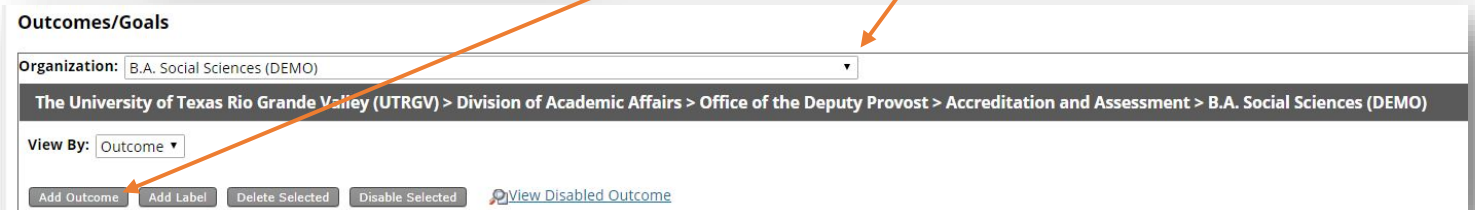
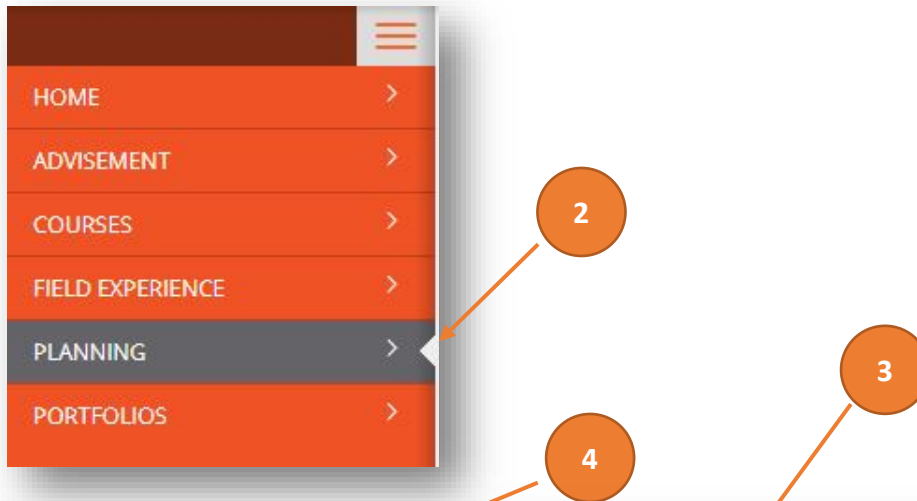


How to Create Outcomes:

1. Using the latest version of *Chrome* browser, log into Tk20 system using UTRGV credentials: <http://utrgv.tk20.com>
2. Click on **PLANNING** in menu.



3. If you are associated with multiple programs, select the program from the dropdown menu you want to add.
4. Click on **Add Outcome**.



5. Enter your brief outcome title in the **Outcome** area. A description is optional.

ASSESSMENT PLANNING

Add New Outcome

Organization: M.A. Educational Leadership (DEMO)

Outcome Definition

Outcome*

Description

Type

Results

Outcome ▾

Results are derived from its own measures.

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

[Advanced >](#)

Save Save and Add Another Cancel

6. Click **Save**, or click **Save and Add Another**.



7. You will be taken back to the page with the Outcome listing.
8. To add another **Outcome**, repeat step 1-3.

NOTE: Tk20 has an automatic time-out feature integrated into the system that causes an account to log off after three hours. For this reason, it is highly recommended that you frequently click Save as you are working on your forms in Tk20, especially if it is a particularly long form or you are planning on working on a form intermittently over an extended period of time. Neglecting to click Save (as outlined in the steps above) will result in lost work.