The goal of this document is to provide the Departmental Outcomes Administrator with a description of the steps involved in sampling the Evidence Collection. This step should NOT be started until you see a valid sample number for the number of evidence items collected and you have verified that the evidence items were collected from the correct place. There are various options for choosing your sample (e.g., sample all, sample random).

Sample a Collection to Create an Evidence Set

An Evidence Set is the subset of artifacts, which are student assignment submissions that meet the collection criteria, that were randomly drawn from the Evidence Collection. You create an Evidence Set by sampling the Evidence Collection to reduce the number of artifacts that will be evaluated for institutional assessment activities. After sampling, evaluation can occur.

1. On the View Evidence Collections page, select a collection name.

2. On the collection's page, you can access the:
   a. Status of the collection at the top of the page
   b. Buttons for your next available action
   c. Collect tab to display the items that match the evidence collection criteria
   d. Sample Artifacts tab to display the randomly selected subset of artifacts from the collection. This tab appears after sampling has occurred.

3. Click Sample Artifacts. If the collection was already sampled, you can click Sample Again.

4. In the pop-up window, choose to Include All Artifacts or Randomly Select Artifacts. If you choose to randomly select, type the total number of artifacts needed and, optionally, the minimum number of artifacts needed from each assignment.
5. Click **Submit**. The sampling process runs immediately and only takes a few seconds to complete.