

**Overview of HAAP and this Guide:** HAAP stands for Howard Annual Assessment Process. It is the university-wide assessment protocol conducted annually on behalf of the Provost and Chief Academic Officer, requiring all degree programs and administrative units that interface with the student body to collect and report on evidence of student learning and student success outcomes for internal and external reporting aimed at continuous improvement, university accreditation, and evidence-based decision making.

This guide provides instructions for completing Part 2 of one's program or unit's HAAP Plan. The HAAP is a two-part process in which Part 1 entails the completion of Outcomes and Measures being submitted in the Fall semester and then Results and Actions being reported on Part 1 as Part 2 due toward end of the Spring semester.

[For more general information, Frequently Asked Questions, and general resources, refer to this website.](#)

**AY 25-26 Due Dates:**

Part 1 due on Wednesday, October 1st, 2025

Part 2 due on Friday, May 15th, 2026

**Four Steps to Complete Part 2 – Results and Actions:**

Step 1: Log into Watermark's Planning and Self-Study – Page 1

Step 2: Complete Results for every Measure – Page 3

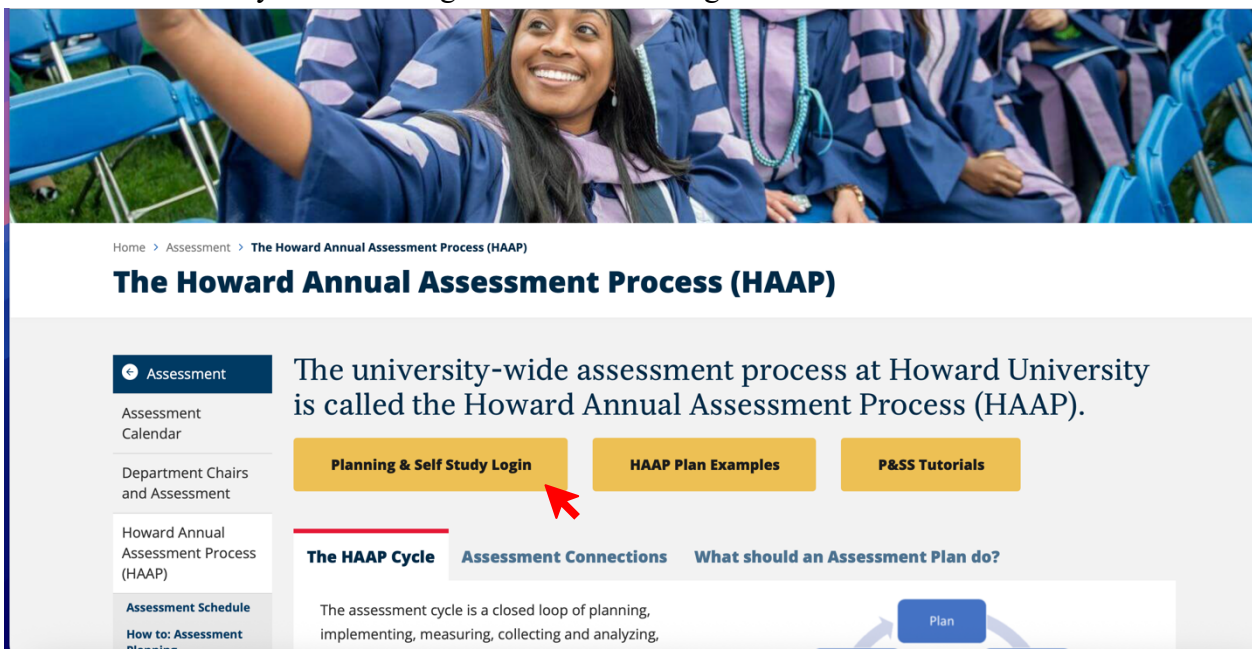
Step 3: Complete Action(s) for every Result – Page 8

Step 4: Submit Results and Actions in Watermark's Planning and Self-Study – Page 10

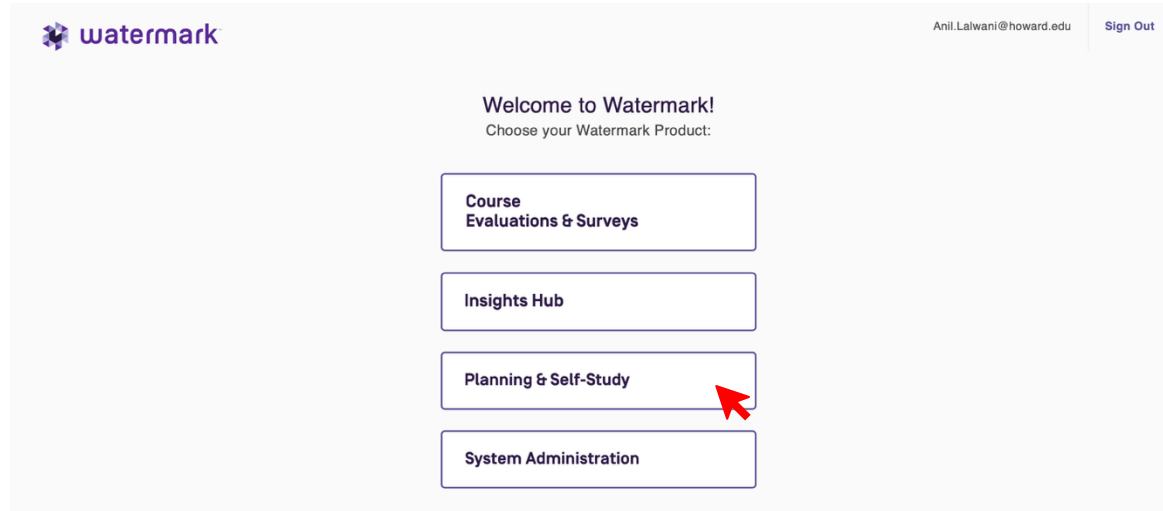
Additional Features: Access All Archived HAAP Plans – Page 11

**Step 1: Log into Watermark’s Planning and Self-Study**

1. *Planning and Self-Study (PSS) Login:* Ensure you have access to your program or unit in Watermark’s Planning and Self-Study (PSS), which is a third-party browser-based software that all faculty and staff that are identified as assessment leads on campus have free access to. See pointer 2 below if you do not have access. [On the top left corner of this website](#) is a yellow button called Planning and Self-Study Login that you can use and bookmark whenever you want to log into PSS – see image below.



The login page looks similar to the image below and once you click on PSS, you will be prompted to enter your login credentials that are your HU email and password.

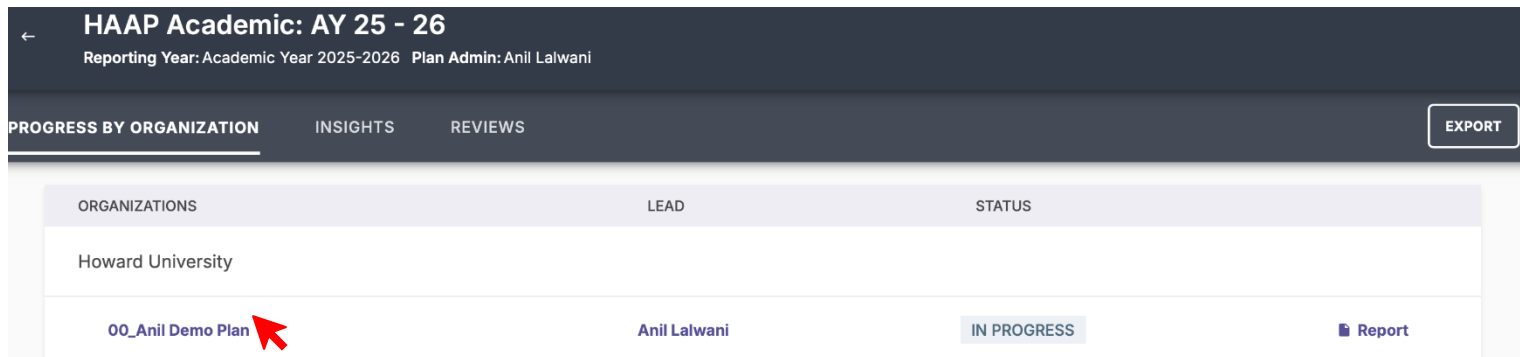
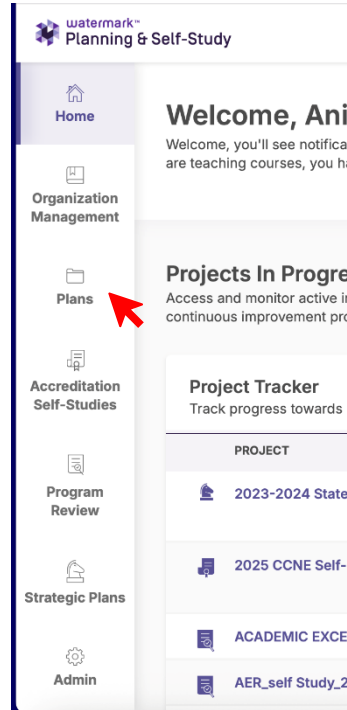


2. *Requesting Access to PSS:* If you are a new faculty or staff addition to your program's or unit's HAAP plan and want to request assessment lead or co-lead access, please seek permission from your Department Chair, Dean, or Unit Director first, and then send an email to [anil.lalwani@howard.edu](mailto:anil.lalwani@howard.edu) identifying programs or units you would like to request access and copy your Department Chair/Unit Director/Dean on the email.
3. *General Info. on PSS:* [To access general resources on how to use PSS including video tutorials, please refer to this website.](#)



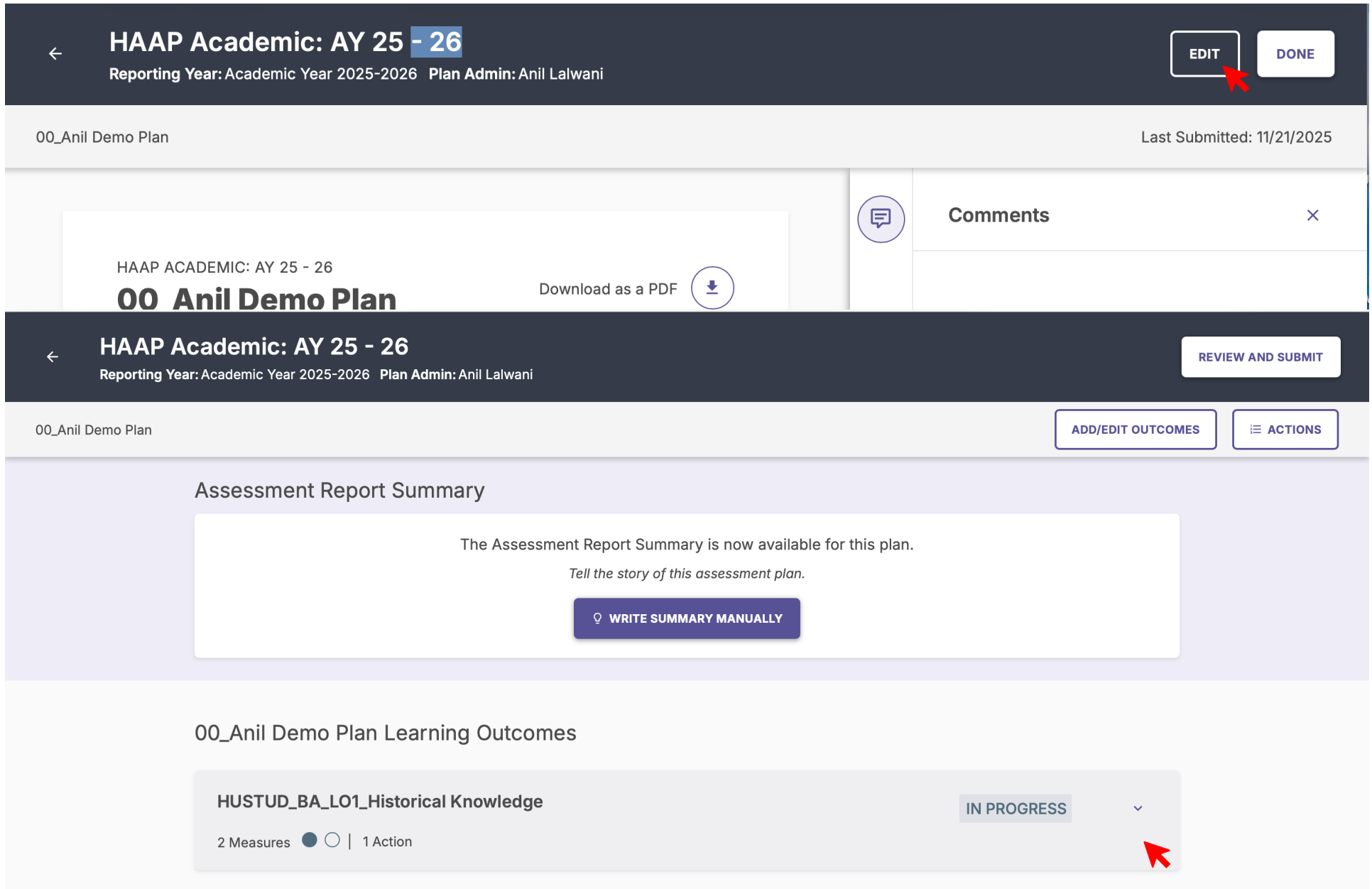
### Step 2: Complete Results for every Measure

1. *Open Program/Unit Plan Template:* Once you have logged into Planning and Self-Study, click on the Plans section that appears on the left side vertical menu in your Welcome page as shown below. The following screen will show you a list of programs/units by year that you are assigned as an assessment lead for – for example a demo plan is shown in the second image below. The Status column for you would likely show “Submitted” or “In Progress” when you open the plan after having submitted Outcomes and Measures as Part 1 last Fall semester.



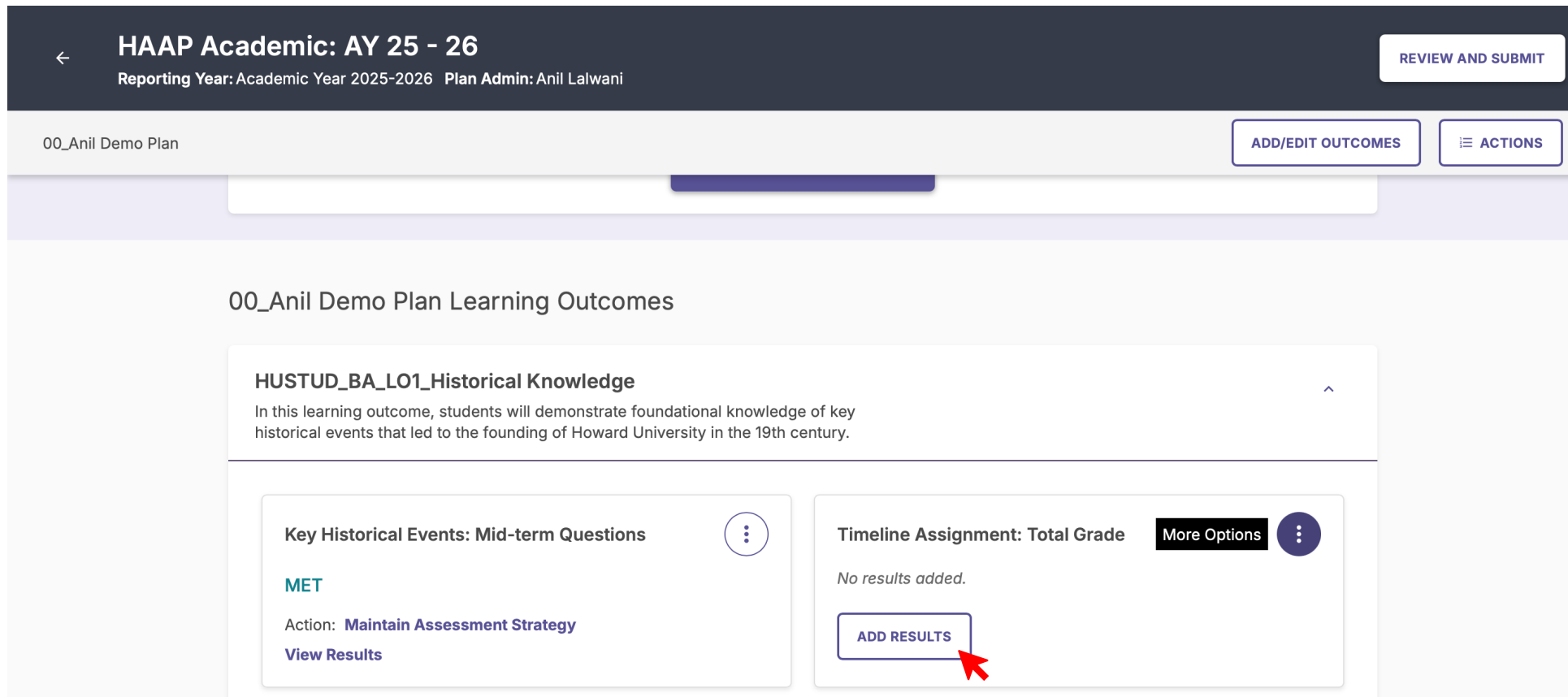
ORGANIZATIONS	LEAD	STATUS
Howard University		
00_Anil Demo Plan	Anil Lalwani	IN PROGRESS

Next, click on the Edit button that appears on the top right as shown below. This will open the list of all Outcomes and related Measures that you had listed in Part 1 as shown below.



The screenshot displays the HAAP Academic: AY 25 - 26 interface. At the top, a dark header bar contains a back arrow, the title "HAAP Academic: AY 25 - 26", the reporting year "Reporting Year: Academic Year 2025-2026", the plan administrator "Plan Admin: Anil Lalwani", and two buttons: "EDIT" (highlighted with a red arrow) and "DONE". Below the header, the plan name "00\_Anil Demo Plan" is shown on the left, and "Last Submitted: 11/21/2025" is on the right. A "Comments" section is visible on the right side. The main content area features a card for "HAAP ACADEMIC: AY 25 - 26" with the title "00 Anil Demo Plan" and a "Download as a PDF" button. Below this, a dark header bar contains a back arrow, the title "HAAP Academic: AY 25 - 26", the reporting year, the plan administrator, and a "REVIEW AND SUBMIT" button. The main content area shows "00\_Anil Demo Plan" on the left, and two buttons: "ADD/EDIT OUTCOMES" and "ACTIONS". The "Assessment Report Summary" section is highlighted, with a message: "The Assessment Report Summary is now available for this plan. Tell the story of this assessment plan." and a "WRITE SUMMARY MANUALLY" button. Below this, the "00\_Anil Demo Plan Learning Outcomes" section is shown, with a card for "HUSTUD\_BA\_LO1\_Historical Knowledge" in "IN PROGRESS" status, showing "2 Measures" and "1 Action". A red arrow points to a dropdown arrow on the right side of this card.

2. *Adding Results*: To do so, open each outcome and start adding the results for each measure by selecting the option Add Results that appears below the Measure as shown below. You can also click on the three-dots-in-a-circle option that appears next to the Measure to enter the Results section.



The screenshot displays the HAAP Academic interface for the academic year 2025-2026. At the top, a dark header bar contains a back arrow, the title "HAAP Academic: AY 25 - 26", the reporting year and plan admin information, and a "REVIEW AND SUBMIT" button. Below this, a light gray bar shows the plan name "00\_Anil Demo Plan" and two buttons: "ADD/EDIT OUTCOMES" and "ACTIONS".

The main content area is titled "00\_Anil Demo Plan Learning Outcomes". A specific learning outcome, "HUSTUD\_BA\_LO1\_Historical Knowledge", is expanded to show its description: "In this learning outcome, students will demonstrate foundational knowledge of key historical events that led to the founding of Howard University in the 19th century." Below the description, two assessment measures are listed:

- Key Historical Events: Mid-term Questions**: Includes the MET (Maintain Assessment Strategy) and a "View Results" link.
- Timeline Assignment: Total Grade**: Shows "No results added." and a prominent "ADD RESULTS" button, which is highlighted with a red arrow.

Each measure card also features a three-dots-in-a-circle menu icon for additional options.

Next, in the Results Section, read the info listed for the Measure, especially what was the Target identified. Then accordingly, select an appropriate “results format” as shown below.

HAAP Academic: AY 25 - 26 > Timeline Assignment: Total Grade

× **Timeline Assignment: Total Grade**

SAVE & CLOSE

Description: The assignment has student creating a timeline of key HU's events in the first 100 years of its existence as a federally chartered HBCU in Washington DC. Students submit their timelines electronically as pdf reports.

ATTACH DESCRIPTION DOCUMENTS 0 of 5 Files

File Requirements

**Results**

Evaluation of the measure activity

Select the results format that you would like to use for this measure.  
You will also be able to include a summary once results have been added.



Upload results and write a summary.



Enter the total counts of met/not met.



Collect results from another system

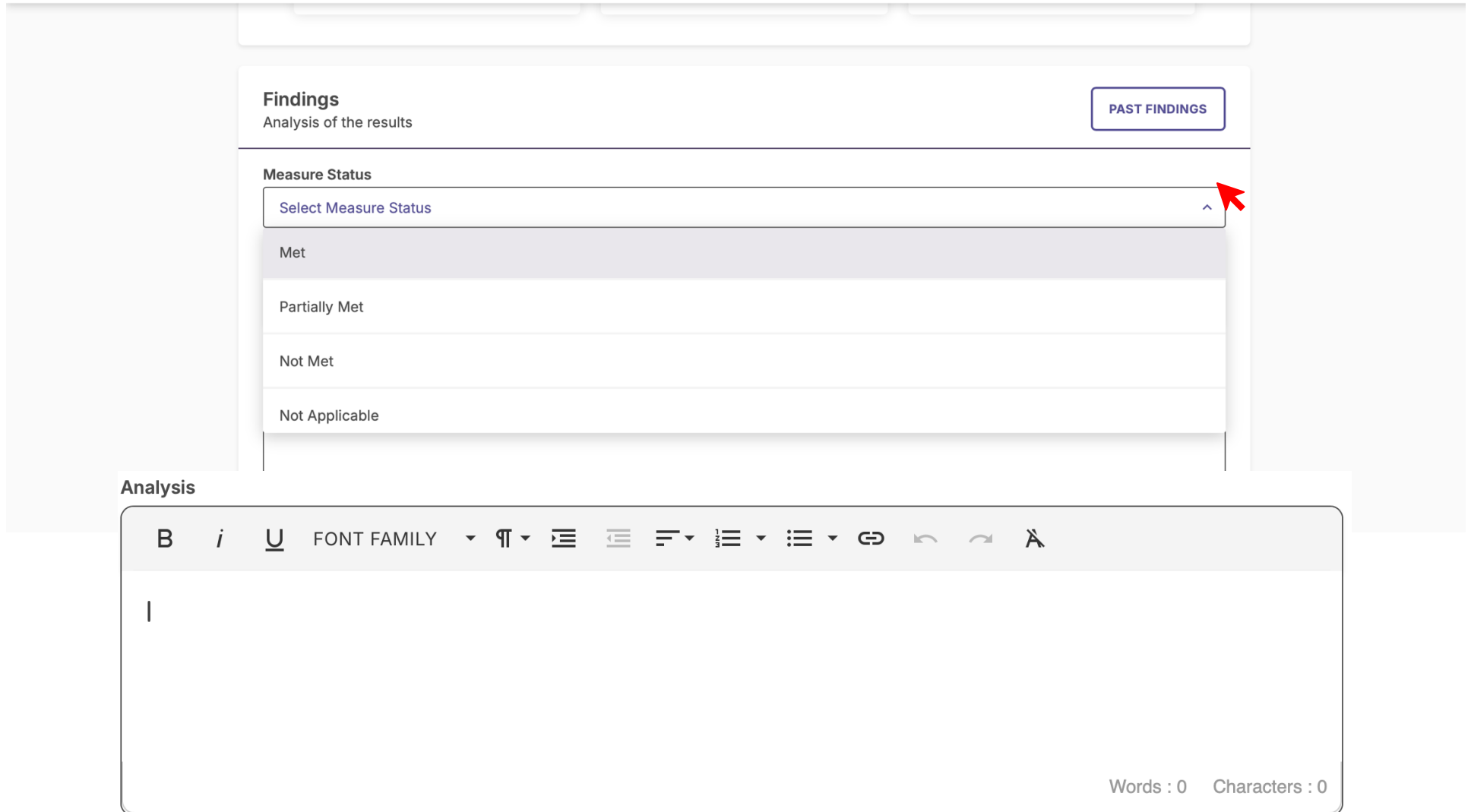
- **Upload results and write a summary:** This option allows for you to upload a data file (example Excel or Word file) and summarize findings
- **Enter the total counts of met/not met:** This is the most used option when reporting grades data where you will manually list the breakdown of grades in relation to your target and the platform will give you the percentage breakdown that you will summarize. Currently, this option does not show for student success outcomes – only student learning outcomes.
- **Collect results from another system:** This option allows for you to pull data from another HU data system such as Canvas, but requires the Measure be linked to a course that was listed at the time of submitting Part 1. Even then, this feature appears quite inaccessible, and not recommended for routine use.

3. *Measure Status and Analysis:* Depending on the results when compared to your target, you must list Measure Status. There are four statuses to choose from as shown below. Further, describe your results in relation to your status in the Analysis textbox as shown below. At least a few lines of description is strongly recommended.

HAAP Academic: AY 25 - 26 > Timeline Assignment: Total Grade

× **Timeline Assignment: Total Grade**

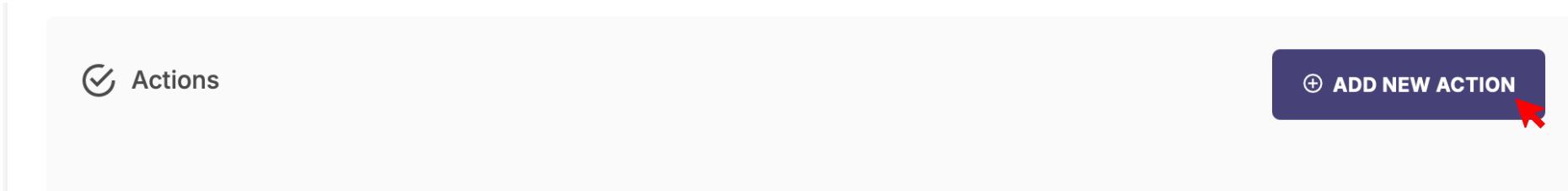
SAVE & CLOSE



The screenshot displays the 'Findings' section of the HAAP Plan interface. It includes a 'PAST FINDINGS' button, a 'Measure Status' dropdown menu with options: Met, Partially Met, Not Met, and Not Applicable. A red arrow points to the dropdown arrow. Below is an 'Analysis' text area with a rich text editor toolbar (bold, italic, underline, font family, text color, background color, bulleted list, numbered list, link, undo, redo, link icon) and a status bar showing 'Words : 0 Characters : 0'.

### Step 3: Complete Action(s) for every Result

1. *Add Action:* Click on the Add New Action button that appears below the Results section as shown below.



2. *Select Action Type:* From the list of 14 or so Actions as shown below, select an appropriate Action.

Add New Action ×

Select the type of action you recommend.

- Revise Curriculum**
- Restructure Outcome Statement
- Revise Measurement / Assessment
- Gather Additional Data
- Revise Benchmark / Target
- Implement New Program Or Services
- Community Partnership
- Modify Position / Personnel
- Modify Policies / Procedures
- Adopt Or Expand Technologies
- Additional Training
- Collaborate With Another Department / Unit / Program
- Modifv Physical Environment

3. *Contextualize Next Steps*: Describe your choice of Action type by identifying the status of progress, description, and recommended due date as shown below.

**Add New Action** ×

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**Action Type**  
Revise Curriculum  
[✎ Change Action Type](#)

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**Status**

**Action Description\***

**Recommended Due Date**

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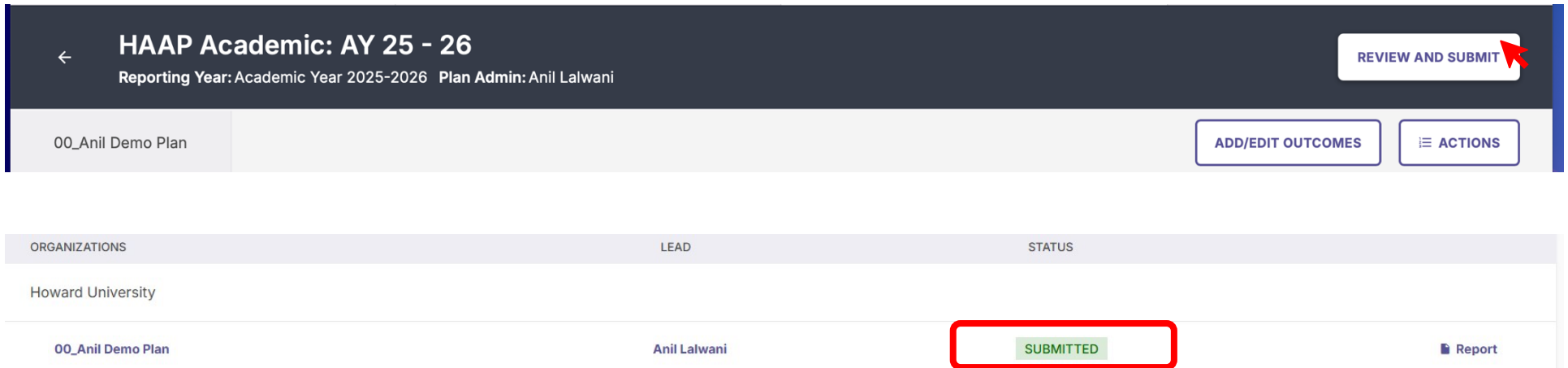
**Add Budget Request**

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You must list at least one Action per result but can list more than one as well. With each new Action, repeat these three steps.

### Step 4: Submit Results and Actions in Watermark’s Planning and Self-Study

*Review and Submit:* Once you have completed all the above steps, you will be able to access a document version of your HAAP’s plan Part 2 that you can review and make any final changes. Once all final changes are made and saved, simply click on Review and Submit on top right corner as shown below. If successfully submitted, you will receive an email notification, and the status of your plan will show as Submitted – see below.

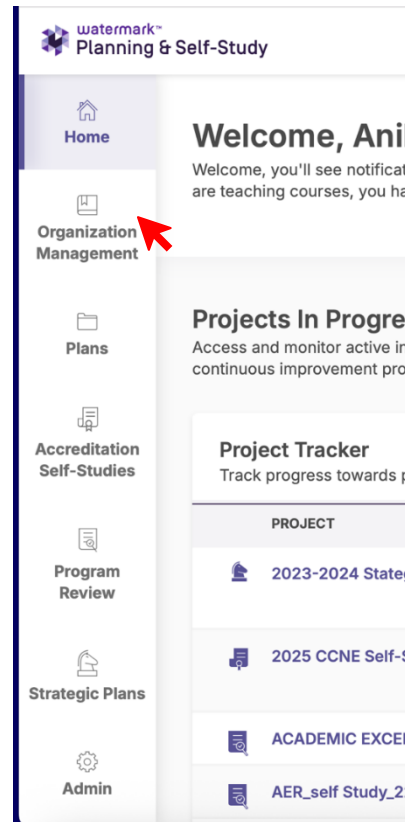


The screenshot shows the 'HAAP Academic: AY 25 - 26' interface. At the top, there is a navigation bar with a back arrow, the title 'HAAP Academic: AY 25 - 26', and the reporting year 'Reporting Year: Academic Year 2025-2026' and plan admin 'Plan Admin: Anil Lalwani'. On the right side of the navigation bar is a 'REVIEW AND SUBMIT' button with a red arrow pointing to it. Below the navigation bar, there is a section for '00\_Anil Demo Plan' with two buttons: 'ADD/EDIT OUTCOMES' and 'ACTIONS'. Below this is a table with columns for 'ORGANIZATIONS', 'LEAD', 'STATUS', and an action column. The table contains one row for 'Howard University' with '00\_Anil Demo Plan' as the lead and a 'SUBMITTED' status, which is highlighted with a red box. There is also a 'Report' icon in the action column.

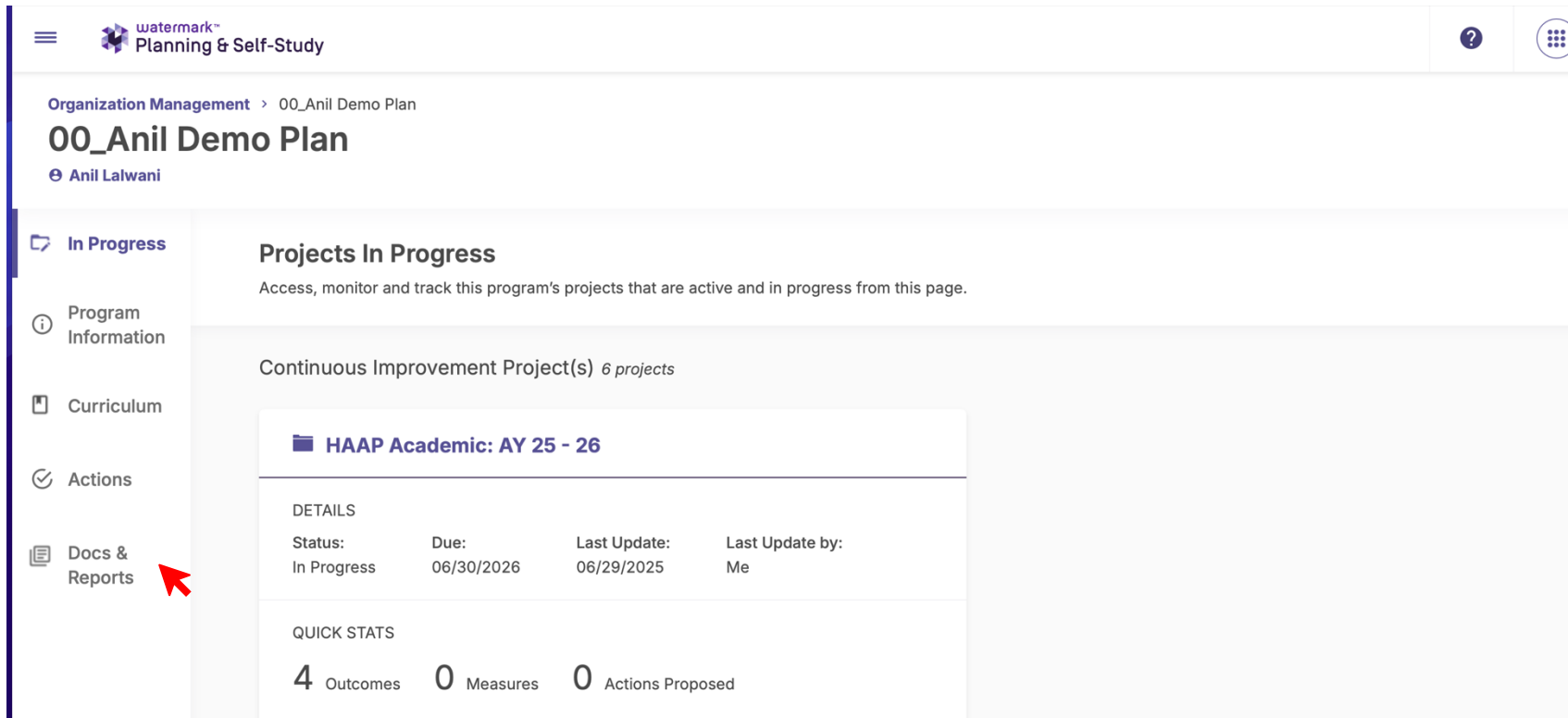
ORGANIZATIONS	LEAD	STATUS	
Howard University	00_Anil Demo Plan	Submitted	Report

### Additional Feature: Access All Archived HAAP Plans

In Watermark's Planning and Self-Study (PSS), one can access all previously submitted HAAP plans at once. This is especially useful for new Assessment Leads who wish to gain some historical context of their programs or unit's assessment activities over the years. Once you have logged into Planning and Self-Study, click on the Organization Management section that appears on the left side vertical menu in your Welcome page as shown below.



Next, click on Docs and Reports that appears as the last option on the left side of your screen as shown below.



The screenshot shows the 'watermark™ Planning & Self-Study' interface. The breadcrumb trail is 'Organization Management > 00\_Anil Demo Plan'. The main heading is '00\_Anil Demo Plan' by 'Anil Lalwani'. The left sidebar contains the following menu items: 'In Progress', 'Program Information', 'Curriculum', 'Actions', and 'Docs & Reports'. A red arrow points to the 'Docs & Reports' item. The main content area is titled 'Projects In Progress' and includes a description: 'Access, monitor and track this program's projects that are active and in progress from this page.' Below this, it shows 'Continuous Improvement Project(s) 6 projects'. A specific project is highlighted: 'HAAP Academic: AY 25 - 26'. Underneath, there is a 'DETAILS' table and a 'QUICK STATS' section.

DETAILS			
Status:	Due:	Last Update:	Last Update by:
In Progress	06/30/2026	06/29/2025	Me

QUICK STATS		
4 Outcomes	0 Measures	0 Actions Proposed