Overview and Introduction
It's time to get started in your Outcomes site! This collection of material will introduce you to the Outcomes site structure and the various methods to navigate the site.

Topic	Resource
Logging Into Outcomes	Article
Outcomes Overview	Short Video
Navigating Your Outcomes Platform	Article
Navigating Academic Years	Article
Total Time	**30 minutes**

Follow up: Log into your Outcomes platform. Navigate to the various areas. Click around and become familiar with the platform.

Writing Learning Outcomes and Entering Assessment Data
This collection of material will introduce users to the three Outcomes templates. In the Outcomes platform, users can write learning outcomes, document the assessment process, and enter the assessment results. Each one of these action steps has a corresponding template where the information can be entered. You will learn how access and compete each template.

Topic	Resource
Filling Out Templates	Article Video
Adding Learning Outcomes	Article, Video
Copying Outcomes	Article
Remove a Learning Outcome	Article, Video
Sorting Outcomes	Article
Adding Assessment to Outcomes	Article, Video
Adding Attachments to an Assessment	Article,
Entering Assessment Results	Article, Video
Entering Total Achievement Levels	Article, Video
Entering Individuals Student Scores	Article, Video
Entering Campus Labs Rubrics	Article, Video
Creating and Using Thresholds	Article, Video
Total Time	**1.5 hours**

Follow up: Write several overarching outcomes into your platform. We suggest starting with PLO's. The next module will show you how to request assessments from other organizations, courses, and sections. But, the first step is to have some learning outcomes in the platform that will need to be assessed. When doing this, it is helpful to have a document of the learning outcomes open on your computer. You can copy and paste the statements directly into Outcomes.

Log in to Outcomes

This resource will show you how to log into your Outcomes Platform.

To access Outcomes first, open an internet browser and navigate to your Campus Labs landing page. This can be found by using the url:csusb.campuslabs.com

This will take you to the CSUSB single sign-on page if you are not already signed in. Use your Coyote ID and password.

Once you have been authenticated, it will take you to your Campus Labs Landing Page. This is where you can access all of your institution's Campus Labs Solutions. Find the *Outcomes* button, and click on it to be taken into Outcomes.

Navigating to organizational units in Outcomes

There are numerous ways to navigate through your Outcomes platform. The platform contains links, paths, and buttons on every page. This article will work you through the different methods to use the left side Navigation Pane to navigate to different organizational units, courses, and sections in Outcomes.

The Navigation Pane is located on the left side of the Outcomes Platform.
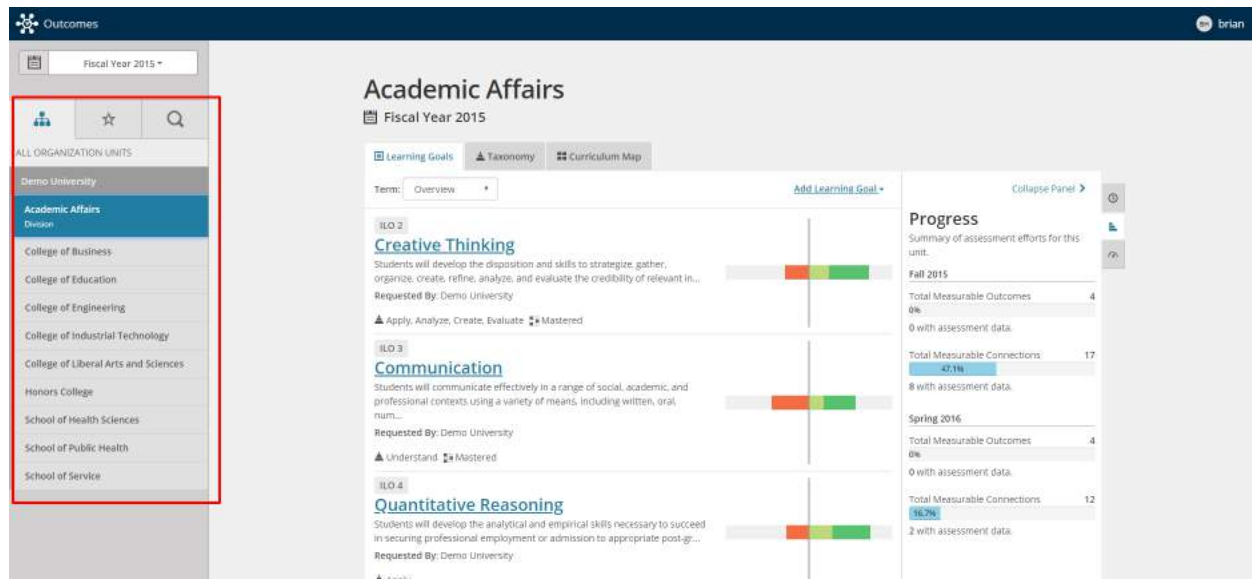
There are three tabs on the top of the Pane that represent different navigation methods.

The Organization Icon represents the option to point-and-click your way through the organizational chart to reach your destination. The Star Icon will present navigational links to areas where a user has been assigned permissions. The Magnifying Glass is a search function where users can search for their organizational unit, course, or section.
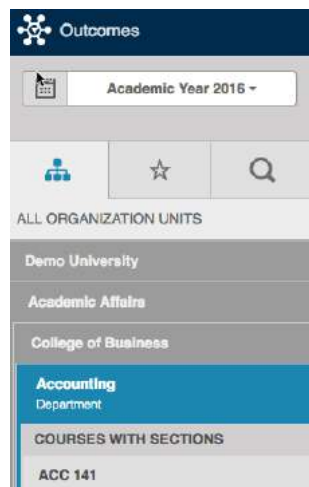
Academic Year and Organizational Chart Navigation

Two major pieces of site navigation are located on the left-hand side of the screen:
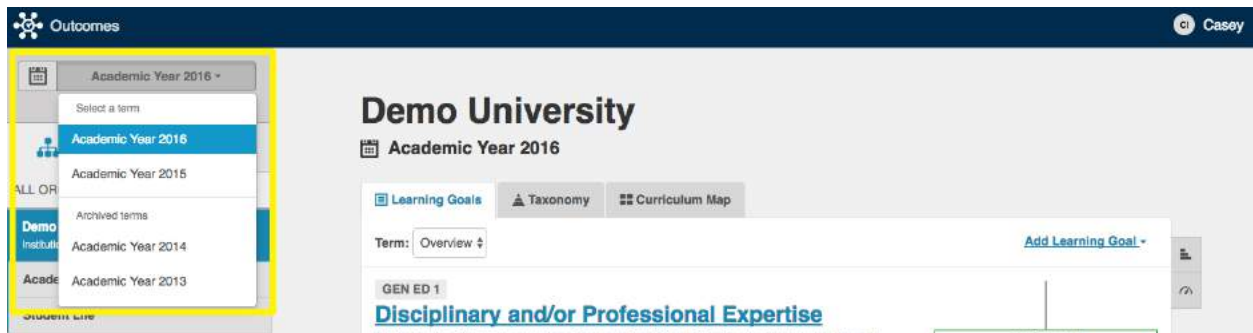
Academic Year Dropdown Menu

- Navigate to any terms/years built within the site to view historical data or enter new data.
- It is important to know that only site administrator can view archived years.

Organizational Chart

- Imported by the institution, this chart can display units from the Institution all the way down to the course section level. Users see the whole chart by default, but can only do work in the units that they have permissions within.
- A user can navigate the organizational tree in several ways:
- Clicking through each level of the tree in the first tab.
- Jumping directly to their respective unit by click on the star icon.
- Searching for a unit in the third tab by name.
- Any changes to the organizational structure should be made through the site administrator and Campus Labs Consultant.

Filling Out Templates

This resource will show you how to fill out each template in Outcomes. Please note, the template workflow and fields are dependent on specific campus settings. Each users experience will be some modified version of the material presented here.

There are three templates in the Outcomes platform. The Outcomes Template is where you write your learning outcomes. The Assessment Template is where you document your methods and artifacts of assessment. The Results Template is where you enter your assessment results.

The templates are cascading in nature. This means that the templates must be completed in order. You must write a learning outcome before you can document the artifact and methods of assessment. You must document the artifacts and methods of assessment before you can enter results.

After entering information into any template, always remember to Submit the information before moving on.

Video on filling out templates: https://youtu.be/bHgKpDp1Ayo

Creating an Outcome (Video)

To add a new outcome, follow the steps below:

1. Navigate to your level within the organizational chart.
2. Click the blue "Add Outcome" button.
3. Complete Outcome form
4. Click blue "Submit" button

To copy an existing outcome, follow the steps below:

1. Navigate to your level within the organizational chart.
2. Click the blue "Add Outcome" button.
3. Select "Copy Outcome"
4. Filter to the term to find the outcome
5. Click the "copy" button next to the outcome to copy
6. Preview the full text of selected outcome
7. Click the red "Remove" button to deselect the outcome and identify another or Click "Submit"

How to Add an Outcome - Video
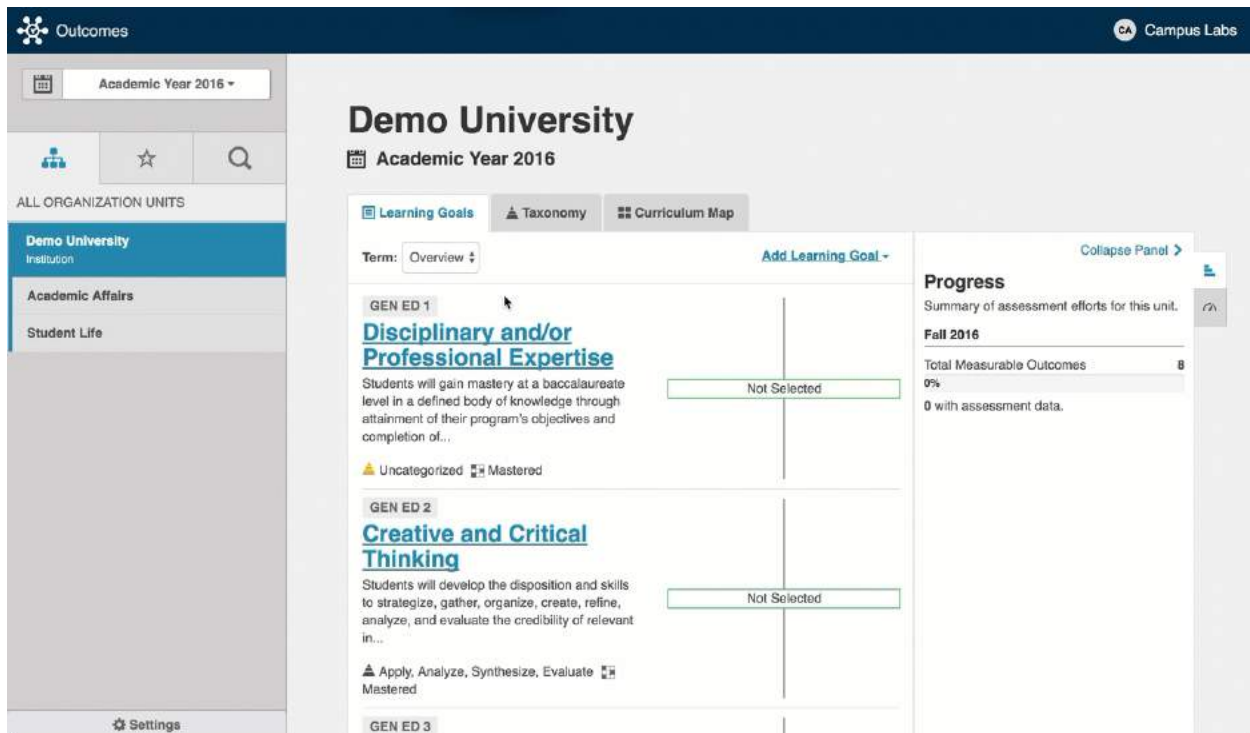
Copying Outcomes

It is common for an outcome(s) to be assessed across multiple years. Within the Outcomes application users with permission levels of either "administrator" or "creator" within a given organizational unit can choose to copy outcomes from one academic year to another.

Before it is possible to copy an outcome the following must happen:

- The Data Manager for your institution needs to have uploaded more than one Academic Year into Core Data through our Data Management tool.
- In addition to your Data Manager uploading an additional year(s) into Core Data, your institution's Site Administrator will need to initialize that new year within Outcomes before it is available to users.

Once you confirm that the new academic year appears within the term selector, you can then choose which outcome(s) to copy by clicking on the "Add Learning Goal" dropdown and selecting "Copy Learning Goal." By default, the available outcomes to copy will be set to "All," which allows the user to choose which outcomes they want to copy into the selected year from all other years outcomes. If the user wants to bring over specific outcomes from a previous academic year they can filter the list to show only outcomes created in a given year.

Removing an Outcome

In order to remove an outcome, a user with Creator or Administrator permissions needs to:

1. Navigate to the correct academic year and organizational unit in which the outcome lives.
2. Click on the outcome name you wish to remove.
3. Click on the Edit button located next to the outcome name.
4. Scroll to the button of the screen and click the "Remove" button in the bottom left corner.
5. If an outcome statement has an assessment plan and/or results attached, the user will be asked to confirm that they understand that that by removing the outcome any assessments or results will be deleted and unrecoverable as well.

Important Note:

When an outcome is assessed through a related connection to another outcome's assessment data, that connection will be removed but the assessment data will persist for its original outcome. However, if the outcome is assessed through an assignment to another unit(s) or performed by the unit that owns the outcome, the assessment data will be deleted as well.

Sorting and Deleting Outcomes

Outcomes allows an Admin or Creator of a level within an organization to set the sort order of their list of outcomes by simply dragging and dropping them in the preferred order.

Adding an Assessment to an Outcome

1. Click the title of the outcome (hyperlinked in blue)
2. If assessment is performed at the level you currently are in your organizational structure, click on the "Assessment" box. If not, use the "Relate" feature.
3. Complete the Assessment form and click "Submit".
4. Add any assessment related attachments (prompts, sample work, etc.) by clicking on "Attachments" and dropping the files where indicated.

Adding an Assessment to an Outcome - Video

Adding Attachments to Assessments

1. Once you have created an Assessment of your Outcome click on the *Attachments* icon (located under the "Edit" button)

2. Now that the Attachment area has opened you will see a "Sensitive Data policy" please read this policy and click *OK* if you agree

3. Drop files into the outlined box or click in the middle of the box to choose files to upload (Outcomes will accept any type of student artifacts such as documents, media, and other data formats)

4. Once you add your files you can add a comment next to the file name

5. Click *Upload*

6. To make changes to your attachments you can select the edit icon

7. To delete your attachment you can click on the garbage can icon

8. Once you have added your documents click *Close*

9. To view or edit your previously uploaded documents again click the *Attachments* icon again

Entering Results for an Assessment

To add results, follow the steps below:

1. Click the name of the outcome
2. Identify the assessment to add results to
3. Click on "Add results" located to the right of your assessment
4. Complete Results form
5. Click "Submit"

Entering Results

Users have three choices for the method in which they can enter assessment results in the Results Template. To enter results, users must first have written an outcome and must have created an assessment for that outcome. To enter results, users should select Add Results to the right of an assessment to open the Results Template. If users are interested in learning more about Creating and Using Thresholds when entering assessment data, please see the Creating and Using Thresholds article.

 Users will then see three different options for the method in which they want to enter results. From here users will click on the desired method to enter results and follow the proceeding. If a user does not see any of the below options, this means the option has not been enabled for your campus.

Outcomes Assessment Data Entry Options Video

Entering Results- Total Achievement Levels

This method of entering results allows users to enter the raw total of students who fit into each category on the Results Scale. Users manually enter the total number of students for each category on the scale. They do not enter individual grades or import any information from other Campus Labs platforms. **Video**

LAB TIP: If your assessment uses the Total Achievement option for entering results it is important to note that only whole numbers may be entered. If you attempt to enter a float or number with a decimal point you will not be able to submit your results. This will be indicated by a red outline and an asterisk around the results section that needs to be changed to a whole number (see screenshot below for an example).

From here, a user would be able to populate the other fields in the Results Template. Results are not saved until users click the *Submit* button on the bottom right hand side of the page of the page.

*Please note, if you are using thresholds, your highest threshold cannot be the same as your maximum score.

[Entering Results- Individual Student Scores](#)

There are two ways in which users can enter individual student scores, Rosters or Manual. **Video**

Rosters

If campuses are using the optional Sections file along with the Enrollment files in Core Data, then a section roster attached to that section should automatically appear as an option to import.

Select *Course Roster* and the roster of students will populate in the results the page. Students will appear on Course Rosters in Outcomes in the order they were entered into the Enrollments file, in ascending order. In the screenshot below, Jing Xiao would have been entered first in the Enrollments file.

To enter results of the assessment, users should click on the individual students and enter their individual score. That score will automatically populate the corresponding category on the results scale.

The roster does not import any Thresholds related data. If Threshold data has not been completed before the roster is imported, users will need to fill out Thresholds information to create the criteria for the Results Scale units. Once Thresholds had been filled out, the individual scores will automatically populate the corresponding Scale Units. Results are not saved until users click the *Submit* button on the bottom-left of the page.

Manual

The manual option is best used to add users to incomplete imported Course Rosters.

Campuses can choose to manually construct rosters in the Results Template or add/remove students to an already imported course roster.

Users can look up individual students and add them to the assessment roster by clicking the *Add Record* button.

Users should then type in an individual student's name and search the drop-down menu for the appropriate name.
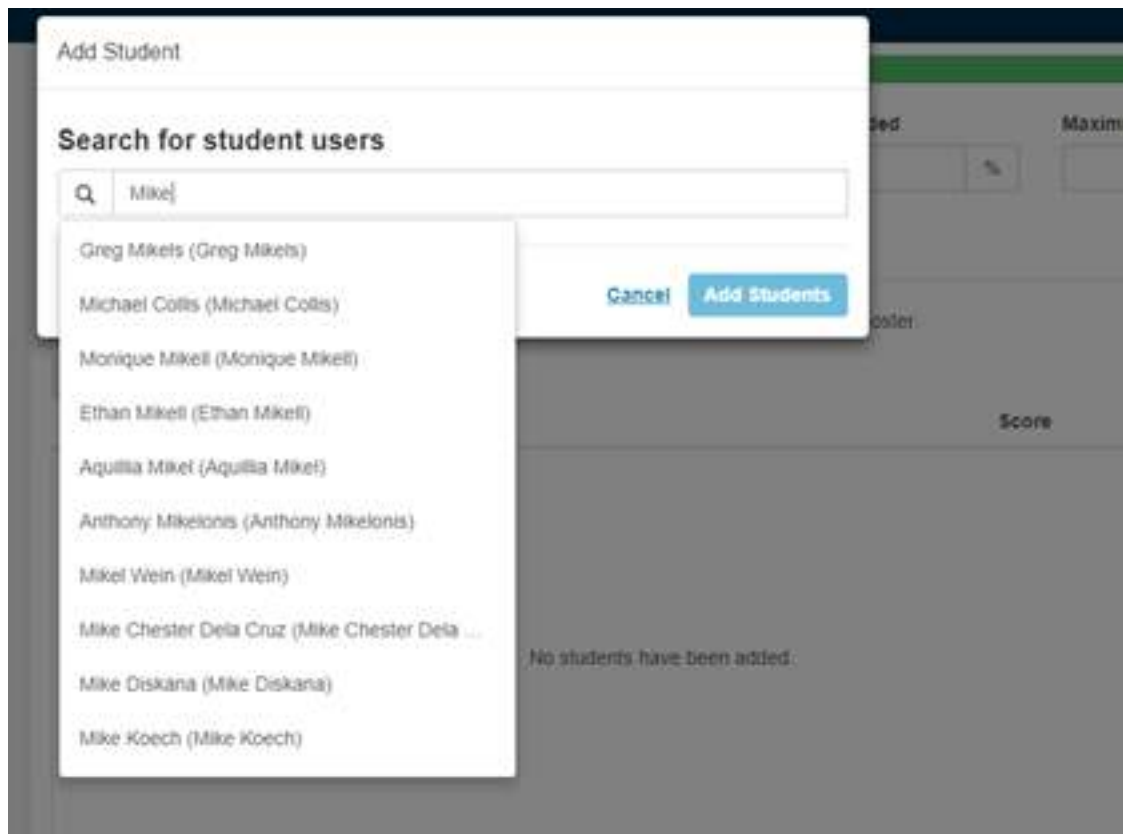
Users should select the student and then click *Add Student* to populate that student to the roster. Users can enter as many students as they want through searches before clicking *Add Student*.
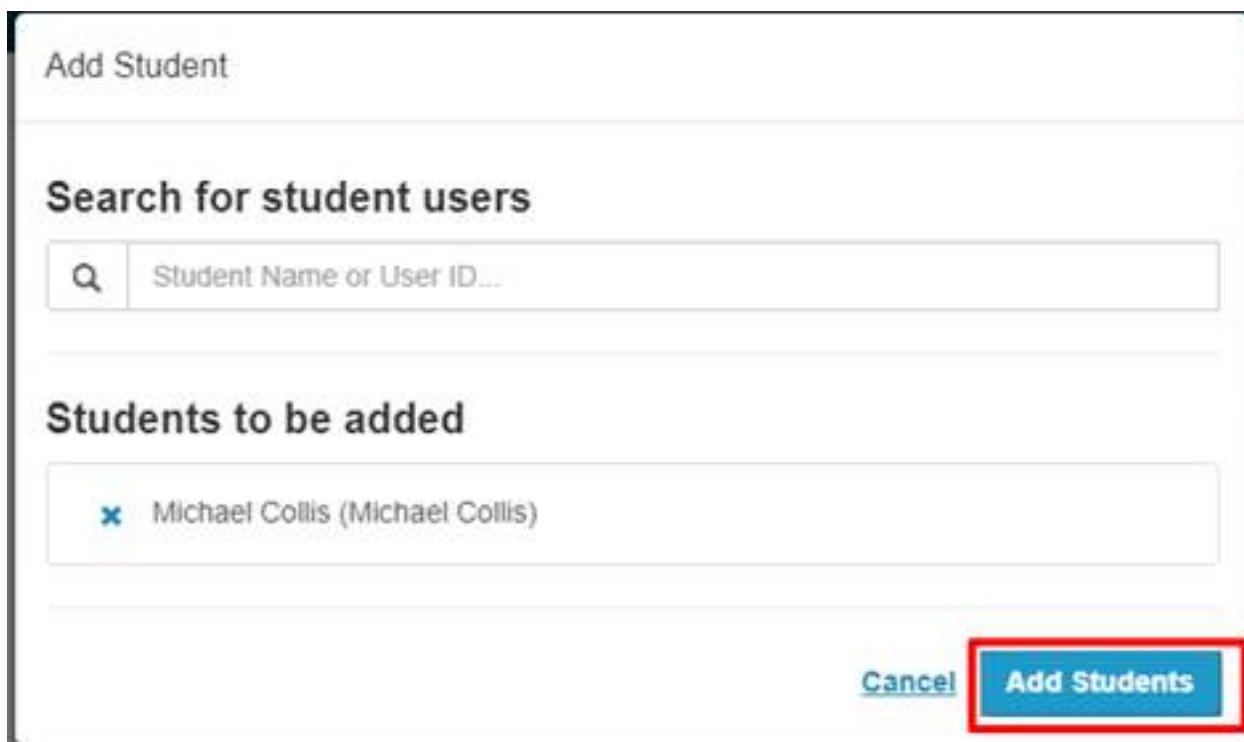
Once the roster area has been populated, users can click on the individual student to enter the score on the assessment project. Once the score is entered, the student will

be placed into the appropriate category on the Results Scale. Individual students can be removed from a roster by clicking the *Trash icon* next to their score field.

If Threshold data has not been completed before the roster is imported, as shown above, users will need to fill out Thresholds information to create the criteria for the Results Scale Units. Once Thresholds had been filled out, the individual scores will automatically populate the corresponding Scale Units. From here, a user would be able to populate the other fields in the Results Template. Results are not saved until users click the *Submit* button on the bottom right hand side of the page of the page.

*Please note, your highest threshold cannot be the same as your maximum score.

Entering Results- Importing a Campus Labs Rubric

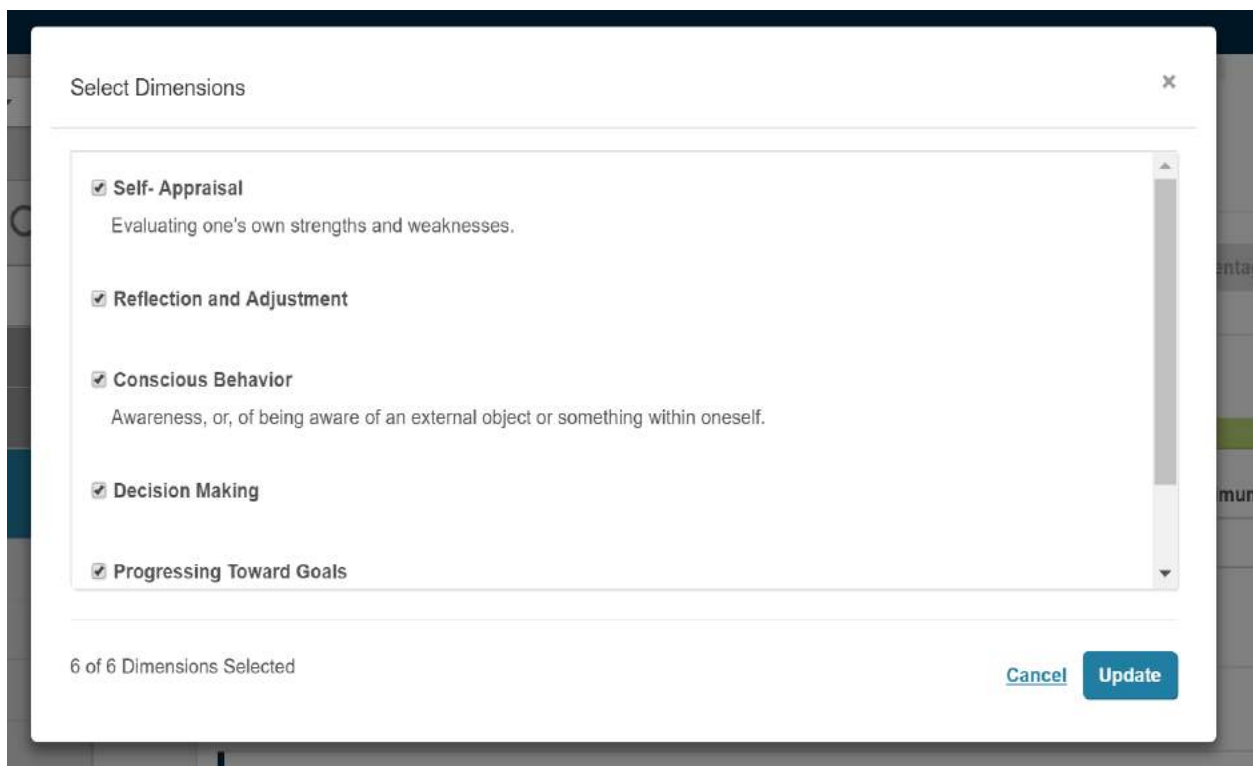If a campus is also using the Rubrics tool in Baseline, they will have the option to import rubrics and their accompanying rosters and scores into Outcomes (please see the Baseline Support Site to learn how to create rubrics). To import a rubric assessment into Outcomes, users must have already completed assessments or assignments using the Campus Labs Rubrics tool. Importing Rubrics can be accomplished by selecting the *Import Campus Labs Rubrics* option. A new window will show Users a list of their Assessments and Assignments that they have evaluated. From here, Users can filter by Assessment or Assignment as well as by Term to make the specific evaluation easier to find. Once the appropriate rubric has been selected, a user would click the *Select Dimensions* button. **Video**

Import Rubric   ✕

Type   Filter by Creation Term

| Assessments ▾ | | All Terms ▾ |

○ Oral Communication - ENG 201 Fall 2015 (16 Entries)

○ Intrapersonal Development 101 (5 Entries)

○ Dynamic Conversation (5 Entries)

◉ Intrapersonal Development Reflection (17 Entries)

○ RA Training (3 Entries)

○ Athletic Training - 2017 Freshman (4 Entries)

○ Writing Assignment (0 Entries)

Cancel   **Select Dimensions**

Analysis   Scoring Method

Analysis

Next, the user will see the list of dimensions (and descriptions of each dimension if these were included on their Rubric Template). From here the user can choose to include (or exclude) dimensions of the rubric as needed.

Select Dimensions   ✕

☑ **Self- Appraisal**
   Evaluating one's own strengths and weaknesses.

☑ **Reflection and Adjustment**

☑ **Conscious Behavior**
   Awareness, or, of being aware of an external object or something within oneself.

☑ **Decision Making**

☑ **Progressing Toward Goals**

6 of 6 Dimensions Selected   Cancel   **Update**

Once all needed dimensions have been selected the user will click the *Update* button. This will bring over the student's scores for the dimensions that were selected. Student names and scores cannot be edited in the Outcomes platform when importing

rubrics. If Thresholds requirements have been entered before importing, student scores will automatically be placed into the corresponding categories.

If Threshold's were not set before the roster is imported, users will need to fill out Thresholds information to create the criteria for the Results Scale Units (if using points please keep in mind the Maximum Potential Point value of your dimensions should match your maximum point value of your thresholds unless there was possible extra credit). Once Thresholds have been filled out, the individual scores will automatically populate the corresponding Scale Unit. From here, a user would be able to populate the other fields in the Results Template. Results are not saved until users click the *Submit* button on the bottom right hand side of the page of the page.

*Please note, your highest threshold cannot be the same as your maximum score.

Students with no Rubric Score

If a rubric entry is being pulled into Outcomes with no score attached to it, the entry will nulled in Outcomes. Nulled results will appear blank, indicating there is no score. The color-coded key indicating what results scale category the entry has been placed into, will appear blank as well. This means no score will appear for the entry in Outcomes, and that nulled value will not be used in any type of data aggregation or data visual.

Some reasons for the nulled scores could be:

- the student's entry is marked INCOMPLETE in Rubrics.
- the student received N/A on all dimensions of the rubric
- the student received N/A on the dimension(s) selected in Outcomes

Rubric entries with a score of zero will still be imported and appear in Outcomes.

This screenshot shows a visual representation of a nulled score.The last entry was not scored in Rubrics. When pulled over into Outcomes, it appears blank with no score.

In the assessment results data visualizations, you can see that the nulled score was not included in calculations. The screenshot below is the visualization of the results scale from the previous data entries and only reflects the two rubric entries with scores.

EVALUATED RESULT

Statistical Analysis

Exceeded		50%	1
Met		0%	0
Partially Met		50%	1
Not Met		0%	0

Create Assessment

Edit Results

Creating and Using Thresholds

Thresholds are used in conjunction with the Results Scale. Thresholds define the Results Scale at the individual assessment level.   The Results Scale determines how many units (categories) there are while thresholds decide where cutoff points for each category are for an individual assessment. This means that thresholds are customizable and set at the individual assessment level. **Video**

To create or adjust thresholds, users must be entering results for an assessment. User should select the appropriate method they want to use to enter assessment results. The way a user creates thresholds is the same across the different options for entering assessment results. See the Adding Results to an Assessment resource to review the different options for entering results.

Entering Thresholds

Thresholds will be entered in the thresholds fields for each category. The Outcomes platform will automatically generate the correct Threshold fields in relation to a campus's chosen Results Scale. The example shown used a four-point scale.

*Please note, your highest threshold cannot be the same as your maximum score.

Thresholds can be entered as either points (up to 200) or percentages. Users can toggle between the options by clicking the appropriate Scoring Type option.

Users will enter a number under a category label that will act as a threshold for that scale unit. When a user enters a threshold, the number entered defines the minimum point at which an assessment score qualifies for that category. Consequentially, when a user enters different cutoff points, they automatically create ranges of results for other categories. The minimum score defines the threshold for the lowest scale unit and the maximum score defines the upper bound of the highest unit.

Thresholds

Enter the minimum scores/percentages for each of the following achievement level thresholds.

0-49%	50-69%	70-79%	80-100%

Minimum Score *	Partially Met	Met	Exceeded	Maximum Score *
0 %	50 %	70 %	80 %	100 %