Identify outcomes that are meaningful, observable, and attainable

- Ask yourself, "What will participants <u>do</u> or <u>learn</u>?"
- Recognize diversity of purpose and experience:
 - What do I see as the key outcomes?
 - What do participants see as key outcomes?
 - What do other stakeholders see as key outcomes?





Identify evidence that will show progress toward your outcomes

Consider:

- What exactly am I hoping to see?
- What would I tell others to look for if they were trying something similar?
- What kinds of evidence would help others see meaning or success?
- How would I know if I needed to change something moving forward?

Entry Points to Assessment: How to Get Started

Anticipate future actions or next steps

Plan to take action

 Ask yourself, "What do I want to be able to do with the information from this assessment?"

For example, you might plan to:

- Share, showcase, or acknowledge success
- Identify changes that are needed
- Determine what went well and should be continued in the future
- Convince others to adopt similar practices
- Determine needs for further assessment

Ensure reliability and completeness



Strive to increase the trustworthiness of your findings

- Consider alternative evidence, perspectives, and interpretations as they relate to your assessment
- For example:
 - More than one type of evidence
 - More than one perspective represented in the evidence
 - More than one point in time
 - More than one audience acknowledged
- Recognize that there are always limitations (time, resources, etc.)—do your best to mitigate them