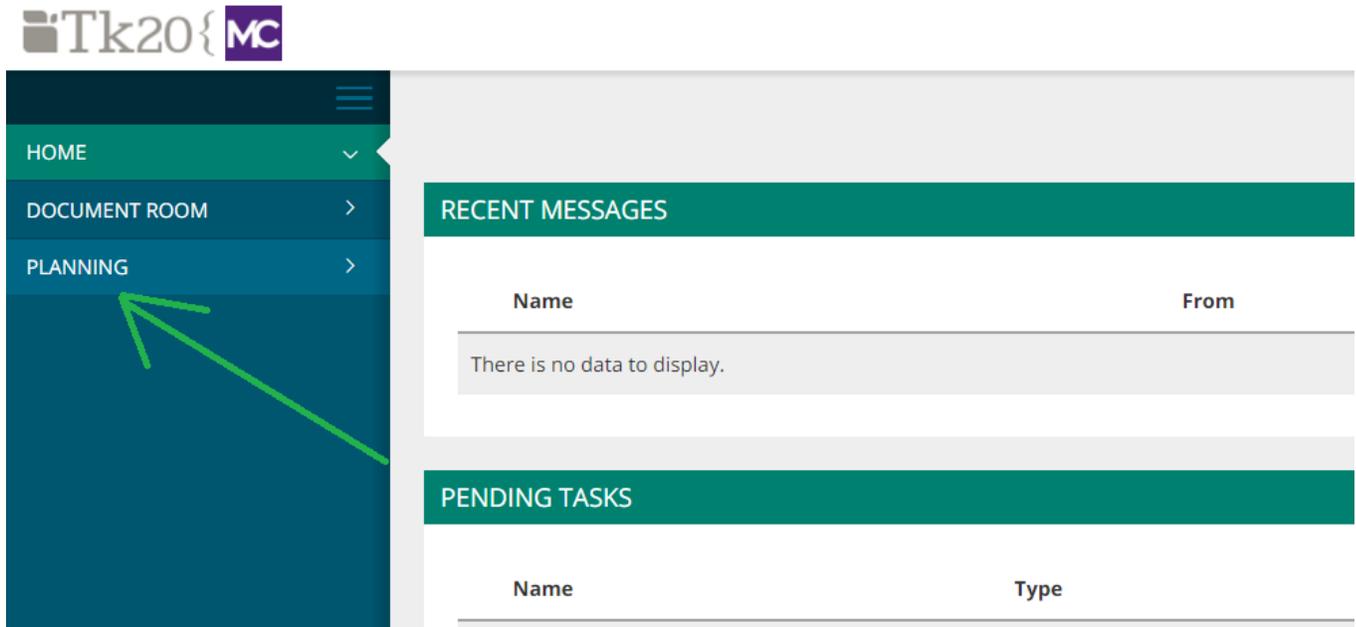
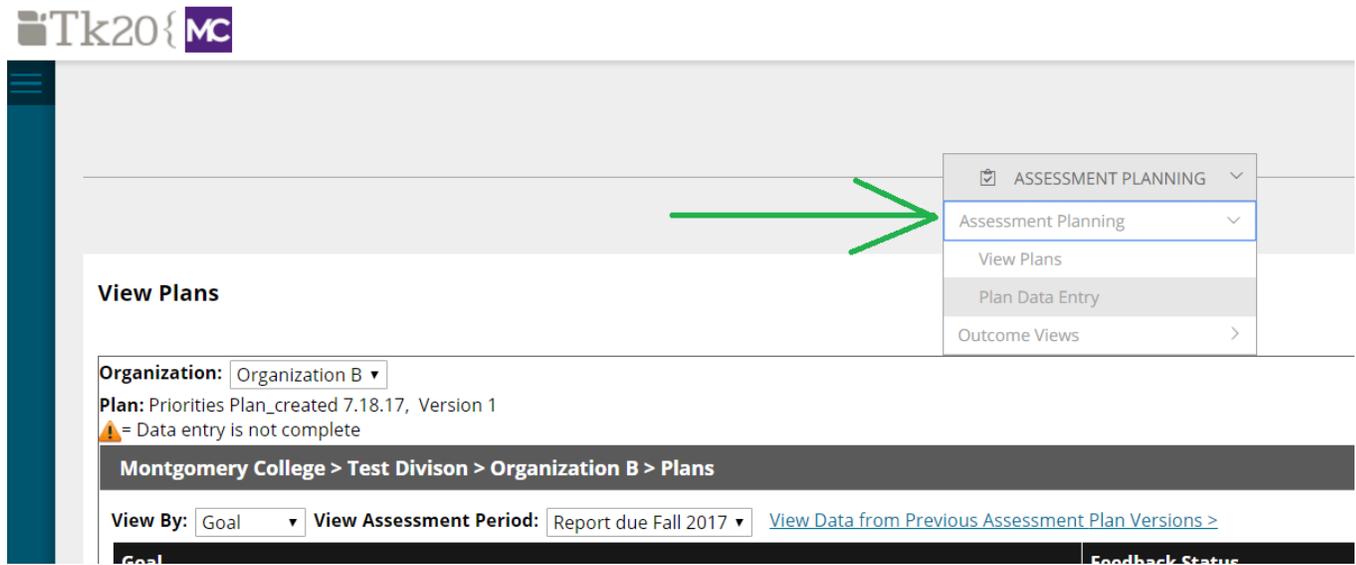


Entering Information into TK20 Instructions

1. Go to montgomerycollege.tk20.com
2. Use your MC Credentials to access the site
3. Click on **PLANNING**



4. Click on **ASSESSMENT PLANNING**



5. CLICK ON **Plan Data Entry**



ASSESSMENT PLANNING

- Assessment Planning
- View Plans
- Plan Data Entry
- Outcome News

View Plans

Organization: Organization B

Plan: Priorities Plan_created 7.18.17, Version 1
⚠ = Data entry is not complete

Montgomery College > Test Divison > Organization B > Plans

View By: Goal View Assessment Period: Report due Fall 2017 [View Data from Previous Assessment Plan Versions >](#)

Goal	Feedback Status
Implement Strategies for AA Priorities	

6. Select your **Organization** (for General Education – courses will start with GE) and **Assessment Period**



ASSESSMENT PLANNING

Plan Data Entry

Organization: AA Priorities - Biotechnology

Plan: Academic Affairs_Final Created 7.27.17, Version 1
⚠ = Data entry is not complete

Montgomery College > AA Priorities > AA Priorities - Biotechnology > Plans

View By: Goal Assessment Period: Academic Year 2017-18

Goal	Feedback Status
------	-----------------

7. Click on the appropriate **Competency**

Plan Data Entry

Organization: GE-SPAN216
Plan: General Education Assessment, Version 1
⚠ = Data entry is not complete

Montgomery College > General Education > GE-SPAN216 > Plans

View By: Goal Assessment Period: Academic Year 2017-18

Goal	Feedback Status
Critical Analysis and Reasoning	
Information Literacy	
Oral Communication	
Technological Competency	
Written Communication	

8. Start entering information – Be sure to click on all three tabs. You will enter information for each competency

Critical Analysis and Reasoning

Assessment Plan: General Education Assessment

Updates from Previous Assessment | Current Assessment | Overall Comments

Updates from Previous Assessment

This goal was: Met Partially Met Not Met

UPDATE FROM PREVIOUS ASSESSMENT

Planned Actions from Previous General Education Assessment

Progress on Planned Actions. Please indicate if implemented and if the action was or was not effective.

9. Be sure to Save

Progress on Planned Actions.
Please indicate if implemented and
if the action was or was not
effective.



Data Collection Status

Is data collection complete? Yes No

Save

[Cancel](#)

Special Notes:

- Do not use the back arrow on the browser
- You can ignore the “Data Collection Status” question.
- For help, there is a “Help” button in the top right corner or you can contact Cassandra.Jones@montgomerycollege.edu