



# Watermark Continuous Improvement (Planning & Self-Study) Training



# Why *Planning & Self-Study?*

## Watermark Overview

The Watermark Planning & Self Study assessment tool gives us a more up-to-date platform to collect and report on assessment efforts across programs, colleges and departments to meet goals for continuous improvement and accreditation standards.

- Ability to collect assessment data for programs, including measures, results, actions, and key foundational data such as mission statements, outcomes, and curriculum maps.

The adoption of Watermark Assessment Software was elected as part of a broader institutional move to the broader Watermark ecosystem, which will also support upcoming implementations for **faculty annual reporting, course evaluations** and **faculty credentialing**, creating a more integrated institutional reporting ecosystems.

# Logging In



## Log in

### SSO URL:

[<https://login.watermarkinsights.com/connect/winthropuniversity>]

OR

### Using Winthrop website:

Go to [Winthrop.edu](http://Winthrop.edu)

1. Under the top menu ribbon in the "About" tab, select "Institutional Effectiveness".
2. On the Institutional Effectiveness menu (left side), scroll down to "Related Links" and select "Watermark-Planning & Self Study (Assessment)".

Home > Institutional Effectiveness

Apply Now Quick Links Search

Admissions Visit Tuition & Aid Academics Campus Life About Athletics Arts Giving

My Winthrop Experience  
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Office of the President  
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**Institutional Effectiveness**

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SACSCOC Accreditation  
Academic Program Review  
Student Success Partners  
Contact Us

**Related Links**

Watermark-Planning & Self-Study (Assessment)  
OARS 2.0 Assessment  
PICS - Primary Credentialing  
Student Achievement Goals  
Student Consumer Information

### Department of Institutional Effectiveness

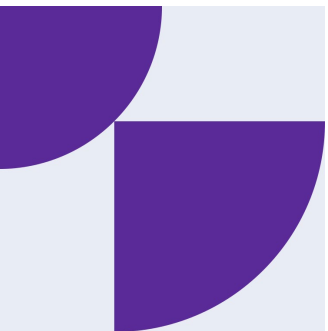
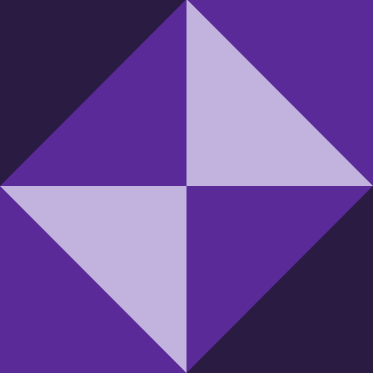
The Department of Institutional Effectiveness (IE) supports the University's mission by providing leadership in the areas of institutional research, accreditation, assessment, and academic program review. The Department disseminates assessment results and institutional data to support institutional planning and decision-making, as well as advancing quality in teaching and learning, academic and student support, and services and operations.

### What is Institutional Effectiveness?

Institutional Effectiveness is the systematic process of gathering, analyzing, and using data for the purpose of documenting institutional performance in relation to its mission and goals and informing improvement efforts.

Welcome to Watermark!  
Choose your Watermark Product:

**Planning & Self-Study**



## **Navigating and Managing Watermark Assessment Shell**






This section walks you through all the Watermark Assessment menus and describes how to make global additions/edits to your program's assessment shell



# Within "Enter Program" you will see the following menus on the Left side of your screen:



**ENTER PROGRAM**

 <b>In Progress</b>	Projects In Progress - Access, monitor and track your program's assessment reports that are active and in progress
 <b>Program Information</b>	View/edit your program's mission statement, outcomes and measures
 <b>Curriculum</b>	Create, access, and edit your program's curriculum map. View courses affiliated with your program.
 <b>Actions</b>	Review/edit proposed Improvement Actions from assessment reports and provide status updates to communicate progress.
 <b>Docs &amp; Reports</b>	Add documents and access reports to track your program's continuous improvement and assessment activity.

# In Progress Tab

If a reporting year is open, it will be listed here (eg Academic year 2023 2024).

*\*Note - if the reporting year has been closed, a report containing its data can be located under the Docs & Reports tab.*

## Projects In Progress

Access, monitor and track this organization's projects that are active and in progress from this page.

Continuous Improvement Project(s) *3 projects*

### Academic year 2023 2024

#### DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	05/31/2024	05/22/2024	Me

#### QUICK STATS

4 Outcomes 7 Measures 4 Actions Proposed

#### Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met



# Program Information Tab: Mission statement

Add a Mission: Once in the Program ; you will click on **Program Information**. Then click **"Add Mission"**

- ▶ You have a 2000 character limit.
- ▶ Click "check mark" to finalize; "X" to cancel.
- ▶ You will see a timestamp for the last update.

Two editing options (edit and revise) .  
Click "three dots" icon:

- ▶ **Edit** - Small typos/changes
- ▶ **Revise** - Allows you to input a new Mission Statement, align to reporting year, add notes for revision.

The screenshot shows the 'Mission Statement' section of a program information tab. The title 'Mission Statement' is at the top left. Below it is a text area containing the mission statement: 'Fostering dynamic leaders and innovative thinkers, our Business Administration program is committed to delivering excellence in education, research, and professional development. Grounded in integrity, collaboration, and adaptability principles, we empower our students to navigate the complexities of the global business landscape with confidence and creativity. Through interdisciplinary learning, experiential opportunities, and ethical leadership development, we cultivate a community of lifelong learners who drive sustainable growth, embrace diversity, and inspire positive change in the world of business and beyond.' At the bottom left of the text area, there is a timestamp 'Last Updated: 05/07/2024'. On the right side of the text area, there is a 'three dots' icon. A red arrow points from a black box with the number '1' to this icon. A blue box highlights the icon, and another red arrow points from this box to a larger blue-bordered menu that appears when the icon is clicked. The menu has a 'three dots' icon at the top right and two options: 'Edit' with the description 'Make changes to existing statement.' and 'Revise' with the description 'Create a new statement and archive the existing one as a revision.'

# Program Information Tab: Locate and Create New Learning Outcomes

Within "Enter Program"; you will click on **Program Information on the left-hand menu**.

You will find the Outcomes section below Mission Statement.

To create new Learning Outcomes:

- ▶ 1. Click on "MANAGE OUTCOMES".
- ▶ 2. Select in top section "Learning Outcomes".
- ▶ 3. Then "CREATE NEW OUTCOME".

**Outcome Title** is required. We ask that you name the Outcome "Outcome"+ corresponding number (e.g Student Learning Outcome 4, Student Learning Outcome 6 etc). Please note, you have 70 characters.

**Outcome Description:** Use the text from the title used for Outcomes used in OARS.

Please skip **"Tags"**.

4. Once done, click **"CREATE"**

5. You can now click **"DONE"** in the top left corner of your screen

The screenshot shows the 'Program Information' tab in a software interface. On the left-hand menu, 'Program Information' is selected. The main content area shows a 'Mission Statement' section and an 'Outcomes' section. In the 'Outcomes' section, there are two tabs: 'STUDENT LEARNING OUTCOMES' and 'PROGRAM OUTCOMES/OPERATIONAL OUTCOMES'. The 'STUDENT LEARNING OUTCOMES' tab is active. A red arrow labeled '1' points to the 'MANAGE OUTCOMES' button in the top right corner of the 'Outcomes' section. Another red arrow labeled '2' points to the 'STUDENT LEARNING OUTCOMES' tab. A third red arrow labeled '5' points to the 'DONE' button in the top right corner of the page.

The screenshot shows the 'Create New Outcome' dialog box. The dialog box has a title bar 'Create New Outcome' and a close button. Below the title bar, there is a text input field for 'Outcome Title' with a red asterisk indicating it is required. Below the title field, there is a text area for 'Outcome Description'. Below the description field, there is a 'Tags' section with a search input field and a 'Tags added: 0/5' indicator. At the bottom of the dialog box, there are 'CANCEL' and 'CREATE' buttons. A red arrow labeled '3' points to the 'CREATE NEW OUTCOME' button in the background, and another red arrow labeled '4' points to the 'CREATE' button in the dialog box.

# Program Information Tab: Program/Operational Outcomes

Once in the Program ; you will click on **Program Information**.

You will find the Outcomes section below Mission Statement.

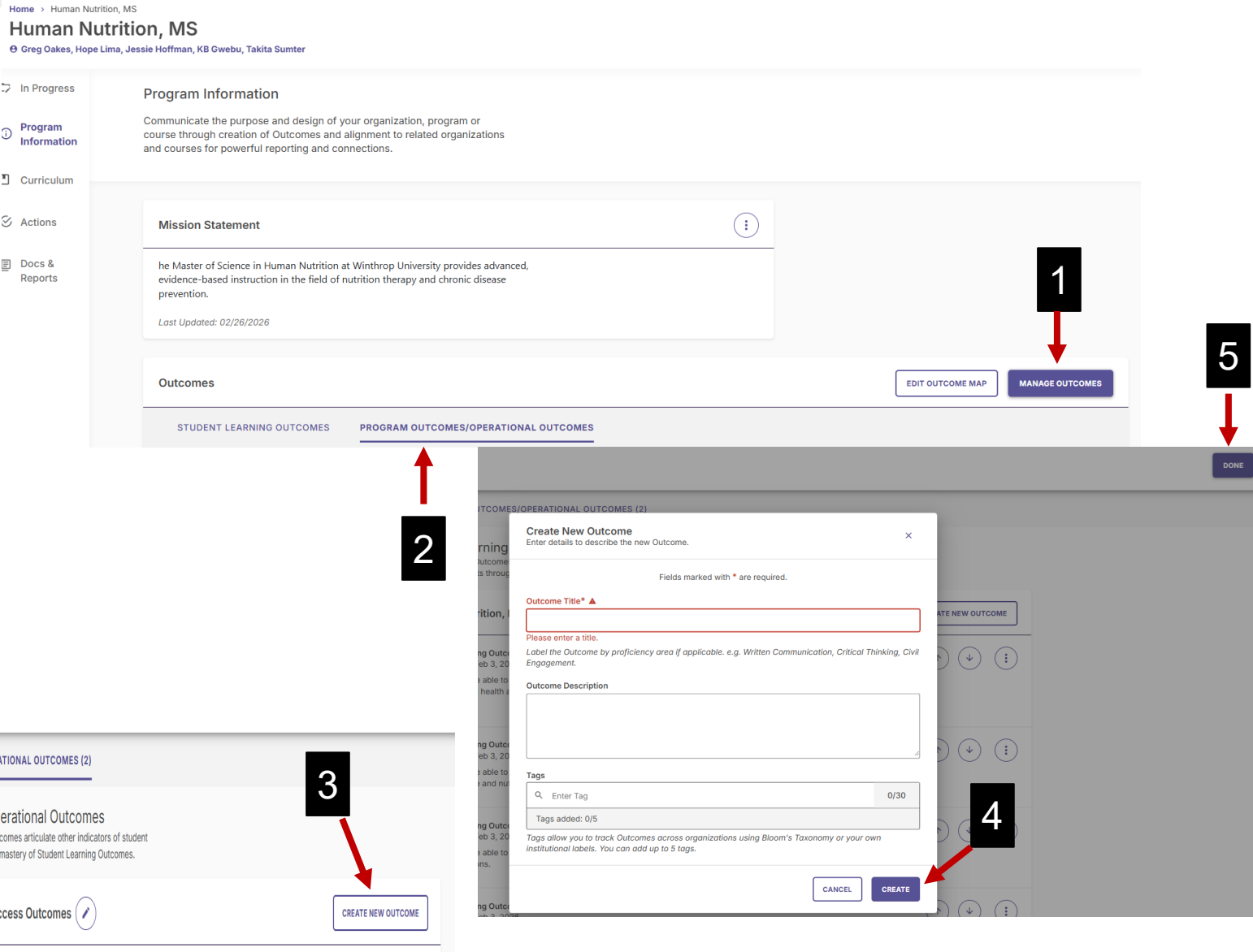
To create new Learning Outcomes:

- ▶ Click on "MANAGE OUTCOMES".
- ▶ Select in top section "Program/Operational Outcome."
- ▶ Then "CREATE NEW OUTCOME".

Outcome Title is required. We ask that you name the Outcome "Outcome"+ corresponding number (e.g Program Outcome 4, Program Outcome 6 etc). Please note, you have 70 characters.

Once done, click "**CREATE**"

You can now click "**DONE**"



Home > Human Nutrition, MS  
**Human Nutrition, MS**  
Greg Oakes, Hope Lima, Jessie Hoffman, KB Gwebu, Takita Sumter

In Progress  
**Program Information**  
Curriculum  
Actions  
Docs & Reports

Program Information  
Communicate the purpose and design of your organization, program or course through creation of Outcomes and alignment to related organizations and courses for powerful reporting and connections.

Mission Statement  
The Master of Science in Human Nutrition at Winthrop University provides advanced, evidence-based instruction in the field of nutrition therapy and chronic disease prevention.  
Last Updated: 02/26/2026

Outcomes  
EDIT OUTCOME MAP  
MANAGE OUTCOMES

STUDENT LEARNING OUTCOMES  
**PROGRAM OUTCOMES/OPERATIONAL OUTCOMES**

Manage Outcomes

STUDENT LEARNING OUTCOMES (7)  
**PROGRAM OUTCOMES/OPERATIONAL OUTCOMES (2)**

Program Outcomes/Operational Outcomes  
Program Outcomes/Operational Outcomes articulate other indicators of student success that are not directly tied to mastery of Student Learning Outcomes.

Human Nutrition, MS Success Outcomes  
CREATE NEW OUTCOME

Create New Outcome  
Enter details to describe the new Outcome.  
Fields marked with \* are required.

Outcome Title\* ▲  
Please enter a title.  
Label the Outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

Tags  
Enter Tag 0/30  
Tags added: 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.

CANCEL CREATE

DONE

# Program Information Tab: Manage/Edit Outcomes

You are able to edit Outcomes.

Under “Outcomes,” and “Manage Outcomes,” click the three dots icon next to the outcome and:

- **Edit:** Used for typos, will save over the past
- **Revise:** Use for new outcomes associated with a given year (or just create a new outcome and archive the existing one). Will save the history.
- **Archive:** Saves the outcome for future use but removes from current lists. Will save in an “archived” list where it can be restored.

Up and Down arrows- move outcomes

Remember to click **“DONE”**

The screenshot shows the 'Manage Outcomes' interface. At the top, a tab labeled 'Manage Outcomes' is highlighted with a blue box and a red arrow pointing to a black box with the number '1'. Below the tab, there are two sections: 'STUDENT LEARNING OUTCOMES (7)' and 'PROGRAM OUTCOMES/OPERATIONAL OUTCOMES (2)'. The 'STUDENT LEARNING OUTCOMES' section is active, showing a list of outcomes. The first outcome is 'Human Nutrition, MS Learning Outcomes', which is highlighted with a blue box. To the right of this outcome, there are three icons: an up arrow, a down arrow, and a three-dot menu icon. The three-dot menu icon is highlighted with a blue box and a red arrow pointing to a black box with the number '2'. A modal window is open over the three-dot menu, showing three options: 'Edit', 'Revise', and 'Archive'. The 'Edit' option is highlighted with a blue box and a red arrow pointing to the 'Edit' text in the modal. The 'Revise' option is also highlighted with a blue box and a red arrow pointing to the 'Revise' text in the modal. The 'Archive' option is also highlighted with a blue box and a red arrow pointing to the 'Archive' text in the modal. The modal text for 'Edit' is 'Minor changes that will not be recorded.', for 'Revise' is 'Significant changes that will be recorded in the history.', and for 'Archive' is 'Removes the outcome from this list but still keeps it in the records.'

# Program Information Tab: Outcome Mapping SLOs to Winthrop ULCs

Once in the Program, you will click on **Program Information**. You will find Outcomes section below Mission Statement.

The Outcome Map button will appear once Outcomes have been added.

- To Edit an Outcome Map Click on **"Edit OUTCOME MAP"**.

**Step 1-** To align outcome(s), select the "+" associated with the desired outcome and the University Learning Competencies.

**Step 2-** In the side panel **toggle "yes"** under Aligned. Map to any specific Student Learning Outcomes associated with the Winthrop University Learning Competencies that populate on this side panel. Check appropriate box to align outcome.

**Step 3-** Changes will be autosaved on this screen. Click the "Close" button in the top right when this step has been completed.

OUTCOME MAP  
Human Nutrition, MS

All changes saved CLOSE

Outcomes	Organizations		
Human Nutrition, MS Outcomes	Winthrop U...	College of Art...	
STUDENT LEARNING OUTCOMES (7)			
<b>Student Learning Outcome 1</b> Students will be able to develop evi...	✓	+	
<b>Student Learning Outcome 2</b> Students will be able to demonstrat...	+	+	
<b>Student Learning Outcome 3</b> Students will be able to provide indi...	+	+	

Key: ✓ Aligned Gen Ed General Education Outcome

Human Nutrition, MS Outcomes

**Student Learning Outcome 1**  
Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

Map to:  
Winthrop University

Aligned:  YES

Winthrop University Learning Outcomes

- Winthrop University Level Competency 1  
Winthrop graduates think critically and solve problems.
- Winthrop University Level Competency 2  
Winthrop graduates are personally and socially responsible.
- Winthrop University Level Competency 3  
Winthrop graduates understand the interconnected nature of the world and the time in which they live.
- Winthrop University Level Competency 4  
Winthrop graduates communicate effectively.

# Program Information Tab: Locate and Create a Measure/Assessment Method

Outcomes

EDIT OUTCOME MAP MANAGE OUTCOMES

STUDENT LEARNING OUTCOMES PROGRAM OUTCOMES/OPERATIONAL OUTCOMES

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

**Student Learning Outcome 1**

Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

Mapping: ● 1 Connection  
Assessment Status: Not Assessed

MANAGE MEASURES

1

Within the Outcomes section you will find all associated measures/assessment methods.

Each outcome has a **“Manage Measures”** button

- ▶ You can use the “manage measure” button to create as many measures for an outcome as you need
- ▶ 1. Click “Manage Measures”,
- ▶ 2. Then “Create New Measure”.

Manage Measures

test

DONE

Manage Measures

Add measures to demonstrate assessment activities and provide evidence of student learning.

test Measures

Get started by adding measures to this outcome.

CREATE NEW MEASURE

2



# Edit an Existing Measure

## To Edit an existing measures:

- Within the specific outcome, click on "Manage Measures"
- Click on the measure itself (eg Assessment Method 1)
- At the top right, you will see "Edit Measure"
- Edit the measure accordingly, they click "Save and Done"
- On the next page, click "Done"

Please note: Once the change is applied, it will be made to all subsequent uses of the assessment measure.



The screenshot shows a web interface for editing a measure. At the top right, there is a button labeled "EDIT MEASURE" which is highlighted with a blue border and a red arrow pointing to it. Below this is a section titled "Measure Definition" with the subtitle "View the definition of the measure." and a small upward-pointing arrow icon. The main content area contains a list of key-value pairs for the measure:

Title:	ENC1101 Assignment
Method:	Assignment
Description:	
Program:	Gen Ed
Course:	ENC 1101: Introduction to English
Outcome:	Critical Thinking
Target:	
Attachments:	No Attachments

## **Program Information Tab: Measures (2024-2025 and forward)**

Once created in Organization Management , the measure will be available in assessment plans for the year in which it is created and subsequent years.

For example, if a measure is created on 12/15/24 (academic year 24-25), the measure would be available in Assessment Plans for 2024-25, 2025-26, and forward.

# Curriculum Tab

**Statistics:** Reports information about total course sections, etc. associated with this organization or program.

**Course List:** Lists courses that can be included in a curriculum map, or included in a measure for assessment purposes.

If you need courses that do not appear on your list, please talk with your Administrator.

*Note: A CSV report can be downloaded*

**Curriculum**

Access and edit the curriculum map and all courses affiliated with this organization. You can mark courses as required, view course sections, and assign leads.

**Statistics**

3	2	2	0
Courses	Sections	Instructors	Students enrolled

**Curriculum Map**

2/3 Courses Mapped | 3 Outcomes | Last Modified on 06/28/2024

**Course List**

COURSE	REQUIRED	COURSE SECTIONS	ASSESSMENT LEAD
<b>BADM117</b> Business Communication	YES	0 Course Sections	Robert Falls
<b>ECON105</b> Economic	YES	2 Course Sections	Robert Falls
<b>MANG101</b> Management	YES	0 Course Sections	Robert Falls

[DOWNLOAD CSV](#)

# Curriculum Tab: Locate and Create Curriculum Maps

To locate/edit a curriculum map, click on "Create New Map" or "✎" icon.

To align outcome(s) to courses, select the "+" associated with the desired outcome and Courses.

1. In the side panel **toggle "yes"** next to Aligned.Map to any specific outcomes associated with the Course that populate on this side panel.
2. Select the Alignment (I,R,M). If the Outcome is being used in a Plan then A (Assessment Activity) will show.
3. Next, select "Create".

CREATE CURRICULUM MAP  
Human Nutrition, MS

Outcomes	Courses
Human Nutrition, MS Learning Outcomes	MATH5... NUTR600 NUTR607 NU...
Student Learning Outcome 1 Students will be able to develop evidence-based resources for communicating health and chronic disease...	I R M
Student Learning Outcome 2 Students will be able to demonstrate proficiency in metabolism as it relates to chronic disease and nutrition.	+ + +
Student Learning Outcome 3 Students will be able to provide individualized evidence...	

OUTCOME:  
Student Learning Outcome 1  
Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

MAP TO:  
NUTR607

Alignment

- Introduce
- Reinforce
- Master

YES

CREATE

1

2

3

# Actions Tab: View/Modify Existing Continuous Improvement Action Plan Details

Once you start participating in Assessment Reports, you will be able to add **Actions**.

This screen allows you to **follow the status** of any Actions and **add updates** to previously created Actions.

**Actions**  
Review proposed Actions from assessment plans and provide status updates to communicate progress.

**All Reported Actions**  
Actions reported in assessment plans.

ACTION	DUE DATE	REPORTED FROM +	STATUS
Collaborate with another Department / Unit / Program		CIR 2025-26	IN PROGRESS
Modify Policies / Procedures		CIR 2025-26	COMPLETE
Additional Training		CIR 2025-26	IN PROGRESS
review content		CIR 2025-26	Not Started
Modify Policies / Procedures		CIR 2025-26	IN PROGRESS
Modify Policies / Procedures		CIR 2025-26	Not Started
Additional Training		CIR 2025-26	IN PROGRESS
Share Information		CIR 2025-26	COMPLETE
Collaborate with another Department / Unit / Program		CIR 2025-26	Not Started
Gather Additional Data		CIR 2025-26	COMPLETE
Additional Training		CIR 2025-26	IN PROGRESS

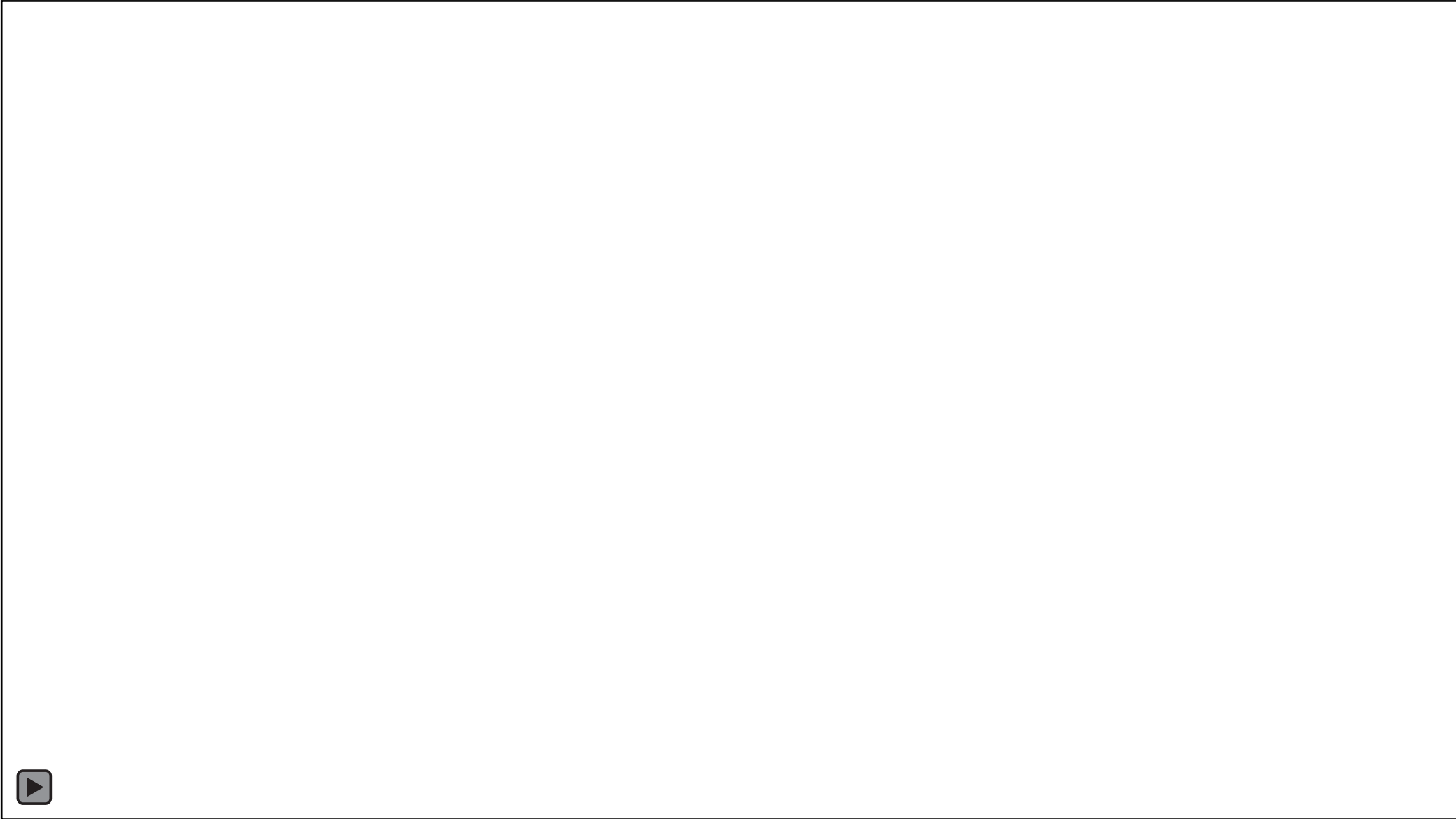




# **Accessing and Updating Continuous Improvement Reports**

This section walks you through how to access and enter data into your annual Continuous Improvement Reports which are used to assess and report on outcomes with measures/methods and related data/results

**Video Overview-Hover over the image below and click the play button for an overview of this section**



# Working in an Continuous Improvement Report

Within your Continuous Improvement Report, you can:

- Select Outcomes
- Assess Outcomes Using Measures
- Add Data to Measures
- Identify Whether Measures are *Met or Not*
- Identify Whether Outcomes are *Met or Not*
- Add Actions
- Review/Share Annual Report (PDF)

Academic Affairs Learning Outcomes

### Information Literacy and Research Skills

Students will acquire information literacy skills, including locating, evaluating, and ethically using information from diverse sources to support academic inquiry and scholarly pursuits.

<b>Student Survey</b> <b>MET</b> Action: <a href="#">Collaborate with another Department / Unit / Program</a> <a href="#">View Results</a>	<b>Skills Assessment Tests</b> <b>NOT MET</b> Action: <a href="#">Revise Benchmark / Target</a> <a href="#">View Results</a>
<b>Peer Review and Collaboration</b> <b>NOT MET</b> Action: <a href="#">Revise Curriculum</a> <a href="#">View Results</a>	<b>New Measure</b>

**Outcome Analysis**

The assessment revealed that **30% of students did not meet expected proficiency levels** in critical areas of information literacy and research skills. This indicates a significant gap in students' abilities to navigate the research process effectively....  
[Read More](#)

**Outcome Status**  
Not Met

**General Outcome Actions**  
[ADD NEW ACTION](#) [Implement New Program or Services](#)

# Selecting Outcomes to Import Into Your Continuous Improvement Report (1/2)

**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.

Human Nutrition, MS ENTER PROGRAM

**PROJECTS IN PROGRESS**

**2025-26 CIRs** ← **1**  
1 organization included | 9 Outcomes being assessed

**PROFILE PROGRESS**  
Mission:  
Outcomes:

1. To begin reporting on the new cycle's **Continuous Improvement efforts**, you'll click on the purple folder with the corresponding reporting cycle (e.g. 2025-2026 CIRs etc.).

**2025-26 CIRs**  
Reporting Year: Academic Year 2025-26 Plan Admin: KB Gwebu Due Date: 09/15/2026

Human Nutrition, BS

Human Nutrition, BS Outcomes  
No Outcomes have been selected for this program.

**SELECT OUTCOMES** ← **2**

2. Once you've entered within the reporting cycle folder (e.g. 2025-2026 CIRs etc.) you will need to select all applicable Outcomes (Student Learning Outcomes **AND** Program Outcomes). To do this begin with clicking the "Select Outcomes" button upon entering the Plan.

# Selecting Outcomes to Import Into Your Continuous Improvement Report (2/2)

To select your outcomes:

1. Click in the boxes next to each outcome (once you do so, you will see a check mark appearing in the box)
2. Be sure to scroll all the way down the page to capture all outcomes, including Student Learning Outcomes and Program Outcomes)
3. Once you've selected all outcomes and finalized your selection, click the "Apply Selection" button

NB: If changes to an Outcome are needed, you can be made on this page.

- Clicking the "3 dots" to the right of any Outcome will present the Edit options.
- Selecting "Create New Outcome" at the bottom of the screen will allow you to add additional Outcomes that are required.

*Do note any changes made to the Outcomes will reflect in The program's Wartermark Assessment Shell.*

x Select Outcomes for Assessment 9 Outcomes Selected APPLY SELECTION

Human Nutrition, MS  
Select Outcomes for assessment for Academic Year 2025-26.

Human Nutrition, MS Learning Outcomes (7)  
Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

<input checked="" type="checkbox"/>	<b>Student Learning Outcome 1</b> Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.	Last Assessed: Academic Year 2025-26	⋮
<input checked="" type="checkbox"/>	<b>Student Learning Outcome 2</b> Students will be able to demonstrate proficiency in metabolism as it relates to chronic disease and nutrition.	Last Assessed: Academic Year 2025-26	⋮
<input checked="" type="checkbox"/>	<b>Student Learning Outcome 3</b> Students will be able to provide individualized, evidence-based nutrition recommendations.	Last Assessed: Academic Year 2025-26	⋮
<input checked="" type="checkbox"/>	<b>Student Learning Outcome 4</b> Students will be able to provide evidence-based population level nutrition recommendations.	Last Assessed: Academic Year 2025-26	⋮

# Selecting Assessment Methods to Import Into Your Continuous Improvement Report

To import your assessment measures/methods from your Watermark Assessment Shell repository:

1. Click “select from existing measures”
2. On the next screen, you will see each method you have listed in your Watermark Assessment Shell that can be brought in, select all the measures/methods
3. Next, click the “Save Selection” button

Human Nutrition, MS Learning Outcomes

**Student Learning Outcome 1**  
Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

Add Measures

+ Create a new measure

☑ Select from existing measures ← **1**

**Student Learning Outcome 2** Not Started  
0 Measures | 0 Actions

ADD MEASURES

**Select Existing Measures** x

Outcome: Student Learning Outcome 3

Select the measures you want and add them to this plan.

Q Search by measure title Filter by All

- Assessment Method 1  
NUTR 624 client presentation project  
Method: Last Assessed: N/A
- Assessment Method 2  
NUTR 617 assigned ADIME notes  
Method: Last Assessed: N/A
- Assessment Method 3  
NUTR 620 case study assignment  
Method: Last Assessed: N/A
- Assessment Method 4  
NUTR 621 case study assignment  
Method: Last Assessed: N/A

4 Measures Selected

**3**

CANCEL SAVE SELECTIONS

# Adding Assessment Results for Measures/Methods Within a Report (1/8)

Once you've selected your outcomes and imported them, as well as the corresponding Assessment Measures/Methods into the Report, you will need to input assessment results within the corresponding Outcome and Assessment measure/Method:

1. Click on anywhere within the desired outcome
2. Next you will see the corresponding assessment measures/methods for the outcome populate
3. To enter data for the corresponding method, click the "Add Results" button

2025-26 CIRs  
Reporting Year: Academic Year 2025-26 Plan Admin: KB Gwebu Due Date: 09/15/2026

Elementary Education, BS

Elementary Education, BS Learning Outcomes

**1** → Student Learning Outcome 1  
2 Measures ○ ○ | 0 Actions Not Started ▾

Student Learning Outcome 2  
2 Measures ○ ○ | 0 Actions Not Started ▾

Student Learning Outcome 3  
2 Measures ○ ○ | 0 Actions Not Started ▾

Elementary Education, BS NonLearning Outcomes

Program Outcome 1  
2 Measures ○ ○ | 0 Actions Not Started ▾

ADD/EDIT OUTCOMES ACTIONS

2025-26 CIRs  
Reporting Year: Academic Year 2025-26 Plan Admin: KB Gwebu Due Date: 09/15/2026

Elementary Education, BS

Elementary Education, BS Learning Outcomes

Student Learning Outcome 1  
Elementary Education teacher candidates will analyze student learning data.

The following rubrics from edTPA demonstrate the ways in which teacher candidates analyze assessment results (Rubric 11, Rubric 16, and Rubric 17). See #1 in SLO 1 Supporting Documentation (SLO 1 Assessment S20).  
No results added.  
ADD RESULTS

Assessment Method 2  
No results added.  
ADD RESULTS **3**

Add Measures  
+ Create a new measure  
Select from existing measures

ADD/EDIT OUTCOMES ACTIONS

# Adding Results for Measures/Methods Within a Report (2/8)



1

Select your Report



2

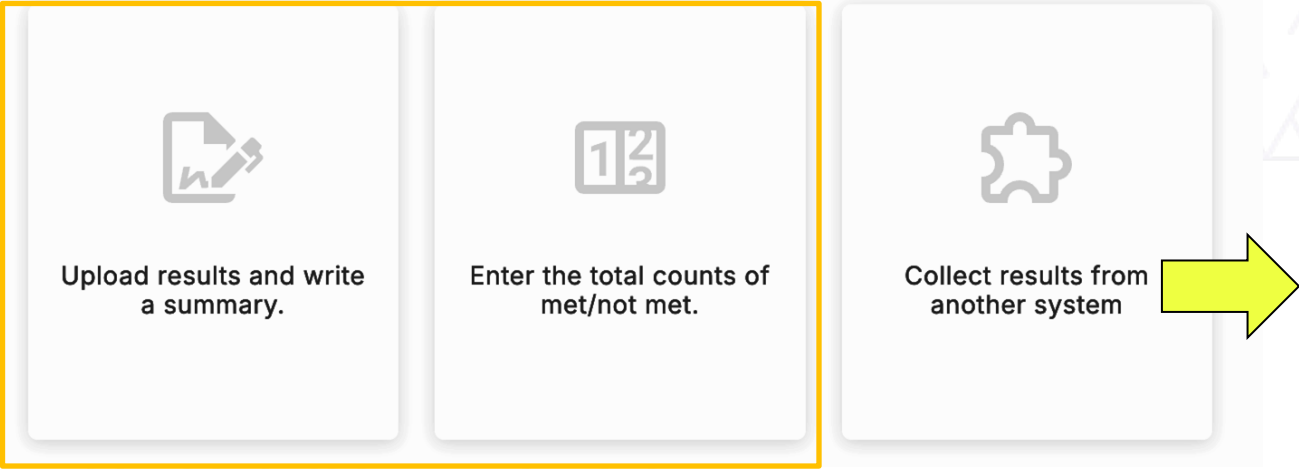
Select an Outcome and a Measure, then Click on Add Results



### 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.



**As additional integrations and features are rolled out in the Winthrop Watermark ecosystem, the Office of Assessment will provide guidance and training on utilizing this feature.**

**Please use either of these two options to enter assessment results**





## Adding Results for Measures/Methods within a Report (7/8)



Collect results from  
another system



This feature is not yet optimized for use. The Office of Assessment will provide additional information and training once it is ready for deployment.

## Adding Results for Measures/Methods within a Report (5/8)

1. Use the data you have added to your measures to identify whether you have **met the target for your measure** or **not** for each of the corresponding assessment results.

- Choose “met”, “partially met”, or “not met” to identify the status.

2. Also be sure to enter in your analysis of each of the corresponding assessment results, describing:

- What strengths were reflected? How can these be further strengthened? What strategies were successful? What strategies were not? What areas for improvement were identified?
- The Discussion of Assessment Results section provides an opportunity to interpret the data/results and to explain what they mean to your program/unit. This may include providing a context for the data/results, comparing data/results to a previous year(s), etc.

The screenshot displays the 'Findings' section of a report, titled 'Analysis of the results'. A 'PAST FINDINGS' button is located in the top right corner. The 'Measure Status' dropdown menu is set to 'Not Met' and is highlighted with a yellow border and a red arrow labeled '1'. Below it is the 'Analysis' text area, which contains a rich text editor toolbar with options for bold, italic, underline, font family, and other formatting tools. The text area is currently empty, with the placeholder text 'Insert Analysis' and a character count of 'Characters : 15/2000'. This area is also highlighted with a yellow border and a red arrow labeled '2'. At the bottom, there is an 'Actions' section with a 'Hide completed actions' checkbox and a 'Sort By' dropdown menu set to 'Most Recent'. A list of actions is shown, including 'Revise Curriculum' (marked as 'Not Started') and an 'ADD NEW ACTION' button.

# Analyzing Results at The Outcome Level Within a Report (6/8)

After you have analyzed at least one measure/method, you can determine whether your outcome is met or not.

Assessing your outcome overall will generate useful reports.

1. To do this, locate the outcome and click the "Analyze Outcome" button
2. Enter your analysis narrative for the outcome in the "Outcome Analysis" box. Note you will need to click the check mark (A) to save this narrative.
3. Select the appropriate *Outcome Status* (eg "Met" "Partially Met" or "Not Met")

Human Nutrition, MS Learning Outcomes

**Student Learning Outcome 1**  
Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

Assessment Method 2: PARTIALLY MET  
Assessment Method 1: MET

Add Measures  
+ Create a new measure  
Select from existing measures

**1** → ANALYZE OUTCOME

**Student Learning Outcome 1**  
Students will be able to develop evidence-based resources for communicating health and chronic disease prevention information to the public.

Assessment Method 2: PARTIALLY MET  
Assessment Method 1: MET

Add Measures  
+ Create a new measure  
Select from existing measures

**2** → Outcome Analysis  
B / i U FONT FAMILY · ¶ · ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿  
Test text  
Test text  
Test text  
Test text  
Test text  
Words : 8 Characters : 40/2000

**3** → Outcome Status  
Met

**A** → [Checkmark icon]

Note from your administrator  
General Outcome Actions  
FOR ALL PROGRAMS/UNITS - Student Learning Outcomes (SLOs) clearly state the expected knowledge, skills, values, and attitudes that students are expected to acquire and reliably demonstrate by the end ...  
View More

General Outcome Actions  
ADD NEW ACTION

No actions created yet



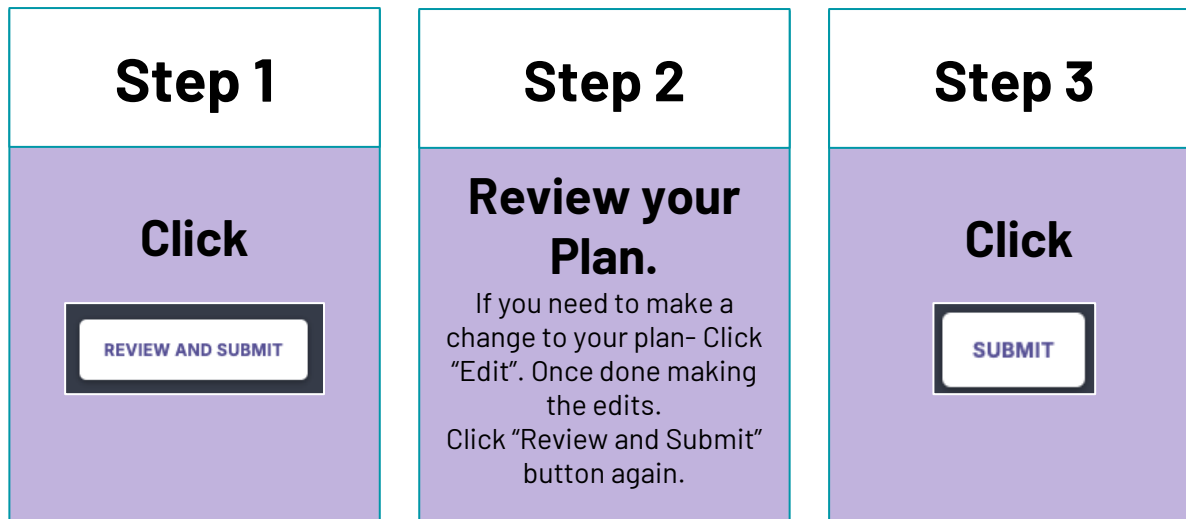






# Submitting Continuous Improvement Reports

Once you have selected your **Outcomes**, accessed the **Measures**, input **results**, and defined **Actions**, you will be able to **Submit** your Plan for review.



## Few things to note

### Once you have Submitted your Plan for review:

- The "EDIT" button will continue to show as an option until your reviewer starts to review your plan. If you click "EDIT" during this time you will need to re-submit your plan.
- Once your reviewer starts to review your plan; your whole plan will be locked down till your review process is complete.



Questions About  
Accessing &  
Using Watermark  
for Continuous  
Improvement  
Reporting?

Contact Dr. KB Gwebu  
([gwebuk@winthrop.edu](mailto:gwebuk@winthrop.edu)), or Kelly  
Scott ([scottks@winthrop.edu](mailto:scottks@winthrop.edu))

