

## Adding Program Outcomes in Blackboard

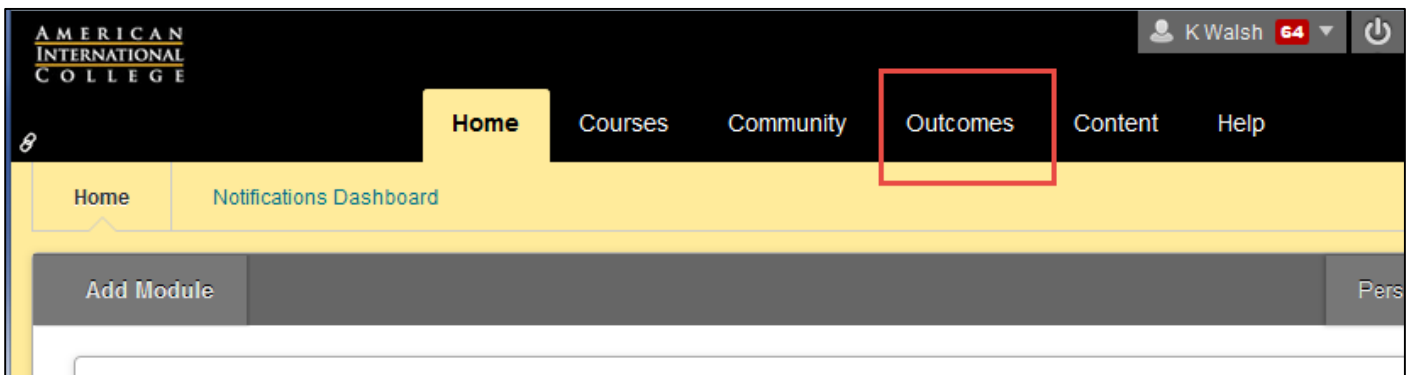
American International College is now using Blackboard Outcomes for programs to record their outcomes, collect evidence and generate reports. Assessment coordinators will load outcomes into Blackboard and work with instructors to link outcomes to specific course assignments. After students submit assignments in Blackboard, departments will sample and evaluate the submissions to ensure they are meeting program outcomes. This document will outline the first step of the process: adding outcomes to Blackboard.

### Quick Overview

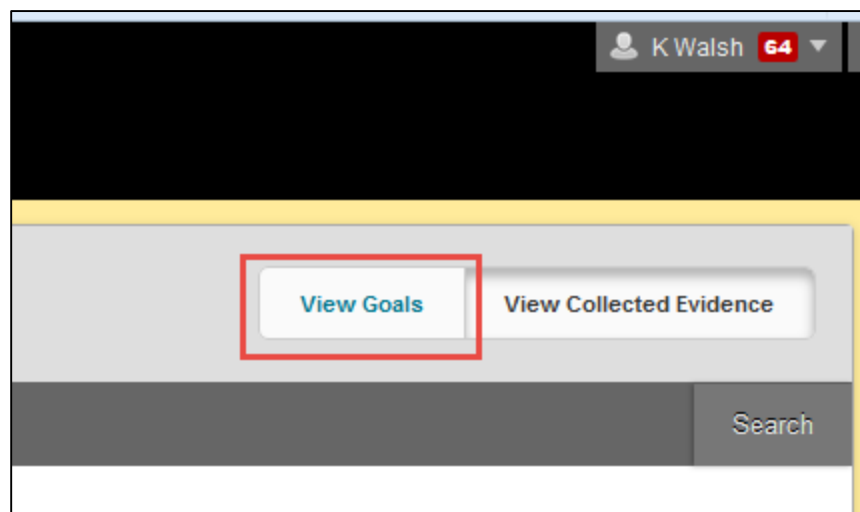
1. Access the Outcomes page in Blackboard, then click on **View Goals**.
2. Locate your program.
3. Click on **Add Goal** to begin adding your outcomes.

#### 1. Access the Outcomes Page

You can access the Outcomes area by logging into Blackboard and clicking on the **Outcomes** tab at the top of the page. **You do not need to log into a specific course.**

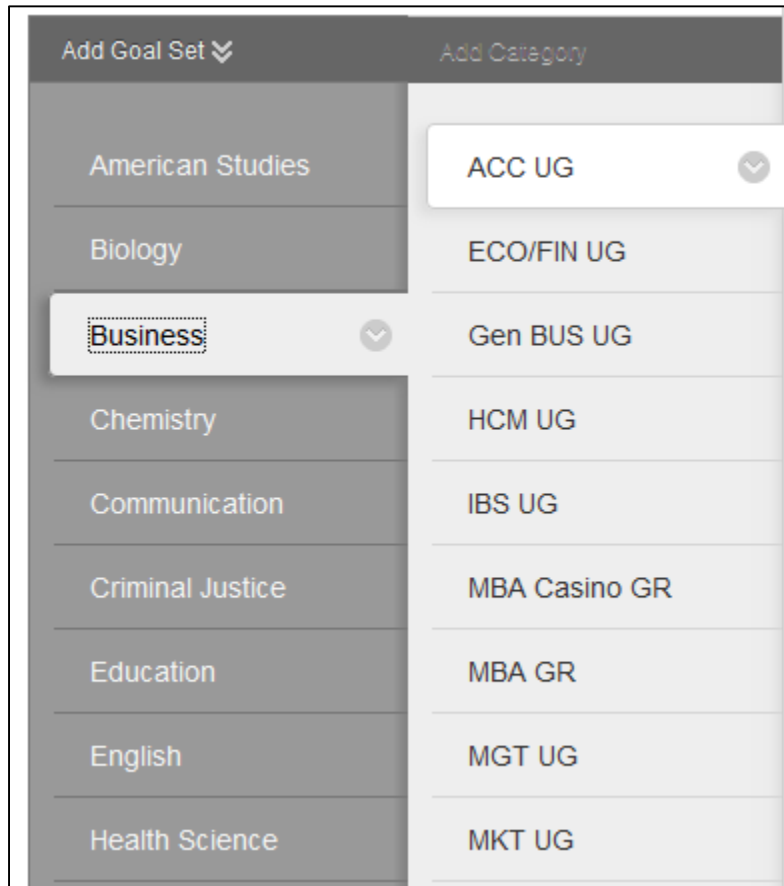


Once you have opened up the Outcomes page, click on **View Goals** in the upper right corner of the page.



## 2. Locate Your Program

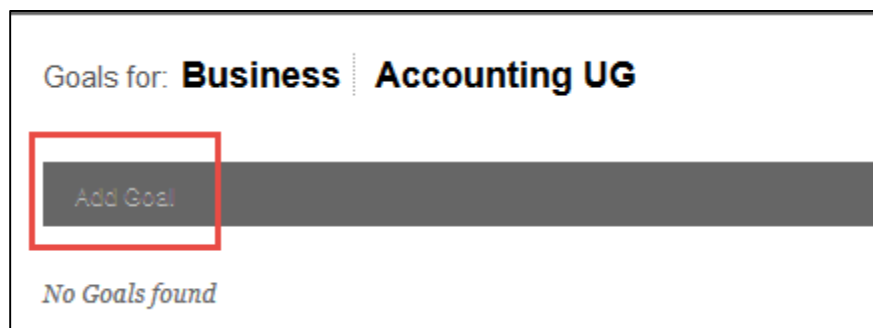
On the Goals and Assessment page, locate your program. Click on the department from the dark grey menu on the left, then select your specific program in the light grey menu after that.



Undergraduate programs are marked with **UG**, while graduate programs are marked with **GR**. Please note that specializations/emphases within a program may have separate listings. For example, the MSN has separate sections for the Educator, Administrator and FNP tracks. If you do not see your program listed, [contact the Vice President of Institutional Effectiveness for assistance](#). **Do not add your own category.**

## 3. Add Outcomes

Once you have selected your program, click on **Add Goal** to begin entering your outcomes.



As you enter your outcomes, be sure to **apply the college’s naming conventions** as described below. This is critical to maintaining an orderly hierarchy for everyone using the Outcomes system. Below is an example:

**Create Goal**

Goal ID **1** COM UG Message Creation  
*Follow Source or institutional ID naming conventions as appropriate.*

Unique ID **2** COM\_UG\_Message\_Creation\_16SP  
*Provide an identifier that will uniquely identify this Goal for use in batch files. An unique identifier will be generated by the system if this field is left empty.*

\* Text **3** 04.2 NCA: Select creative and appropriate modalities and technologies to accomplish communicative goals.  
*Enter the definition of the goal.*

\* Goal Type **4** Dearing C PLLO  
*Used to classify the goal and becomes a filter to locate goals for alignments in a course.*

Status  Active

Cancel Save and Add Another Save and **5** Submit

- Goal ID:** Combine your goal category and a short title for the goal.
  - Goal Category:** most often the three letter designation for your program followed by UG (undergraduate) or GR (graduate). In the example above, the code **COM UG** represents undergraduate (UG) Communications (COM).
  - Goal Title:** a short name for the intended outcome, such as “written communication” or “critical thinking.” In the example above, the goal title is **Message Creation**.
  - Goal ID:** Combine the two elements above - **COM UG** and **Message Creation** – to form the final Goal ID of **COM UG Message Creation**
- Unique ID:** Use the Goal ID created above, followed by the semester you added it. This will help you identify when you last updated the goal. Separate each word with an underscore.
  - Example:** **COM\_UG\_Message\_Creation\_16SP**.
- Text:** This is where you enter the full wording of your goal. Begin the text with a number that contains a leading zero (01, 02, 03, etc.) to maintain your desired order for goals. If you are using goals written by a professional or accrediting organization, such as National Communication Association (NCA) or Commission on Collegiate Nursing Education (CCNE), include that after the number.
  - Example:** 04.2 NCA: Select creative and appropriate modalities and technologies to accomplish communicative goals.
- Goal type:** Enter the Dearing Category associated with your outcome.
- When you have entered the goal, click **Submit**.

Repeat this process until you have entered all of your goals.

Once you have entered your goals, you can now add rubrics and link the outcomes to assessments. Refer to the handouts posted on myAIC.