# 1. Capture the current curriculum

Use this fillable workbook to map a CapitalWave lab to existing course outcomes, plan a pilot and document a decision. Faculty complete pages 1-3. Add delivery owners and reviewers on pages 4-5.

Institution and department

Degree, program or training pathway

Course code and title

Term, level, section and cohort size

Faculty lead and department sponsor

Syllabus version, date and reference

## Establish the baseline

Current teaching and assessment. What is assigned, when, and how is it graded?

Gap or opportunity. What can students explain or do today? Where is evidence missing?

Prerequisites, prior tools and accessibility needs

Pilot scope. What could be added, replaced or extended? What stays in the course?

Work from the approved syllabus and use the course's own outcome IDs. For institutional training, use the module and competency IDs. Keep student names, IDs and confidential information out of this workbook.

# 2. Map outcomes to activities

Complete one block per existing outcome. Copy this page or use the editable text template for additional outcomes. Record gaps separately, so reviewers can see exactly what the pilot will and will not cover.

### Worked example | Illustrative course FI 301

FI-2, week 5. Explain how maturity changes interest-rate sensitivity. Current assignment: bond price calculations. Proposed change: extend it with CapitalFIA. Reprice fictional 3- and 7-year bonds at 5% and 6%, then explain the difference. Evidence: pricing table and written rationale. Optional reference: 2027 CFA® Program Level I, fixed income and interest-rate risk. Gap: a parallel shift does not assess curve-shape risk.

### Outcome 01

Syllabus outcome ID and exact wording

Week, current teaching and assessment

Platform, lab and learner action

Add, replace or extend. Record fit and gaps.

Learner evidence and grading criterion

Optional external reference. Year, level and topic.

### Outcome 02

Syllabus outcome ID and exact wording

Week, current teaching and assessment

Platform, lab and learner action

Add, replace or extend. Record fit and gaps.

Learner evidence and grading criterion

Optional external reference. Year, level and topic.

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# 3. Design the assessment

Turn one mapped outcome into an assignment. Define what the learner submits and what would count as success before the pilot runs.

Outcome ID and lab title

Class time, due date and grade weight

Learner instructions. Starting inputs, required steps and deliverables.

Submission and collection. File or artifact, where submitted and who grades.

## Set the rubric and pilot success measure

Rubric criteria, points or weights, and what proficient work looks like.

Baseline or comparison. Prior assignment, same-cohort pre-task, or descriptive review.

Success threshold and denominator. Define who counts, including incomplete work.

Owner, review date and how you will verify the evidence

Example threshold: 75% of enrolled pilot learners earn at least 3 of 4 rubric points. Report completions separately, and state any comparison limits.

# 4. Plan delivery and oversight

Agree pilot responsibilities and dependencies before learners receive access. Confirm product capabilities and arrangements against the release and terms you will actually use.

Platform, release and access period

Pilot dates and peak concurrent users

Setup, instruction and support owners

Learner and instructor access owner

Devices, onboarding, accessibility checks and fallback assignment

Data collection, storage, access, retention and institutional privacy review

LMS, exports, integration and release dependencies to confirm

Fees, payment, pilot credit, renewal, cancellation and wider-use terms

Open risk, mitigation, owner, deadline and escalation contact

Confirm access, support, fees and acceptance criteria in writing. This worksheet does not grant a license.

# 5. Record the adoption decision

Review evidence with the faculty lead and program owner. Summarize findings at course or cohort level and keep supporting student work in approved institutional systems.

Learning results. Enrolled, submitted and proficient counts. Record actual versus target.

Outcome IDs, evidence location, comparison limits and student or instructor feedback

Curriculum fit and workload. What should be added, replaced, extended or reconsidered?

Delivery and institutional readiness. Unresolved issues, owner and deadline.

## Decision and approvals

Decision: request licensing / revise evaluation / defer. State rationale and conditions.

Faculty, program or dean review. Name, role, decision and date.

Next step, owner and review date

Attach the approved syllabus or cite its location. Retain this decision record and the outcome mapping under your institution's review process.