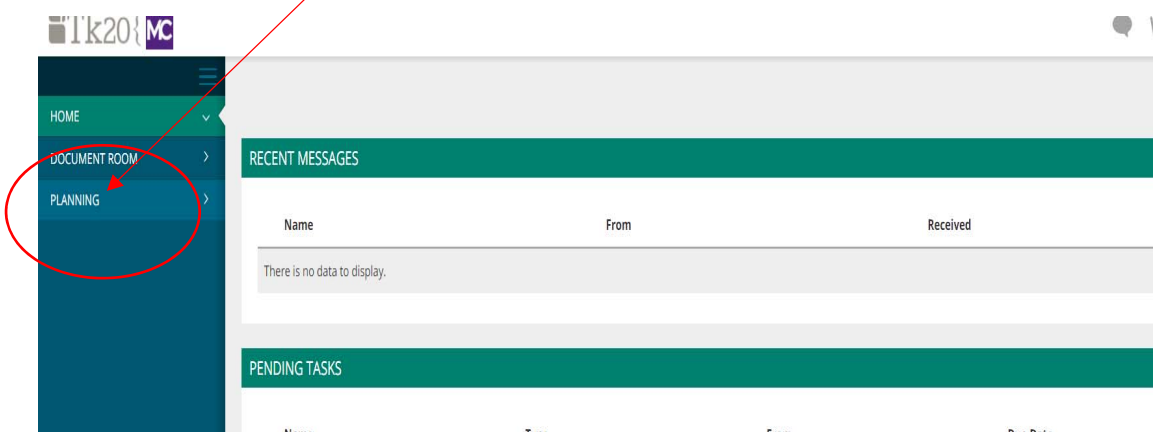
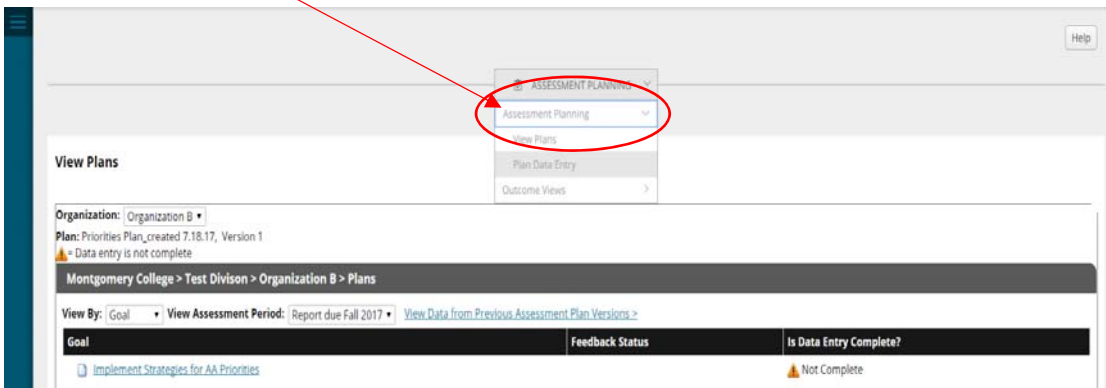


# Instructions

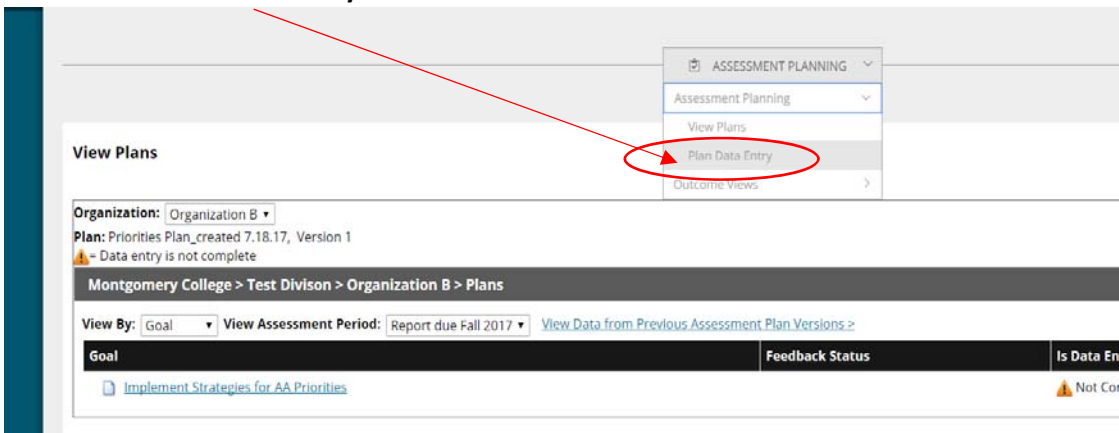
1. Go to [montgomerycollege.tk20.com](http://montgomerycollege.tk20.com)
2. Use your MC Credentials to access the site
3. Click on **PLANNING**



3. Click on **ASSESSMENT PLANNING**



4. CLICK ON **Plan Data Entry**



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

The screenshot shows the 'Plan Data Entry' form. At the top, there is a dropdown menu labeled 'ASSESSMENT PLANNING'. Below it, the 'Organization' is set to 'AA Priorities - Biotechnology' and the 'Plan' is 'Academic Affairs\_Final Created 7.27.17, Version 1'. A warning icon indicates 'Data entry is not complete'. The breadcrumb trail shows 'Montgomery College > AA Priorities > AA Priorities - Biotechnology > Plans'. The 'View By' is set to 'Goal' and the 'Assessment Period' is 'Academic Year 2017-18'. A table with three columns is visible: 'Goal', 'Feedback Status', and 'Is Data Entry Complete'. The first row shows the goal 'Implement Strategies for AA Priorities' with a 'Not Complete' status.

Goal	Feedback Status	Is Data Entry Complete?
<a href="#">Implement Strategies for AA Priorities</a>		Not Complete

6. Click on the appropriate **Competency**

The screenshot shows the 'Plan Data Entry' form for 'GE-SPAN216'. The 'Organization' is 'GE-SPAN216' and the 'Plan' is 'General Education Assessment, Version 1'. A warning icon indicates 'Data entry is not complete'. The breadcrumb trail shows 'Montgomery College > General Education > GE-SPAN216 > Plans'. The 'View By' is set to 'Goal' and the 'Assessment Period' is 'Academic Year 2017-18'. A table with three columns is visible: 'Goal', 'Feedback Status', and 'Is Data Entry Complete?'. The table lists five competencies, all with a 'Not Complete' status.

Goal	Feedback Status	Is Data Entry Complete?
<a href="#">Critical Analysis and Reasoning</a>		Not Complete
<a href="#">Information Literacy</a>		Not Complete
<a href="#">Oral Communication</a>		Not Complete
<a href="#">Technological Competency</a>		Not Complete
<a href="#">Written Communication</a>		Not Complete

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

The screenshot shows the 'Critical Analysis and Reasoning' assessment plan form. At the top, there is a dropdown menu labeled 'ASSESSMENT PLANNING'. Below it, the 'Assessment Plan' is 'General Education Assessment'. There are three tabs: 'Updates from Previous Assessment', 'Current Assessment', and 'Overall Comments'. The 'Updates from Previous Assessment' tab is active. It shows a section for 'This goal was:' with radio buttons for 'Met', 'Partially Met', and 'Not Met'. Below this is a section for 'UPDATE FROM PREVIOUS ASSESSMENT' with a table for 'Planned Actions from Previous General Education Assessment'. At the bottom, there is a section for 'Progress on Planned Actions' with a text area for 'Please indicate if implemented and if the action was or was not effective.'

## 8. Be sure to Save

The screenshot shows a web browser window with the URL [https://montgomerycollege.tk20.com/computoolshighered/r112\\_institutionalplanning\\_planning\\_menu.do?topmenu=true&action=planninglayout](https://montgomerycollege.tk20.com/computoolshighered/r112_institutionalplanning_planning_menu.do?topmenu=true&action=planninglayout). The page title is 'TK20 | Planning'. A message box at the top left says: 'Progress on Planned Actions. Please indicate if implemented and if the action was or was not effective.' Below this is a large empty text area. At the bottom, there is a 'Data Collection Status' section with the question 'Is data collection complete?' and radio buttons for 'Yes' and 'No'. The 'Save' button is highlighted with a red star and a red arrow pointing to it from the title '8. Be sure to Save'.

### 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](mailto:Cassandra.Jones@montgomerycollege.edu)