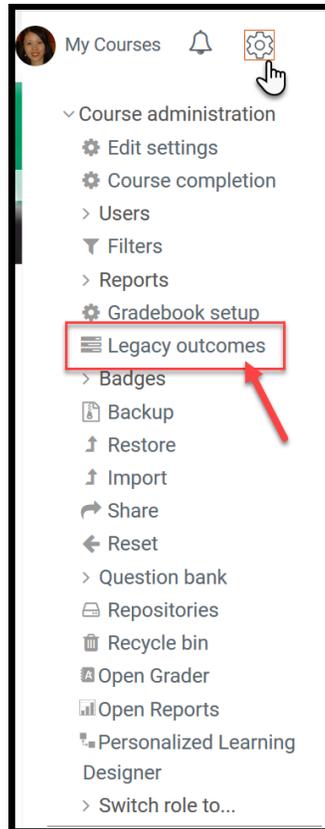
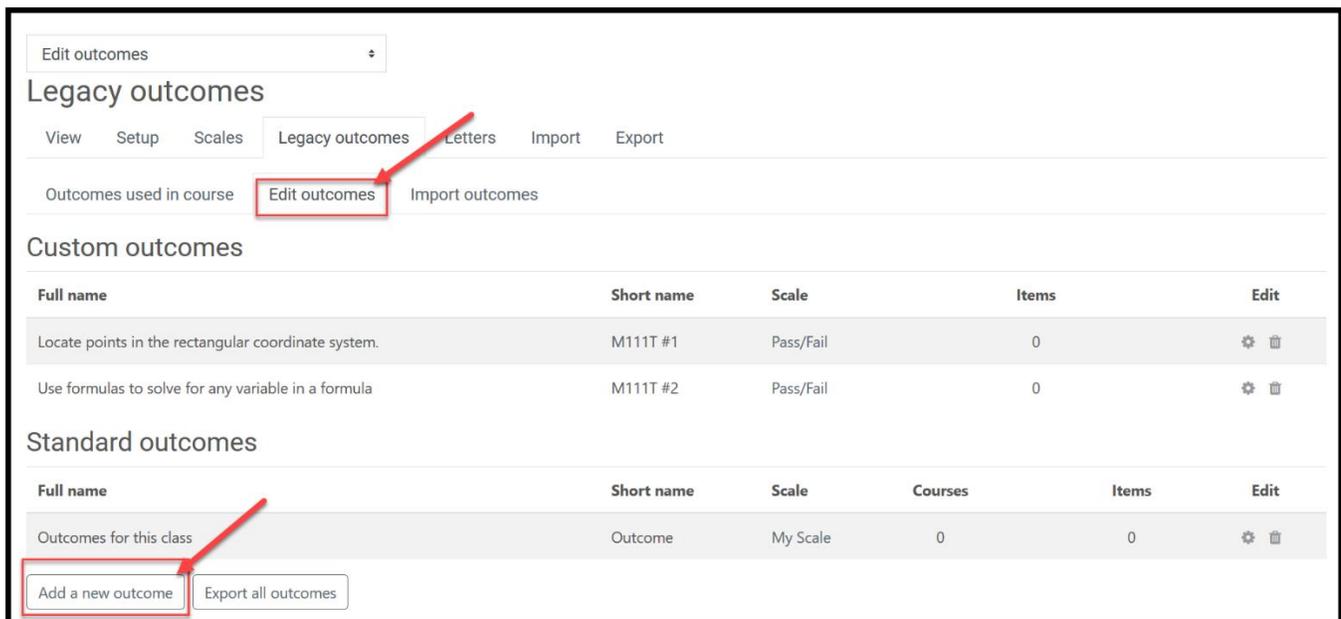


Adding Course Outcomes to a Course in Moodle

(1) Click on the “**Administration Block**” (the gear icon) and choose “**Legacy outcomes**”:



(2) Under the “**Edit outcomes**” tab, choose “**Add a new outcome**”:

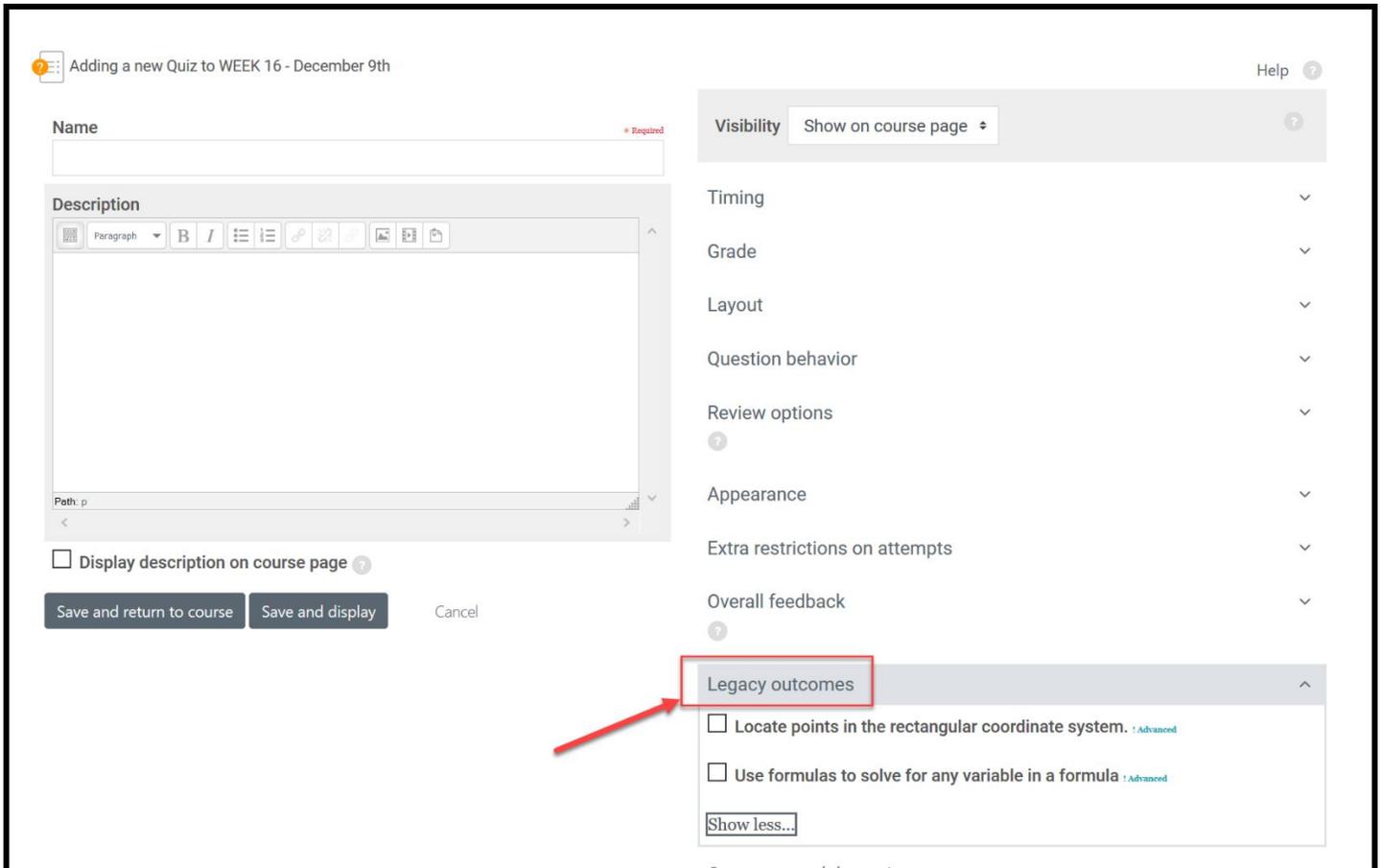


(3)

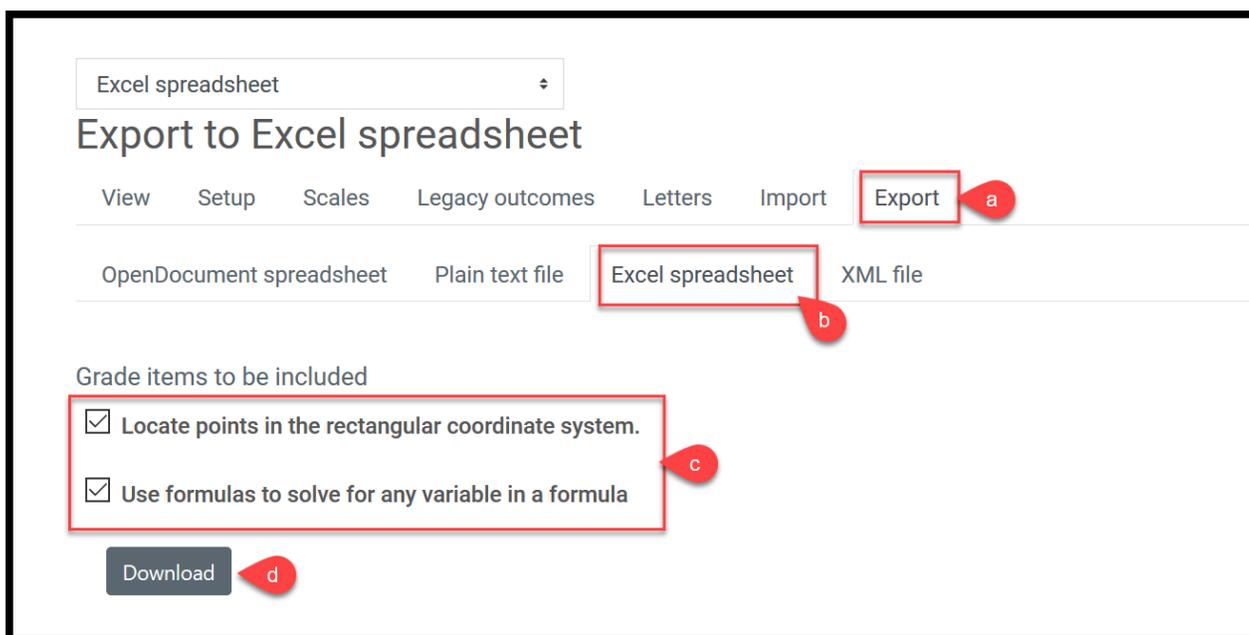
- (a) Fill in the “**Full name**” of the outcome.
- (b) Fill in the “**Short name**” of the outcome (*Short name has to be different for every outcome; otherwise it will create an error).
- (c) A **scale** must be chosen to let Moodle know how the outcome is measured.
- (d) Fill in the **description** of the outcome (optional).
- (e) Click on “**Save changes**”.

The screenshot shows the Moodle 'Add an outcome' form. At the top, there is a dropdown menu labeled 'Edit outcomes'. Below it is the main heading 'Add an outcome'. A navigation bar contains tabs for 'View', 'Setup', 'Scales', 'Legacy outcomes', 'Letters', 'Import', and 'Export'. Below this is another set of tabs: 'Outcomes used in course', 'Edit outcomes', and 'Import outcomes'. The form fields are: 'Full name' (input field with annotation 'a'), 'Short name' (input field with annotation 'b'), a checkbox for 'Standard outcome' with a help icon, a 'Scale' dropdown menu (currently showing '-Standard scales' with annotation 'c' and a hand cursor pointing to the dropdown arrow, with 'Add a new scale' text to the right), and a 'Description' text area (with annotation 'd') that includes a rich text editor toolbar. At the bottom, there is a 'Path: p' field and two buttons: 'Save changes' (with annotation 'e') and 'Cancel'.

(4) After the course outcomes are created, when creating an activity (for example, adding a Quiz), you will be able to associate the activity with the course outcomes by checking the boxes:



(5) The course outcomes will also appear in your gradebook in Moodle.
In the course gradebook, you can export the **Outcome Report** by following the steps below:



More details about Outcomes

<https://docs.moodle.org/38/en/Outcomes>

If you need further help on adding course outcomes to your course in Moodle, please contact

eLearning Office

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