

# PLANNING AND SELF-STUDY

## Introduction

The Planning and Self-Study (PASS) system is an upgraded assessment and accreditation system in the Watermark family. It's 2021 adoption reaffirmed the University's dedication to sustained assessment and continuous improvement. This short document provides a short guide to the platform and its different modules.

## Logging In

The PASS platform is connected to the University's Single Sign On (SSO) system. Through this integration, you will automatically be taken to the "Home" page after clicking the "University-specific link."

Because of the SSO integration, you MUST enter PASS through the link below:

<https://login.watermarkinsights.com/saml-initiate/howarduniversity>

If you are not already signed into your SSO (Outlook 365, etc.), the system will ask for your credentials and verification. If you have trouble with this step, please email [assessment@howard.edu](mailto:assessment@howard.edu) or call Glenn Phillips at (979) 412-1691

## Quick Tour

Upon logging in, you will see the "Home" page (below).

The screenshot shows the user interface of the Watermark PASS system. At the top left, there is a "watermark" logo. On the right, there is a user profile icon. The main content area is titled "Welcome, Glenn Phillips!" and includes a sub-header "Projects In Progress" with a brief description. Below this is a "Project Tracker" table with three columns: PROJECT, PROGRESS, and LAST UPDATED. The table lists three projects: "2019 - 2024 Howard Forward", "Annual Report", and "Chem E Sample". A sidebar on the left contains navigation icons for Home, Organization Management, Plans, Accreditation Self-Studies, Program Review, and Strategic Plan.

PROJECT	PROGRESS	LAST UPDATED
2019 - 2024 Howard Forward	1 organization included 0 outcomes being assessed	03/01/2021 6:32 PM
Annual Report	13 programs included	01/13/2021 1:46 PM
Chem E Sample	0/52 narratives in progress 0 pieces of evidence added	04/14/2021 5:47 PM

The majority of your time in this platform will be in two modules: Organization Management and Plans. In Organization Management, you can edit/add your mission, edit/add your learning outcomes, and construct your curriculum map.

Once you click on the Organization Management button, you will see a list of the programs/units for which you have access.

Clicking on any of them will bring you to your program/unit page. See the example below (African Studies BA).

The screenshot shows the user interface for the African Studies BA program. At the top, there is a breadcrumb trail: "Organization Management > African Studies BA". Below this, the page title "African Studies BA" is displayed, followed by an "Assign Lead" button. A horizontal navigation bar contains five tabs: "IN PROGRESS" (which is selected and underlined), "PROGRAM INFORMATION", "CURRICULUM", "ACTIONS", and "DOCS & REPORTS". The main content area is titled "Projects In Progress" and includes a sub-header "Continuous Improvement Project(s) 2 projects". A project card for "HAAP Academic 20-21" is visible, with a "DETAILS" link. Below the card, a table lists project details:

DETAILS	Status:	Due:	Last Update:	Last Update by:

The left sidebar contains navigation options: Home, Organization Management (selected), Plans, Accreditation Self-Studies, Program Review, and Strategic Plan. A watermark is visible in the top left corner, and a grid icon is in the top right corner.

From this page you can edit program information by clicking the “Program Information” tab. This will allow you to edit the mission and add, delete, and/or change learning outcomes.

Selecting the “Curriculum” tab will allow you to set up a curriculum map for your program.

Please see the PASS Curriculum Map tutorial for more information on building a curriculum map within the system.