Assessment Plan Data Entry

Get Started

1. Click Plan Data Entry under Assessment Planning located on the side menu.

2. Choose the organization for which you want to enter assessment plan data. Select your desired options from the View By and Assessment Period drop down menus. Any outcomes/objectives/goals entered for the selected assessment period will be displayed.

3. Select the outcome/objective/goal for which you want to enter the assessment plan data. This will open the Assessment Plan view: either the Measure or the Mapping sub-tabs will be displayed.

Measures Sub-tab

The Measures sub-tab will be displayed if the goal/objective/outcome is derived from its own measures.

1. Enter a measure into the Measure 1 field. If the results for Measure 1 are available, enter them into the Measure 1 Results field. If not, you can return to this plan later to enter Measure 1 results. Repeat this process for all the measures related to this outcome/goal/objective.

Map Sub-tab

The Mapping sub-tab will be displayed if the goal/objective/outcome is indirect or derived from data collected for outcomes/objectives/goals. (This tends to be the case with university or college-level goals/outcomes). You can create mapping here; however, we strongly recommend...
you complete the mapping process separately to ensure proper alignment for reporting purposes.

**Results, Analysis, Recommendations, and Actions Sub-tabs**

2. **Results:** Enter the overall results for this outcome/objective/goal. If the outcome/objective or goal was not met or only partially met, select whether further action is planned using those radio buttons.

3. **Recommendations:** Enter your recommendations for future assessment periods here. You can upload a document detailing these recommendations here, if you wish.
4. **Actions**: Enter the actions you plan to take for the subsequent assessment period. In addition to Programmatic and Assessment Actions, you can also specify the person/group responsible for acting on those changes, a target date for implementation, and any additional resources you will need.

5. Save your assessment plan.

**View Plans**

1. To view the assessment plan you entered or another organization's assessment plan, click on **View Plan** under Assessment Planning located in the side menu.

2. Select the **Assessment Period** and your desired option from the **View By** drop down menu. All the outcomes/objectives/goals for which a plan exists for the selected assessment period will be displayed.

3. Select the desired outcome/objective/goal name to open the **Plan Overview** sub-tab. From this sub-tab, you can view all the details associated with this plan. You can also open the other sub-tabs to view the data entered there.
Help Resources

Online Tutorials
Tk20 has step-by-step tutorials, which can be accessed by clicking on Help located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator
Contact information can be found on the right side of your institution's Tk20 login page.