**Helpful Hints**

* Never use your browser’s back arrow while working in Tk20. Always use the internal navigation buttons or you will get kicked out.
* Make sure to hit the **Save** button of **each** page after adding or editing information before going to another page.

**Accessing and Navigating Tk20**

1. Log into Gothic Net go to main menu click on Tk20, then Tk20 Higher Ed.
2. Top right (your name) use the pull-down screen to select correct role for this task.
3. Click on the **Planning** tab on the left of the screen to get to the **Unit Dashboard.**
4. In the **Organization** down menu in the middle of the screen, select you unit.
5. In the top center of the screen you will see a box containing the **Assessment Planning** menu. Choices from this menu will be used to enter and add the following report components.

**Entering Outcomes**

1. Select **Outcomes** from the menu and then click on **Edit/Create**
2. From the **View By** dropdown box, select **Outcome**
3. Click the **Add Outcome** button from the table in the center of the screen.
4. In the **Outcome Box** enter an outcome number and a brief description of the outcome
5. Click **Save.**
6. Repeat above steps for each outcome

**Entering Measure, Target, & Strategies and Results, Analysis & Action Plans**

1. Open the **Assessment Planning** menu at the top center of the screen and select **Assessment Planning.**
2. Click on **Plan Data Entry** sub category.
3. From the **View By** dropdown box, select **Outcome**
4. You will see a list of the unit’s outcomes and their data entry status (Complete or Not Complete)
5. Click on the outcome objective you want to report on and you will be taken to the page where you can make entries to Measure, Target & Strategies and Results, Analysis & Action Plans. Select the appropriate tab to add or revise information for that report component.

**IMPORTANT:** Always hit the **SAVE** button at the bottom of the screen when you’re finished adding or editing information. If you forget and go to another page, you will lose your entries.

1. Repeat these steps to add or edit information on additional outcomes.

**Questions?**

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