The goal of this document is to provide the Departmental Outcomes Administrator with a description of the initial step of collecting evidence submitted to Assignments in Blackboard Learn that align to a specific Goal. This step can be done at any time, however evidence collection will not occur until the students in the course have made the submissions into the Blackboard Learn course assignment that the goal you are using has been assigned to.

Create Evidence Collections

An evidence collection is created to gather evidence from courses that are relevant for the specific project or assessment activity. For example, you can create an evidence collection to gather all assignment submissions from courses within a particular program or academic department that are aligned to a specific goal. Please note: In order to collect evidence you first must have Outcomes courses, programs, and goals created and aligned.

1. Access Goals and Assessments by clicking the Outcomes Assessment link on the top navigation menu.

2. Click the View Collected Evidence button to view a list of existing collections.

3. Click the + Collect Evidence button to create a new collection.

4. On the Collect Evidence page, click Find Goals.

5. On the Discover Goals pop-up window, select the goals the evidence must be aligned to for inclusion in the collection. Click Submit.
6. In the Define Collection Options section, select where the evidence will be collected from: the entire system, a limited scope, or from specific places. Within each of those options, you can further narrow the criteria by restricting dates.

![Collect Evidence](image)

**PROJECT INFORMATION**

![Project Information](image)

7. The Outcomes system is a shared environment, so you will see other departments projects. In addition to giving you information to find your project(s) in the future and that you will see other projects, it is extremely important to add the following information into your Project Name:
   a. Department Name/Code
   b. SEMESTER/YEAR
   c. COURSE or Goal (for goals spanning multiple courses)

Example: **SWK - Fall 2014 – SWK-1010 - SLO 3**

8. You can specify start and end dates, which can be used to help you manage the timelines of various collection projects and understand when projects have been completed.

9. Click **Submit** if you are finished. An Evidence project should be related to one goal and one rubric. The Collect More Evidence button could be used to add additional criteria to find additional evidence in student submissions that cover the SAME goal and SAME rubric.

10. Go back into Goals and Assessment you just created and it will tell you how long before your Evidence collection will begin.

![Evidence Collection](image)

*Note: To collect evidence, content within courses must be aligned to the relevant goals. To learn more about creating and aligning content to goals, see Goals.*