

Planning and Self-Study Tutorials

Planning and Self-Study by Watermark is an assessment and accreditation platform used by Howard University to capture assessment activities and support institutional and discipline-specific accreditation activities.

Quick Steps

For those units who do not want to modify their mission, outcomes, or measures, follow the steps below for each program/unit.

1. Log in to Planning and Self-Study.
2. Go to Plans (left-hand navigation pane).
3. Select your cycle (i.e. Academic 21-22).
4. Select the program (History BA) or unit (Office of Financial Aid).
5. Click "Select Outcomes" and check the box for all outcomes you wish to assess.
6. Click "Apply Selection" on the upper right portion of the screen.
7. Click Review and Submit on the upper right portion of the screen.
8. Do this for each program.

Logging In and Navigating

Planning and Self-Study uses Howard's SSO authentication to identify and welcome users. If you are logged into any Howard University platform that uses the SSO authenticator, you will be automatically directed to the Planning and Self-Study homepage.

The link can be found on the IRA website under Assessment and [Howard Annual Assessment Process](#).

The screenshot shows the 'watermark Planning & Self-Study' interface. On the left is a navigation pane with icons for Home, Organization Management, Plans, Accreditation Self-Studies, and Program. The main content area has a 'Welcome, Glenn Phillips!' message with a sub-header 'Projects In Progress' and a description: 'Access and monitor active in-progress projects you are managing, including continuous improvement projects and organization profile progress.' Below this is a 'Project Tracker' section with the text 'Track progress towards project completion.' and a table.

PROJECT	PROGRESS	LAST UPDATE
2019 - 2024 Howard Forward	1 organization included	03/01/2021

A blue callout box on the right states: 'You should see your name on the Welcome page. The Welcome page can also show you projects to which you have access.'

On the left side of the screen, you will see a navigation pane.

Organization Management is where you can update your mission, outcomes, and curriculum map (for academic units).

Plans is where you can access your Howard Annual Assessment Plans, modify measures, enter results, and enter actions.

Accreditation Self-Studies can be used by academic units with discipline-specific accreditation needs. Please contact IRA directly for information on this feature.

Changing Mission and Outcomes

Each program (degree) and unit (department or administrative unit) has a mission statement. Once you select Organization Management on the left navigation pane, you will see all the units for which you have access.

watermark™
Planning & Self-Study

Home

Organization Management

Plans

Accreditation Self-Studies

Program

Howard University
Type: Institution
Code: Howard University

Assign Leads

Academic Units
Type: Division
Code: ACAD

Assign Leads

College of Arts and Sciences
Type: College
Code: COAS

Assign Leads

+ Add Outcomes

Aerospace Studies
Type: Department
Code: AERO

Assign Leads

+ Add Outcomes

Aerospace Studies minor
Type: Program
Code: AEROMINOR

Assign Leads

10 Outcomes

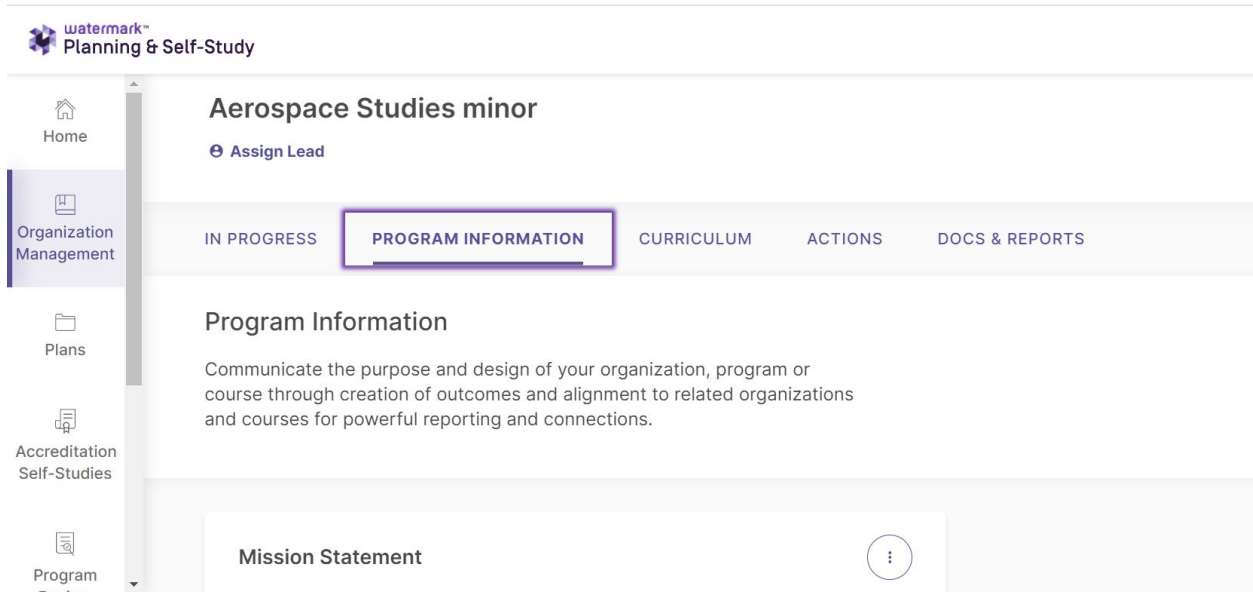
You can click on the name of the program or unit to modify the mission or outcomes.

If you do not see a program or outcome for which you are responsible, please reach out to IRA to update the Planning and Self-Study system.

The “Assign Leads” feature allows you to designate colleagues as users for specific areas. This can be done at the universal level (they can modify mission, outcomes, and measures) or at the plan level (they can only modify the measures and results/actions). If you wish to assign someone as a lead, please contact IRA so that we can add them as a user in the system.

Once you select the program or unit you are interested in modifying the mission or outcome for, you can select Program Information from the top menu.

To edit the menu, click on the three vertical dots next to the Mission Statement



The screenshot displays the 'watermark Planning & Self-Study' interface. On the left is a sidebar with navigation icons for Home, Organization Management (highlighted), Plans, Accreditation Self-Studies, and Program. The main content area is titled 'Aerospace Studies minor' and includes an 'Assign Lead' button. Below this is a horizontal tab bar with five tabs: 'IN PROGRESS', 'PROGRAM INFORMATION' (which is highlighted with a purple border), 'CURRICULUM', 'ACTIONS', and 'DOCS & REPORTS'. The 'PROGRAM INFORMATION' tab is active, showing a section titled 'Program Information' with a descriptive paragraph. At the bottom of this section is a 'Mission Statement' card, which has a circular menu icon (three vertical dots) on its right side.

To edit the outcomes, click on the Manage Outcomes button on the right side of the Outcomes section.

The screenshot shows a web interface for 'Organization Management' with a sidebar containing links to Home, Organization Management, Plans, Accreditation Self-Studies, and Program Review. The main content area is titled 'Program Information' and 'Aerospace Studies minor'. It features an 'Outcomes' section with two tabs: 'LEARNING OUTCOMES' (selected) and 'SUCCESS OUTCOMES'. A blue callout box is overlaid on the 'LEARNING OUTCOMES' tab, providing instructions on when to use Learning vs. Success Outcomes. Below the tabs, a 'Learning Outcome 1' is partially visible with the text 'Think Critically'.

Organization Management > Aerospace Studies minor

Program Information

Outcomes

EDIT OUTCOME MAP MANAGE OUTCOMES

LEARNING OUTCOMES SUCCESS OUTCOMES

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

Learning Outcome 1

Think Critically


<https://blannino.watermarkinsights.com>


Note that academic programs (degrees) will have Learning Outcomes and administrative units will have Success Outcomes.


Some academic units (departments/colleges and schools) will have success outcomes. These are administrative measures like retention, graduation rates, and faculty productivity.


Some administrative units (student affairs) may also have Learning Outcomes.


Once in the Manage Outcomes section, users can create new outcomes or edit the learning/success outcomes as needed. Similar to mission statements, outcomes can be edited by clicking on the three dots to the right of the desired outcome.


 watermark
Planning & Self-Study

 Home

 Organization Management

 Plans

 Accreditation Self-Studies

 Program

Organization Management > Aerospace Studies minor > Manage Outcomes

Manage Outcomes

CANCEL

SAVE & CLO

LEARNING OUTCOMES (10)

SUCCESS OUTCOMES (0)

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

Aerospace Studies minor Learning Outcomes

CREATE NEW OUTCOME

Learning Outcome 1

Last updated: Feb 15, 2021

Think Critically

↑

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⋮

Plans

Users can enter plans by selecting the Plans option on the left-side navigation pane. Once, selected, users will see all available planning cycles in the system. Please note that cycles marked “Complete” cannot be edited. If you need to edit these, please reach out to IRA.

The screenshot shows the 'Plans' page in the Watermark Planning & Self-Study system. The left navigation pane includes links for Home, Organization Management, Plans (selected), Accreditation Self-Studies, and Program Self-Studies. The main content area displays a table of planning cycles with columns for Plan Title, Plan Scope, Reporting Year, Last Modified, and Status. A 'START NEW PLAN' button is located in the top right corner.

PLAN TITLE	PLAN SCOPE	REPORTING YEAR	LAST MODIFIED	STATUS
HAAP Academic 21-22	Program	Academic 2021-2022	08/23/2021 6:58 PM - Published by Me	In Progress
HAAP Administrative 20-21	Program	Academic 2020-2021	09/06/2021 2:57 PM - Updated by Me	In Progress
HAAP Academic 20-21	Program	Academic 2020-2021	10/15/2021 7:37 PM - Updated by Marquise Frazier	Complete
2019 - 2024 Howard Forward	Program	Academic 2020-2021	03/01/2021 6:32 PM - Published by Tiara Pinto	In Progress

After clicking on the cycle, users will see the programs and units to which they have access. Users can click on this link to edit or begin their assessment plan.

College of Arts and Sciences		
Aerospace Studies		
Aerospace Studies minor	Assign Lead	Not Started
African Studies		
African Studies BA	Assign Lead	IN PROGRESS Report
African Studies MA	Assign Lead	Not Started
African Studies PhD	Assign Lead	Not Started
Afro-American Studies		

If the plan has not been started, users will be prompted to “Select Outcomes.” Clicking on the “Select Outcomes” button will guide users to a list of Learning or Success Outcomes.

←

HAAP Academic 21-22
Reporting Year: Academic 2021-2022 Plan Admin: Glenn Phillips Due Date: 06/01/2022

African Studies MA

African Studies MA Outcomes

No outcomes have been selected for this program.

SELECT OUTCOMES

Users can select outcomes by clicking on the check boxes before each outcome. New outcomes can be created by selecting the “Create New Outcome” button at the bottom of the screen.

Once outcomes have been selected, users can click the “Apply Selection” button at the top right of the screen.

×

Select Outcomes for Assessment

0 Outcomes Selected

APPLY SELECTION

African Studies MA

Select outcomes for assessment for Academic 2021-2022.

African Studies MA Learning Outcomes (3)
Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

☐ Learning Outcome 1
Sound understanding of Africa's place in world affairs.
Last Assessed:
Academic 2020-2021

☒ Learning Outcome 2
Ability to think critically and challenge predominant narratives.
Last Assessed:
Academic 2020-2021

☒ Learning Outcome 3
Ability to demonstrate sound understanding of Africa's place in world affairs and to critically think and challenge predominant narratives.
Last Assessed:
Academic 2020-2021

CREATE NEW OUTCOME

After outcomes have been selected and applied, the measures associated with the selected outcomes will prepopulate.

The screenshot shows the top navigation bar for 'HAAP Academic 21-22' with a back arrow, reporting year, plan admin, and due date. A 'REVIEW AND SUBMIT' button is on the right. Below this is a header for 'African Studies MA' with 'ADD/EDIT OUTCOMES' and 'ACTIONS' buttons. The main content area is titled 'African Studies MA Learning Outcomes' and lists three outcomes: 'Learning Outcome 1', 'Learning Outcome 2', and 'Learning Outcome 3'. Each outcome shows '1 Measure' and '0 Actions' and a 'Not Started' status with a dropdown arrow.

By clicking on the Learning (or Success) Outcome, users can see what measures are associated with that Learning Outcome.

This screenshot shows the details for 'Learning Outcome 1' with the description 'Sound understanding of Africa's place in world affairs.' Below this, there is a section for 'Final Paper - AFST 304' with 'No results added.' and an 'ADD RESULTS' button. To the right of this section is a 'New Measure' button with a plus icon. A red circle highlights a three-dot menu icon located between the 'Final Paper' section and the 'New Measure' button.

Users can edit the existing measure or add a new measure. If editing a current measure, users should click the three dots to the right of the current measure and select “Measure Details.” From here, users can click the pen icon and edit the measure as needed. See images below.

Final Paper - AFST 304

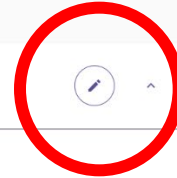
SAVE & CLOSE

Fields marked with * are required.

Definition

Details of the measure activity

Method: Assignment
 Outcome: Learning Outcome 1
 Program: African Studies MA
 Course: Non-course based measure
 Title: Final Paper - AFST 304
 Target: 80% of students receive a B or higher.



Edit Measure Definition

UPDATE

Fields marked with * are required.

Definition

Details of the measure activity

Method

Assignment Direct ▾

Outcome

Learning Outcome 1

Program

African Studies MA

Make sure to select the Update button in the upper right portion of the screen to save edits to measures.