

May 2019



Assessment Planning Training Guide for Co-Curricular Programs and Units

Need additional help or would you like to schedule a training session?

Email the Assessment Working Team at assessment@syr.edu

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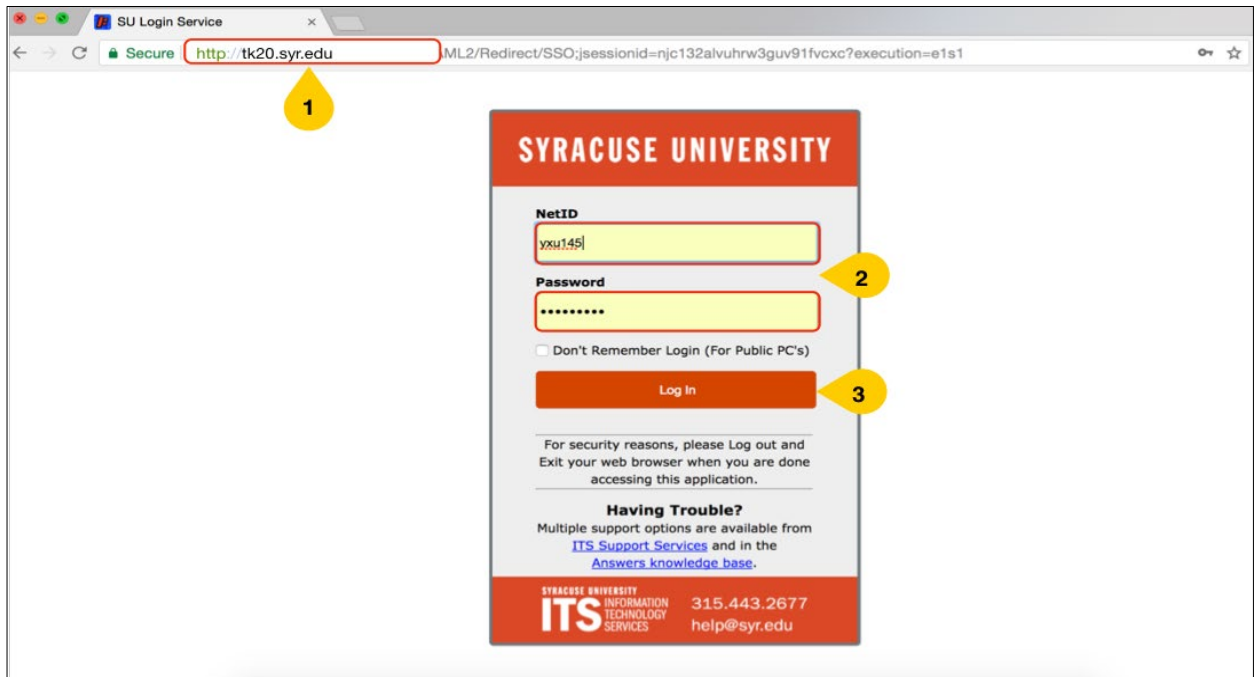
Getting Started

- To access Tk20, log in to Tk20.syr.edu using your Syracuse University netID and password.
 - For information and resources, visit the IEA website: effectiveness.syr.edu/resources/
 - Tk20 guides, videos, and planning worksheets
 - Assessment resources including overviews, a four-year assessment cycle template, curriculum mapping tools, and rubric library

Important Reminders

- Chrome and Firefox are the preferred browsers for Tk20.
 - Tk20 does not have auto-save. Save your work before exiting an area of the system or closing your browser.
 - Do not hit your browser's back button. Doing so will result in data loss. If you would like to exit an area of the system, select "Save" to retain any entered information or "Cancel" or "Close."
 - Be mindful of the occasional blank page. Sometimes when you save or move on to the next step, Tk20 will show a blank screen. If that happens, scroll to the top of the page.
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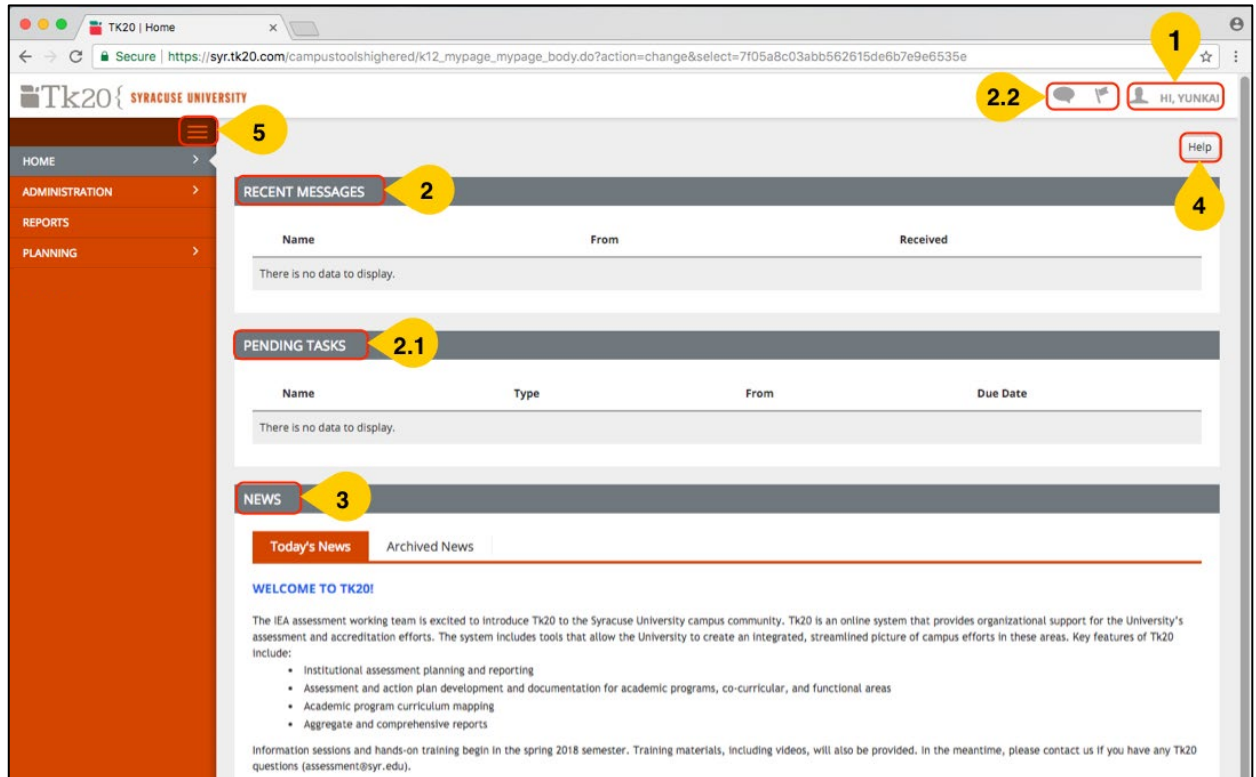
Tk20 Log In Process




Note: Please note that **Tk20** is a cloud service and as such requires an active internet connection to use the software. The application is not downloaded to your computer.

1. In **Firefox** or **Chrome**, go to **Tk20.syr.edu**. The browser will redirect to the Syracuse University authentication log in page.
2. Enter your **NetID** and **Password**.
3. Click **Log In**. There may be a slight delay before the main Tk20 screen appears.

Home Overview



1. Once you have logged into Tk20, the home screen is displayed. **Your name** appears in the top right of the screen. You can click on your name to sign out of the system.
2. If you have received any messages and tasks, these are listed in the **RECENT MESSAGES (2)** and **PENDING TASKS (2.1)** panels. You can also check your messages and tasks by clicking on the two **icons (2.2)** in the upper-right corner.
3. System-wide announcements are listed in the **NEWS** panel.
4. Click **Help** to view Tk20 help desk resources. You can also contact the Assessment Working Team for assistance at **assessment@syr.edu**.
5. Click on the  to **Hide/Show** the main (side) menu.

Planning Platform Overview

The screenshot shows the Tk20 SYRACUSE UNIVERSITY Planning Platform interface. The main menu on the left has 'PLANNING' selected (1). A pull-down menu for 'ASSESSMENT PLANNING' is open, showing options: 'Unit Dashboard' (2), 'Mission' (3), 'Outcomes/Goals' (4), 'Assessment Planning' (5), and 'Outcome Views' (6). The main content area displays 'Plan Data Entry' for 'ESE: Learning Communities' with a warning 'Data entry is not complete'. Below this is a table of outcomes with columns for 'Outcome', 'Feedback Status', and 'Is Data Entry Complete?'. The table lists five outcomes, all marked as 'Not Complete'.

Outcome	Feedback Status	Is Data Entry Complete?
1.1 LC students will demonstrate socially connected behaviors.		⚠ Not Complete
1.2 LC students will develop friendships and be connected with their fellow LC students.		⚠ Not Complete
1.3 LC students report high levels of personal support within the LC.		⚠ Not Complete
1.4 Each LC will offer a Welcome event to help LC students in their transition to college.		⚠ Not Complete
1.5 LCRA's will help foster LC students social connections by creating opportunities for students to connect with each other individually.		⚠ Not Complete

1. Click on **PLANNING** in the main menu to access Tk20's **ASSESSMENT PLANNING** pull-down menu.
2. **Unit Dashboard** provides a summary, as well as the status, of the assessment data collected for your organization (Tk20's term for programs/units).
3. **Mission** allows you to enter your organization's mission and vision and upload supporting documents.
4. **Outcomes/Goals** allows you to browse, create, modify, and map goal statements and outcome statements.
5. **Assessment Planning** is used to view, collect, and enter assessment and action plan information for your organization(s).
6. **Outcome Views** allows you to search and view outcome statements by organization and goal.

Unit Dashboard

The screenshot displays the Tk20 Syracuse University Unit Dashboard. The interface includes a left-hand navigation menu with options: HOME, REPORTS, PLANNING (highlighted with a yellow circle 1), and SURVEYS. At the top right, there is a user profile for 'HI, AMANDA' and a 'Help' button. A secondary menu at the top contains 'ASSESSMENT PLANNING' (highlighted with a yellow circle 2), which has a dropdown menu with options: Unit Dashboard (highlighted with a yellow circle 2), Mission, Outcomes/Goals, Assessment Planning, and Outcome Views. The main content area is titled 'Unit Dashboard' and contains the following elements:

- Organization:** A dropdown menu currently showing 'ESE: Learning Communities' (highlighted with a yellow circle 3).
- Assessment Period:** A dropdown menu currently showing '2016-17' (highlighted with a yellow circle 4).
- Show:** A dropdown menu currently showing 'Summary' (highlighted with a yellow circle 5).
- Table:** A table with the following columns: Organization, Type, Total Outcomes/Goals, Outcomes/Goals with Plans, Outcomes/Goals without Plans, Outcomes/Goals With Completed Data Entry, and Outcomes/Goals With Incomplete Data Entry. The table contains one data row for 'ESE: Learning Communities' (highlighted with a yellow circle 7) and a 'Total' row (highlighted with a yellow circle 6).

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
ESE: Learning Communities	department	43	25	18	25	0
Total		43	25	18	25	0

1. Click **PLANNING** in the main menu.
2. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Unit Dashboard** to view a summary, as well as the status, of the assessment data collected for your organization.
3. **Organization** shows the program/unit(s) with which you are associated. If you are associated with more than one, select the organization you wish to view from the drop-down menu.
4. Select the **Assessment Period** you want to view (e.g., 2016-17).
5. There are two options for viewing: **Summary** and **Status**.
6. In the **Summary** view (above), columns 3-7 indicate whether **Outcome/Goals** have plans and completed data entry.

The **Status** view details the status of data entry and **Outcomes/Goals** achievement.
7. To view assessment data, click on the organization name in the first column, **Organization**. More detail is provided on the next page.

Unit Dashboard continued

Unit Dashboard: ESE: Learning Communities

You can click on an outcome to view ¹ assessment data collected over multiple assessment periods.

View: Outcome for Assessment Period: 2016-17 Note: Assessment period previously selected.

Outcome	Phase 2: Results & Interpretation	Phase 1: Strategies, Measures, & Criteria	Phase 3: Action & Follow-Up
² 1.1 LC students will demonstrate socially connected behaviors. <i>Not Defined</i>		Not Defined	Not Defined

Note: This screen is viewed after selecting the **organization**.

1. Click **View** to select the type of statement you would like to view. Co-curricular programs/ units have **outcomes and goals**.
2. Click on one of the statements to see the data entered for the selected assessment period.

ASSESSMENT PLANNING

Unit Dashboard: ESE: Learning Communities

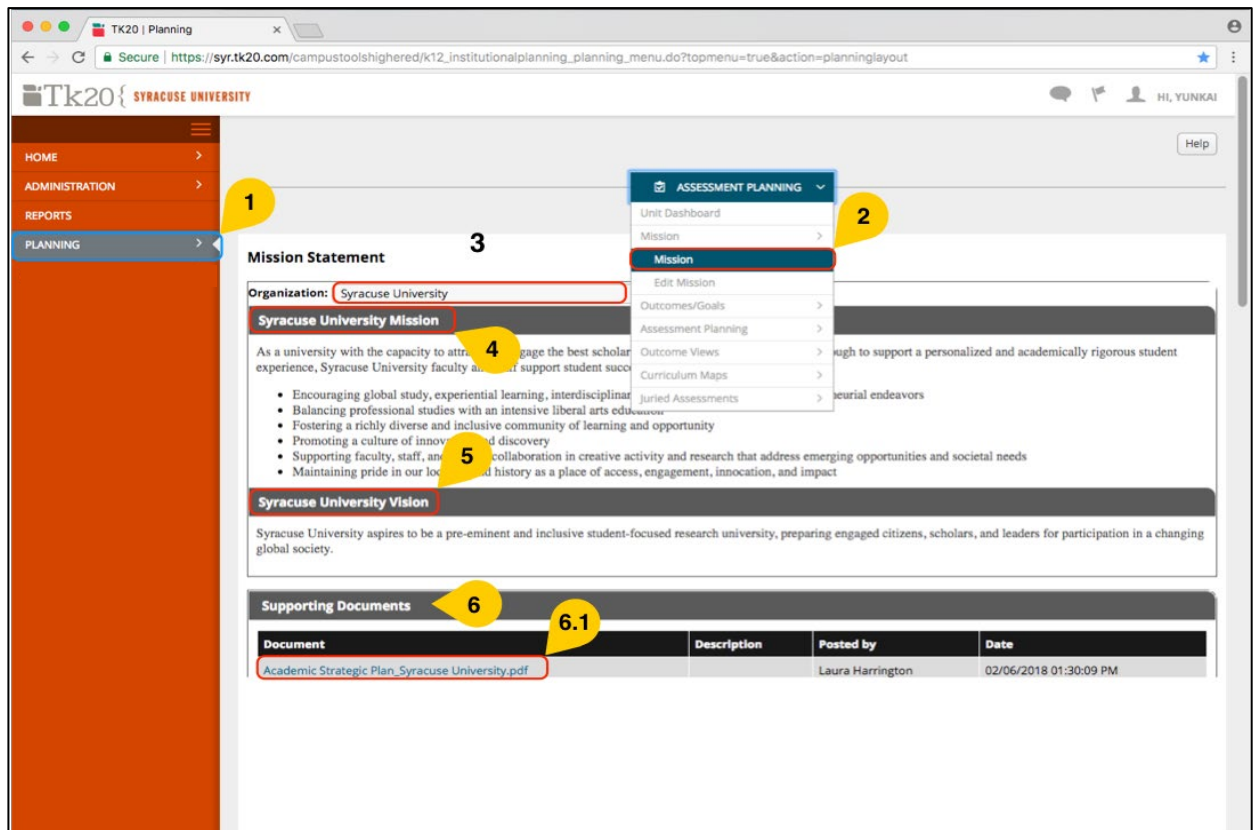
Outcome: 1.2 LC students will develop friendships and be connected with their fellow LC students. ¹

Assessment Period	Phase 2: Results & Interpretation	Phase 1: Strategies, Measures, & Criteria	Phase 3: Action & Follow-Up
² 2016-17 <i>Met</i>	³ View Complete Details ⁴	View Complete Details	View Complete Details
	95% of LC students indicated that they have 2 or more friends in their LC. 2% reported making 0 friends in their LC. 83% of LC students reported quality interactions with peers at levels of 5, 6, or 7 (on a 7 point scale, 7 = excellent). 80% of LC students reported spending 6 or more hours relaxing and socializing during a typical week.		

Close

1. In a new page, the statement that was selected is shown at the top.
2. The first column indicates the **Assessment Period** that was selected.
3. The remaining columns show a portion of the information entered for each of the **assessment phases**.
4. Click the **View Complete Details** hyperlink to launch a pop-up window showing all information entered for that phase.

View Mission and Vision Statements



1. Click **PLANNING** in the main menu.
2. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Mission** and select **Mission** from the submenu to view existing mission and vision information.
3. **Organization** shows the program/unit(s) with which you are associated. If you are associated with more than one, select the organization you would like to view from the drop-down menu.
4. The organization's mission statement is shown in the **Mission** panel.
5. The organization's vision statement is shown in the **Vision** panel.
6. This panel shows the organization's **Supporting Documents**. Click on the document **hyperlink (6.1)** to view the document in a separate screen.

Edit Mission and Vision Statements

The screenshot shows the 'Edit Mission Statement' interface. At the top, there are three tabs: 'STRATEGIC PLANNING', 'ASSESSMENT PLANNING', and 'PLANNING SETUP'. The 'ASSESSMENT PLANNING' tab is active, and a dropdown menu is open, showing options like 'Unit Dashboard', 'Unit Setup', 'Mission', 'Edit Mission', and 'Outcomes/Goals'. The 'Edit Mission' option is highlighted. The main content area is divided into three sections: 'Organization' (Syracuse University), 'Syracuse University Mission' (with a bulleted list of goals), and 'Syracuse University Vision' (with a single sentence). Below these is a 'Supporting Documents' section with a table of documents. A 'Save' button is at the bottom.

1 After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Mission** and select **Edit Mission** from the submenu.

2 **Organization** shows the program/unit(s) with which you are associated. If you are associated with more than one, select the organization you would like to **edit** from the drop-down menu.

3 Enter your organization's **Mission** in this text box.

4 Enter your organization's **Vision** in this text box.

5 To **add** a supporting document, click **add new** and a new page will be launched. More detail is provided on the next page.

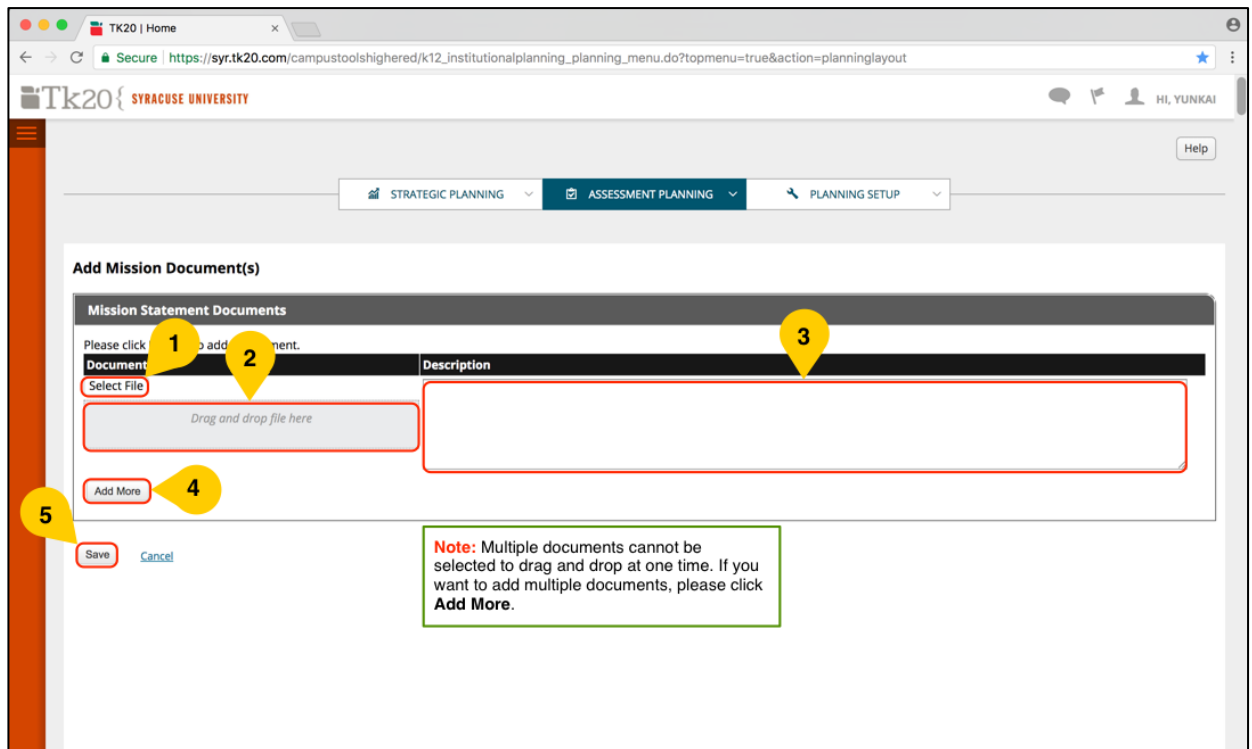
6 To **delete** a supporting document, click the **checkbox (6)** corresponding to the document, then click the **delete (6.1)** button.

7 When you are done with the **Mission, Vision, and Supporting Document(s)** panels, click **Save**.

Document	Description	Posted by	Date
<input type="checkbox"/>	Academic Strategic Plan_Syracuse University.pdf	Laura Harrington	01/08/2018 03:07:30 PM

1. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Mission** and select **Edit Mission** from the submenu.
2. **Organization** shows the program/unit(s) with which you are associated. If you are associated with more than one, select the organization you would like to **edit** from the drop-down menu.
3. Enter your organization's **Mission** in this text box.
4. Enter your organization's **Vision** in this text box.
5. To **add** a supporting document, click **add new** and a new page will be launched. More detail is provided on the next page.
6. To **delete** a supporting document, click the **checkbox (6)** corresponding to the document, then click the **delete (6.1)** button.
7. When you are done with the **Mission, Vision, and Supporting Document(s)** panels, click **Save**.

Add Supporting Documents



Note: This screen is viewed after clicking **add new** in the **Supporting Documents** panel.

1. Click **Select File** to choose one document from your computer.
2. Or you can **drag and drop** one document from your computer to the Tk20 system
3. You can include a **description** of the document if you choose.
4. Click **Add More** to upload additional documents.
5. When you are done **adding** new document(s), click **Save**.

Overview of Outcomes/Goals

The screenshot displays the Tk20 SYRACUSE UNIVERSITY interface. On the left is a navigation menu with 'HOME', 'REPORTS', and 'PLANNING' (highlighted with a yellow circle 1). At the top right, there is a user profile for 'HI, AMANDA' and a 'Help' button. The main content area is titled 'ASSESSMENT PLANNING' and includes a dropdown menu with options: 'Unit Dashboard', 'Mission', 'Outcomes/Goals' (highlighted with a yellow circle 2), and 'Assessment Planning'. Below this menu are buttons for 'Browse' (circle 3), 'Edit/Create' (circle 4), 'Outcome Mapping' (circle 5), and 'Search' (circle 6). The page shows 'Plan Data Entry' for 'Organization: ESE: Learning Communities' and 'Plan: Co-Curricular Programs/Units, ESE, Version 2'. A warning icon indicates 'Data entry is not complete'. The breadcrumb trail is 'Syracuse University > Enrollment and the Student Experience > ESE: Learning Communities > Co-Curricular Programs/Units, ESE, Version 2'. Below this are filters for 'View By: Outcome' and 'Assessment Period: 2017-18'. A table lists outcomes with their feedback status and data entry completion status.

Outcome	Feedback Status	Is Data Entry Complete?
1.1 LC students will demonstrate socially connected behaviors.		⚠ Not Complete
1.2 LC students will develop friendships and be connected with their fellow LC students.		⚠ Not Complete
1.3 LC students report high levels of personal support within the LC.		⚠ Not Complete
1.4 Each LC will offer a Welcome event to help LC students in their transition to college.		⚠ Not Complete
1.5 LCRA's will help foster LC students social connections by creating opportunities for students to connect with each other individually.		⚠ Not Complete

1. Click **PLANNING** in the main menu.
2. Click **ASSESSMENT PLANNING** in the menu at the top of the screen and select **Outcomes/Goals** to browse, create, modify, and map statements for your organization.
3. **Browse** is used to view the goals/outcomes of your organization.
4. **Edit/Create** allows you to revise existing or create new goals/outcomes.
5. **Outcome Mapping** can be used to map goals/outcomes between organizations or to map program/unit goals with outcomes.
6. **Search** uses designated keywords to search for goals/outcomes among multiple organizations if you are associated with more than one.

Browse Outcomes/Goals

The screenshot shows the Tk20 SYRACUSE UNIVERSITY interface. At the top, there is a navigation bar with the Tk20 logo and 'SYRACUSE UNIVERSITY' on the left, and a user profile 'HI, AMANDA' on the right. A dropdown menu for 'ASSESSMENT PLANNING' is open, showing options like 'Unit Dashboard', 'Mission', 'Outcomes/Goals', and 'Browse'. The 'Browse' option is highlighted with a yellow callout '1'. Below the menu, the 'Outcomes/Goals' section shows 'Organization: ESE: Learning Communities' (callout '2') and 'View By: Goal' (callout '3'). A table of goals is displayed, with the first goal '3. Connect LC students to faculty and staff.' highlighted by a yellow callout '4'.

Goal	Type	Category
1.Support peer to peer social connections for LC s	Goal	
2.Support peer to peer academic connections for LC students.	Goal	
3.Connect LC students to faculty and staff.	Goal	
4.Foster positive connections between first-year LC students and the Syracuse University community.	Goal	
5.Provide students with a tailored academic/learning experience.	Goal	
6.Develop and maintain learning communities that attract students to join.	Goal	
7.Offer learning community experiences that support marginalized and/or vulnerable student populations.	Goal	
8.Enhance retention of Syracuse University undergraduate students.	Goal	

1. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Outcomes/Goals** and select **Browse** from the submenu.
2. **Organization** shows the program/unit(s) with which you are associated. If you are associated with more than one, select the organization you would like to **Browse** from the drop-down menu.
3. Click **View By** to select the type of statement you would like to view (e.g., goal, outcome).
4. Click on one of the statements to browse. More detail is provided on the next page.

Browse Outcomes/Goals continued

The screenshot shows the 'ASSESSMENT PLANNING' interface. At the top, there is a navigation bar with 'ASSESSMENT PLANNING' and a dropdown arrow. Below this, the main content area is titled 'Outcomes/Goals'. The first goal listed is '1.Support peer to peer social connections for LC students.' This goal is expanded to show a 'Goal Definition' panel. This panel contains the following information:

Goal	1.Support peer to peer social connections for LC students.
Description	
Type	Goal
Results	Results are derived from data collected for other outcomes/objectives/goals.

Below the 'Results' field, there is an 'Advanced >' button. To the right of the 'Goal Definition' panel, there is a 'View Maps' button with a dropdown arrow. A dropdown menu is open, showing two options: 'Show mapping to this Goal.' and 'Show mapping from this Goal.' Below the 'View Maps' button, there are two callouts: '3.1' and '3.2'. Below the 'Goal Definition' panel, there is a section titled '1.Support peer to peer social connections for LC students.' followed by 'Outcomes/Objectives/Goals that are mapped to this Goal'. This section is followed by a 'Mapped Outcomes/Objectives/Goals' panel. Below this panel, there is a 'View Mapping' button. Below the 'View Mapping' button, there is a section titled 'ESE: Learning Communities' with a list of five items:

- 1.1 LC students will demonstrate socially connected behaviors.
- 1.2 LC students will develop friendships and be connected with their fellow LC students.
- 1.3 LC students report high levels of personal support within the LC.
- 1.4 Each LC will offer a Welcome event to help LC students in their transition to college.
- 1.5 LCRAs will help foster LC students social connections by creating opportunities for students to connect with each other individually.

At the bottom left of the interface, there is a 'Close' button. Callouts 1, 1.1, 2, 3, 3.1, 3.2, and 4 are placed over various UI elements as described in the text.

Note: This screen is viewed after selecting one **Goal**.

1. Basic information is included in the **Goal Definition (1)** panel. Click **Advanced (1.1)** to see more detail about the statement including start date and sort order.
2. The Mapped Outcomes/Objectives/Goals panel details statements that have been mapped between organizations or if program/unit goals are mapped to outcomes.
3. Click **View Maps (3)** to show **mapping to (3.1)** the selected statement or **from (3.2)** the selected statement.
4. When you are done viewing, click **Close**.

Overview of the “Edit/Create” Function

The screenshot shows the Tk20 SYRACUSE UNIVERSITY interface. The top navigation bar includes the logo and user information (HI, AMANDA). The main content area is titled 'Outcomes/Goals' and shows the organization 'ESE: Learning Communities'. A dropdown menu is open over the 'Edit/Create' option, with a yellow callout '1' pointing to it. The 'View By:' dropdown is set to 'Outcome', with a yellow callout '5.1' pointing to it. The 'Add Outcome' button is highlighted with a yellow callout '3'. The table of outcomes has a yellow callout '4' pointing to the first row. The checkbox for the first row is highlighted with a yellow callout '5'. The 'Delete Selected' and 'Disable Selected' buttons are also visible.

Outcome	Type	Category
<input type="checkbox"/> 1.1 LC students will demonstrate socially connected behaviors.	Outcome	
<input type="checkbox"/> 1.2 LC students will develop friendships and be connected with their fellow LC students.	Outcome	
<input type="checkbox"/> 1.3 LC students report high level of personal support within the LC.	Outcome	
<input checked="" type="checkbox"/> 1.4 Each LC will offer a Welcome event to help LC students in their transition to college.	Outcome	
<input type="checkbox"/> 1.5 LCRAs will help foster LC students social connections by creating opportunities for students to connect with each other individually.	Outcome	

1. After clicking **Outcomes/Goals**, select **Edit/Create** from the submenu.
2. If you are associated with multiple organizations, select the **organization** for which you would like to **create** and/or **edit** a goal/outcome from the drop-down menu.
3. If you want to **add** a new statement, click **Add Outcome** (this example highlights adding an outcome statement). This action will bring you to a new screen. More detail is provided on the next page.
4. If you want to make an **edit**, click on the statement listed in the first column. This will bring you to a new screen. More detail is provided on the “Edit Outcomes and/or Goals” page.
5. If a statement is no longer relevant to the organization, click the **checkbox (5)** to the left of the outcome, then select the appropriate option. Choose **Delete Selected (5.1)** if no data have been documented for the outcome or **Disable Selected (5.1)** if there are data associated with it. Disabled statements are archived.

Create Outcomes and/or Goals

ASSESSMENT PLANNING

Help

Add New Outcome

Organization: ESE: Learning Communities

Outcome Definition

Outcome*

Description

Type Outcome

Results Results are derived from its own measures. Results are derived from data collected for other outcomes/objectives/goals.

Note: Outcomes are assessed with their own measures.

Advanced >

Label None

Category

Start Date* 05/04/2018

Sort Order 39

Is this a Student Learning Outcome? Yes No

Save Save and Add Another Cancel

Note: This screen is viewed after clicking **Add Goal/Outcome**.

1. Type a new statement in the text box.
2. Click the **Advanced** hyperlink to see additional options, which are described below.
3. The default **Start Date** will be the current date. If you are documenting assessment information for a **prior assessment period**, the start date should be during that **assessment period** (e.g., academic year).
4. The **Sort Order** of the statements can be edited. A new statement will automatically be added to the end of existing statements.
5. If the new statement is a student learning outcome, click **yes**.
6. If you want to create more statements, click **Save and Add Another** to repeat the process. If you are done, click **Save**.

Edit Outcomes and/or Goals

Note: This screen is viewed after clicking a goal/outcome to **edit** it.

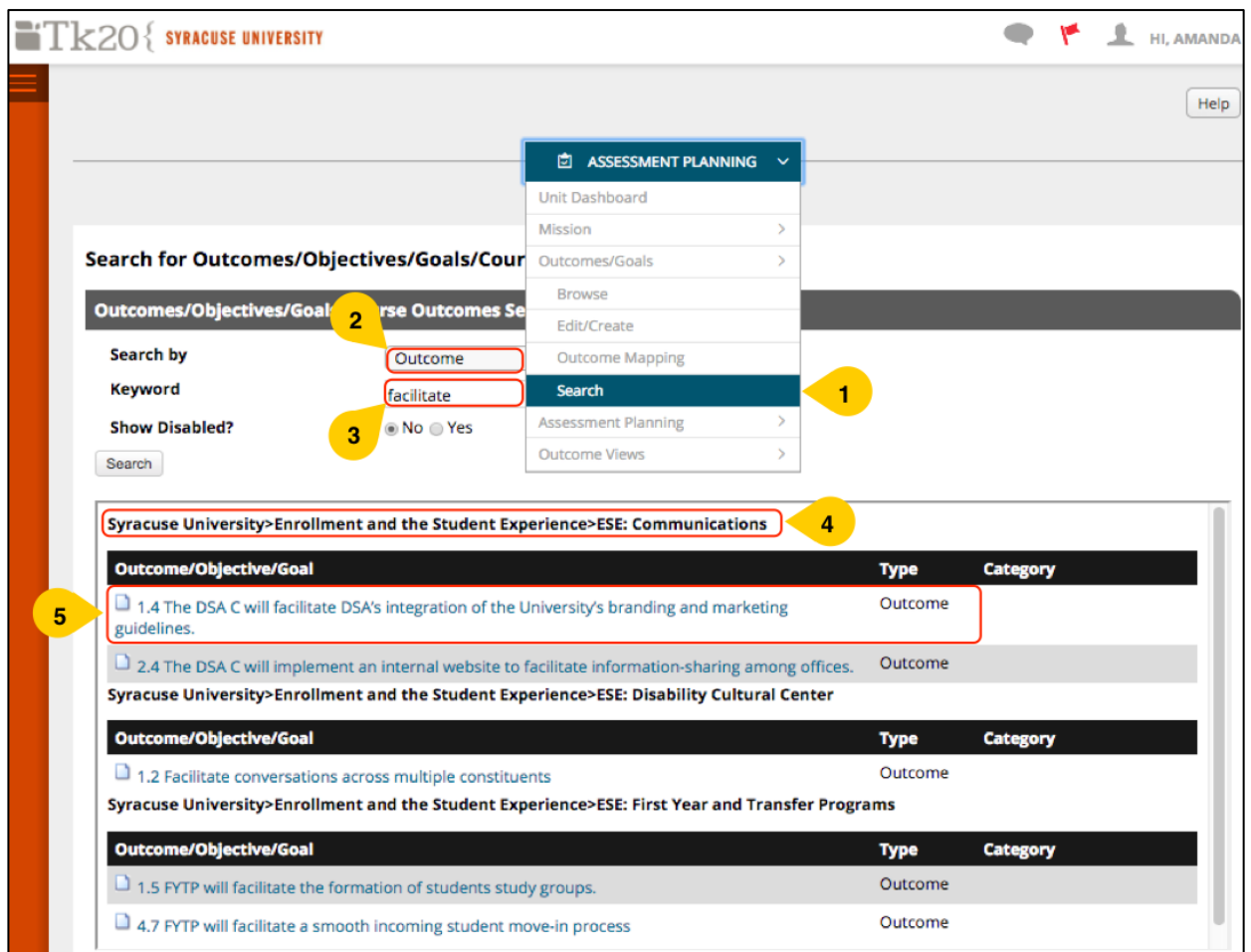
1. Edit the existing statement in the text box.
2. Click the **Advanced** hyperlink to see additional options, which are described below.
3. The default **Start Date** will be the current date. If you will be documenting assessment information for a **prior assessment period**, the start date should be during that **assessment period** (e.g., academic year).
4. The **Sort Order** of the statements can be edited. A new statement will automatically be added to the end of existing statements.
5. Click **Yes** to identify a new statement as a goal/outcome.
6. If you want to create more statements, click **Save and Add Another** to repeat the process. If you are done editing, click **Save**.

Outcome Mapping

The screenshot shows the Tk20 Assessment Planning interface. On the left, under 'ESE: Learning Communities', a 'Goal' table lists eight goals. The first goal, '1.Support peer to peer social connections for LC students.', is selected with a checkbox. On the right, under 'ESE: Learning Communities', an 'Outcome' table lists five outcomes. The first five outcomes are highlighted in green, indicating they are mapped to the selected goal. A dropdown menu is open, showing 'Outcome Mapping' selected. Numbered callouts (1-6) highlight key steps in the process.

1. After clicking **Outcomes/Goals**, select **Outcome Mapping** from the submenu. You will then select the two organizations and types of statements to be used in the mapping.
2. Select the **first organization (2)** and **statement type (2.1)** on the left-side of the screen. In this example, we are mapping a **Goal**.
3. Select the **second organization (3)** and **statement type (3.1)** on the right-side of the screen. In this example, we are mapping a **Goal** and **Outcome** for the same organization.
4. On the **left-side** of the screen, click the checkbox next to the goal that you plan to map.
5. On the **right-side** of the screen, click the checkbox next to the outcomes associated with the selected goal. These outcomes will be highlighted in green.
6. Click **Save** to keep the newly created mapping. Repeat the process if there is mapping for additional goals/outcomes. Click **Close** when you are done mapping.

Search Outcomes and/or Goals



The screenshot shows the Tk20 SYRACUSE UNIVERSITY interface. At the top, there is a navigation menu with 'ASSESSMENT PLANNING' selected, showing a submenu with options like 'Unit Dashboard', 'Mission', 'Outcomes/Goals', 'Browse', 'Edit/Create', 'Outcome Mapping', 'Search', 'Assessment Planning', and 'Outcome Views'. The 'Search' option is highlighted with a yellow callout '1'. Below the navigation menu, there is a search form with the following fields: 'Search by' (set to 'Outcome' with callout '2'), 'Keyword' (set to 'facilitate' with callout '3'), and 'Show Disabled?' (set to 'No'). A 'Search' button is located below the form. The search results are displayed in a table with columns 'Outcome/Objective/Goal', 'Type', and 'Category'. The first result is highlighted with a yellow callout '5' and a red box. The organization name 'Syracuse University>Enrollment and the Student Experience>ESE: Communications' is bolded and highlighted with a yellow callout '4'. Other results include '2.4 The DSA C will implement an internal website to facilitate information-sharing among offices.', '1.2 Facilitate conversations across multiple constituents', '1.5 FYTP will facilitate the formation of students study groups.', and '4.7 FYTP will facilitate a smooth incoming student move-in process'.

1. After clicking **Outcomes/Goals**, select **Search** from the submenu.
2. **Goals/outcomes** are searchable across organizations with which you are associated.
3. Type in the **Keyword** you want to search, such as “**facilitate**” in the example above.
4. The **organization** shown in bold identifies the program/unit(s) whose statements contain the keyword.
5. Below the organization, the statement(s) containing the keyword are listed. Click on the statement to view, on a new page, additional information about the statement’s **definition** and **mapping** to other organizations or goal statements.

Assessment Planning, Plan Data Entry

The screenshot shows the Tk20 Assessment Planning interface. The main menu on the left has 'PLANNING' highlighted (1). A dropdown menu at the top right shows 'ASSESSMENT PLANNING' (2) with a sub-menu containing 'Plan Data Entry' (3). The main content area shows 'Plan Data Entry' (4) with fields for 'Organization: ESE: Learning Communities' (5) and 'Plan: Co-Curricular Programs/Units, ESE, Version 2'. A warning message states 'Data entry is not complete'. Below this, there are filters for 'View By: Outcome' (6) and 'Assessment Period: 2017-18' (7). A table lists outcomes with columns for 'Feedback Status' (8) and 'Is Data Entry Complete?'. The table contains five rows, all marked as 'Not Complete'.

Outcome	Feedback Status	Is Data Entry Complete?
1.1 LC students will demonstrate socially connected behaviors.		Not Complete
1.2 LC students will develop friendships and be connected with their fellow LC students.		Not Complete
1.3 LC students report high levels of personal support within the LC.		Not Complete
1.4 Each LC will offer a Welcome event to help LC students in their transition to college.		Not Complete
1.5 LCRAs will help foster LC students social connections by creating opportunities for students to connect with each other individually.		Not Complete

1. Click **PLANNING** in the main menu to access the **Assessment Planning** functionality.
2. The landing page for **Assessment Planning** is **Plan Data Entry** where you will enter assessment information for your program/unit (e.g., organization).
3. You can also access **Plan Data Entry** by clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, then **Assessment Planning**, then **Plan Data Entry** from the submenus.
4. Your **Organization** will be shown. If you are associated with multiple organizations, use the drop-down box to select the program/unit for which you want to enter assessment plan data.
5. Choose the statement type in the **View By** (e.g., outcome) drop-down menu and the **Assessment Period** (e.g., 2017-18) for which you want to enter data.
6. **Feedback Status** denotes whether feedback has been provided by the Assessment Working Team.
7. **Is Data Entry Complete?** indicates the data entry status for each statement.
8. Click on the statement to enter assessment plan data (Phase 1, Phase 2, Phase 3). This will take you to a new screen. More detail about how to enter assessment and action plan information is provided on the following pages.

Plan Data Entry—Tab 1, Phase 1

Assessment Plan: Co-Curricular Programs/Units: ESE

Phase 1: Strategies, Measures, & Criteria | Phase 2: Results & Interpretation | Phase 3: Action & Follow-Up

Phase 1: Strategies, Measures, & Criteria

Important Notes
DO NOT hit the back button in your browser. Doing so will result in data loss. If you would like to exit this area, scroll to the end of the page and select "Save" to retain any entered information or "Cancel" to return to the list of goals/outcomes.
When you are done entering Phase 1 information, select "Yes" for "Is data collection complete?" at the end of the page and click on another tab to enter Phase 2 or Phase 3 information.
Don't forget to "Save" if you are done entering information for this goal/outcome or logging out of Tk20.

Strategies
Identify the strategies for this outcome (i.e., the processes used and services offered that will allow your program/unit to achieve the outcome).

Measures and Criteria
Measure 1:
Measure 1 Type: Direct Indirect
Measure 1 Criteria:

Data Collection Status
Is data collection complete? Yes No

Feedback

Feedback Form	From	Last Update

Save Cancel

Note:
Direct measures are viewed as stronger evidence because they provide information of actual student learning or development, or operational outcomes. Direct measures may include observing students using skills learned during a program.
Indirect measures operate best as a support to the information gathered through direct measures. Indirect measures may include surveys, interviews, and focus groups.

Important Note:
You can work between the tabs without clicking **Save**. When you leave Plan Data Entry or are logging out of Tk20, click **Save**. Information will be lost if you exit Plan Data Entry or log out without saving.

Note: This screen is viewed after clicking on a goal/outcome.

1. This page aligns with **Phase 1 (1)** of the assessment and action plan template. Enter the **Strategies (1.1)**, **Measures (1.2)** and **Criteria (1.3)** for the statement. Select the **Measure Type (Direct or Indirect)**. Up to four measures can be separately entered. If you have more than four measures, you can enter all of the direct measures under **Measure 1**, and all of the indirect measures under **Measure 2**.
2. Click **Relevant Items** in the upper right corner of your screen to review information entered in each tab via pop-up windows.
3. When you are done listing the **Strategies, Measures** and **Criteria**, change the **Is data collection complete?** response option at the bottom of the screen to **Yes**. This is used to update the **Unit Dashboard**.
4. Click on the **Phase 2** tab if you are ready to enter your **Results and Interpretation**. Click **Save** if you want to leave **Plan Data Entry**.

Plan Data Entry—Tab 2, Phase 2

Note: This screen is viewed after clicking on the **middle tab, Phase 2: Results & Interpretation.**

1. Enter the **Results (1)** for each measure identified in the first tab (Phase 1). The **Interpretation (1.1)** section now includes three prompts that can be used to summarize what the results mean to the program/unit.
2. Click **Relevant Items** in the upper right corner of your screen to review information entered in each tab via pop-up window.
3. Indicate whether the outcome was **Met, Partially Met** or **Not Met**.
4. When you are done describing the **Results and Interpretation**, change the **Is data collection complete?** response option at the bottom of the screen to **Yes**. This is used to update the **Unit Dashboard**.
5. Click on the **Phase 3** tab if you are ready to enter information about **Actions and Follow-Up**. Click **Save** if you want to leave **Plan Data Entry**.

Plan Data Entry—Tab 3, Phase 3

The screenshot shows the Tk20 SYRACUSE UNIVERSITY interface. At the top, there is a navigation bar with a menu icon and the text 'ASSESSMENT PLANNING'. Below this, the main content area displays the goal statement: '1.1 LC students will demonstrate socially connected behaviors.' and the assessment plan: 'Assessment Plan: Co-Curricular Programs/Units, ESE'. There are three tabs: 'Phase 1: Strategies, Measures, & Criteria', 'Phase 2: Results & Interpretation', and 'Phase 3: Action & Follow-Up', with the third tab selected. A yellow callout '1' points to the 'Phase 3: Action & Follow-Up' tab. In the upper right corner, there is a 'Relevant Items' button with a yellow callout '2' pointing to it. Below the tabs, there is a section titled 'Phase 3: Action & Follow-Up' with a sub-section 'Important Notes' containing instructions: 'DO NOT hit the back button in your browser. Doing so will result in data loss. If you would like to exit this area, scroll to the end of the page and select "Save" to retain any entered information or "Cancel" to return to the list of goals/outcomes. When you are done entering Phase 3 information, select "Yes" for "Is data collection complete?" at the end of the page. Don't forget to "Save" if you are done entering information for this goal/outcome or logging out of Tk20.' Below the notes is the 'Action Items' section, which starts with the question: 'Will your program/unit be implementing any operational or assessment-related action(s)?' with radio buttons for 'Yes' and 'No'. A yellow callout '3' points to the 'No' radio button. Below the question is a text area for providing rationale: 'If no, please provide the rationale for the decision to take no action and then go to the end of this page:'. At the bottom of the form, it says: 'If yes, please continue. Up to four actions can be documented.'

Note: This screen is viewed after clicking on the **third tab, Phase 3: Action & Follow Up**.

1. Enter your **Action and Follow-Up** for the statement based on the results and interpretation.
2. Click **Relevant Items** in the upper right corner of your screen to review information entered in each tab via pop-up windows.
3. The first question under **Action Items** asks if your program/unit will be taking action(s). If no actions are being considered, choose **No**, and provide the **rationale** for the decision. Then scroll to the end of the form.

If your program/unit has determined that an **operational or assessment-related action** will be taken, select **Yes** and scroll to **Action 1**. Next steps are described on the following page.

Plan Data Entry—Tab 3, Phase 3 continued

ACTION 1

Describe Action 1:

1

Type of Operational or Assessment-Related Action:

- Improve/Enhance Communications
- Make Technology-Related Improvements
- Make Personnel-Related Changes
- Implement Additional Training
- Add New Service/Program
- Changes to Existing Service/Program
- Restructure/Refine Goal and/or Outcome Statements
- Revise Criteria
- Collect and Analyze Additional Data and Information
- Change Method of Data Collection
- Other

Status of Action 1: Please Select 2

Individual(s) or Group Responsible for Action:

Target Date(s) for Action Implementation:

Priority: Please Select 2

Plan for Follow-Up/Impact of Action if Determined:

3

If second action has been identified, please continue. If not, then go to the end of the page.

Data Collection Status

Is data collection complete? Yes No 4

5 Save Cancel

Note:
Status of Action Response Options:
Action is being considered
Action is in progress
Action has been fully implemented

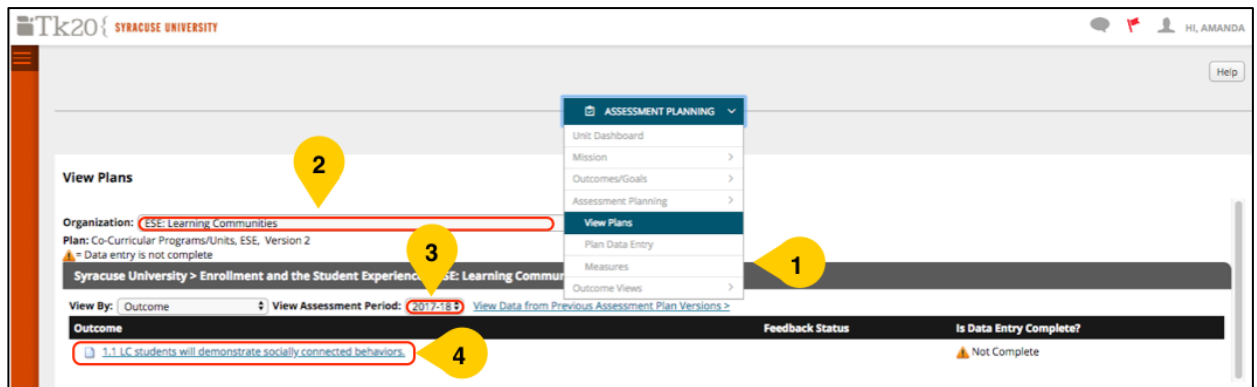
Note:
Priority Response Options:
Low
Medium
High

Important Note:
You can work between the tabs without clicking **Save**. When you leave Plan Data Entry or are logging out of Tk20, click **Save**. Information will be lost if you exit Plan Data Entry or log out without saving.

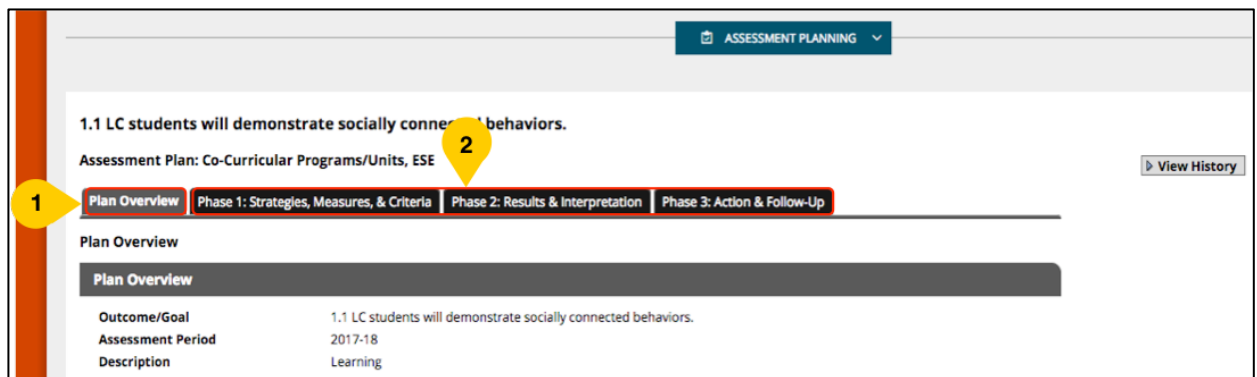
Note: If you are documenting **Actions and Follow-Up**, up to four actions can be documented.

1. Describe the **Action** identified for the statement.
2. Various options are provided to allow you to include more detail. See above.
3. Describe the plan for **Follow-Up** or the impact of the **Action** if this has been determined.
4. Up to four actions can be documented for each statement. When you are done documenting **Action(s) and Follow-Up**, scroll to the end of the form and change the **Is data collection complete?** response option at the end of the screen to **Yes**.
5. If all information has been added for this statement, click **Save**.

View Plans



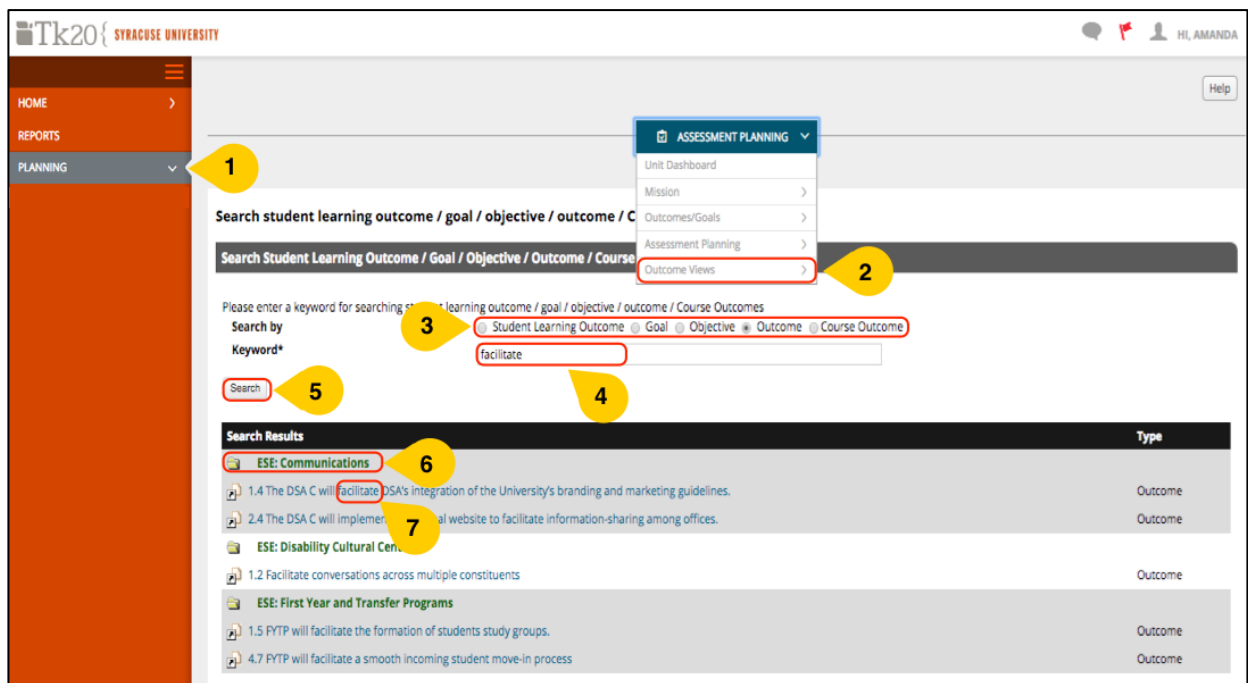
1. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Assessment Planning** and select **View Plans** from the submenu.
2. **Organization** shows the name of the program/unit(s) with which you are associated.
3. Choose the **Assessment Period** you would like to view (e.g., 2017-18).
4. Click on a statement to view detailed assessment data entered. **Note:** To view assessment and action plan information from 2016-17, click the **View Data from Previous Assessment Plan Versions** hyperlink.



Note: This screen is viewed after selecting an **outcome**.

1. Click on the **Plan Overview** tab to view all three phases of the plan on one screen.
2. Click on the **Phase 1**, **Phase 2** and **Phase 3** tabs to view the information entered for each phase of the assessment process.

Outcome Views



1. Click **PLANNING** in the main menu.
2. After clicking **ASSESSMENT PLANNING** in the menu at the top of the screen, click **Outcome Views** and select **Search** from the submenu.
3. Choose the type of statement you want to **Search by** (e.g., outcome).
4. Type in the **Keyword** you want to search, such as “**facilitate**” in the example above.
5. After you type in the keyword, click **Search**. **Important:** On this screen, always click **Search**. Hitting the “Enter” or “Return” key will result in an error where the screen will go blank.
6. The organization(s) shown in green identify the program/unit(s) with statements containing the keyword.
7. Below the organization, **Search Results** containing the keyword are listed. Click on the statement to view additional information about the outcome’s **hierarchy** and **mapping**.

Note: Other **Outcome Views** submenu options include viewing statements by **Organization** and **Goal**.

Reports

The screenshot shows the 'Reports' page in the Tk20 system. The sidebar menu on the left has 'REPORTS' highlighted, indicated by a yellow callout '1'. The main content area displays a table of reports with columns for Title, Type, Description, and Last Accessed. Three reports are listed: 'Planning 001: Assessment Plan Data for Organizations', 'Planning 003: List of Outcomes and Results for Organizations', and 'Planning 012: Assessment Plan Data For My Organizations'. The 'REPORTS' menu item is marked with a yellow callout '1'. The 'Title' column header is marked with a yellow callout '2'. The 'Planning 012' report title is marked with a yellow callout '3'. The page also includes a search bar, a filter dropdown, and a user profile 'HI, AMANDA'.

<input type="checkbox"/>	Title ▲	Type ▾	Description	Last Accessed ▾
<input type="checkbox"/>	Planning 001: Assessment Plan Data for Organizations	Core NG	This report will display assessment plan data for the selected organization(s) and assessment period(s).	10/10/2018
<input type="checkbox"/>	Planning 003: List of Outcomes and Results for Organizations	Core NG	This report displays outcomes and results for the selected organizations.	10/10/2018
<input type="checkbox"/>	Planning 012: Assessment Plan Data For My Organizations	Custom Report		05/02/2019

1. Click **REPORTS** in the main menu.
2. Three reports are available to co-curricular programs/units.
3. Click on the report you would like to run and select your parameters (organization, assessment period, etc.). Reports can be exported to your computer.