This resource is created for Site Administrators and Early Adaptors of the Outcomes Platform.

**Goals**

1. Educate users on the full site functionality.
2. Provide users with a pool of resources to share with others

**Format:** Various topic areas are separated into different learning modules. Each module offers a brief introduction of the topics. That is followed by a table of resources accompanied with an estimated time commitment needed to fully address each resource. Each module is concluded with a Follow Up section. The follow Up will provide helpful recommendations and steps to take to learn how to use the tool and prepare for the next steps.

**Modules**

1. **Overview and Introduction**

It’s time to get started in your Outcomes site! This collection of material will introduce you to the Outcomes site structure and the various methods to navigate the site.

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| Topic | Resource |
| [Logging Into Outcomes](https://outcomessupport.campuslabs.com/hc/en-us/articles/360010394993-Log-in-to-Outcomes) | Article |
| [Outcomes Overview](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001506668-Outcomes-Overview) | Short Video |
| [Navigating Your Outcomes Platform](https://outcomessupport.campuslabs.com/hc/en-us/articles/360009954054-Navigating-to-organizational-units-in-Outcomes) | Article |
| [Star Icon Navigation](https://outcomessupport.campuslabs.com/hc/en-us/articles/115004741528-Navigation-Pane-Star-Icon) | Article |
| [Basic Site Navigation](https://outcomessupport.campuslabs.com/hc/en-us/articles/360010182374-Basic-Site-Navigation) | Article |
| [Navigating Academic Years](https://outcomessupport.campuslabs.com/hc/en-us/articles/216076848-Academic-Year-and-Organizational-Chart-Navigation) | Article |
| [Accessing Academic Programs](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001554968-Accessing-Academic-Programs) | Article |
| **Total Time** | **1 hour** |

**Follow up:** Log into your Outcomes platform. Navigate to the various areas. Click around and become familiar with the platform.

1. **Data Visualizations and Reports**

This collection of material will introduce users to the various data visualizations and reporting features in Outcomes. You will be given an in-depth introduction and analysis to all of the data visualizations you will eventually create.

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| Topic | Resource |
| [Curriculum Map](https://outcomessupport.campuslabs.com/hc/en-us/articles/216650127-Curriculum-Map-Report) | Article, Video |
| [Bloom’s Aggregate Taxonomy Report](https://outcomessupport.campuslabs.com/hc/en-us/articles/216650047-Blooms-Taxonomy-Report-) | Article, Video |
| [Bloom's Taxonomy Individual Analysis](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001038967-Bloom-s-Taxonomy-Individual-Analysis-) | Article |
| [Various Aggregate Data](https://outcomessupport.campuslabs.com/hc/en-us/articles/222795507-Outcomes-Reports) | Article |
| [Structure of your Outcomes Data](https://outcomessupport.campuslabs.com/hc/en-us/articles/216070888-Results-Scale) | Article |
| [Aggregation of Data](https://outcomessupport.campuslabs.com/hc/en-us/articles/216139538-Connections) | Article |
| **Total Time** | **1 Hour** |

**Follow up:** Now that you are familiar with numerous data visualizations that Outcomes can produce, think about what data your institution is looking for. Try to think where it will appear in your Outcomes Platform and in what format. Write these down and keep them in mind when learning about the rest of the platform and its functionalities.

1. **Permissions**

This collection of material will introduce you to the concept of permissions in Outcomes. You will be introduced to the general permission levels and the roles and responsibilities of each one. We will show you how to set permissions and provide some guidance on a permission strategies and recommendations.

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| Topic | Resource |
| [Permission Levels Explanations and Structure](https://outcomessupport.campuslabs.com/hc/en-us/articles/216675857-Permission-Levels) | Article, Video |
| [Permission and Academic Programs](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001555108-Permissions-in-Academic-Programs-) | Article |
| **Total Time** | **45 minutes** |

**Follow up:** Go into you Outcomes platform and assign several permissions. Become familiar with the process. Before starting to assign all users permissions, we recommend creating a Permissions Strategy. Think about the different users you will have on campus and how their assessment needs match to the permissions levels in Outcomes. This way, once you are in the platform and ready to assign permissions, you will be able to concentrate on the workflow in the platform. Develop your own permission strategy.

1. **Writing Learning Outcomes and Entering Assessment Data**

This collection of material will introduce users to the three Outcomes templates. In the Outcomes platform, users can write learning outcomes, document the assessment process, and enter the assessment results. Each one of these action steps has a corresponding template where the information can be entered. You will learn how access and compete each template.

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| Topic | Resource |
| [Filling Out Templates](https://outcomessupport.campuslabs.com/hc/en-us/articles/360010302893-Filling-Out-Templates-) | Article Video |
| [Adding Learning Outcomes](https://outcomessupport.campuslabs.com/hc/en-us/articles/216650547-Creating-an-Outcome-Video-) | Article, Video |
| [Copying Outcomes](https://outcomessupport.campuslabs.com/hc/en-us/articles/216139448-Copying-Outcomes) | Article |
| [Remove a Learning Outcome](https://outcomessupport.campuslabs.com/hc/en-us/articles/216707197-Removing-an-Outcome) | Article, Video |
| [Sorting Outcomes](https://outcomessupport.campuslabs.com/hc/en-us/articles/216078588-Sorting-and-Deleting-Outcomes) | Article |
| [Adding Assessment to Outcomes](https://outcomessupport.campuslabs.com/hc/en-us/articles/216650847-Adding-an-Assessment-to-an-Outcome) | Article, Video |
| [Adding Attachments to an Assessment](https://outcomessupport.campuslabs.com/hc/en-us/articles/216702007-Adding-Attachments-to-Assessments) | Article, |
| [Entering Assessment Results](https://outcomessupport.campuslabs.com/hc/en-us/articles/216650747-Entering-Results-for-an-Assessment) | Article, Video |
| [Entering Total Achievement Levels](https://outcomessupport.campuslabs.com/hc/en-us/articles/360008507653-Entering-Results-Total-Achievement-Levels) | Article, Video |
| [Entering Individuals Student Scores](https://outcomessupport.campuslabs.com/hc/en-us/articles/360008367294-Entering-Results-Individual-Student-Scores) | Article, Video |
| [Entering Campus Labs Rubrics](https://outcomessupport.campuslabs.com/hc/en-us/articles/360008367354-Entering-Results-Importing-a-Campus-Labs-Rubric) | Article, Video |
| [Creating and Using Thresholds](https://outcomessupport.campuslabs.com/hc/en-us/articles/360000647828-Creating-and-Using-Thresholds) | Article, Video |
| **Total Time** | **1.5 hours** |

**Follow up**: Write several overarching outcomes into your platform. We suggest starting with ILO’s or PLO’s. The next module will show you how to request assessments from other organizations, courses, and sections. But, the first step is to have some learning outcomes in the platform that will need to be assessed. When doing this, it is helpful to have a document of the learning outcomes open on your computer. You can copy and paste the statements directly into Outcomes. This is also a good time to collect all of the documentation surrounding the outcome statements and your assessment mapping. *Schedule a meeting with your Campus Labs Data Governance Team to discuss which options and settings have been enabled.*

1. **Connections**

It’s time to create your assessment framework and data aggregation system!  This training looks to introduce you to the concept of connections, what purpose they serve, the types of connections that can be made, and how to set them.  Connections are the process of requesting assessment and data from various sources to create aggregate and comparative reports. Connections will serve as the data conduit to create your data visualizations.

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| Topic | Resource |
| [Creating Assigned Connections](https://outcomessupport.campuslabs.com/hc/en-us/articles/216107178-Creating-Assigned-Connections) | Article, Video |
| [Creating Related Connections](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001810227-Creating-Related-Connections) | Article, Video |
| [Connect Units Up](https://outcomessupport.campuslabs.com/hc/en-us/articles/360007933254-Connect-Units-Up) | Article, Video |
| [Assignment Chains](https://outcomessupport.campuslabs.com/hc/en-us/articles/360008040693-Assignment-Chains) | Article, Video |
| [Connections in Academic Programs](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001810507-Connections-in-Academic-Programs) | Article, Video |
| [Deleting Connections](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001805607-Delete-Connections) | Article |
| [Editing Connections](https://outcomessupport.campuslabs.com/hc/en-us/sections/360000327667-Connections) | Article |
| **Total Time** | **2 Hours** |

**Follow up:** Create Connections! However, before doing so, it is recommended you look over your assessment framework and figure to before hand where all outcomes need to be written, what types of connections you will making, and where. It is also suggested that after you complete a few connections, go back in and delete them, edit them, and re-create them. Try to use the total functionality of the tool in this learning phase. After learning about Connections, you should now have the ability to build your assessment framework in the platform. *Schedule a meeting with your Campus Labs Data Governance Team to discuss a connections strategy.*

1. **End User Training**

Now that you know the functionality and details of the Outcomes Platform, it is time to think about others on campus. How will you introduce campus users to the tool and to their responsibilities in it? We will provide some best practice recommendations and examples of material and resources to help provide these trainings. Take a look and decide what will be best for your campus.

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| Topic | Resource |
| [End User Training](https://outcomessupport.campuslabs.com/hc/en-us/articles/360010403233-End-User-Training) | Article, Examples |
| [User Guides](https://outcomessupport.campuslabs.com/hc/en-us/articles/360001705528-User-Guides) | Article, Examples |
| **Total Time** | **1-3 Hours** |

**Follow up:** Start to create resources for End User Training. *Schedule a meeting with your Campus Labs Data Governance Team to discuss an Outcomes launch strategy.*