



Center for Institutional
Effectiveness



Assessment Training Part I



**Entering Program Learning Outcomes/Goals
and
Starting an Assessment Plan**

How to Access Tk20:

- **Enter the URL – <https://bergen.tk20.com>**
- **From the Bergen Home Page, select About Us, scroll down and select Institutional Effectiveness, Click Tk20 from the menu, click on the embedded Tk20 URL.**

Log in to tK20 using your BCC user name and password



Helpful Resources

Username

Password

[Additional Information](#) [Admissions](#)

For questions regarding this system, please contact your system administrator:

Administrator: Vannette John
Email: vjohn@bergen.edu
Phone: 201)447-7432

Entering Program Learning Goals:

The screenshot shows the 'Outcomes/Goals' page in the Tk20 system. The organization is set to 'AS Biotechnology'. The breadcrumb trail is: Bergen Community College > ACADEMIC UNITS—VICE PRESIDENT OF ACADEMIC AFFAIRS > THE DIVISION OF MATHEMATICS, SCIENCE & TECHNOLOGY > Biology and Horticulture > AS Biotechnology. The view is set to 'Program Learning Goal'. There are buttons for 'Add Program Learning Goal', 'Add Label', 'Delete Selected', 'Disable Selected', and 'View Disabled Program Learning Goal'. A table lists several program learning goals with checkboxes for selection.

Program Learning Goal	Type	Category
<input type="checkbox"/> Students will be knowledgeable in the methodology of biotechnology, including genetic modification, isolation, purification, and analysis of nucleic acids and proteins.	Program Learning Goal	
<input type="checkbox"/> Students will acquire the skills necessary to properly handle genetically modified organisms and employ the safeguards necessary when working with such organisms.	Program Learning Goal	
<input type="checkbox"/> Students will acquire laboratory competence by developing and refining technical and analytical skills.	Program Learning Goal	
<input type="checkbox"/> Students will have the ability to critically examine information and discover new knowledge through rigorous scientific reasoning.	Program Learning Goal	
<input type="checkbox"/> Students will be knowledgeable in the practice of proper scientific laboratory record keeping.	Program Learning Goal	
<input checked="" type="checkbox"/> Students will acquire knowledge of a variety of currently available genomic and proteomic databases.	Program Learning Goal	
<input type="checkbox"/> Students will acquire the skills required to analyze biological sequences and interpret the results of their analyses.	Program Learning Goal	

- Select the Planning Tab
- Select your department/program from the Organization Menu
- Go to Outcomes/Goals in the left menu then select
“ Edit/Create”
- Click on the gray “Add Program Learning Goal or Add Unit Goal bar”

Firefox CampusTools HigherEd
https://bergen.tk20.com/campustoolshighered/k12_admin_institutionalplanning_goals_body.do

Bergen COMMUNITY COLLEGE Tk20™
Home Document Room Planning Help Logout

Add New Program Learning Goal

Organization: COA Accounting Assistant

Program Learning Goal Definition

Program Learning Goal*
Description [Rich Text Formatting](#)

Type: Program Learning Goal

Results:
 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

Powered by Tk20 CampusWide Current Date and Time: 02/12/2014 11:20:34 AM



- On the “Add New Program Learning Goal Page”, enter a goal. Description is optional
- Click “Save or Save and Add Another” at the bottom of the page.

Starting an Assessment Plan

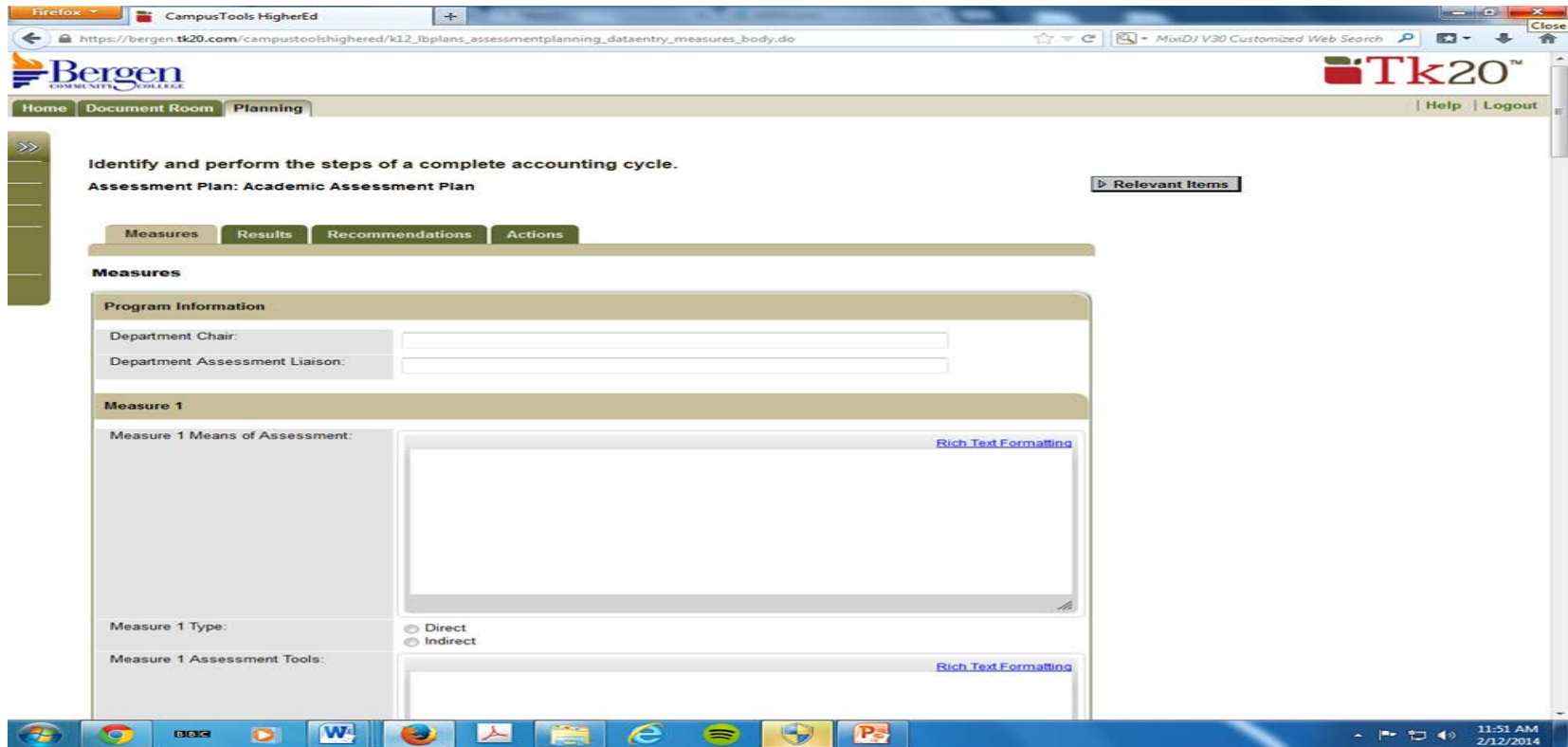
Entering Measures for Outcomes/Goals

The screenshot shows the Tk20 web application interface. The browser address bar displays the URL: https://bergen.tk20.com/campustoolshighered/k12_lbplans_assessmentplanning_. The page header includes the Bergen Community College logo and the Tk20 logo. The navigation menu shows 'Home', 'Document Room', and 'Planning'. The 'Planning' tab is active. The main content area is titled 'Plan Data Entry'. It shows the following information:

- Organization: AA Women's Studies
- Plan: Academic Assessment Plan, Version 1
- Warning: Data entry is not complete
- Breadcrumbs: Bergen Community College > ACADEMIC UNITS—VICE PRESIDENT OF ACADEMIC AFFAIRS > THE DIVISION OF ARTS, HUMANITIES & WELLNESS > Interdisciplinary Studies > AA Women's Studies > Plans
- View By: Program Learning Goal
- Assessment Period: 2014-2016

Program Learning Goal	Feedback Status	Is Data Entry Complete?
<input type="checkbox"/> Demonstrate the ability to conduct interdisciplinary feminist analysis.		⚠ Not Complete
<input type="checkbox"/> Examine and critique ideological assumptions underlying social institutions and systems of representation, including but not limited to assumptions regarding gender, race, class, nationality, disability, age, and sexual orientation.		⚠ Not Complete
<input type="checkbox"/> Demonstrate an understanding of women's historical and contemporary agency, and how it has shaped women's lives in various geographical settings.		⚠ Not Complete

- Select the Planning Tab
- Select your department/program from the organization menu
- Go to Assessment Planning in the left menu then select “Plan Data Entry”



- On the “Plan Data Entry screen”, select a goal the goal you would like to assess
- Complete the “Program Information” section
- Add data for Measures and upload any Means of Assessment supporting documents
- Save the form data at the bottom of the page



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**Thank you for attending
today's training.**

**Please Complete the Evaluation Form
Before You Leave.**