



# Faculty Outcomes Tutorial

New York City College of Technology

Instructional Technology &  
Technology Enhancement Centers (iTEC)

Contact Information: [TK20@citytech.cuny.edu](mailto:TK20@citytech.cuny.edu)

## System Requirements:

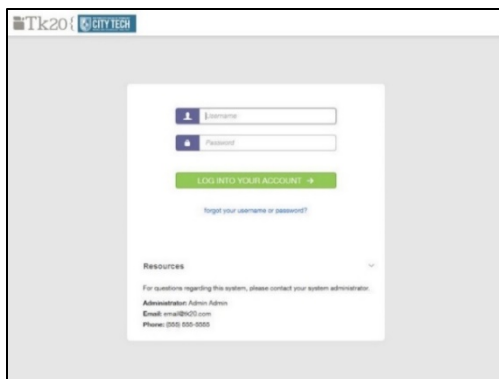
Tk20 recommends and fully supports the latest two versions of the following browsers for optimal use:

- Google Chrome
- Mozilla Firefox\*
- Microsoft Internet Explorer 10 and 11
- Safari

\*We recommend using Mozilla Firefox browser if you are working on a Linux platform.

## Getting Started

To begin, you must first log into your account at <https://citytechcuny.tk20.com> with your assigned login credentials. If you are unable to log into your account, please contact [TK20@citytech.cuny.edu](mailto:TK20@citytech.cuny.edu) for further information.



The TK20 menu is located on the left-hand side of page

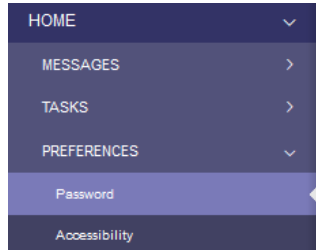


To hide or unhide the menu on the left, click on



## Home

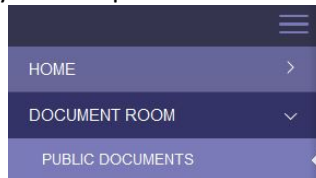
- Click **Home** to expand the **Home Menu**
- To change your password:



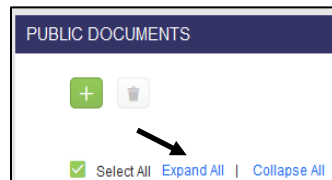
1. Click on **Preferences -> Password**
2. Enter in the information required on the page and click **Save**.

## Document Room

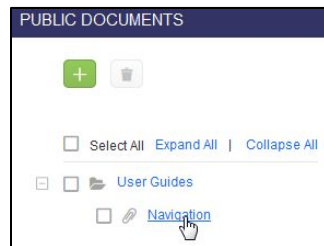
- Click on **Document Room** to expand the menu. In the **Public Documents** folder, you can open and add documents for City Tech TK20 users (faculty) to see.



- To list all the files and folders in **Public Documents**
  - Click **Expand All**.

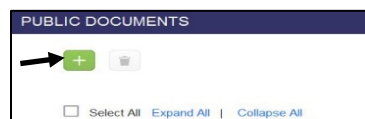


- To open a file, click on the **link** of the file you wish to open.



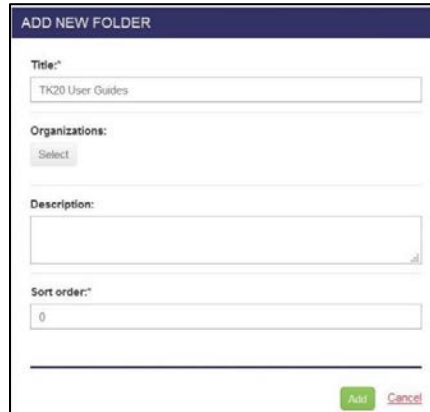
- Scroll down and click on the link under **File Name**, the file will open or download.

- To add a new folder in Public Documents, click on **Public Documents**
  - Click on the **green + button** and select Folder.



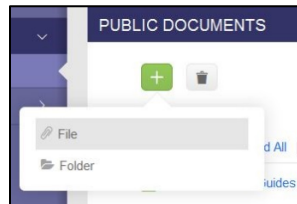
-

- On the **Add New Folder** page, add a **descriptive title** and click **Add**.



- To add a new document:

- Select the folder by clicking on the **check box** to the right of the folder name to add the file. (Do not click on the file name, just select the check box.)
- Select the **green +** and select **File**.

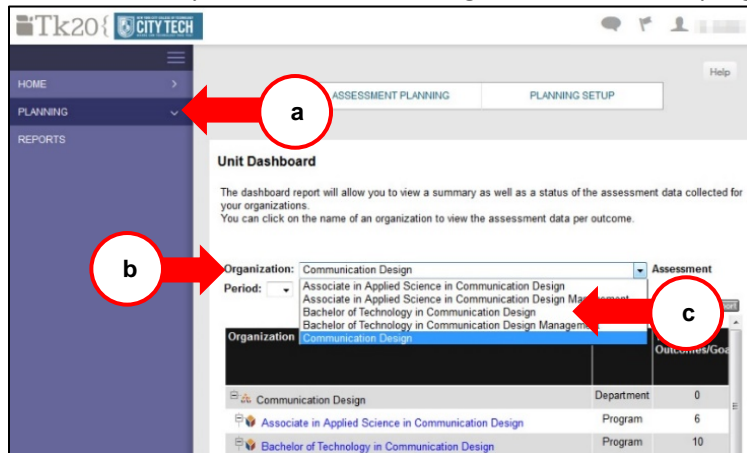


- In the **Add New File** screen, you can add a file by clicking the **green + Select File** button and choosing the file.
- If you prefer, you can drag and drop your file from your computer to the **Drag and drop file here** gray box.
- Add a title in the **Title** box and click the green **Add button**.

**Note:** Make sure the file has been uploaded successfully before clicking Add. When the file has been uploaded, the **“Upload Success!”** message will appear.

## Outcomes

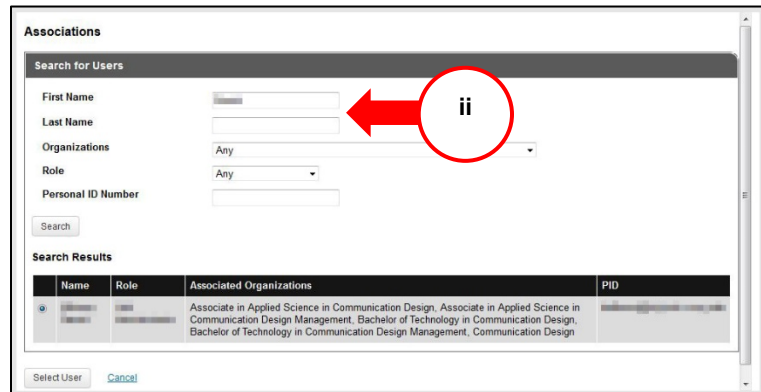
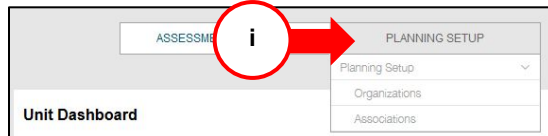
1. Check to see if your user account is aligned to the correct program:



a. Click on **Planning** in the menu bar on the left-hand side of the page.

b. You will now be on the **Unit Dashboard** page. Next to **Organization**, you will find the program to which you are aligned. Click on the **drop-down** box arrow to ensure all the programs are correct.

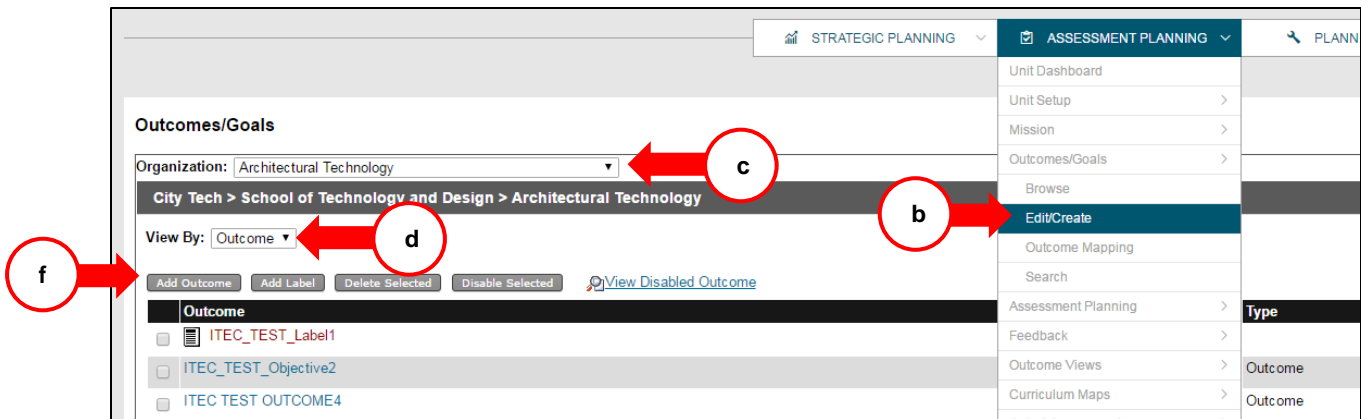
- c. If the program is not aligned correctly:



- ii. Select **Planning Setup** -> **Planning Setup** -> **Associations**.
- iii. Search for your name by typing it in and clicking **Search**. Click on your name next to **Search Results**. Scroll down and click **Select User**.
- iii. Select the programs you should be aligned to by checking the box or boxes next to the programs and click **Save**.

2. To check your program outcomes:

- a. **Edit/create** outcomes can only be done with the **Institutional Planner** role.



- b. Click on **Planning** in the menu bar and click on **Assessment Planning -> Outcomes/Goals -> Edit/Create**.
- c. Select the program that is to be reviewed on the drop-down box next to **Organization**.
- d. Next to **View By:** select **Outcome** from the drop-down box.
- e. To change any of the outcomes:
  - i. Click on the **outcome link**.
  - ii. Change the Outcome and click **Save**. (*Note: The text in the Outcome box cannot exceed 253 characters. The default is set to **Results are derived from its own measures** and should be left alone.*)
- f. To add an outcome:
  - i. Click on the **Add Outcome** button.
  - ii. Enter the outcome next to the Outcome box and a description if needed. (*Note: the text in the Outcome box cannot exceed 253 characters.*)
  - iii. Next to **Type**, Outcome should be selected.
  - iv. Next to **Results**, **Results are derived from its own measures** should be selected.
  - v. Click **Save** if you are done adding outcomes, or click **Save and Add Another** if there are more.

**Best Practices:** Do not use the back button on your browser. To navigate to a different area, click on the menu on the left or breadcrumbs on the top of the page. **Uploading files to TK20:** Make sure the files are successfully uploaded before navigating away from the page. When the file is fully uploaded, the **“Upload Success!”** message will appear.

It is useful to add keywords in documents and folders to make searching easier.