page once you have completed entering the findings for each of the measures for this SLO
• Under Additional Information type your name and submission date

• Select that the data is complete.
• Select save at the bottom of the page.
This will take you back to the **Plan Data Entry** homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

**Summarizing Results:**

- Click on the **Results** tab.
- The **Results** tab is where departments synthesize each outcome based on the different measures for that outcome.

- Make sure that you are working on the correct outcome.

- Select whether this learning outcome was met, partially met, or not met.

- Enter the **overall findings and analysis** for this outcome in the text box provided.
• Select that the data is complete.
• Select save at the bottom of the page.

This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Entering Actions:

• After you enter the results for the first outcome you will begin entering any actions for each outcome.
• Click again on the first outcome.

• Select the Actions tab
• Click **Add Row**

![Add Row button](image1)

• Select the appropriate action from the drop down menu, as well as the priority of the action. List any responsible person(s) as well as the projected completion date. Give a brief description of the action plan in the **Comments** box. (If you do not plan to implement an action plan, click **Other** and indicate that no actions are planned and give the reason, e.g., "target was met").

![Actions list](image2)

• Here is an example

![Example](image3)
Enter comments for these actions in the text boxes provided, and select if this action plan will be carried into the next planning cycle. Add any pdf documents that you would like to include that are related to this action plan.

Repeat these steps to add rows for as many actions as you need for this first outcome.

Select that the data is complete.
Select save at the bottom of the page when complete.

This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Continue this process for each of the outcomes listed on the Plan Data Entry homepage.
• Once you complete the data entry for all the **Student Learning Outcomes** and **Program Outcomes**, each outcome will be marked as complete on the **Plan Data Entry** homepage.
Entering REAL Assessment Information into Tk20

Logging In

- Begin by going to the Radford University Tk20 website (https://radford.Tk20.com).
- Use your RU username and password to log in.
Finding Your Program’s REAL Assessment Template

Click **PLANNING** on the left-side menu.

- Click the **ASSESSMENT PLANNING** tab at the top of the page.
- Select **Assessment Planning > Plan Data Entry**
• Under **Organization**, choose the appropriate program from the drop down menu.

![Organization drop down menu](image)

• In the **View By** menu, choose **REAL Outcome**.

![View By menu](image)

• Under **Assessment Period** be sure to select **Academic Assessment** and the correct **assessment period** from the drop down menu.

• **NOTE:** Always make sure to check that the correct **assessment period** is selected. Each time data is saved, the Tk20 system will automatically default to the most current period, which will be for the following year’s data.
Entering **Measures** and **Targets:**

- Click on the first outcome listed.

- Make sure the **Measures** tab is selected

- Enter any changes or action taken for this outcome since the previous assessment period (often referred to as “closing the loop”)

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**WARNING! DO NOT USE BACK ARROWS WHILE IN TK20**

**Sample Agricultural Science (BS) > Plans**

View By: REAL Outcome  
Assessment Period: 2019-2020 Academic Assessment

<table>
<thead>
<tr>
<th>REAL Outcome</th>
<th>Feedback Status</th>
<th>Is Data Entry Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>R (SLO 1-Scientific) - Students apply scientific and quantitative information to test problems and draw conclusions.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>R (SLO 1-Quantitative) - Students apply scientific and quantitative information to test problems and draw conclusions.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>R (SLO 2-Scientific) - Students evaluate the quality of data, methods, or inferences used to generate scientific and quantitative knowledge.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>R (SLO 2-Quantitative) - Students evaluate the quality of data, methods, or inferences used to generate scientific and quantitative knowledge.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>L (SLO 1) - Students apply acquired knowledge and skills to develop professional identity or professional practice.</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

**R (SLO 1-Scientific)** - Students apply scientific and quantitative information to test problems and draw conclusions.

Assessment Plan: Academic Program Assessment

**Measures**

**Program Improvements Implemented**

Changes implemented or actions as identified from the previous assessment period.

This is the first year that data was collected for this outcome. The Agricultural Science faculty met at the beginning of the academic year to discuss last year’s findings and determined that an action plan was needed to address this outcome. See “Actions” section for more details.
- Enter all the information for the first measure for this outcome into the system (descriptions, specific type of measure, and Measure Type). There are places for up to 7 measures for each outcome. Leave these blank if there are no other measures for this outcome.

- Enter the Target for Success information. Remember that the REAL Council has chosen the target for percentage of students achieving competence at 75%. Programs are responsible for determining how competence is determined.

- Scroll to the bottom of the page
- Click Save

- This will take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)
Entering **Results:**

- After you enter the measures for the first outcome you will begin entering the results for each of the measures.
- Click again on the first outcome.

![Sample image of entering results](image)

- Click the **Measures** tab.

![Sample image of measures tab](image)

- Scroll down the page until you reach **Measure 1 Results**
- Enter assessment findings for the year of interest and whether the results represent all students or a sample
WARNING! DO NOT USE BACK ARROWS WHILE IN TK20

- Upload any documents such as rubrics or assignment descriptions that are related to this outcome (Note, documents must be in pdf format).

- Continue to enter findings for each of the measures for this SLO.
- Scroll to the bottom of the page once you have completed entering the findings for each of the measures for this SLO.
- Under Additional Information type your name and submission date.

- Select that the data is complete.
- Select save at the bottom of the page.

- This will take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)
Summarizing Results:

- Click on the Results tab.
- The Results tab is where departments synthesize each outcome based on the different measures for that outcome.

- Make sure that you are working on the correct outcome

- Select whether this learning outcome was met, partially met, or not met

- Enter the overall findings and analysis for this outcome in the text box provided.
• Select that the data is complete.
• Select save at the bottom of the page.

• This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Entering Actions:

• After you enter the results for the first outcome you will begin entering any actions for each outcome.
• Click again on the first outcome.

• Select the Actions tab
• Click **Add Row** if the program plans to implement an action plan for improvement.

• Select the appropriate action from the drop down menu, as well as the priority of the action. List any responsible person(s) as well as the projected completion date. Give a brief description of the action plan in the **Comments** box. (If you do not plan to implement an action plan, click **Other** and indicate that no actions are planned and give the reason, e.g., “target was met”).

• Here is an example
- Enter comments for these actions in the text boxes provided, and select if this action plan will be carried into the next planning cycle. Add any pdf documents that you would like to include that are related to this action plan.

- Repeat these steps to add rows for as many actions as you need for this first outcome.

- Select that the data is complete.
- Select save at the bottom of the page when complete.

- This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

- Continue this process for each of the outcomes listed on the Plan Data Entry homepage.
- Once you complete the data entry for the REAL Outcomes, each outcome will be marked as complete on the Plan Data Entry homepage.
Entering Student Support Assessment Information into Tk20
(Student Learning Outcomes, Program Outcomes, and Operations Outcomes)

Logging In
- Begin by going to the Radford University Tk20 website (https://radford.Tk20.com).
- Use your RU username and password to log in.

Finding Your Program’s Assessment Template
Click PLANNING on the left-side menu.
- Click the **ASSESSMENT PLANNING** tab at the top of the page.
- Select **Assessment Planning > Plan Data Entry**

Under **Organization**, choose the appropriate program from the drop down menu.

In the **View By** menu, choose whether you are entering information for **Student Learning Outcomes**, **Program Outcomes**, or **Operations Outcomes**.
• Under Assessment Period be sure to select **Administrative Assessment** and the correct **assessment period** from the drop down menu

• **NOTE:** Always make sure to check that the **correct assessment period** is selected. Each time data is saved, the Tk20 system will automatically default to the most current period, which will be for the following year’s data.

---

**Entering Measures and Targets:**

• Click on the outcome that you will be completing.
• Make sure the **Measures** tab is selected

![Image showing the Measures tab highlighted](image_url)

• Enter any changes or action taken for this outcome since the previous assessment period (often referred to as “closing the loop”)

SLO 2 - Students taking part in the Student Support Office's Summer Ambassador's program will demonstrate an understanding of the needs of incoming college freshmen.

Assessment Plan: Administrative Assessment

<table>
<thead>
<tr>
<th>Measures</th>
<th>Results</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Improvements Implemented**

Changes implemented or actions as identified from the previous assessment period.

Based on the assessment results from the previous Summer Ambassador assessment, the staff of the program decided that more time was needed explaining to students how to write a reflection essay. This was implemented during the 2019-2020 academic year. However, as shown below, students scores only slightly improved and still did not meet the target goal. Additional support will be given to support this activity (see Action Plan tab for more information).

• Enter all the description of the first measure for this outcome into the system. There are places for up to 7 measures for each outcome. Leave these blank if there are no other measures for this outcome.

**Measure 1**

**Description of Assessment Measure 1**

The Summer Student Ambassador program is an intensive two-week on-campus camp that trains juniors and seniors to work as student ambassador’s in the Office of Student Support. Student Ambassadors work as mentors to new freshmen who demonstrate at least two risk factors associated with early attrition from collegiate education. During the Summer Student Ambassador program, student ambassadors learn skills that will assist them in mentoring freshmen and to recognize early signs of issues. They also learn which offices and professionals they can refer freshmen to if they do recognize any issues. At the end of the two-week camp, participants are asked to submit a 500-word reflection describing what they learned during the camp and how they believe the camp will assist them in mentoring freshmen.

• Enter the **Target for Success** information.

**Target for Success (e.g., Performance Benchmark)**

At least 80% of the student ambassadors will receive “Satisfactory” or “Exemplary” on the reflection as scored by a standard rubric.

• Scroll to the bottom of the page
• Click **Save**

![Save Button]

- This will take you back to the **Plan Data Entry** homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

**Entering Results:**

- After you enter the measures for the first outcome you will begin entering the results for each of the measures.
- **Click again on the first outcome.**

![Plan Data Entry Screen]

- **Click the Measures tab.**

![Measures Tab]

- **Scroll down the page until you reach Measure 1 Results**
- Enter assessment findings for the year of interest and whether the results represent all students in the population or a sample.
• Upload any documents such as rubrics or assignment descriptions that are related to this outcome (Note, documents must be in pdf format).

• Continue to enter findings for each of the measures for this SLO.
• Scroll to the bottom of the page once you have completed entering the findings for each of the measures for this SLO
• Under Additional Information type your name and submission date

• Select that the data is complete.
• Select save at the bottom of the page.

• This will take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Summarizing Results:
• Click on the Results tab.
• The Results tab is where departments synthesize each outcome based on the different measures for that outcome.
• Make sure that you are working on the correct outcome

SLO 2 - Students taking part in the Student Support Office's Summer Ambassador's program will demonstrate an understanding of the needs of incoming college freshmen.

• Select whether this learning outcome was met, partially met, or not met

• Enter the overall findings and analysis and any additional comments for this outcome in the text boxes provided.
Select that the data is complete.
Select save at the bottom of the page.

This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

**Entering Actions:**

- After you enter the results for the first outcome you will begin entering any actions for each outcome.
- Click again on the outcome you are working on.

Select the Actions tab
• Click **Add Row** if the program plans to implement an action plan for improvement.

![Actions](image)

• Select the appropriate action from the drop down menu, as well as the priority of the action. List any responsible person(s) as well as the projected completion date. Give a brief description of the action plan in the **Comments** box. (If you do not plan to implement an action plan, click **Other** and indicate that no actions are planned and give the reason, e.g., “target was met”.

![Actions](image)

• Here is an example

![Assessment Plan](image)
Enter comments for these actions in the text boxes provided, and select if this action plan will be carried into the next planning cycle. Add any pdf documents that you would like to include that are related to this action plan.

Repeat these steps to add rows for as many actions as you need for this outcome.

Select that the data is complete.

Select save at the bottom of the page when complete.

This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Continue this process for each of the outcomes listed on the Plan Data Entry homepage.

Once you complete the data entry for all the Student Learning Outcomes, Program Outcomes, and Operations Outcomes, each outcome will be marked as complete on the Plan Data Entry homepage.
### Plan Data Entry

**Organization:** Sample Student Support Office  
**Plan:** Administrative Assessment, Version 1  
*Data entry is not complete*

**View By:** Student Learning Outcome  
**Assessment Period:** 2019-2020 Administrative Assessment

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Feedback Status</th>
<th>Is Data Entry Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1: Students taking part in the Student Support Time Management Workshop will understand the factors necessary for good time management.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>SLO 2: Students taking part in the Student Support Office Summer Ambassador's program will demonstrate an understanding of the needs of incoming college freshmen.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>SLO 3: Students taking part in Academic Support Programming will be able to identify behaviors, both within and outside the classroom, that affect college success.</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

**View By:** Program Outcome  
**Assessment Period:** 2019-2020 Administrative Assessment

<table>
<thead>
<tr>
<th>Program Outcome</th>
<th>Feedback Status</th>
<th>Is Data Entry Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO 1: Students taking part in Student Success Programme will be retained at a higher level than other students.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>PO 2: Students taking part in Student Support Programming will graduate at a greater rate than students who do not take part in the program.</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

**View By:** Operations Outcome  
**Assessment Period:** 2019-2020 Administrative Assessment

<table>
<thead>
<tr>
<th>Operations Outcome</th>
<th>Feedback Status</th>
<th>Is Data Entry Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>OQ 1: Staff in the Office of Student Support will provide at least 15 workshops focused on student success during the academic year.</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>OQ 2: Staff in the Office of Student Support will apply for at least two grants during the academic year.</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>
Entering Administrative Assessment Information into Tk20
(Operations Outcomes)

Logging In

- Begin by going to the Radford University Tk20 website (https://radford.Tk20.com).
- Use your RU username and password to log in.

Finding Your Offices’s Assessment Template

Click PLANNING on the left-side menu.
• Click the **ASSESSMENT PLANNING** tab at the top of the page.
• Select **Assessment Planning > Plan Data Entry**

![Assessment Planning Dashboard]

• Under **Organization**, choose the appropriate office or department from the drop down menu.

![Plan Data Entry]

• In the **View By** menu, choose whether you are entering information for **Student Learning Outcomes**, **Program Outcomes**, or **Operations Outcomes**.
• Under Assessment Period be sure to select **Administrative Assessment** and the correct **assessment period** from the drop down menu

• **NOTE:** Always make sure to check that the **correct assessment period** is selected. Each time data is saved, the Tk20 system will automatically default to the most current period, which will be for the following year’s data.

---

**Entering Measures and Targets:**

• Click on the outcome that you will be completing.
• Make sure the **Measures** tab is selected

![Measures tab](image)

• Enter any changes or action taken for this outcome since the previous assessment period (often referred to as “closing the loop”)

![Assessment form](image)

• Enter all the description of the first measure for this outcome into the system. There are places for up to 7 measures for each outcome. Leave these blank if there are no other measures for this outcome.

![Measure 1](image)

• Enter the **Target for Success** information.

![Target for Success](image)
WARNING! DO NOT USE BACK ARROWS WHILE IN TK20

- Scroll to the bottom of the page
- Click Save

- This will take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Entering Results:

- After you enter the measures for the first outcome you will begin entering the results for each of the measures.
- Click again on the outcome you are working on

Click the Measures tab.

- Scroll down the page until you reach Measure 1 Results
- Enter assessment findings for the year of interest and whether the results represent all students in the population or a sample.
• Upload any documents such as rubrics or assignment descriptions that are related to this outcome (Note, documents must be in pdf format).

• Continue to enter findings for each of the measures for this SLO.
• Scroll to the bottom of the page once you have completed entering the findings for each of the measures for this SLO
• Under **Additional Information** type your name and submission date

• Select that the data is complete.
• Select save at the bottom of the page.

• This will take you back to the **Plan Data Entry** homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)
Summarizing Results:

- Click on the Results tab.
- The Results tab is where departments synthesize each outcome based on the different measures for that outcome.

- Make sure that you are working on the correct outcome.

- Select whether this learning outcome was met, partially met, or not met.

- Enter the overall findings and analysis and any additional comments for this outcome in the text boxes provided.
WARNING! DO NOT USE BACK ARROWS WHILE IN TK20

- Select that the data is complete.
- Select save at the bottom of the page.

- This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)

Entering Actions:

- After you enter the results for the first outcome you will begin entering any actions for each outcome.
- Click again on the outcome you are working on.

- Select the Actions tab
• Click **Add Row** if the program plans to implement an action plan for improvement.

![Add Row](image)

• Select the appropriate action from the drop down menu, as well as the priority of the action. List any responsible person(s) as well at the projected completion date. Give a brief description of the action plan in the **Comments** box. (If you do not plan to implement an action plan, click **Other** and indicate that no actions are planned and give the reason, e.g., “target was met”).

![Action Details](image)

• Here is an example

![Example](image)
• Enter comments for these actions in the text boxes provided, and select if this action plan will be carried into the next planning cycle. Add any pdf documents that you would like to include that are related to this action plan.

• Repeat these steps to add rows for as many actions as you need for this outcome.

• Select that the data is complete.
• Select save at the bottom of the page when complete.

• This will again take you back to the Plan Data Entry homepage. (If you don’t see the list of outcomes, you may need to scroll up to the top of the page.)
• Continue this process for each of the outcomes listed on the Plan Data Entry homepage.

• Once you complete the data entry for all the Operations Outcomes, each outcome will be marked as complete on the Plan Data Entry homepage.
Creating Assessment Reports in TK20

The following instructions for creating, printing, and sharing results are relevant for all forms of assessment reports (academic programs, student support, and administrative offices).

Logging In

- Begin by going to the Radford University Tk20 website (https://radford.Tk20.com).
- Use your RU username and password to log in.

Creating Reports

- Click on “REPORTS” in left-hand menu
• Click on Planning 001: Assessment Plan Data for Organizations

- Make sure:
  - You are in the correct assessment period
  - Academic programs should choose “Program” as the Organization Type
  - Academic Support and Administrative Offices should choose “Department” as the Organization Type
  - Choose the report you want to print in the Organization box
  - “No” is marked next to Display Blank Entries
  - “Yes” is marked next to Include Prepared On Date Stamp
  - “Yes” is marked next to Include Prepared by User
• Click “Generate”

• Your report will be created

Full Page Screen Capture

SHARING THE REPORT WITH OTHERS IN YOUR DEPARTMENT

• Click “Share”

• Enter the email addresses of your department members and click “Share”. Each person will receive a copy of the report as an email attachment.
Share

From:
Sandra Baker

To:
(Enter email addresses separated by a comma)

Subject:
Sandra Baker has shared a report with you

Attachment name:
Planning 001: Assessment Plan Data for Organizations

Attachment Type:
- PDF
- Excel
- HTML
- MS Word

Document Orientation:
- Portrait
- Landscape

Select all that apply:
- Send a copy of this message to my email address

Message:
Sandra Baker has shared Planning 001: Assessment Plan Data for Organizations with you. Please open the attachment to view the report.
CONVERT THE REPORT INTO A PRINTABLE PDF

There are a couple of ways to convert your assessment report into a printable PDF document. You can do this using a full-document screen capture or the export feature in TK20. For ease of reading, the OIEQI recommends that you use a full-document screen capturing software; however, the export feature will provide a full report in a pdf format.

Full-Document Screen Capturing

There are several full-document screen capturing options available (see https://www.howtogeek.com/287992/how-to-take-a-screenshot-of-an-entire-webpage/ for some examples). The OIEQI uses the Chrome Browser Plugin, “Full Page Screen Capture”. The pdf document looks like the report generated by TK20 when using the browser plugin.
The Export Feature in TK20

You can also use the export feature in TK20 to convert your report into a printable PDF document.

- Click “Export” and “Export to Computer”

- Click “PDF” and “Portrait” and click “Export”/
- Save and print the report. Notice that the report has changed format but it contains all the necessary information.