Faculty Outcomes Tutorial

New York City College of Technology

Instructional Technology & Technology Enhancement Centers (iTEC)

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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** for further information.
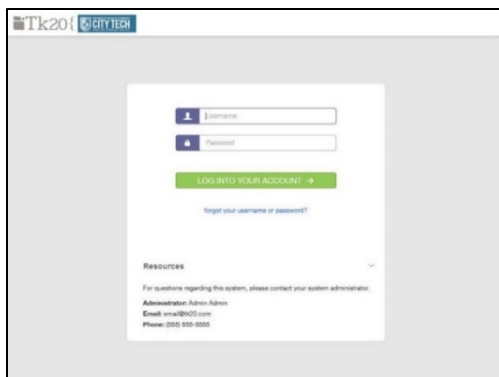
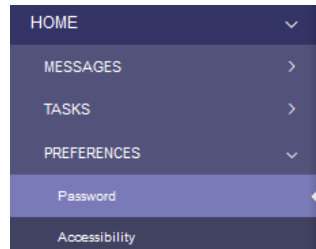The TK20 menu is located on the left-hand side of page

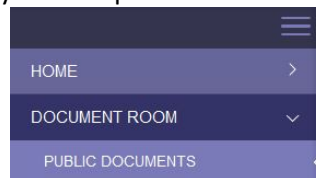To hide or unhide the menu on the left, click on

Home

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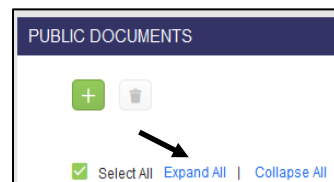- To change your password:

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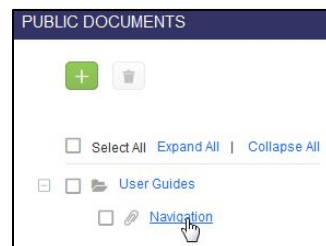
Document Room

- 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.
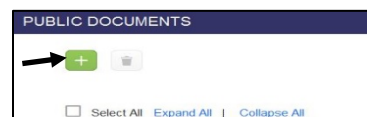

- To list all the files and folders in **Public Documents**
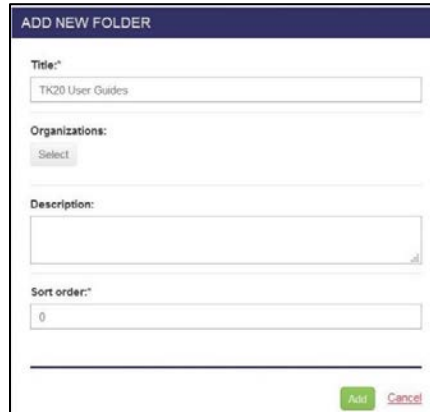 - Click **Expand All.**

  - 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.**
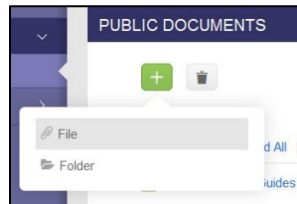
    - In the **Add New File** screen, you can add a file by clicking the **green + Select File** button and choosing the file.
    - If you prefer, you can drag and drop your file from your computer to the **Drag and drop file here** gray box.
    - Add a title in the **Title** box and click the green **Add 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:
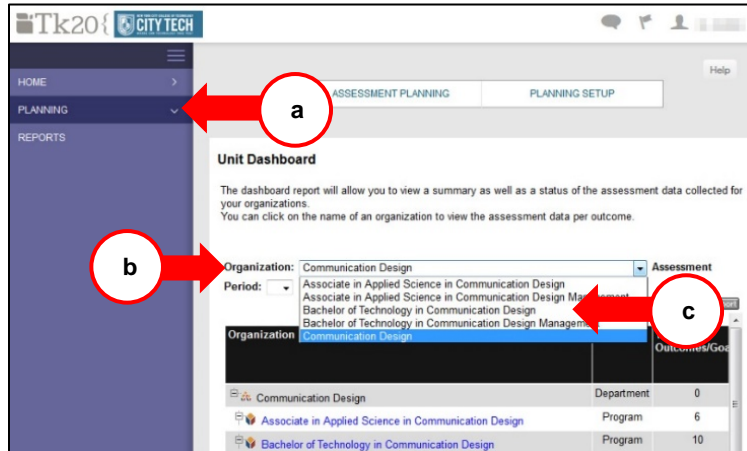
a. Click on **Planning** in the menu bar on the left-hand side of the page.

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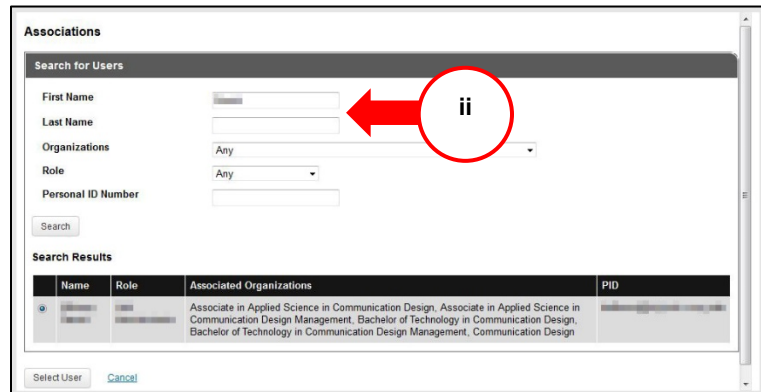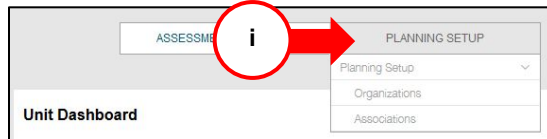
   i. Select **Planning Setup -> Planning Setup -> Associations**.
   ii. Search for your name by typing it in and clicking **Search**. Click on your name next to **Search Results**. Scroll down and click **Select User**.
   iii. Select the programs you should be aligned to by checking the box or boxes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

STRATEGIC PLANNING ⌄   ASSESSMENT PLANNING ⌄   PLANN

Unit Dashboard
Unit Setup
Mission
Outcomes/Goals
Outcomes/Goals

Browse

Organization: Architectural Technology ▼   **c**
Edit/Create

City Tech > School of Technology and Design > Architectural Technology   **b**
Outcome Mapping

View By: Outcome ▼   **d**
Search

Assessment Planning

f   Add Outcome   Add Label   Delete Selected   Disable Selected   🔍View Disabled Outcome

Feedback

Outcome Views   Type

Curriculum Maps

Outcome	Type
☐ 📄 ITEC_TEST_Label1	
☐ ITEC_TEST_Objective2	Outcome
☐ ITEC TEST OUTCOME4	Outcome

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.

Add New Outcome
Organization: Architectural Technology

Outcome Definition

Outcome*
Description   Rich Text Formatting

Type   Outcome ▼
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

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.