Courses 002: Coursework and Observations Assessment Report for Administrators

This NG report display aggregate and comprehensive data on assessments in course assignments, projects, videos, course binders, and observations.

Logging in to Tk20

1. For the best user experience, use the most recent version of Mozilla Firefox and type in the web address: https://gvltec.tk20.com
2. Login Information: GTC network username and password

To obtain the report on data collected using a specific assessment tool, follow these steps:

1. In the left column (green area), click on Reports, then Courses 002.
2. Using the drop down menu, choose the following:

![Form Active Status Image]

- Select All
- Active
- Inactive

3. Then choose the assessment tool from the list in the drop down menu used to collect the data:

![Assessment Tool Image]

- COM: Oral Communication Rubric 2015 | Active
- COM: Written Communication Rubric 2015 | Active
- CR1-102 Final Exam Data Collection: Law Enforcement Outcome | Active

4. For Form Instance, select the rubric selected in step 3.
5. Assessment Status: Select All

6. Then, select the term(s) in which the data was collected.

7. Then, select the terms.
8. Then, select Coursework Type. Usually it’s an Observation but there may be other options as well. Select all.

9. Then, select the Coursework Template. This is usually the same as the rubric used to perform the assessment.

10. Then, scroll to the bottom of the page to Generate the report. No other parameters need to be selected.
Below is a snapshot of the first part of the report. It will show the number of students and the % of students who have MET the criteria (Blue arrows) and those who have NOT MET the criteria (Red arrow). The bottom numbers (Purple circle) indicate the Total number and percent of students who MET and did NOT meet overall. The achievement target for the college is that at least 75% of students assessed will meet overall.
As you scroll down through the report, you will see a summary of the data in the bar graph. Also, if artifacts were uploaded, you will be able to access them. Click on the blue links (Purple circle) to view artifacts. You may need to right click and open in a new tab.