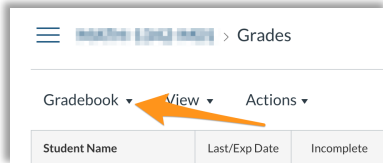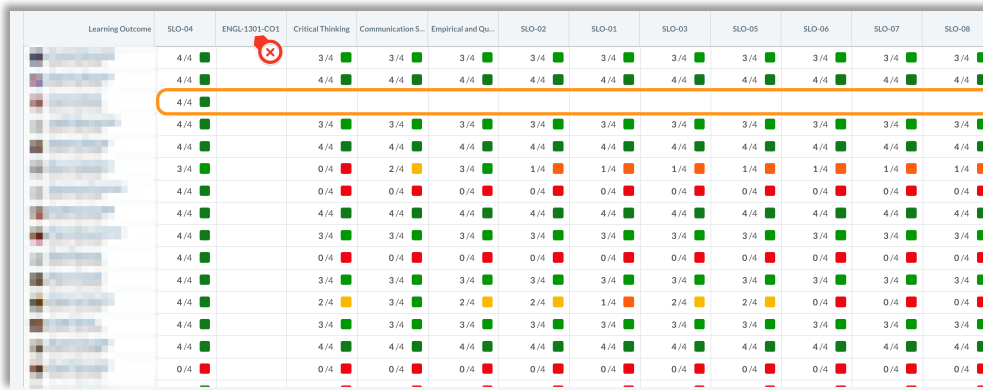## Double Checking All Students are Assessed for Outcomes

You can utilize the Learning Mastery Gradebook to easily check if all your students have been assessed for outcomes. **This will help ensure that courses do not need to be un-concluded for assessment purposes.**

1. Navigate to your gradebook.
2. In the upper left-hand corner, select ***Learning Mastery*** from the dropdown menu.

3. Review the Learning Mastery Gradebook. Blank spaces looking for any blank spaces.

You may also find outcomes that do not belong to your course. You can remove these from the *Outcomes* page.

4. Review any student work that may have blanks. Make sure to fill out the rubric completely.
   **Note: Any changes made to the rubric after assessing may require re-saving the rubric for each submission.