

Generating Reports

Assessment Data in Tk20

Click Reports

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MESSAGES

TASKS

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RECENT MESSAGES

Name	From	Received
Application Review Complete	Sherfy, Nikki	05/26/2017
Survey Supervisor evaluation Sent to Student Teachers Spring 2017	Tk20, Tk20	05/12/2017
Survey Survey demo Sent to jon dee	Tk20, Tk20	05/11/2017
Application Review Complete	Thomas, Jane	05/09/2017
! Re: Portfolio Deleted: Social Studies Rubric Fix	Page, Camryn	04/30/2017
! Portfolio Deleted: mmodesitt Digital Assessment Portfolio	Parsley, Mike	03/09/2017
! Portfolio Deleted: mmodesitt Digital Assessment Portfolio	Parsley, Mike	03/09/2017
! Portfolio Deleted: mmodesitt Digital Assessment Portfolio	Parsley, Mike	03/09/2017
! Portfolio Deleted: mmodesitt Digital Assessment Portfolio	Parsley, Mike	03/09/2017
Application Review Complete	Dee, Jon	01/19/2017

PENDING TASKS

Name	Type	From	Due Date
Evaluate Elementary Education Portfolio Demo	Portfolio Review	Williams, Andre	05/31/2024
Please fill out the Survey demo	Survey	Parsley, Mike	05/31/2017
Please fill out the University Supervisor Evaluation	Survey	Coffman, Hannah	05/31/2017

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Search by title Filter (0)

☒ Title ▲ Type ▼ Location(s) Access Settings Last Generated ▼ Times Generated ▼

☒	Administration 024: Comprehensive Report on Student Data	Core Report	Reports	Faculty, Unit Administrator	05/26/2017 01:05 PM	10
☒	Advisement 043: Transition Point Report	Core Report	Reports	Faculty, Unit Administrator	06/13/2017 12:19 AM	64
☒	Benchmark Conference	Instant Insight		Only Me	05/19/2017 09:32 AM	1
☒	Course Evaluations 003: Aggregate Report on Course Evaluation Results for Faculty	Core NG	CourseEvaluations, Reports	Faculty, Unit Administrator		0
☒	Course Evaluations 007: Course Evaluation Status for My Courses	Core NG	CourseEvaluations, Reports	Faculty, Unit Administrator		0
☒	Courses 003: Coursework and Observations Assessment Report for Faculty	Core NG	Courses, Reports	Faculty, Unit Administrator	04/26/2017 09:27 PM	1
☒	Coursework and Portfolio 071: Aggregate Report on Assessment Tools Used in Coursework and Portfolios	Core Report	Reports	Faculty, Unit Administrator	06/06/2017 08:33 AM	30
☒	Decision Point 2 Disposition	Instant Insight		Only Me	05/09/2017 08:07 AM	1

Search for your assessment tool

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Reports > Create New Report

Help

CREATE NEW REPORT

1. SELECT FORM 2. REPORT SETTINGS 3. APPLY FILTERS 4. GENERATE REPORT

1. SELECT FORM

Search by title Filter (0)

	Title ▲	Context	Status ▼	Last Used ▼
<input type="radio"/>	2016 SPCE 637 Candidate Self-Rating- CIIT Project (Spring'16 - present)	Assessment Tool	Active	05/02/2017
<input type="radio"/>	2016 SPCE 637- CIIT Collaboration Teaching Rating Scale Scoring(Spring '16 - present)	Assessment Tool	Active	05/02/2017
<input type="radio"/>	202 Research Paper Rubric 2017	Assessment Tool	Active	05/01/2017
<input type="radio"/>	About Me	Artifact Template	Active	06/27/2017
<input type="radio"/>	Assessment Portfolio (Spring07-current)	Assessment Tool	Active	06/01/2017
<input type="radio"/>	Benchmark Conference	Assessment Tool,Field Experience Form	Active	05/25/2017
<input type="radio"/>	Classroom Observations - Student Teaching	Artifact Template	Active	06/18/2017
<input type="radio"/>	Core Reading Program Project Rubric Spring 17 (1)	Assessment Tool	Inactive	04/11/2017
<input type="radio"/>	Curriculum-based Assessment (SPCE 686)	Assessment Tool	Active	05/01/2017
<input type="radio"/>	Decision Point 1 Disposition 2017	Assessment Tool	Active	05/25/2017
<input type="radio"/>	Decision Point 1 Portfolio 2017	Assessment Tool	Active	05/24/2017
<input type="radio"/>	Decision Point 2: Disposition 2017	Assessment Tool	Active	05/25/2017

Bubble your assessment tool and click next.

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CREATE NEW REPORT

1. SELECT FORM 2. REPORT SETTINGS 3. APPLY FILTERS 4. GENERATE REPORT

1. SELECT FORM

EDEL 200 Content Assessm... Filter (0)

	Title ▲	Context	Status ▼	Last Used ▼
<input type="radio"/>	EDEL 200 Content Assessment	Assessment Tool	Active	05/05/2017

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CREATE NEW REPORT

1. SELECT FORM

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4. GENERATE REPORT

2. REPORT SETTINGS

Report Title:*

EDEL 200 Content Assessment

Title Your Report

Functionality:*

Portfolios

☒ Assessment Tool

Check all boxes here

For Rubric calculations only

☒ Use predefined rubric values

☐ Use values manually input by assessor

Leave this as is

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3. APPLY FILTERS

Manage Filters

Form Instance:

None selected

Term/date range: *

☐ Sent Date

Start:

MM / DD / YYYY

End:

MM / DD / YYYY

Select only this

☒ Assessment/Review Date

Start:

03/01/2017

End:

06/30/2017

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Once you have input a date range, select generate

Click Analytic Tab.
Data is displayed best in Excel. Click Export to export your data.

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1. SELECT FORM 2. REPORT SETTINGS 3. APPLY FILTERS 4. GENERATE REPORT

4. GENERATE REPORT

Report Details

Last Data Sync: 07/07/2017 12:02 AM

Report Title: EDEL 200 Content Assessment

Include:

- ☒ Creator's name
- ☒ Creation date and time

Description:

Access Available To:

- ☒ Only Me
- ☐ Report Managers

Report Editing Activity

Data Display **Analytic Display**

Customize Page

PORTFOLIO

t	% Proficient	# Distinguished	% Distinguished	# N/A	% N/A	# No Response
	37.5%	0	0%	4	50%	0
	12.5%	1	12.5%	4	50%	0
	27.5%	0	0%	5	62.5%	0

Export to Computer

Export:*
(Rows, columns, and widgets hidden will not be exported.)

File type:

☐ Data Display

☒ Analytic Display

☐ Comma-separated values (.csv)

☐ PDF document (.pdf)

☐ Rich Text Format (.rtf)

☒ Spreadsheet (.xlsx)

☐ Web page (.html)

Click export

Export

Cancel

Access Available To:

☒ Only Me

☐ Report Managers

> Report Editing Activity

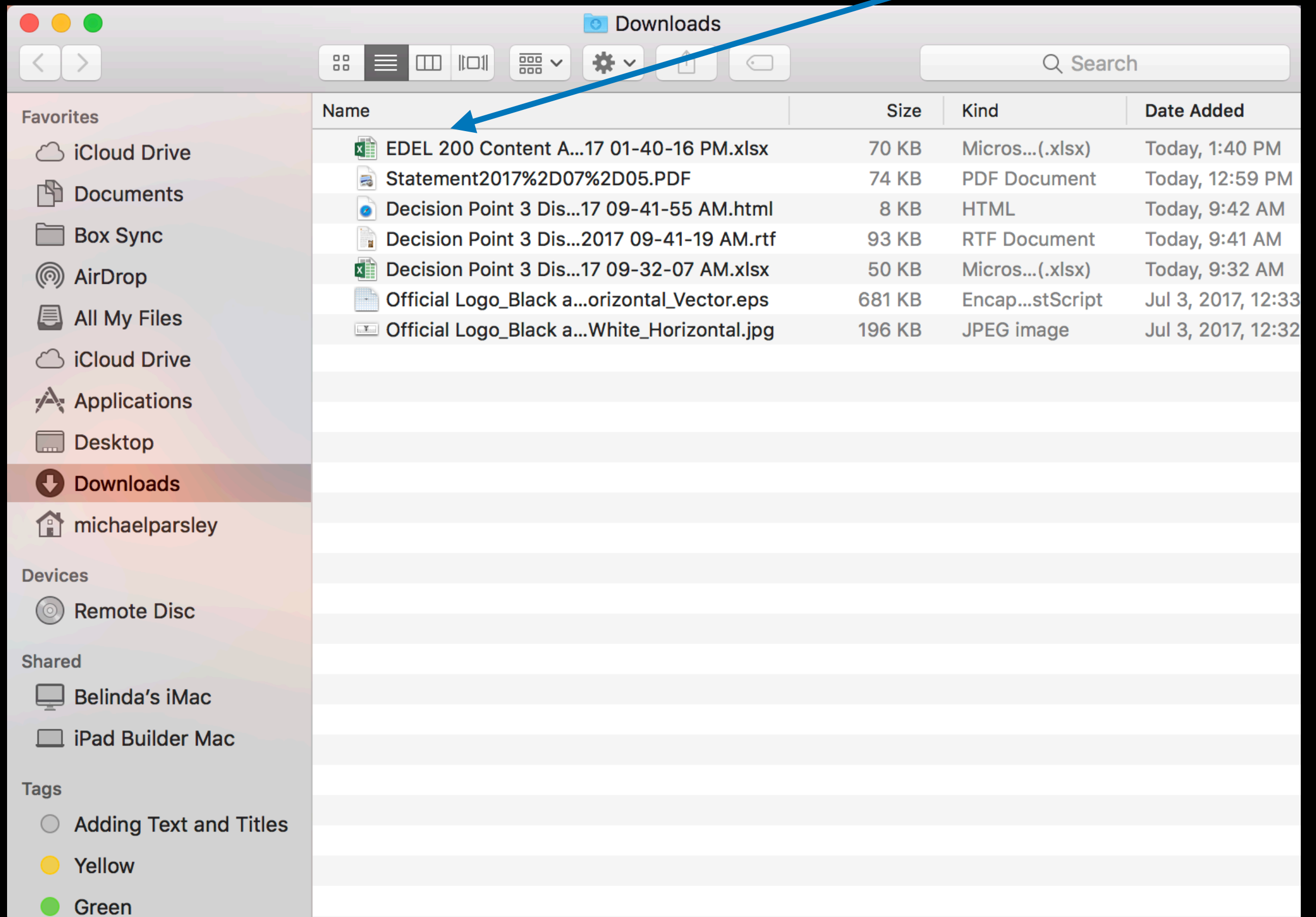
Data DisplayAnalytic Display

Customize Page

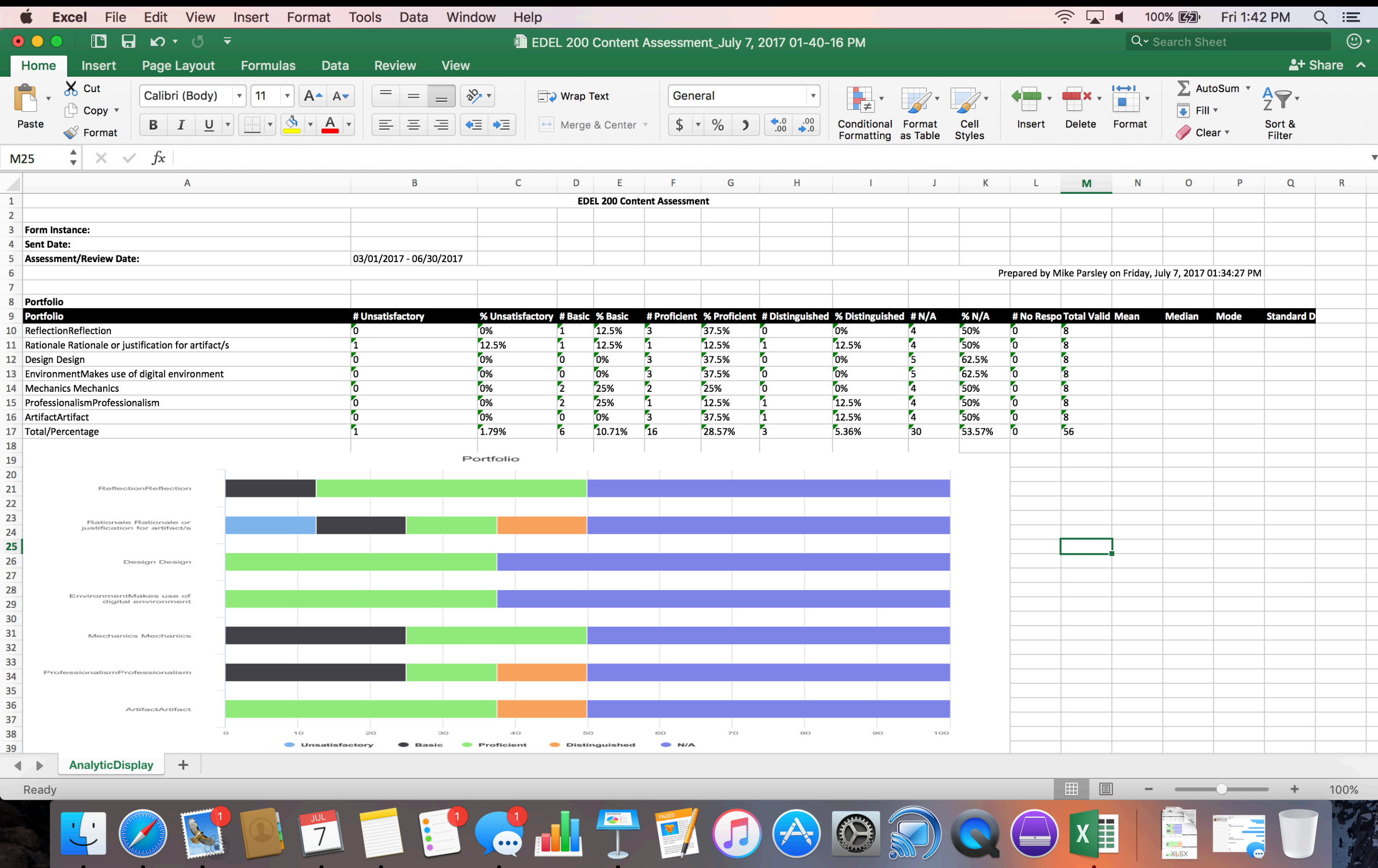
PORTFOLIO

t	% Proficient	# Distinguished	% Distinguished	# N/A	% N/A	# No Response
	37.5%	0	0%	4	50%	0
	12.5%	1	12.5%	4	50%	0
	37.5%	0	0%	5	62.5%	0

Your spreadsheet will move to the downloads folder



Your data will be displayed in Excel. You may manipulate this data as you wish.



Filtering by Program

To filter your report to show only specific programs
Click Manage Filters

The screenshot shows the Tk20 Reports interface. The browser address bar displays `bsu.tk20.com`. The page header includes the Tk20 logo, the text "TK20 | Reports", and a breadcrumb "Reports > Create New Report". A red sidebar on the left contains a menu with items: HOME, ADMINISTRATION, COURSE REGISTRATION, DOCUMENT ROOM, REPORTS (highlighted), ACCREDITATION MANAGEMENT, ADVISEMENT, APPLICATIONS, ARTIFACTS, COURSES, FACULTY QUALIFICATIONS, FIELD EXPERIENCE, PLANNING, PORTFOLIOS, and SURVEYS. The main content area is titled "CREATE NEW REPORT" and features a four-step progress bar: 1. SELECT FORM, 2. REPORT SETTINGS, 3. APPLY FILTERS (active), and 4. GENERATE REPORT. Below the progress bar, the "3. APPLY FILTERS" section includes a "Form Instance:" dropdown menu currently set to "None selected". Under "Term/date range: *", there are two filter options: "Sent Date" (unchecked) and "Assessment/Review Date" (checked). The "Assessment/Review Date" filter has date pickers for "Start:" (03/01/2017) and "End:" (07/12/2017). At the bottom right, there are buttons for "Generate", "Preview", "Save", and "Close". A "Manage Filters" button is located on the right side of the page, with a blue arrow pointing to it from the handwritten text above.

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Reports > Create New Report

CREATE NEW REPORT

1. SELECT FORM 2. REPORT SETTINGS 3. APPLY FILTERS 4. GENERATE REPORT

3. APPLY FILTERS

Form Instance: None selected

Term/date range: *

☐ Sent Date Start: MM / DD / YYYY End: MM / DD / YYYY

☒ Assessment/Review Date Start: 03/01/2017 End: 07/12/2017

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Manage Filters

Select the Assessee Basic Information Arrow

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ADVISEMENT >
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FACULTY QUALIFICATIONS >
FIELD EXPERIENCE >
PLANNING >
PORTFOLIOS >
SURVEYS >

Assessee Additional Basic Information DBE

Assessee Basic Information

	Description of filter	Is Favorite
<input type="checkbox"/>	Account Expiration Date	No
<input type="checkbox"/>	Account Status	No
<input type="checkbox"/>	Advisor	No
<input type="checkbox"/>	Attending Status	No
<input type="checkbox"/>	Campus	No
<input type="checkbox"/>	Classification	No
<input type="checkbox"/>	Cumulative GPA	No
<input type="checkbox"/>	Current Term GPA	No
<input type="checkbox"/>	Date of birth	No
<input type="checkbox"/>	Date Tenure Attained	No
<input type="checkbox"/>	Disk Space	No
<input type="checkbox"/>	Email	No
<input type="checkbox"/>	Employment Dates	No
<input type="checkbox"/>	Ethnicity	No
<input type="checkbox"/>	Gender	No
<input type="checkbox"/>	Major	No

Portfolio Assessment Details(Required)
Sent Date

Portfolio Assessment Details(Required)
Assessment/Review Date

Star the "Major" filter. Then scroll down and click update.

Now a new dropdown is available called Major. Check box the majors you would like to appear on your report.

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Teachers College Equipment Rental - Circulation - Out Items List

Using database functions including DSUM, DAVERAGE, DMAX

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CREATE NEW REPORT

1. SELECT FORM

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3. APPLY FILTERS

Manage Filters

Form Instance:

None selected

Term/date range: *

☐ Sent Date

Start: MM / DD / YYYY

End: MM / DD / YYYY

☒ Assessment/Review Date

Start: 03/01/2017

End: 07/12/2017

Major:

None selected

Select All

Accounting

Actuarial Science

Adult Education

Adult High and Comm Education

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Questions?

Contact Mike Parsley at mwparsley@bsu.edu