Tk20 Training: January 2013

Login:
1. Go to: myACC portal, Resources tab, Assessment channel. Click on: TK20 Login
2. Log in: enter S number and password (first time: S number for both username and password)
3. Change your password if prompted if you haven’t prior to today
4. “Home” tab is shown
5. Click on “Planning” tab.

Mission Statement:
Your mission statement has been entered and will carry forward to future assessment periods.
6. Review your mission statement: Click on the Organization pull down and select your organization. If editing is required:
7. Click on “Edit Mission” in side bar menu; confirm organization is correct—use pull down if needed to select org.
8. Type changes or if working from a Word or Excel document, cut and paste mission into field
9. Click “Save.”
10. Vision statements are not used at this time.

Outcomes/Goals:
Your outcomes/goals have been entered from your 2011-12 plans and will carry forward to future assessment periods.
11. Click on “Outcomes/Goals” in side bar menu
12. Review your outcome/goals: Confirm your organization
13. Switch “View By” to “Learning Outcome.”
14. If editing is required or new outcomes need to be entered: Click: “Edit/Create” in side bar menu
15. Confirm “Organization” pull down menu
16. Click on “add a learning outcome” to add a new outcome
17. Enter new learning outcome
18. Click “Save.”
19. NOTE: “Learning Outcome” field should contain both Learning Outcome name and operational definition. Description is optional and not used in reports
20. To edit an existing Outcome, click on the outcome itself (purple text), make changes and save.

Outcome Mapping:
Your current outcomes/goals have been mapped to ACC’s six major learning outcomes and will stay mapped for future assessment periods.
21. Click on “Outcome Mapping” in side bar menu
22. Select “Arapahoe Community College” in left panel “Organization” pull-down menu. Note: Always have ACC in left panel for proper mapping
23. View By “Learning Outcome” in left panel
24. Select/confirm program/discipline in right panel “Organization” pull down menu
25. View By “Learning Outcome” in right panel
26. Click corresponding boxes in both panels to map the outcomes together
27. To verify that your outcome is mapped, click on the Information Management outcome for ACC in the left panel. Your department learning outcome will be highlighted green indicating mapped.
28. Click “Save” if changes are made; otherwise, close to not make any changes.
29. Repeat steps for Learning Outcome #2
30. Click “Close.”

**Plan Data Entry**

Many of your plans and reports have been entered for the 2011-12 assessment period to give you a reference point for entering 2012-13 plans and reports.

31. Click on “Assessment Planning” in side bar menu
32. To view the previous year plan, change the assessment period to 2011-12 and click the Information Management purple text. You will see the entire plan overview and the four tabs used for plan data entry.
33. To enter the new plan, click on “Plan Data Entry” in side bar menu
34. Confirm Program/Discipline in “Organization” pull down menu
35. View By “Learning Outcome”

**36. Assessment Period “2011-2012” for last year’s data entry; “2012-2013” for this year’s plan**

37. Access the plan by clicking on purple text: Information Management
38. You will see four tabs:

<table>
<thead>
<tr>
<th>Assessment Plan: Assessment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures &amp; Benchmarks</td>
</tr>
</tbody>
</table>

39. Enter Plan and Reports in the four tabs: **Note: you can click Save after each tab or after all four tabs are complete. If you “save,” after each tab you will need to click on the purple learning outcome text again to get back to the four tabs**

Notes:

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40. Measures & Benchmarks:

Assessment Plan: Assessment Plan

Measures & Benchmarks

41. Mark Data Collection Status Complete if complete

Notes:

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42. Results:

43. Mark Data Collection Status Complete if complete

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44. What was Learned:

45. Mark Data Collection Status Complete if complete

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46. Use of Results:

47. Mark Data Collection Status Complete if complete. Marking all four tabs as complete updates the Unit Dashboard status as complete.

48. SAVE! Plan Data Entry is complete.

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49. Reports:

50. Unit Dashboard: Summary

51. Unit Dashboard: Status

52. Show Plan Overview for completed plans.
System Tips and Reminders:

1. Review the data entered for your areas for accuracy and as a guide for entering new information.
2. Measures should be concise and measurable.
3. Do not use the internet “back arrow” for navigation within TK20. Use the close, cancel or save options to navigate to different areas of the system.
4. Make sure you are in the correct assessment period before entering data.
5. Organizations stay the same as move from different screens. Make sure you are in the correct organization before entering data.
6. Never delete old outcomes/goals. Instead, disable them so the data remains complete. If you delete an outcome/goal all data associated with the outcome is deleted as well.
7. Direct measures:
   a. Scores and pass rates on standardized tests
   b. Rubric-graded reports and assignments
   c. Dedicated assessment tests, quizzes or inventories
   d. Embedded exam items
   e. Oral examinations
   f. Juried evaluations of student products
   g. Portfolio artifacts or Capstone projects
8. Indirect measures:
   a. Course grades
   b. Surveys and questionnaires
   c. Admission or graduation rates
   d. Employment or placement rates
   e. Student course evaluations
   f. Institutional data
9. For assistance, contact your Assessment coach, Donna Chrislip, Claudio Rebollo or Cheyne Bamford.