Thank you so much for participating in the College general education assessment. We strive to develop ways for you to complete assessment recording easily, accurately, securely, and as quickly as possible. By participating you will be able to track students learning more effectively, help faculty understand learning at the departmental level, and help the College overall understand student competency. The College collects assessment data using the TK20 system (frederick.tk20.com) and this document lays out the 7 steps it takes to submit your data.

Step One: Login to TK20

1. Visit frederick.tk20.com and login using your single sign-on (username and password) that you use to access your email, PeopleSoft account, or a computer on campus. You do not need to type @frederick.edu after your username.
2. The software is completely web based. It functions most effectively in Google Chrome, Mozilla Firefox, or Safari, or Microsoft Edge. The program will work when using Internet Explorer but due to coding issues may not have full optimization. If you have the other platforms available, it is preferred you use those browsers.
Step Two: Click on the courses tab and “check-out” your assessment tool

1. As a faculty member you may not see as many tabs as listed below for the administrative account; however, simply find the courses tab and click on it.
2. Once you are in the courses tab click the subcategory for libraries.
3. Once in the libraries tab you will see all of the available assessment tools (rubrics). Click on the rubrics that you will be using for your assessment by clicking the check box beside them.
4. Once you have selected the items you need, click the star button to check these items out and permanently place them in your assessment tool library.
Step Three: Use the courses tab to select your rubric and add your courses.

1. After you have checked out the rubrics you will be using for your assessment, click on the observations tab and then click assess.
2. In the drop down menu select the rubric you wish to use for your assessment by clicking on the small gray arrow and then selecting it from the list.
3. Click the radial button beside the course you wish to assess.
4. Finally, click the next button to navigate forward.
Step Three (Continued): If you have already started a record, saved it, and come back to it.

1. Click on the observations tab.
2. Find the record you would like to continue working on a click the blue link.
3. You will then be able to continue inputting your data.
Step Four: Inputting data

1. Click the plus sign beside each student record.

2. Designate the student status. This is an area for you to identify students who stopped attending or did not complete the assessment.

3. Fill out the rubric by selecting the radial buttons that best apply to student's competency. There is also a comment box if you wish to leave any comments. The scores will automatically populate and the system will populate a total score and rubric mean. You can also put an assignment grade in the system if you wish by simply entering a letter grade (this is not required).

4. Once you have entered the information, simply click submit.

5. Then move on to the next student and repeat step 1 (click the green plus sign beside the student name).
Step Five: Complete your assessments

1. Once you have submitted your assessment records for all students and all courses you have completed your work.
2. You can simply log out by on the icon with your name and then click sign-out.

Congratulations!

You are finished. The system will allow the College to create reports by course, subject, department, etc.

The data will then be shared out by the department OAC representative.

If you have any specific questions, problems, or feedback while reporting, or after reporting your data please email JAshby@frederick.edu or your departments Outcomes Assessment Committee member.