**Outcomes Template Customization Worksheet**

The Outcomes platform has three template types: outcome, assessment and results. Templates are where you will write learning outcomes, document the assessment process, and enter assessment results. As most users on campus will be accessing the platform to enter information, the display fields, labels and directions shown on the templates are very important. The worksheet provided here is a recreation of what it looks like in Outcomes when changing these settings.

**How to Use the Worksheet**

The worksheet works as a fillable form that you can use during discussions on how to customize templates. Campuses can save information when entered in the active fields and save edits to that information. Please note, the textboxes will not translate to a printable version. The character limits are built into the textboxes and campuses will not be able to work past the limit.

The **Display Name** field is the name that will appear in the platform for each template. There is a twenty-five-character limit for each Display Name field. There is one Display Name for each template.

The **Display** column is the label that will appear over the corresponding field found in the in the Field column. There is a one hundred-character limit for each Display field.

The **Instructions** column are the instructions that a user will see when filling out a field in a template in the Outcomes platform. There is a two thousand-character limit for each Instruction field.

**Useful Resources**

To see a detailed description of the ways and manners in which the templates can be fully customized, please read the following Campus Labs article : [Creating and Adjusting Templates](https://outcomessupport.campuslabs.com/hc/en-us/articles/216080178-Creating-and-Adjusting-Templates).

To see the templates and descriptions of their fields, please read the following Campus Labs article: [Outcomes Template Customization Guide](https://outcomessupport.campuslabs.com/hc/en-us/articles/115005145608-Outcomes-Template-Customization-Guide).

**Learning Outcome Template**

This template will display when users are writing a learning outcome statement in the Outcomes platform.

Display Name (25 Characters)



**Field Display (100 Characters) Instructions ( 2000 Characters)**

Identifier  

Title \*  

Statement\*  

Desired Degree

of Learning  

\* Required field

**Assessment Template**

This template will display when users are documenting the assessment in the Outcomes platform.

Display Name (25 Characters)



**Field Display (100 Characters) Instructions ( 2000 Characters)**

Title\*  

Method  

Begin Date\*  

End Date  

Measure Type  

Delivery Format  

Degree of

Learning  

\* Required field

**Results Template**

This template will display when users are entering assessment results data in the Outcomes platform.

Display Name (25 Characters)



**Field Display (100 Characters) Instructions ( 2000 Characters)**

Min Score\*  

Max Score \*  

Scoring Method  

Scoring Type  

Confidence  

Analysis  

Summary  

Use of Results  

\* Required field