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) and this document lays out how to complete the process.

**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 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 plan data entry from the drop down.
Step Three: Selecting Your Outcomes and Assessment Period

1. In order to access the planning tab, you need to be aligned with a program in TK20. If you see a message that says, “There are no organizations associated with your account. Assessment and Planning data cannot be displayed without this association as a security precaution. Please contact your Unit Administrator to associate your account with the appropriate organization(s),” please contact Jacob Ashby (jashby@frederick.edu) so that you can be properly aligned with an organization.

2. In the plan data entry window, ensure that you have the proper program selected under organizations. Also, ensure you have selected program-level outcome under view by and make sure the assessment period is accurate.

3. Once this is done, simply click on the blue link for one of your program outcomes.
Step Four: Completing the Assessment Form for Program Outcomes

1. After clicking on the link for the program outcome, you will be directed to the form shown in the picture below. There are three tabs in the form (Measures, Results, Action Items (Closing the Loop):
   a. Measures: In the measures form, simply enter a brief description of how you are collecting your data (test, assignment, project, etc.), define the data collection as a direct measure or indirect measure, define a benchmark (a target number defined by you as the program manager), and then enter the results from the assessment. Once you have done this scroll to the bottom and click “yes” beside is this data collection complete.
   b. Results: In the results tab click whether students’ scores were higher then you benchmark by click the radial button that identifies whether the outcome was “met” or “not met.” Then in the text box below enter what the data told you as an instructor about your students’ learning. Ensure once you have filled out the form you scroll to the bottom and click “yes” beside is the data collection complete.
   c. Action Items (Closing the Loop): Using this form, simply select whether updates are completed, in progress, or not needed for curricular or instructional items, review and revision of programmatic outcomes statements, changes to the measurement approach, or revision to the curriculum map based on what was learned from the programmatic outcome assessment. Once you have filled out the form scroll to the bottom and click “yes” beside is the data collection complete.

2. After all three tabs on the form have been filled out, simply click save to complete your submission for the programmatic outcome.

3. Once you have completed one outcome, complete the steps above for each programmatic outcome statement in TK20.
Congratulations!

You are finished creating your program learning outcomes assessment data. You will now notice that your outcomes identify they are each complete. Reports can be run to output a summary of this data. For assistance with this, simply contact jashby@frederick.edu.

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.