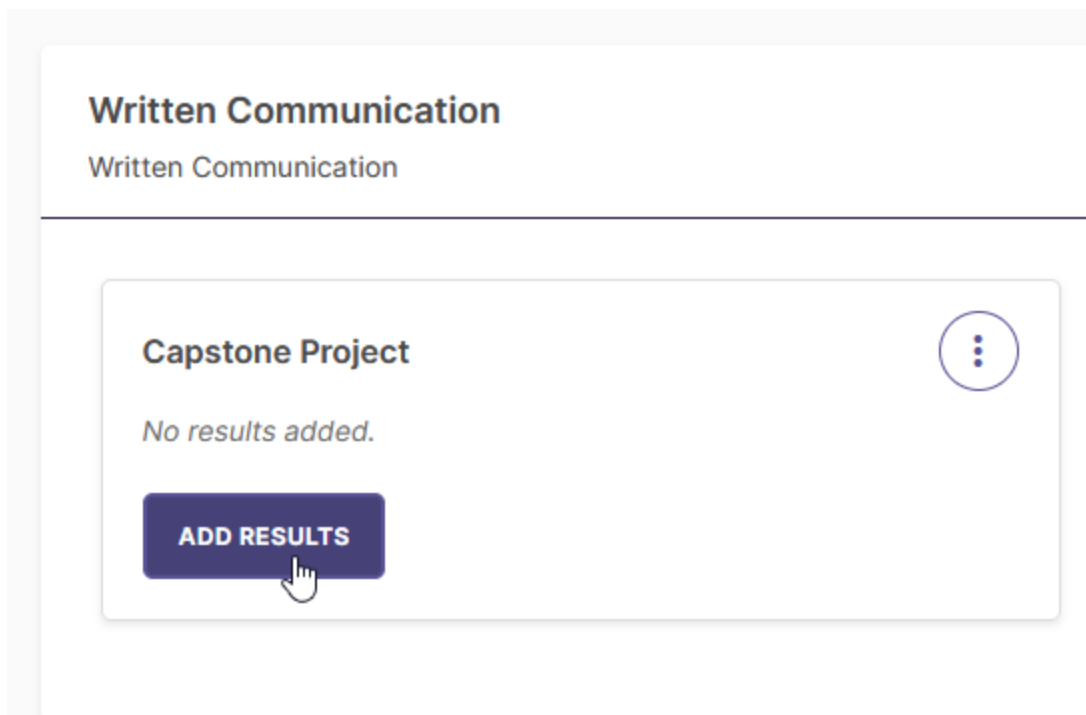# How to Enter Results, Findings, and Actions in an Assessment Report

Adding Results to the Assessment Report

Once Measures have been added to the Report, the next step is to enter the Results of those Measures. To begin, click the Add Results button for the Measure.

This will present a page from which the Results format can be selected. Please note that you may not see all of the following options, based on the type of Outcome assessed, and details associated with the Measure.

Results
Evaluation of the measure activity

Select the results format that you would like to use for this measure.
You will also be able to include a summary once results have been added.

I want to upload the assessment results files

I want to enter the count of students who meet/do not meet the criteria

Collect results from another system

I want to upload the assessment results files: This will allow the user to upload a data file as evidence.

I want to enter the count of students who meet/do not meet the criteria: This option allows the users to enter the number of students who met or did not meet criteria for outcome achievement, and those results will display as a data graphic.

I want to align results from another system: This option allows adding Results that were collected in the institution's LMS OR from additional Watermark products.

See the details of each of these 3 options, below.

Please note that, while you cannot change the Results method without deleting the data that has already been collected, the Results that were entered for the chosen method can be edited at a later point. In other words, if the option to enter Counts is selected, the actual Counts themselves can be edited later on.

Once the Results are added, select Save & Close in the top-right.

SAVE & CLOSE

Option 1: Uploading Assessment Results Files

After selecting "I want to upload the assessment results files", click the Upload New File button. This will produce the computer's file directory, from which a single or multiple files can be selected for upload.

Results
Evaluation of the measure activity

Upload results file

FILES   **SUMMARY**

UPLOAD NEW FILE

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

After the file(s) is uploaded, it will appear with options to download or remove it.

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Add Results

There is also the option of the Summary tab, where additional Narrative information relevant to the Results can be added.

Upload results file

FILES   **SUMMARY**

Summary

Summarize the results of the measure activity

Option 2: Entering Count of Students who Meet / Do Not Meet Criteria

Selecting "I want to enter the count of students who meet/do not meet the criteria" will present the option to enter Count data for students who Exceeded, Met, Approached, or did not meet the outcome connected to the Measure.

Please Note: The category titles may vary based on the institution's settings in Planning & Self-Study.

After the Counts are entered, select "View Results".

The data will now display as a bar graph.
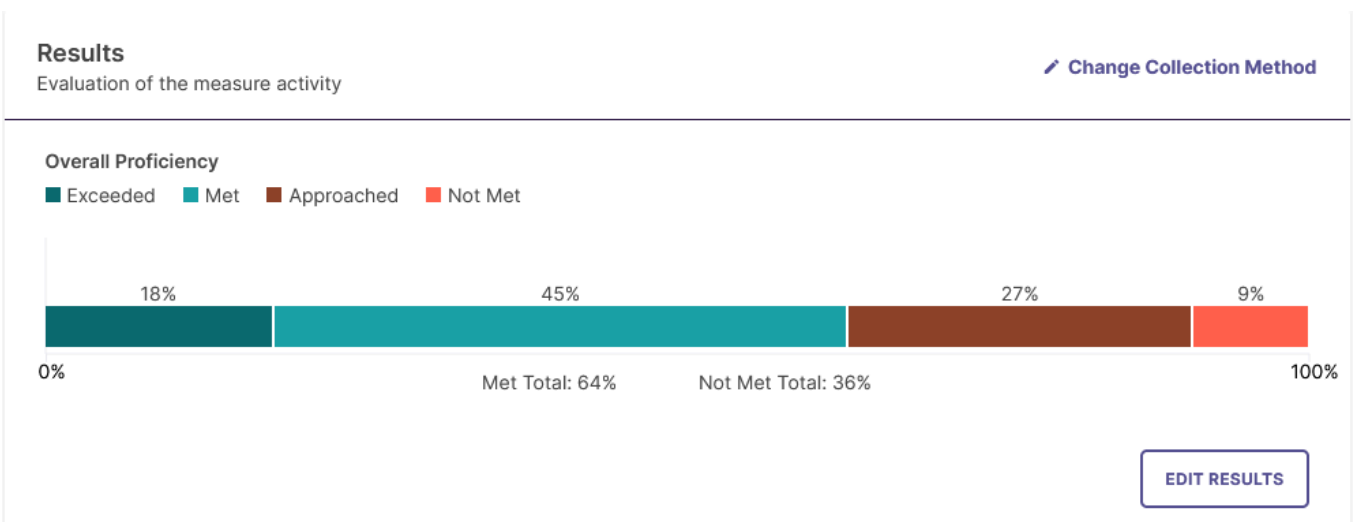
Selecting "Edit Results" in the bottom-right will allow the Count data to be edited as needed. There is also the option to enter student Counts broken down by Course Section, if your Measure is associated with a Course that has Course Sections offered during your Report year.

To begin, select "Counts for each section" and click "Enter Counts". Planning & Self-Study will automatically aggregate totals across all Course Sections.

○ Counts for each section
Enter counts for individual course sections, based on the term they occurred in.

ENTER COUNTS

In addition to entering Count data, users can also upload supporting documentation as well as a Narrative Summary. Start by expanding the "Toggle Summary" setting, which presents both the file uploader and Summary entry box.

Include result files and a summary of results (optional)

Toggle Summary

FILES   **SUMMARY**

UPLOAD NEW FILE

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Option 3: Collect Results from Another System

Selecting "I want to align results from another system" will enable a box, where you can select Blackboard Learn as the source from which to pull measure results.
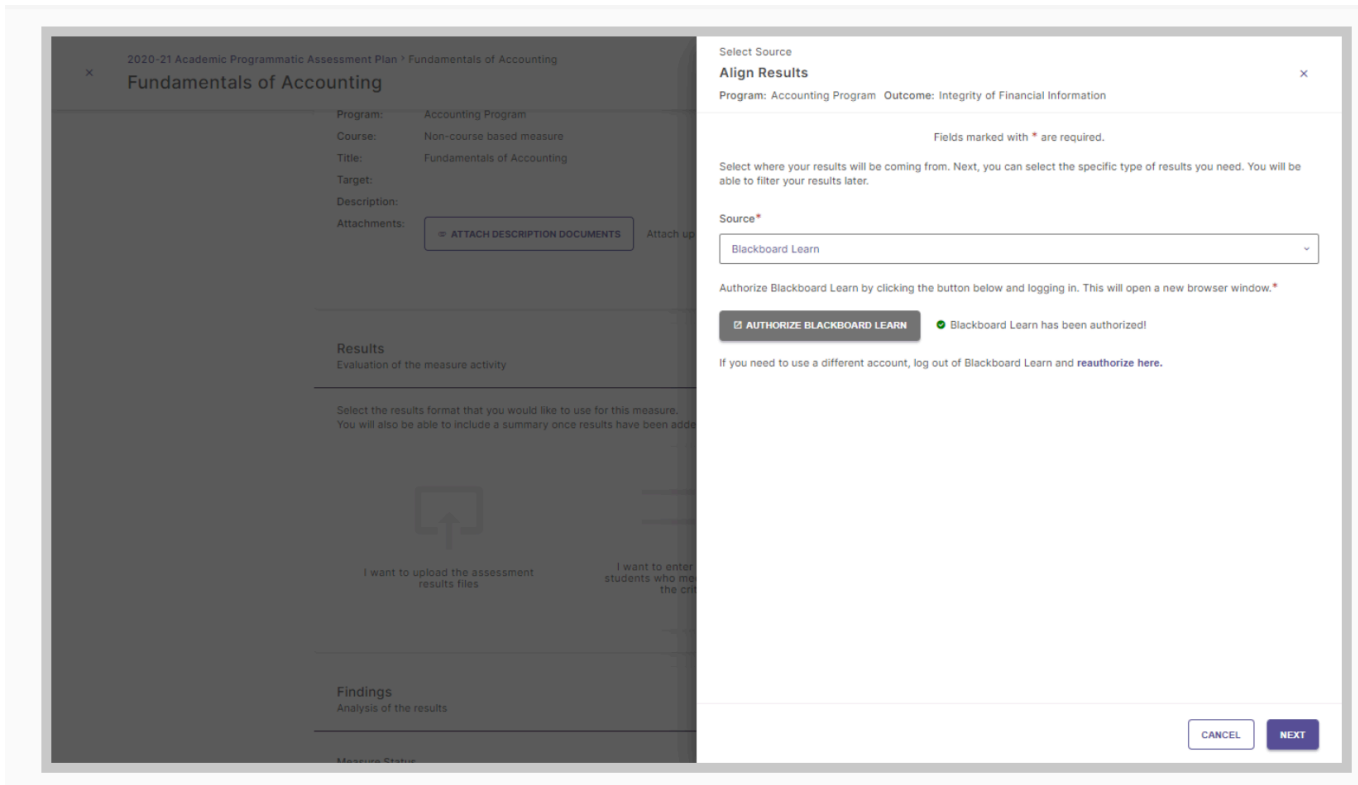
Select the Course and Assessment Activity from which to import relevant assessment results. View the Course(s) that they are associated with and view the Assignments and Tests as an assessment activity.
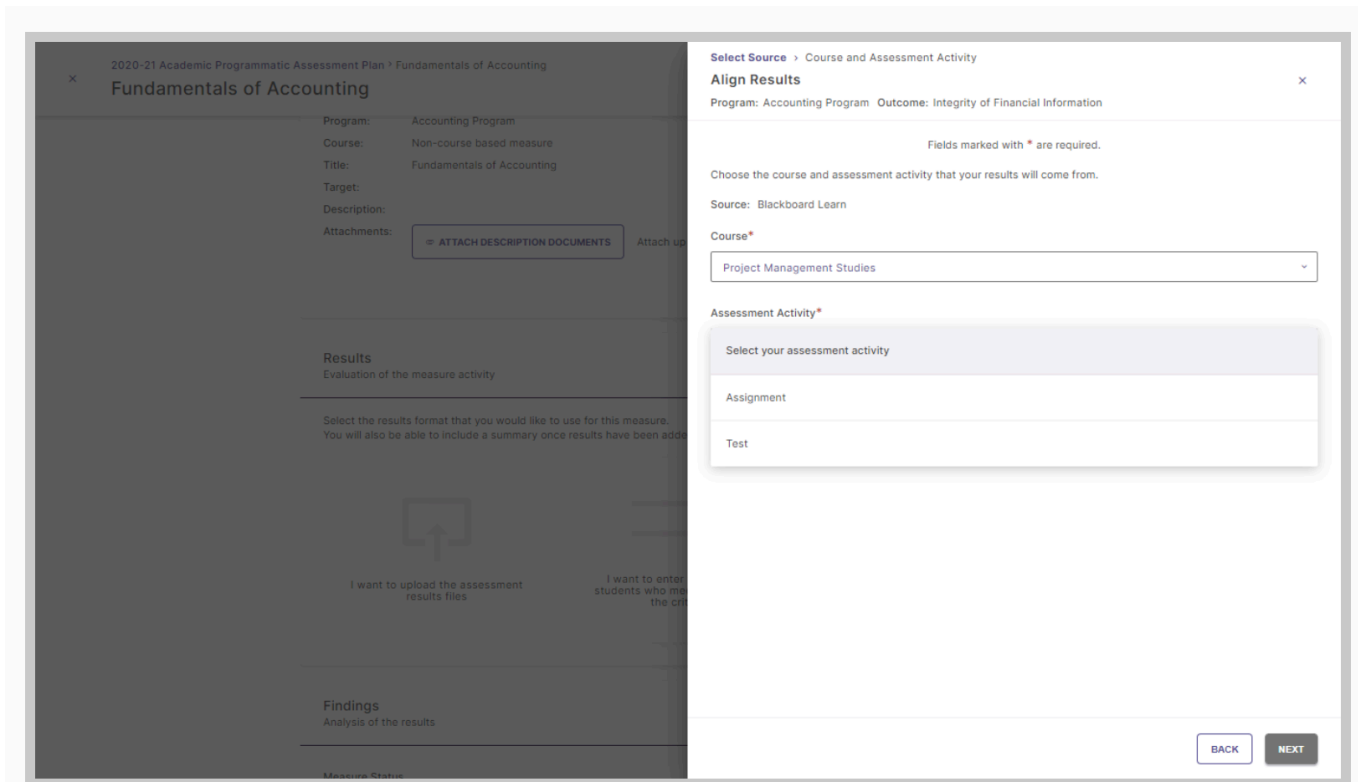
Select the Assignment/Test from the list.

Choose from a list of Assignments/Tests relevant to the selected course.

Select the Assignment from the list

Select the Test from the list

Under Result Settings, choose to interpret the results in Planning & Self-Study based on a Numerical Score Threshold or select the Grading Schema levels relevant to the selected assessment activity.

Select the Result setting as Numerical Score Threshold

Select the Result setting as Schema Levels

Once aligned, the filtered results from Blackboard Learn will display in the measure in Planning & Self-Study, as well as in the Annual Report generated from within Planning & Self-Study.

Blackboard Learn results displayed in the assessment report in Planning & Self-Study.   The results from Blackboard Learn displayed in the assessment report in Planning & Self-Study.

Remove and Change Results

It may be the case that after a user begins entering Results, they decide that they would prefer to start over using a different Results collection method. In this case, they can easily delete the Results that have already been entered and start over by selecting "Change Collection Method", which appears in the top-right of the Results entry area.

Results
Evaluation of the measure activity   ✎ **Change Collection Method**

This will open a pop-up window which will prompt the user to confirm their decision. Selecting "Yes, Delete Results" will delete all data already entered and allow for a new Results collection method to be selected.

Delete existing results?   ✕

Changing the format will delete all existing results & result settings for this measure. Are you sure you want to continue?

NO, KEEP EXISTING FORMAT   YES, DELETE RESULTS