Outcomes Assessment allows the institution to automatically gather student assignments submitted to a course, create a sample of the assignments, and distribute the sampled assignments to assessors for evaluation based on a rubric. In order to begin an Outcomes Assessment project a number of steps need to be followed to ensure the desired assignments are collected and can be assessed:

1. The department completes steps to prepare to use Blackboard Outcomes Assessment.
2. The learning outcomes to be assessed (Goals) are entered into the system.
3. Rubrics to be used for assessing the assignments are created.
4. Blackboard Learn Course Assignments are created and aligned to the Goal(s) to be assessed.
5. Students submit their work as an assignment within their Blackboard Learn course.
6. An Evidence Collection is created in order to collect all Assignments related to a Goal.
7. The collected Assignments are sampled.
8. The sample of Assignments is evaluated using the Rubric associated to the Goal used for the collection.
9. A report about the Outcomes Assessment project can be generated in Blackboard or the data can be exported.

Blue outline indicates Department/Departmental Outcomes Administrator
Green outline indicates Faculty
Orange outline indicates Student
Red outline indicates Evaluator