



Outcomes Readiness Workbook

This worksheet is a companion to the [Outcomes for Blackboard: Institutional Readiness Guide](#) and is designed to support the institutional conversations required for a successful implementation.

Completion of this worksheet is required for provisioning Outcomes functionality for Blackboard and should be provided to your Customer Success Manager with your request for Outcomes.

1. General Information

Institution Details

Institution Name:

Blackboard LMS URL (*This should be your Production URL, Outcomes is not available for Test/Stage*):

Title (*Clients can find Tenant ID by vision this link while logged in to Blackboard LMS: https://{site_url}/webapps/software-updates/su-settings*):

Campus Implementation Team

Information below should be as reflected on Blackboard user account

Senior Sponsor

First Name:

Last Name:

Title:

Email Address:

Should this person have full Outcomes Site Administrator Access? Yes No

Outcomes Priority Owner

Learn more about role of Outcomes Primary Owner role here:

<https://help.anthology.com/outcomes/en/getting-started/users---roles/outcomes-primary-contact.html#outcomes-primary-contact>

First Name:

Last Name:

Title:

Email Address:

Outcomes Site Administrator

Learn more about role of Outcomes Site Administrator role here:

<https://help.anthology.com/outcomes/en/getting-started/users---roles/outcomes-site%E2%80%AFadministrator.html#outcomes-site%E2%80%AFadministrator>

First Name:

Last Name:

Title:

Email Address:

IT Manager

First Name:

Last Name:

Title:

Email Address:

Should this person have full Outcomes Site Administrator Access? Yes No

Blackboard LMS Administrator

First Name:

Last Name:

Title:

Email Address:

Should this person have full Outcomes Site Administrator Access? Yes No

9. What types of reporting will leverage your learning outcomes dataset?

10. What population on campus do you plan to launch this tool with first (e.g., small pilot group, specific department/program, full roll out to all constituents)?

11. What are three goals that you would like to meet by launching Outcomes at your institution?

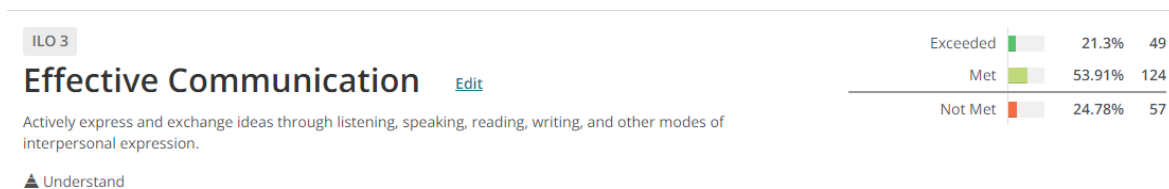
12. After implementing Outcomes, how do you hope to leverage your Outcomes data?

13. Do you have additional assessment management software at your institution? If so, how do you hope to leverage your Outcomes data in to your current processes?

14. What are the priorities of campus leadership and/or how can Outcomes support your campus’s strategic plan?

Performance Results Scale

Here is an example of a Results Scale in Outcomes using an ILO (Institutional Learning Outcome):



Example Results Scales:

- Exceeded, Met, Partially Met, Not Met
- Beginner, Competent, Advanced, Expert
- No Performance, Improvement Needed, Met Expectations, Exceeded Expectations
- Not Met, Met, Exceeded
- Met, Not Met

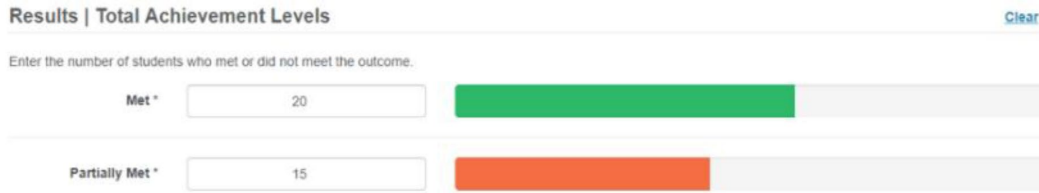
Result Scale Units

Use this space to outline your Performance Results Scale Unit Names and identify the names for the number of units on the scale you want to implement:

Result Scale	Unit Names
1	
2	
3	
4	
5	

Pass/Fail Scoring

Here is an example of how results would display after pass/fail scoring is enabled:

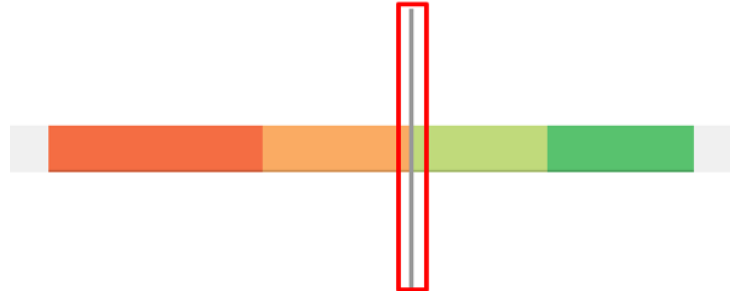


Enable Pass/Fail Scoring: Yes No

Scoring	Performance Results Scale Equivalent
Pass	
Fail	

Scale Midpoint

The Scale Midpoint is the demarcation line between categories for the Pass/Fail option. Campuses must choose what units the Scale Midpoint will fall between. In the screenshot below, the visual representation of the Midpoint is highlighted in red.

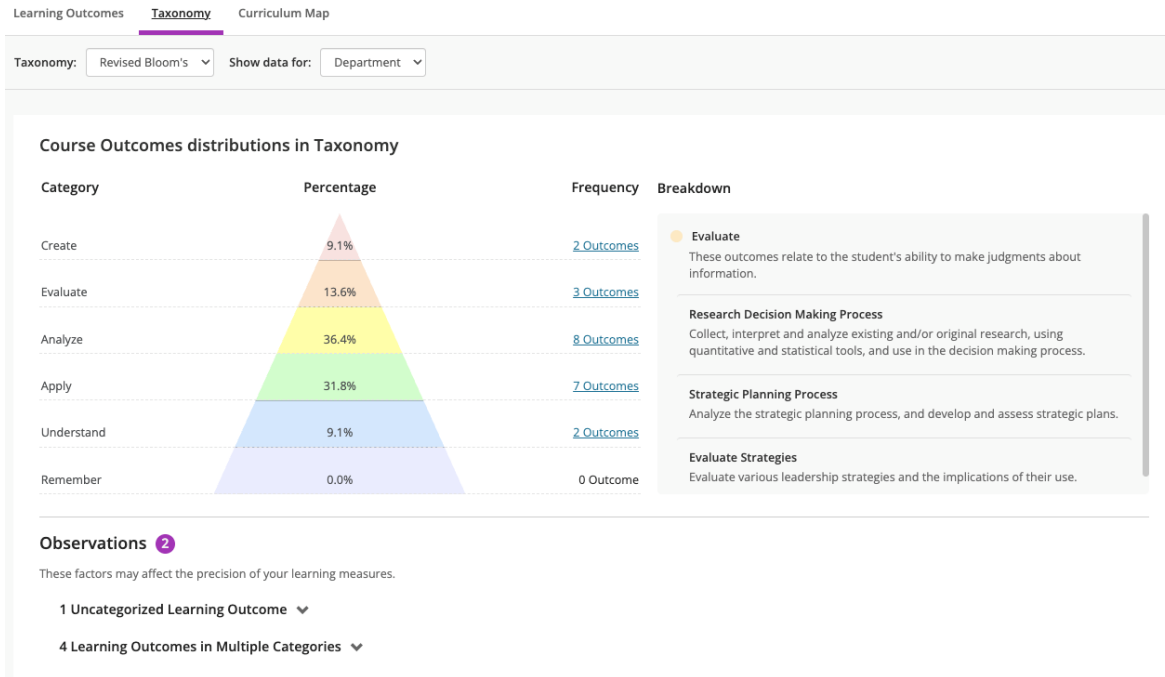


Between what two scale units should the midpoint fall between?

Midpoint	Performance Results Scale Units Names for Midpoint
Unit Above Midpoint	
Unit Below Midpoint	

Bloom's Taxonomy Analysis

Here is an example of this feature in Outcomes:



Which Bloom's Taxonomy Analysis will your institutions use?

- Original Bloom's Taxonomy
- Revised Bloom's Taxonomy
- Meta-Bloom's Taxonomy
- None (disable classification)

3. Pilot Outcome Alignment & Measurement Example

Provide one example from your pilot group that demonstrates how a learning outcome, skill, or competency is measured from a course assignment and aligns across multiple levels of your institutional structure.

Outcome Statement:

What is the highest level this learning outcome will be measured?

- Institutional Learning Outcomes (ILO)
- Program Learning Outcomes (PLO)/Department
- Course Learning Outcome (CLO)

Will this outcome statement be assigned to lower levels? Yes No

Will this outcome statement be related to other outcome statements at higher or lower levels? Yes No

Provide one example explaining how this outcome statements is measured connect from the institutional level down to the assignment level, using your institutional hierarchy and curricular structure.

Our Example:

Measured Outcomes Statement

PLO Professional Communication: Students will develop and deliver professional presentations and written materials tailored to audience, purpose, and context.

Hierarchy of Outcome Measurement

- IH Node: Blackboard University
- ILO Communications: Graduates will demonstrate effective written, oral, and digital communication skills across diverse contexts.

This ILO relates to the example.

- IH Node: School of Business
- PLO Professional Communication: Students will develop and deliver professional presentations and written materials tailored to audience, purpose, and context.

This PLO will then be assigned to all Departments and Programs nodes within the School of Business. An example measurement of this would be that the Department of Broadcasting will measure the *CLO: Audience-Centered Business Messaging: Students will apply professional communication principles to design clear, audience-focused business messaging.*

This would then be measured with an assessment in the Course “MEDIA 430 - Media Industry Analysis & Strategic Planning” of Executive Recommendation Presentation & Briefing where students will analyze a business case and prepare a recommendation for executive leadership using professional language, and tailored messaging.

Your turn:

4. Outcomes Template Customization

Outcomes includes three template types:

- a) **Outcome** – Used to write learning outcome statements
- b) **Assessment** – Used to document assessment methods and thresholds (when not being pulled from a Blackboard assessment)
- c) **Result** – Used to enter and analyze assessment results

Overview and Considerations

- This worksheet provides an overview of the templates in Outcomes and a workspace for planning how your institution will customize them.
- Some fields are System Fields (marked with *), which are required but allow you to modify the display name. You can also configure the visibility and required status of other fields. Template settings can be customized by organization unit, program, or course.
- Clear field names and instructions help ensure users enter accurate assessment information.

How to Use this Worksheet

This worksheet includes example templates and editable fields to help guide discussions about template customization. Use the Outcomes Template Customization Guide <https://help.anthology.com/outcomes/en/getting-started/overview/outcomes-template-customization-guide.html#outcomes-template-customization-guide> to learn more about field types and defaults options.

Field Definitions

- **Display Name** – The name of the template shown in Outcomes.
Limit: 25 characters (one per template).
- **Display** – The label shown for each field in the template.
Limit: 100 characters.
- **Instructions** – Guidance displayed to users when completing a field.
Limit: 2000 characters.

a) Outcome Template

Outcomes Taxonomy Curriculum Map

Create Outcome

Required fields are marked with an asterisk (*)

Identifier

Enter an identifier to help order and sort your items (e.g., 1, II, etc.).

Title *

Enter a brief title (e.g., Critical Thinking).

Statement *

Enter the fully-written statement (e.g., Students will...).

Desired Degree of learning

Select the desired degree of learning

[Cancel](#)

Display Name (25 Characters):

1. Field: **Identifier**

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):

2. Field: **Title ***

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):

3. Field: **Statement***

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):

4. Field: **Degree**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

b) Assessment Template

Create Assessment

Title *

Enter a brief name or title to identify how you measured achievement (e.g., Writing Assignment #1, Final Exam, etc.).

Method

Select the method of input used to measure achievement.

Begin *

Enter the date you began to measure achievement using the selected input.

End

Enter the date you finished this measure of achievement using the selected input.


Purpose

Formative




Assess performance during the learning process to guide further efforts.

Diagnostic



Assess knowledge, skills, or attributes prior to interaction with learners.

Summative



Measure achievement at the end of interaction with learners.

Select whether the purpose was to establish a baseline of prior achievement (diagnostic), to measure achievement part way through a segment or the entire course/program (formative), or to take a final measurement of learning (summative).

Result Type *

Total Achievement Levels

Enter the number of students who met or did not meet the outcome.

Select the appropriate way to record results for this assessment.

Individual Student Scores

Record individual scores by entering the results of each student.

Delivery Format

Select the format students used to complete the input.

Degree of learning

Select the degree of learning

Scoring Method

Select the method used to determine each student's achievement level.

Scoring Type

Percentage Points

Select the format of the assignment scoring

Thresholds

0-100%

Minimum Score

 %

Partially Met

 %

Met

 %

Exceeded

 %

Maximum Score

 %

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

Display Name (25 Characters):

1. Field: **Measure Name**

Field Type: Text

Display (100 Characters):

Instructions (2000 Characters):

2. Field: **Measure Begin Date**

Field Type: Date

Display (100 Characters):

Instructions (2,000 Characters):

3. Field: **Measure End Date**

Field Type: Date

Display (100 Characters):

Instructions (2,000 Characters):

4. Field: **Measure Type**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

5. Field: **Assessment Method**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

6. Field: **Result Type**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

7. Field: **Method Delivery Type**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

8. Field: **Degree**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

9. Field: **Scoring Method**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

10. Field: **Threshold Type**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

11. Field: **Scoring Type**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

12. Field: **Thresholds**

Field Type: Instructions Only

Display (100 Characters):

Instructions (2,000 Characters):

c) Results Template

Supporting Information

Provide context for the entered results by further describing the assessment.

Analysis

Describe your measure

Summary

Please indicate if the target was met or not met and provide details.

Use of Results

Based on your results/findings, please create a list of the things you could do to improve student achievement or your assessment process in the future.

Add Use of Results

[Delete](#) [Cancel](#) [Submit](#)

Confidence

Low	Medium	High
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Select the option which best describes your level of confidence in the accuracy of the results.

Display Name (25 Characters):

1. Field: **Analysis**

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):

2. Field: **Confidence**

Field Type: [Defaults](#)

Display (100 Characters):

Instructions (2,000 Characters):

3. Field: **Summary**

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):

4. Field: **Use of Results**

Field Type: Text

Display (100 Characters):

Instructions (2,000 Characters):