Reporting 2017-2018 Assessment Results in Tk20

For Administrative and Academic/Student Support Service Units
Purpose of the Presentation

- To explain what the Annual Assessment Results Report is and its purpose.
- To describe the components of the Annual Assessment Results Report.
- To provide an overview and demonstration of, Tk20, UTRGV’s Assessment Management System.
Presentation Handouts:

- PowerPoint Slide Deck
- Optional Worksheet – Blank
- Optional Worksheet with Example
  - (Administrative Support Service Unit)
- Optional Worksheet with Example
  - (Academic/Student Support Service Unit)
- Institutional Feedback Rubric for Annual Assessment Results Report
About the Annual Assessment Results Report

- The report provides a detailed summary and analysis of the results for the outcomes assessed during the previous academic year (2017-2018).

- The report documents and describes any efforts to improve or enhance the support service unit.

- Due date: Oct. 1, 2018
Three Steps to Complete the Annual Assessment Results Report in Tk20

- Step 1: Log into Tk20 and find your support service unit
- Step 2: Create outcomes
- Step 3: Plan Data Entry
  - (measures, results, analysis, improvements)
Step 1:
Log in and Find Your Support Service Unit
Log in by visiting this url: utrgv.tk20.com

Enter your UTRGV login credentials here
Next, Authenticate your UTRGV Credentials

By pressing the Sign in button, you agree to:

› Use the system and data only for official University transactions.
› Never share your password or access.

Help

› Brownsville: (956) 882-2020
› Edinburg: (956) 665-2020

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.
On Tk20 Homepage, Select **Planning Module**

Click on **Planning** to access the Planning Module
Find your support service unit in the “organization” scroll down menu.

Scroll to find your unit here.
Demonstrate Step 1 on Tk20 Live Site
Step 2:
Creating Outcomes
Outcomes/Goals: Edit/Create: Add Outcome

1st: Click on Assessment Planning to expand the menu

2nd: Click on Outcomes/Goals

3rd: Select Edit/Create

4th: Click on Add Outcome (see next slide for display)
Adding New Outcomes

1st: Type your brief outcome title here (from your assessment plan)

2nd: Click on Save or Save and Add Another.

It is optional to include description of the outcome.

Note: The complete outcome statement will be added elsewhere

Note: Ignore these features, as they have been disabled.
To View Inventory of Outcomes: **Browse**

Click on **Browse** to view the outcomes you have added.
Demonstrate **Step 2 on** Tk20 Live Site
Step 3: Plan Data Entry

(Measures, Results, Analysis, Improvements)
Assessment Planning: **Plan Data Entry**

1️⃣ Click to expand main navigation menu

2️⃣ Click on Assessment Planning

3️⃣ Select Plan Data Entry
Plan Data Entry Outcomes Inventory Dashboard

Click on outcome title to access reporting template for 1st outcome.
Components of the Reporting Template: 
Part 1, Measures

✓ Outcomes
  ◦ Complete statement
  ◦ Outcome type
    ◦ (Student Learning Outcome, Student Achievement Outcome, Administrative Outcome)

✓ Assessment plan information:
  ◦ Measure description
  ◦ Measure type
  ◦ Benchmark

✓ Results
  ◦ Aggregate data

✓ Sample artifacts
Plan Data Entry: Measures

1: Select Measures Tab

Note: Template includes space for reporting up to 3 measures. Scroll down to add info for additional measures.

2: Refer to instructions for expectations on each field entry

3: Scroll to bottom and attach any documentation of assessment tools/instruments
Demonstrate Step 3, Part 1 on Tk20 Live Site
Components of the Reporting Template: Part 2, Summary of Results

✓ Decision regarding outcome results
  ◦ Met, not met or partially met

✓ Explanation of decision

✓ Comparison of current results to prior results

✓ Academic year(s) for prior results

✓ Dissemination of results and documentation
Plan Data Entry: Summary of Results

1: Summary of Results Tab

2: Refer to instructions for expectations on each field entry

3: Scroll to bottom and attach any documentation of results dissemination
Demonstrate Step 3, Part 2 on Tk20 Live Site
Components of the Reporting Template: Part 3, Analysis

✓ Outcome Analysis
  ◦ Drill down into (disaggregate) data and identify strengths
  ◦ Drill down into (disaggregate) data and identify weaknesses

✓ Assessment Process Analysis
  ◦ Identify strengths of the current assessment process
  ◦ Identify weaknesses of the current assessment process
Plan Data Entry: Analysis

1: Analysis Tab

2: Refer to instructions for expectations on each field entry

3: Scroll to bottom and attach any supporting documentation of outcome analysis
Demonstrate Step 3, Part 3 on Tk20 Live Site
Components of the Reporting Template: Part 4, Improvements

✓ Operational/Service Delivery Changes
  ◦ Select and describe changes
  ◦ Identify changes as proposed, in progress, or implemented
  ◦ Provide timeline for proposed, in progress or implemented changes
  ◦ Describe lessons learned from change
  ◦ Description of records and artifacts of in progress or implemented changes
  ◦ Documentation of changes

✓ Assessment Changes
  ◦ List and describe changes
  ◦ Identify changes as proposed, in progress, or implemented
  ◦ Provide timeline for proposed, in progress or implemented changes
  ◦ Describe lessons learned from change
  ◦ Description of records and artifacts of in progress or implemented change
  ◦ Documentation of changes
Plan Data Entry: Improvements

1: Improvements Tab

2: Refer to instructions for expectations on each field entry

3: Scroll to bottom and attach any supporting documentation of implemented changes
Demonstrate Step 3, Part 4 on Tk20 Live Site
Save and Data Collection Status Sections

At the bottom of each tab look for: Data Collection Status

To record all your entries, click Save

This section asks whether data entry for a tab is complete. Once you have completed all the field entries, select YES here.
Assessment Planning: View Plans

Go to View Plans from the dropdown menu.
Plan Overview Tab:
You will see all recorded entries in one window.
Demonstrate Plan Overview on Tk20 Live Site
Next Steps...

- Gather data
- Drill down/disaggregate the data
- Review data with colleagues and other stakeholders
- Evaluate your assessment process
- Seek input on proposed changes
- Maintain documentation of all steps of the process
Thank You!

For Questions about **Tk20** Contact:

Aldo Salinas  
aldo.salinas@utrgv.edu  
956-882-3828

For Questions about Institutional Assessment and/or the Annual Assessment Results Report Contact:

Dr. Carlos E. Cuéllar  
carlos.cuellar@utrgv.edu  
956-882-6654