

Planning & Self Study Faculty & Staff Essential Skills Training



How do we see the bigger picture?

How do we move...

From This...

1. Paper-based, out-of-date
2. Complex, static reports
3. Faculty data silos
4. Home-grown tools
5. Overextended staff lacking system knowledge

...To This?

1. Data-led, real-time
2. Actionable analytics and insights
3. Unified data shared across integrated systems
4. Industry standards
5. Intuitive, easy-to-use solutions that support processes

Stop watching data disappear into a black box

Planning & Self-Study by Watermark

From...

- X Real-time reporting on progress towards academic and non-academic outcomes is impossible.
- X Planning and measurement are disjointed and require duplication of effort to manually associate results to outcomes.
- X Program review cycles are hard to track, and academic leaders are required to manually coordinate source data.
- X Accreditation self-studies are time-consuming and often require massive coordination and document storage for evidence.

...To

- ✓ Access to better insights and reports in order to sustain progress toward outcomes across programs and reporting periods.
- ✓ Free up staff to spend more time maximizing student learning outcomes with a platform that connects your systems.
- ✓ Instant visibility into outcome completion and curriculum maps during the academic years in the review period.
- ✓ Create self-studies from regional and professional accreditation templates, delegate sections to narrative writers, and align & embed evidence electronically.

Trusted by:



University of
NORTH ALABAMA



MISERICORDIA
UNIVERSITY.

LEE COLLEGE

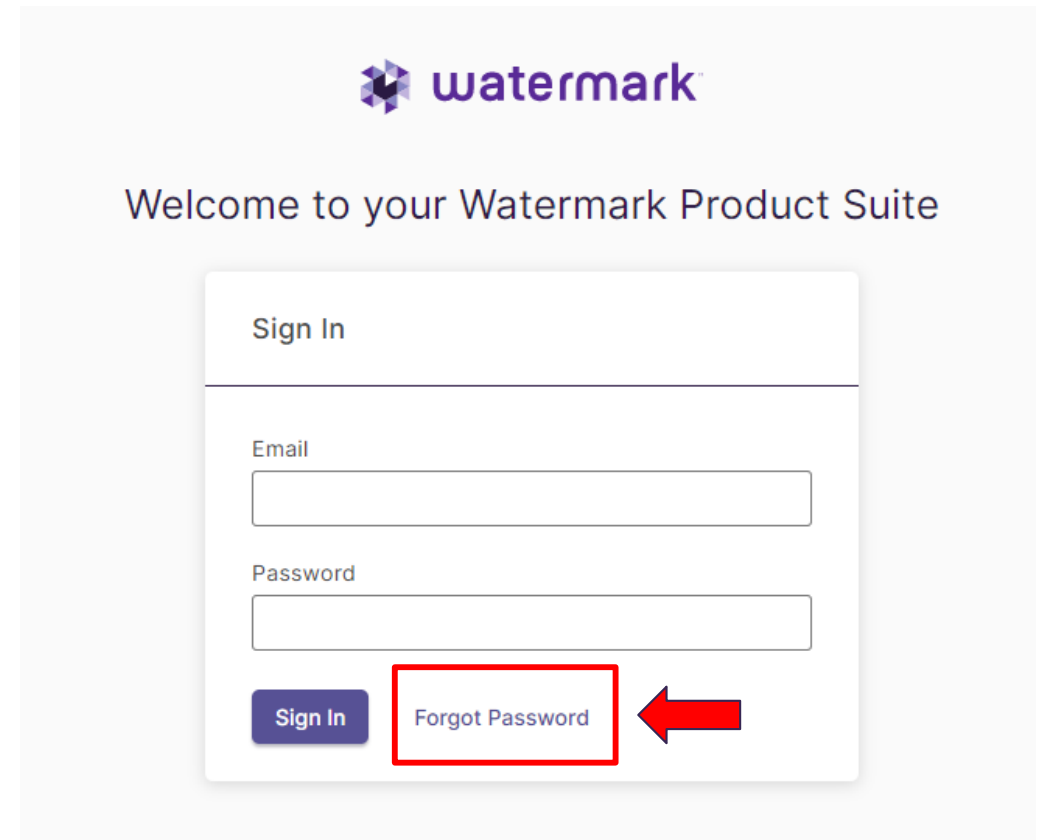
Essential Skills and Best Practices

Logging into Planning & Self Study is Easy!



End user password creation:

1. Go to login.watermarkinsights.com.
2. Click **Forgot Password**.
3. Enter institution email address.
4. Check your email for link to set password.



The screenshot shows the Watermark login interface. At the top, the Watermark logo is displayed. Below it, the text "Welcome to your Watermark Product Suite" is centered. A white "Sign In" form is centered on the page. The form has a title "Sign In" and two input fields: "Email" and "Password". At the bottom of the form, there are two buttons: a blue "Sign In" button and a white "Forgot Password" button. The "Forgot Password" button is highlighted with a red rectangular border, and a red arrow points to it from the right.



Administrator vs. Contributor: Which one am I?


Administrator	Contributor
Can create, manage, and enter data for plans, reports, and reviews	Can view and edit mission statements, outcomes, curriculum maps, measures, findings, actions, etc.
Can assign specific permissions for contributors within their affiliated organization	Must be assigned as Lead in order to enter data
Can view and edit the same content as a contributor	




Home Page Navigation

My Leadership

View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.

 **Demo Program**
Program - Demo User [ENTER PROGRAM](#)

PROJECTS IN PROGRESS

 **Demo Academic Assessment Plan 2020-2021**
1 organization included | 0 outcomes being assessed

There are no outcomes for this plan.

PROFILE PROGRESS

Mission:	View Mission
Outcomes:	3
Outcomes Mapped:	3/3
Curriculum Map:	Create Map

Your home page:

- Displays each organization (such as a program or administrative unit) that has been assigned to you as a lead contributor to enter assessment or planning data
- Provides easy access to areas to enter specific content, such as assessment data or mission statements
- May contain multiple dashboards (if you have been assigned to more than one organization)

NOTE: Your Planning & Self Study system administrator can give you access to an organization if you notice an error.



Entering and Editing Mission Statements

Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

PROFILE PROGRESS

Mission: Add Mission

When entering an organization's mission statement for the first time, you'll click here.

Don't forget to click the check box to save!

Mission Statement

Our program's mission is to provide our students with an excellent education.

77/1000

Mission Statement

Our program's mission is to provide our students with an excellent education.

Last Updated: 07/19/2019

Edit
Make changes to existing statement.

Revise
Create a new statement and archive the existing one as a revision.

Two options for revision:

1. Edit: Make changes to existing statement
2. Create a new statement and archive the old one



Entering and Editing Outcomes

The screenshot shows the 'Demo Program' interface. At the top right, there is a blue button labeled 'ENTER PROGRAM'. Below this, the 'PROFILE PROGRESS' section is visible, containing 'Mission:' with a 'View Mission' link and 'Outcomes:' with a 'Create Outcomes' link. The 'Create Outcomes' link is highlighted with a red box, and a red arrow points to it from the left.

When entering an organization's outcomes for the first time, you'll click here.

Two Types of Outcomes

The screenshot shows the 'Outcomes' selection screen. At the top, there are two tabs: 'LEARNING OUTCOMES' and 'SUCCESS OUTCOMES'. The 'LEARNING OUTCOMES' tab is selected and highlighted with a red box. Below the tabs, there is a description: 'Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.' Below this, there is a text prompt: 'Get started by managing the learning outcomes for this program.' At the bottom, there is a blue button labeled 'MANAGE OUTCOMES' which is highlighted with a red box, and a red arrow points to it from the left.

Choose one of the two outcome types:

1. Learning Outcomes: Articulate knowledge, skills, and dispositions obtained by students through learning/co-curricular activities
2. Success Outcomes: Other indicators of student success not directly tied to mastery of learning outcomes



Entering New Outcomes

Get started by creating learning outcomes for this program.



- Outcome Title: Concise descriptor of your outcome with a 70-character limit
- Outcome Description: An optional text area with a 1,000 character limit for in-depth details
- Tags: An optional field used to categorize outcomes with similar themes or concepts (up to 5 tags) – you can use our created tags or create custom tags

Create New Outcome

Enter details to describe the new outcome.

Fields marked with * are required.

Outcome Title*

0/70

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Tags

Enter Tag 0/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.



Managing And Editing Outcomes

Home > Demo Program > Manage Outcomes

Manage: Demo Program Learning Outcomes



CANCEL

SAVE & CLOSE

Make sure to Save and Close when you are done entering Outcomes!

To edit existing outcomes, click the number next to Outcomes for that organization on your home page.



Demo Program
Program - Demo User

ENTER PROGRAM

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

PROFILE PROGRESS

Mission: [View Mission](#)
Outcomes: **3**

Outcomes

LEARNING OUTCOMES SUCCESS OUTCOMES

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

EDIT OUTCOME MAP

MANAGE OUTCOMES

Outcome 1: Subject Matter Expertise

Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

Understand Apply Mastery

Mapping: ● No connections
Assessment Status: Not Assessed

Outcome 2: Technological Applications

Students will be able to analyze and evaluate the role of modern technology as it applies to the program subject matter.

Analyze Evaluate Technology

Mapping: ● No connections
Assessment Status: Not Assessed

Outcome 3: Global Perspective

Students will be able to articulate the role of the program subject matter within the context of global issues and events.

Remember Apply

Mapping: ● No connections
Assessment Status: Not Assessed

Select the Outcome category you want to edit, then click Manage Outcomes to begin editing existing Outcomes.



Mapping Outcomes

Planning & Self Study allows you to map outcomes to a hierarchy level above yours to demonstrate alignment across different levels of an institution.

Example: You can map Program Outcomes to Institutional Wide Outcomes, such as General Education outcomes. (This use case is outlined in these slides, but you can follow a similar workflow for other use cases.)

Demo Program
Program - Demo User

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

There are no outcomes for this plan.

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: 3

Outcomes Mapped: [Create Map](#)

Curriculum Map: [Create Map](#)

Click your Program on the dashboard.

Select Program Information.

[IN PROGRESS](#) **PROGRAM INFORMATION** [DOCS & REPORTS](#)

Outcomes

[LEARNING OUTCOMES](#) [SUCCESS OUTCOMES](#)




Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.


[EDIT OUTCOME MAP](#) [MANAGE OUTCOMES](#)

Click on Edit Outcome Map to access the Outcomes Mapping Matrix (shown on next slide).



Mapping Outcomes

Outcomes 	Organizations  			
	Demo Univ...	Academic Affai...	Demo College	Demo Departmen...
Demo Program Outcomes				
Outcome 1: Subject Matter ... Students will be able to demonstrat...	+	+	+	+
Outcome 2: Technological ... Students will be able to analyze an...	+	+	+	+
Outcome 3: Global Perspec... Students will be able to articulate t...	+	+	+	+

Demo Program Outcomes 

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

Map to:
Demo University

Aligned: NO

- Institutional Learning Outcome 1 Gen Ed
- Institutional Learning Outcome 2
- Institutional Learning Outcome 3

Click the cell where the outcome intersects with an organization.

This will open a new panel to the right of your matrix that contains the outcome set for the organization you selected.


To align your organization's outcome to one or more outcomes in the selected organization's outcome set, check the box to the right of those outcomes.

Don't forget to click Create or Update to save your changes!




Creating Curriculum Maps (Programs Only)

NOTE: You must have Learning Outcomes and Courses associated with your program in order to use the Curriculum Map feature.

 **Demo Program**
Program - Demo User **ENTER PROGRAM**



PROJECTS IN PROGRESS

 **Demo Academic Assessment Plan 2020-2021**
1 organization included | 0 outcomes being assessed
There are no outcomes for this plan.

PROFILE PROGRESS

Mission: [View Mission](#)
Outcomes: 3
Outcomes Map: 3/3
Curriculum Map: Create Map

You may also see Edit Map if the Curriculum Map already exists for a Program.

Outcomes  **Courses**  ← →

Demo Program Learning Outcomes	DEMO 1...	DEMO 201	DEMO 301
Outcome 1: Subject Matter Expertise	✓	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

DEMO 101

Alignment YES

Introduce
 Reinforce
 Master

To associate an outcome with a course:

1. Click the cell where that outcome intersects with the desired course.
2. Use the checkboxes in the right panel to choose to which degree an outcome is aligned to a course.

Adding Measures to Curriculum Maps (Programs Only)



NOTE: You must have Learning Outcomes and Courses associated with your Program in order to utilize the Curriculum Map feature.

The screenshot shows a curriculum map interface. On the left, a table lists learning outcomes and their alignment with courses. A red arrow points to the 'I' and 'R' alignment options for 'Outcome 1: Subject Matter Expertise' under the 'DEMO 1...' column. On the right, a detailed view of 'Outcome 1: Subject Matter Expertise' is shown, including a description, course 'DEMO 101', and alignment options: 'Introduce' (checked), 'Reinforce' (checked), and 'Master' (unchecked). A red arrow points to the 'ADD MEASURE' button in the 'Measures' section.

Outcomes	DEMO 1...	DEMO 201	DEMO 301
Demo Program Learning Outcomes			
Outcome 1: Subject Matter Expertise	I R	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

Outcome 1: Subject Matter Expertise
Students will be able to demonstrate an understanding of the program's subject matter and apply their knowledge to solve practical problems in their field.

DEMO 101

Alignment YES ●

- Introduce
- Reinforce
- Master

Measures [ADD MEASURE](#)

You can also document assessment measures for outcomes that are associated with certain courses in a program.

Enter:

- The method from the dropdown menu
- Title
- Target
- Description

Then, click Add in the upper right hand corner.




Adding Measures

BS Accounting Outcome 1

Capstone Assignment

No results added.

ADD RESULTS


New Measure

Select Measure Method

Outcome
PLO 1

Program
BS Biology

Course*
Select a course for this measure This is a non-course based measure
Can't find a course? Add course to program's curriculum

Title*
Enter Measure Title

Results Collection
Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.
ALIGN RESULTS

Target
Enter target or criteria of success for this measure

For example, 80% of the students will achieve a score of 3 or above.

Description
Briefly describe the measure activity

Attachments Attach up to 5 files.

For each annual assessment Plan, your Organizations will first select Outcomes that will be assessed, and then document the measure used to assess them.



Adding Findings

Overall Proficiency

■ Exceeded ■ Met ■ Approached ■ Not Met

31% 38% 25% 6%

0% Met Total: 69% Not Met Total: 31% 100%

EDIT RESULTS

Include result files and a summary of results (optional) ▾

Findings
Analysis of the results

Measure Status
Not Met ▾

Analysis
Please enter a narrative analysis of the results

After your Leads have collected the results of their Measures, they document those results in Planning and Self-Study. This documentation should include whether target achievement levels have been Met or Not Met, and can also include a qualitative analysis with more details.

If your institution collects your assessment data from Aqua or Via by Watermark (or an integrated Learning Management System), the data from those systems can be pulled directly into this area.



Adding Actions

Choose Type > Add Details ×


Add New Action

Add details about your Action.

Action Description*

Hire an additional faculty member

Recommended Due Date

08/01/2021 

Once your Leads have documented the Results and Findings of your Measures, they can document follow-up actions based on that data and use Planning and Self-Study to track the progress of those actions.

Requesting Feedback



First Year Final Exam

Direct - Assignment
Introduction to Philosophy: PHIL 101

Target
80% of the students will achieve a score of 3 or above

NOT MET

Overall Proficiency

- Exceeded
- Met
- Approached
- Not Met

Exceeded:	57%
Met:	27%
Approached:	8%
Not Met:	8%
Met Total:	84%
Not Met Total:	16%

Community Partnership

Work with local organizations to provide more internship opportunities

Comments

Pete Cassidy
Pete Cassidy This is very interesting information.
11/17/2020

REPLY

CANCEL **SAVE COMMENT**

SHOW RESOLVED COMMENTS

After you have entered assessment Measures, Results, and Actions for all Outcomes, you can submit your Organization's Plan for feedback.