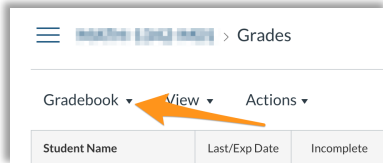


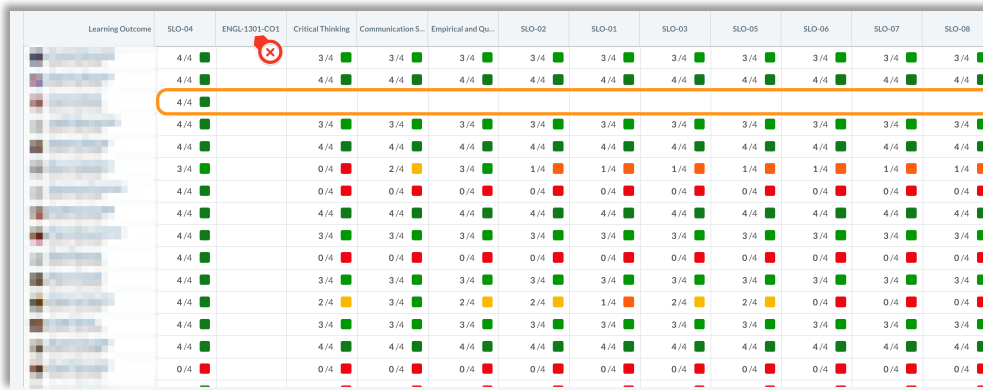
Double Checking All Students are Assessed for Outcomes

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.



The screenshot shows a grid of student performance data. The columns represent Learning Outcomes: SLO-04, ENGL-1301-CO1, Critical Thinking, Communication S..., Empirical and Qu..., SLO-02, SLO-01, SLO-03, SLO-05, SLO-06, SLO-07, and SLO-08. The rows represent individual students. Each cell contains a score (e.g., 4/4, 3/4, 0/4, 2/4, 1/4) and a colored indicator (green for 4/4, yellow for 3/4, orange for 2/4, red for 1/4 or 0/4). A red 'X' icon is present in the top-left cell of the grid, and an orange circle highlights a row of data.



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.