Part I: Completing the 2015-2016 assessment cycle

- 100% of programs completed an assessment plan in Fall 2015! Plans may be viewed by clicking on the following link:
  http://www.triton.edu/About.aspx?pageid=230&LangType=1033&id=26075

Important: Next to your program, you will see a respondent number. If you click on your program, you will first have to enter this number in the box (top left corner) that says respondent number. Once you do, you will see your plan. This extra step needs to occur due to the way Survey Monkey now displays its data.

- By now, these plans should have been carried out (unless you are using the final exam as the assessment tool). Complete an assessment report by clicking on the appropriate link on the assessment committee’s website. **ASSESSMENT REPORTS ARE DUE BETWEEN MAY 15, 2016 AND SEPTEMBER 15, 2016.**
- Between September 15 and October 1, the Assessment Committee will be evaluating assessment reports and providing feedback. Once you receive this feedback, close the loop on your 2015-2016 assessment by completing an implementation report (link will be posted to Assessment Committee’s website), which is due on **November 15, 2016.**

Part II: Uploading information into TK-20

To access TK-20, go triton.tk20.com. Your login information will be the same as you use to access your Triton portal and your e-mail through Office 365.

1.) Roles

**faculty:** This role will allow faculty to view assessment information for their area. With this role, the user will not be allowed to input assessment information. All faculty will be given access to TK-20 with this role.

**planning coordinator:** This role will allow the user to input assessment information and make changes to program information. Chairs/coordinators will be given access to TK-20 with this role. As deemed necessary by the chair/coordinator, faculty responsible for doing assessments can be given access as planning coordinator.

*NOTE: WHEN GOING THROUGH THESE INSTRUCTIONS, FOLLOW THEM IN THE EXACT ORDER. FOR EXAMPLE, CREATE THE MISSION STATEMENT FIRST, THEN ENTER THE PROGRAM OUTCOMES, ETC.*

2.) Mission statement

- Click on **planning** (left menu on homepage).
- Click on **assessment planning** (top of page).
- Select **mission**, and then **edit mission**. Enter information about your program’s mission statement.

3.) Program Outcomes

- Click on **assessment planning**, and select **outcomes/goals**.
• select edit/create.
• academic assessment will not be using student learning outcome or internal program review outcome, so always ignore these.
• If you click on general education outcome, you will see that these have already been loaded for you.
• click on program learning outcome. You will have to enter these for your program. A list of all current program outcomes can be found on the Assessment Committee’s website (www.triton.edu/assessment) under program information (program outcomes mapping). You may use these, or it may be a good time for faculty in the area to determine whether these outcomes are still applicable.

4.) Courses

• Click on assessment planning.
• select outcomes and goals (fourth line down), then select courses.
• enter the three-letter abbreviation, in capital letters, for your department. For example, chemistry would be CHM.
• All of the courses within your program should be listed. If you are missing any, contact Larry at larrymanno@triton.edu.
• You will have to enter outcomes for your courses. To do so, click on the specific course, and add outcomes listed on the course outline (which may be obtained from the curriculum committee’s website or portal page).

5.) Mapping
Once you enter a course and its outcomes, you will need to map the course outcomes to both the program and general education outcomes. To do so:

• Click on assessment planning.
• select outcomes and goals, and then select outcome mapping.
• You will now see a left side (for general education outcome and program learning outcome; you will not be using student learning outcome, standard, or internal program review outcome, so ignore these). Select program learning outcome. The program outcomes for your program should now appear on the left side.
• On the right side, select course goals/outcomes. Then, enter the three-letter abbreviation for your department in the course number box. All courses within your department should appear. Select the course you wish to map. Once you do, all course outcomes should appear.
• To complete the program mapping, select a program learning outcome on the left side, and check each course outcome that maps to it. Once finished, click save (bottom left side), and repeat this procedure for each program outcome.
• Once you complete the program mapping for the course, repeat the above steps to map the course outcomes to the general education outcomes.
Part III: Timeline

1. By November 15, 2016, programs should have the following information entered into TK-20:
   • mission statement
   • program outcomes
   • information (outcomes and mapping) for one course within the program

2. By the end of Fall 2016, programs should have information entered for at least 25% of their courses.
3. By midterm of Spring 2017, programs should have information entered for at least 50% of their courses.
4. By the end of Spring 2017, programs should have information entered for at least 75% of their courses.
5. By the start of Fall 2017, programs should have information and outcomes entered for 100% of their courses and be fully engaged with using TK-20.