Thank you so much for participating in the College academic program review process. We strive to develop ways for you to complete assessment processes **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 program level, map your courses and learning outcomes, and improve your program. The College facilitates assessment processes using the TK20 system ([frederick.tk20.com](http://frederick.tk20.com)) and this document lays out how to complete the process.

**Step One: Login to TK20**

1. Visit [frederick.tk20.com](http://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 planning, the assessment plan header, select curriculum maps, and select edit/create maps

1. In order to access the planning tab, you need to be logged in as a program manager. If you do not see this tab go to the top right corner where it says “hi, your name” and click on the icon. Once you do so you will see a drop down where you can change your role from faculty to program manager. If you do not see the program manager role at all please contact Jacob Ashby (jashby@frederick.edu) or your Outcomes Assessment Council representative.
2. Once you click on the planning tab you will see a box for assessment planning in the middle of your page. Click on the planning drop down menu.
3. Select curriculum maps from the drop down.
4. Select Edit/Create Maps.
Step Three: Create your curriculum map

1. After you have selected assessment planning, curriculum map, edit/create maps, either select the map you have already created by click on the live link or click add new to create a new map.
Step Four: Naming your curriculum map, making it active, assigning an organization, and selecting courses

1. After selecting to create a new map, give your map a name (ideally your program name) by typing it into the title box. Please feel free to add a description if you would like. Additionally, make sure you mark the map as active. Finally, besides organization click select and assign you map to your program in the organizations list.

2. Once you have completed these steps, go to the courses tab and select the current term from the drop down. From there, select all the courses in the subject map you wish to include in your map. If you would like to include them all simply click the box besides the course number label.

3. Finally, click next.
Step Five: Selecting your program outcomes

1. Since you have assigned an organization, this should appear in the organization drop down menu.
2. The next step is to use the drop down menu to select program-level outcome as your type and click search.
3. Your program learning outcomes have been loaded via information currently on the web site. If these need to be changed or edited please contact Jacob Ashby (jashby@frederick.edu) or your Outcomes Assessment Council representative.
4. Select the check box at the top of the list to select all of your learning outcomes or select individual learning outcomes you hope to map.
5. Select next.
Step Five: Filling out your curriculum map

1. Your curriculum map now maps your courses against your programmatic learning outcomes.
2. To complete the map, for each course and outcomes select the level (whether the outcome is introduced or enhanced, select whether or not the outcome is assessed in that course from the drop down menus.
3. Furthermore, in each small text box beside measure type a description of the assignment, exam, etc. that is used to assess this outcome in each individual course.
4. Once you have completed these steps for the entire map, save your work. You can also preview your map by selecting preview at the bottom of the page.
5. Finally, at the top of your map select print and output your map as a .PDF. Save the map and attach it to your program review in the accreditation management tab.

Congratulations!

You are finished creating your curriculum map. You can always come back at any time, make edits, add additional course, etc. The system will allow the College to output the map at any time for reference.

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.