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UMASS-TK20
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Faculty Guide: Accessing Data Reports

[Blog Version: September 2016]



Overview

Data Reports are a valuable tool in Tk20. As you complete assessments on Tk20, the system generates detailed reports for analysis and program improvement. Reports are housed in the Document Room – Public Documents. This brochure provides steps for accessing your program’s data reports.

How To Access Data Reports

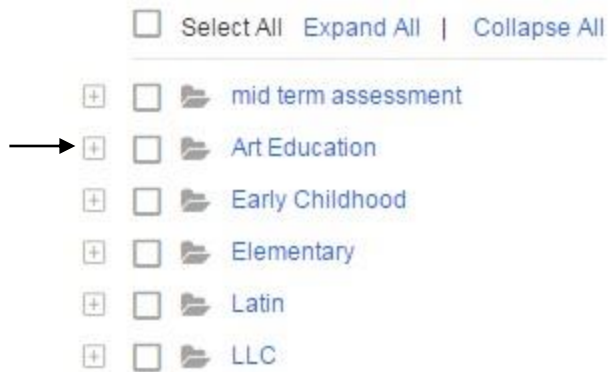
To access data reports, click on the tab at the top of the screen that says **Document Room**:



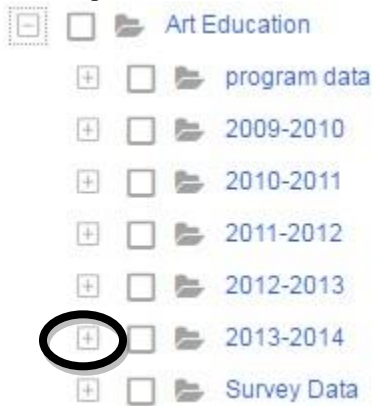
On the left-hand side bar, click **Public Documents**. A list of folders with program names will appear. Click on the “+” sign to the LEFT of the program folder you want to open.

Example










We want to access the **Art Education** reports Click on the small “+” next to the **Art Education** folder to expand the folder.



Once the Art Education folder has expanded, click on the on the small “+” next to the **2013-2014** folder to expand the folder. Expand any additional folders until you reach the desired report.



Select the report you want by clicking on the name of the report

-  Art Education
 -  program data
 -  2009-2010
 -  2010-2011
 -  2011-2012
 -  2012-2013
 -  2013-2014
 -  Data Report 2013-2014
 -  Survey Data

This will take to you a page that displays basic information about the report. To view the report, click on the file name highlighted in blue at the bottom of the page.

| DATA REPORT 2013-2014 | |
|-----------------------------------|--|
| Title:* | Data Report 2013-2014 |
| Organizations: | |
| Keywords: | |
| Document type: | Public File |
| Date Filed: | 01/13/2015 |
| Filed By: | [REDACTED] |
| Role: | Tk20 Project Assistants |
| Reasons: | |
| Location: | Art Education/2013-2014 |
| ART DATA REPORTS 2013-2014 | |
| File Name: | art data reports 2013-2014 |
| File Size: | 0.09144497 MB |
| Extension: | docx |
| Date Uploaded: | 01/13/2015 |

The report will open in a new window.