How to Complete the Annual Assessment Submissions in Planning & Self-Study

Contents

Logging In

At UND, users can log in to all Watermark products via single-sign-on (SSO):

> https://login.watermarkinsights.com/connect/universityofnorthdakota

Click on **Planning & Self-Study**

Home > My Leadership

When you log in to Planning & Self-Study by Watermark, you will see a page that looks like this, with dashboards for each Organization [such as a program, co-curricular or administrative unit] for which you have been assigned as a Lead contributor to enter assessment and planning data.

Each dashboard includes links that take you directly to areas to enter specific content, such as assessment plans and mission statement. You may see multiple such dashboards if you have been assigned as a Lead contributor for multiple Organizations at your institution. If you do not see one or more Organizations that you expect to see on your home page, please contact a Planning & Self-Study administrator at your institution for clarification. (contact information is listed on the last page)

Accessing an Assessment Plan

Planning & Self-Study can be used to track and manage annual outcomes assessment data (measures, findings, results, actions, etc.) in an assessment Plan. If one of your Organizations is included in an annual Plan, you will see that Plan listed within the Projects In Progress area of your Organization.

PROJECTS IN PROGRESS

📁 Demo Academic Assessment Plan 2020-2021

1 organization included | 3 outcomes being assessed

Outcome Progress and Results

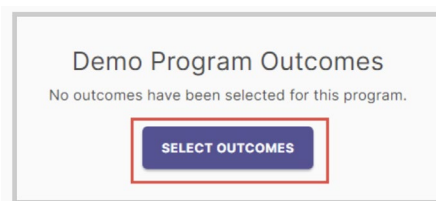■ Not Started   ■ In Progress   ■ Met   ■ Not Met

You may see multiple Plans if there is more than one assessment cycle that you are required to enter data into. To work on a Plan, click on its title.
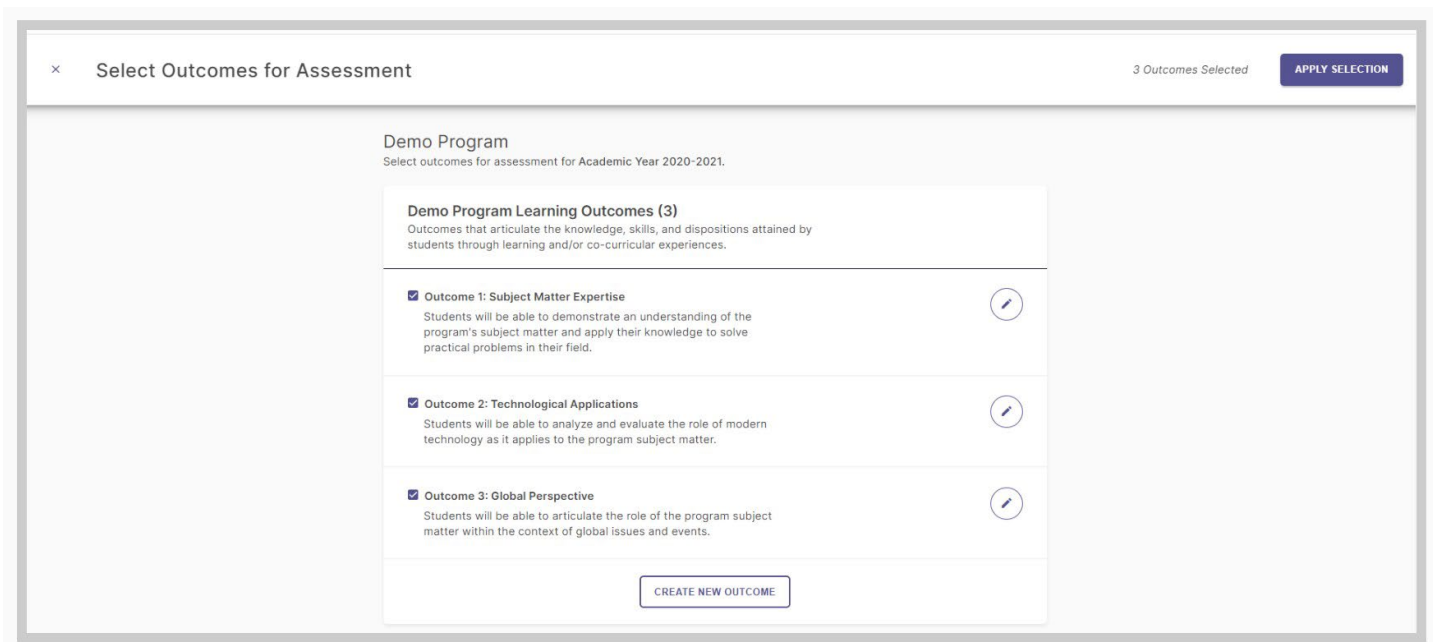
Select Outcomes for Assessment

The below steps are only relevant if you have already inputted the Outcomes for your Organization (academic program/co-curricular department). If you have not completed this step yet, see the Create and Edit Outcomes tutorial on the UND P&SS support site.

Add Outcomes to a Plan

When you open a Plan for the first time, *you must select which Outcomes your Organization will assess that year*. Start by clicking the Select Outcomes button on this page.


Demo Program Outcomes

No outcomes have been selected for this program.

SELECT OUTCOMES

The following page shows a list of all your Organization's Outcomes.

×   Select Outcomes for Assessment   3 Outcomes Selected   **APPLY SELECTION**

Demo Program
Select outcomes for assessment for **Academic Year 2020-2021**.

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

☑ **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.

☑ **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.

☑ **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.

CREATE NEW OUTCOME

From this page, you can edit your existing Outcomes by clicking the pen icon to the right of that Outcome, and you can also create additional Outcomes by clicking the Create New Outcome button at the bottom of this list. For more information about creating and editing Outcomes, please review the section *How to Create and Edit Outcomes*.

To select the Outcomes that your Organization will assess for this Plan (academic year), first check the boxes the left of each Outcome title that you want to include.
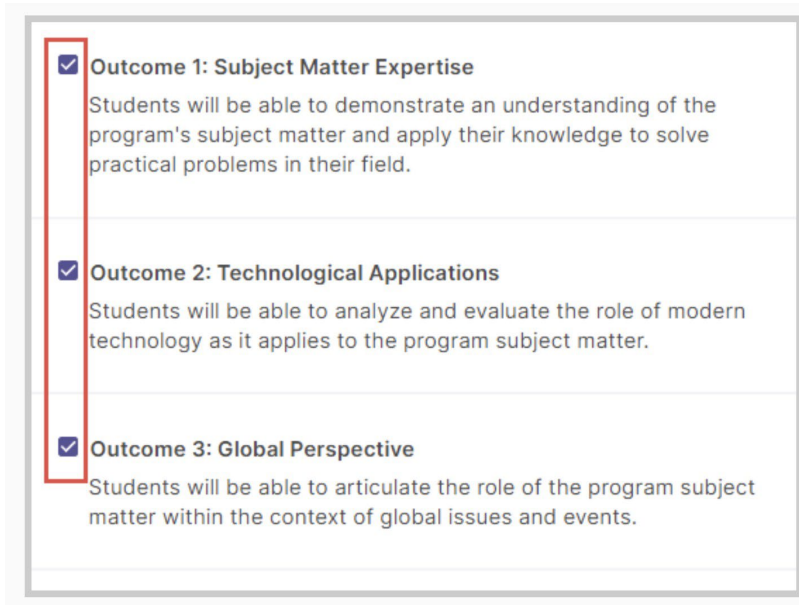
Then, click the Apply Selection button in the upper right-hand corner of the page.
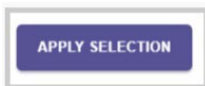

On the following page, you will see your selected Outcomes, and can start entering Measures for each Outcomes. If your selected Outcomes had Measures added to them in prior Plans, those Measure will automatically be added to those Outcomes for this Plan.

Remove Outcomes from a Plan

If you need to remove an Outcome from a Plan, first click the Add/Edit Outcomes button in the upper right-hand corner of the page. Please not that you can only remove an Outcome from a Plan if that Outcome does not have any Measures associated with it; if that Outcome has Measures, you must first remove those Measure from that Outcome before you can remove that Outcome from a Plan.
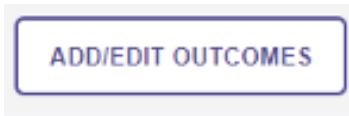
This will take you back to the Outcome selection page. Deselect Outcomes from this list by clicking a checked box to the left of an Outcome title, which removes the checkmark.
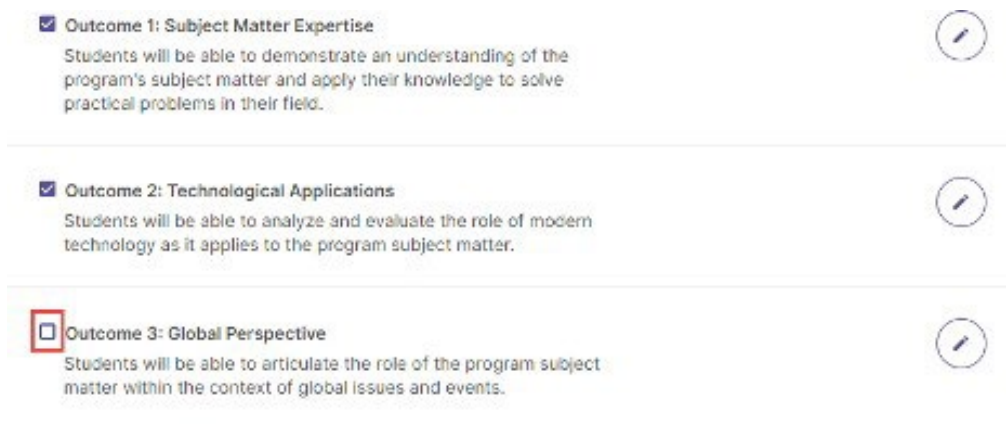
Then, click the Apply Selection button in the upper right-hand corner of the page.

You will be returned to your Plan page which will no longer include the removed Outcome.

Add/Edit Measures

Add Measures to an Outcome

Once you have selected the Outcomes your Organization will assess in a Plan, the next step is to enter the Measures (also called assessment methods) used to assess each Outcome. On your Plan page, you will see your selected Outcomes.

To add a Measure to an Outcome, first click on that Outcome, which will expand it to reveal a New Measure button. Click that button to add a new Measure.

On the following page, you will see a form with various fields to enter data for your Measure:

Definition   Details of the measure activity

Method

[Select Measure Method   ˅]

Outcome

[Outcome 1: Subject Matter Expertise]

Program

[Demo Program]

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 rubric results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

[ALIGN RUBRIC]

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 DESCRIPTION DOCUMENTS]   Attach up to 5 files.

Method: Use this dropdown menu to select whether your Measure is Direct or Indirect. There are also values for subcategories within these types.

Course (required, only available to academic programs): If a Measure is collected from a Course in your Program curriculum, use this field to identify that Course. Click on the dropdown menu to search the curriculum for a Course to select.

If a Measure is not collected from a particular Course (for example, if your Measure is a survey that goes out to all students, regardless of course enrollment), check the box next to This is a non-course based measure instead of selecting a Course.

Title (required): Enter the title or name of the measure.

Results Collection / Align Results: UND utilizes a data integration between Planning & Self-Study and Blackboard, therefore you can align a Measure to an assignment collected from that system to automatically populate assessment results from that system into Planning and Self-Study.

- Select **I Want to Collect Results Myself** then follow the prompts. (see page 10)

The Align Results section is optional. Results can be entered later.

Target: Enter the target or criteria of success for the measure, e.g. "80% of the student will achieve a score of 3 or above."

Description: Enter a brief description of the measure activity. 2-3 sentences to describe the assessment method and how it will be assessed.

Attachments / Attach Description Documents: Upload up to 5 files that provide more details about the measure activity. (optional)

Please note that you can always return to this page to edit any part of your Measure later. Once you are done entering information for your Measure, click the Add button in the upper right-hand corner of the page to save your changes.

A message will appear asking whether you are ready to enter the results of the Measure you just entered.

- Click **No, Continue Later** to return to your Plan page where you can enter more Measures for your Outcomes, or

- Click **Yes, Manage Results Now** to go to where you can enter your assessment results and findings. This process is detailed below under Add Results.

Continue to manage results? ✕

Measure was successfully added.
Do you want to manage results for this measure now?

NO, CONTINUE LATER   YES, MANAGE RESULTS NOW

Edit or Remove a Measure

From your Plan page, you can make changes to or remove a Measure by first clicking the menu button to the right of the Measure Title. A menu will open the options, Measure Details, which will return you to the measure editing page to make changes to your Measure, and Remove from Plan, which allows you to remove a Measure from your Plan.

DEMO 101 Capstone Project   ⋮

No results added.

Measure Details

ADD RESULTS

Remove from Plan
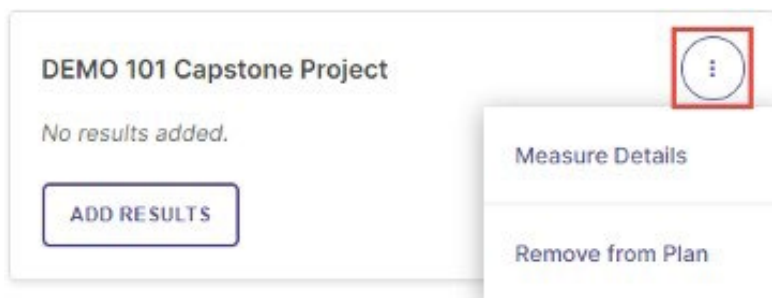
Reusable Measures

Since measures can link to multiple assessment cycles, changes made to a measure will reflect in all plans and curriculum maps, including past and closed cycles.

When a lead pulls established outcomes into a current assessment plan, all of the measures that are already aligned with that outcome automatically populate. The lead will need to make sure these measures are up to date and add any new measures that are not currently populated from before.

Previously, when a measure was added to an outcome, those measures were automatically populated under the same outcome in any open assessment plan. The drawback here was that these measures start showing up in previous reporting year plans.

Regardless of plan type, the newly created measures will not show up in the program assessment plans of past reporting years. The measures will also not appear regardless of the assessment plan status. For reports, such as type & status charts, only the measures that have appeared in the plans with those future reporting years will appear. For program plans, the measures created from the Curriculum Map will have the same condition.

Measures created on a particular date will appear in the open plans for Current and Future Reporting years.

Add/Edit Results

Add Results

Once you have added assessment Measures to your Plan, the next step is to enter the Results of those Measures. To begin, click the Add Results button for a Measure for which you have results to enter.
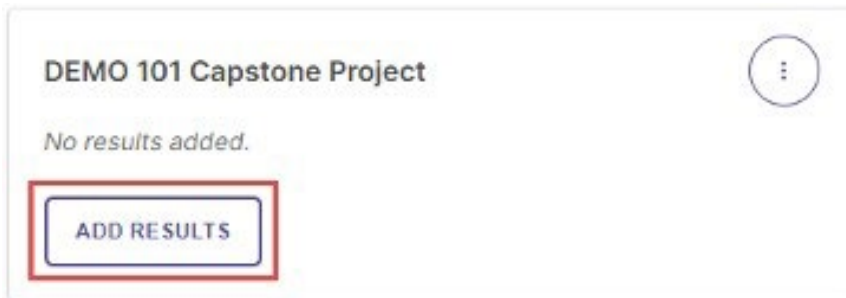
You will be taken to a page where you are asked to select the results format you would like to use to document evidence of your assessment results, described below. Please note that you may not see all of the following options, based on the type of Outcome assessed, and details associated with the Measure.
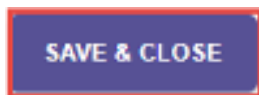
I want to upload the assessment results files: If your assessment Results are document in a file you have saved to your computer, you can use this option to upload that file as evidence.

I want to enter the count of students who meet/do not meet the criteria: This option allows you to enter the counts of students who met or did not meet your criteria for outcome achievement, and those results will display as a data graphic.

I want to align results from another system: If your assessment Results are collected from Blackboard or another Watermark product, this option populates the results from one of those systems into Planning and Self-Study.

We do not use the **I want to send emails to collect scores from faculty** option at UND.

Please note that you can always return to this page to edit any part of your Results later. Once you are done entering information for your Measure, click the Save & Close button in the upper right-hand corner of the page to save your changes.


Upload Assessment Results Files

If you choose the Results format option, **I want to upload the assessment results files**, next click the Upload New File button to search your computer for a document detailing your assessment Results. You may upload multiple files to this area.

After you upload a file, you will see buttons to the right of its title to download or remove it.
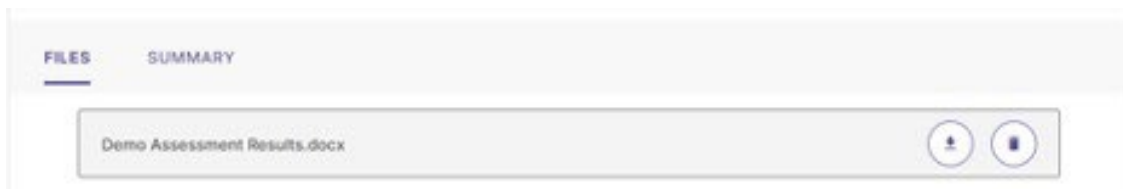
You may also click the Summary tab to type additional information about your Results.

Enter Count of Students who Meet / Do Not Meet Criteria

If you choose the Results format option, I want to enter the count of students who meet/do not meet the criteria, next enter the number of students for each achievement category. Please note that these categories may be titled differently, based on your institution's setup of Planning and Self-Study. Click View Results when you have entered your student counts.

At a minimum, enter the number of students who fit into the Met and Not Met categories.

Enter met/not met counts

Select the level of detail for met/not met counts:*

◉ Overall counts for this measure activity.

If you do not have values for some of the categories, you can leave them blank.

Exceeded	Met	Approached	Not Met
10	20	5	5

Met Total: 30   Not Met Total: 10

○ Counts for each section

Enter counts for individual course sections, based on the term they occurred in.

VIEW RESULTS

Your student performance data will now display as a data graphic. You may edit these Results by clicking Edit Results.

Results
Evaluation of the measure activity

✎ Change Collection Method

Overall Proficiency

■ Exceeded ■ Met ■ Approached ■ Not Met

| 25% | 50% | 13% | 13% |

0%   Met Total: 75%   Not Met Total: 25%   100%

EDIT RESULTS
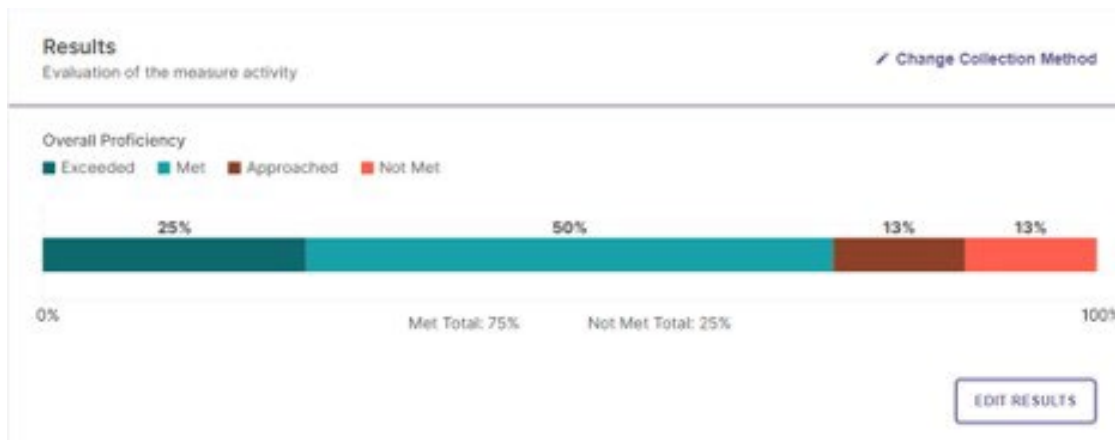
You have the option to enter student counts broken down by course section – if your Measure is associated with a Course that has Course Sections offered during your Plan year – by selecting Counts for each section and clicking Enter Counts, and Planning and Self-Study will automatically aggregate totals across all Course Sections.

◉ Counts for each section

Enter counts for individual course sections, based on the term they occurred in.

ENTER COUNTS

Even if you select the I want to enter the count of students who meet/do not meet the criteria Results format option, you may still upload documentation and enter a summary of assessment Results. To do so, first click the carrot icon to the right of Include results files and a summary of results (optional)

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

This will expand options to both upload a file and enter a summary, identical to the steps described under Upload Assessment Results.
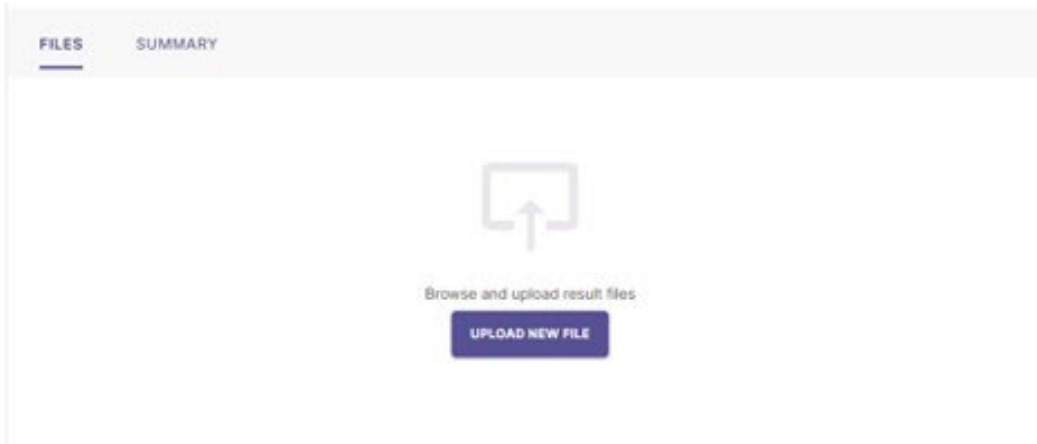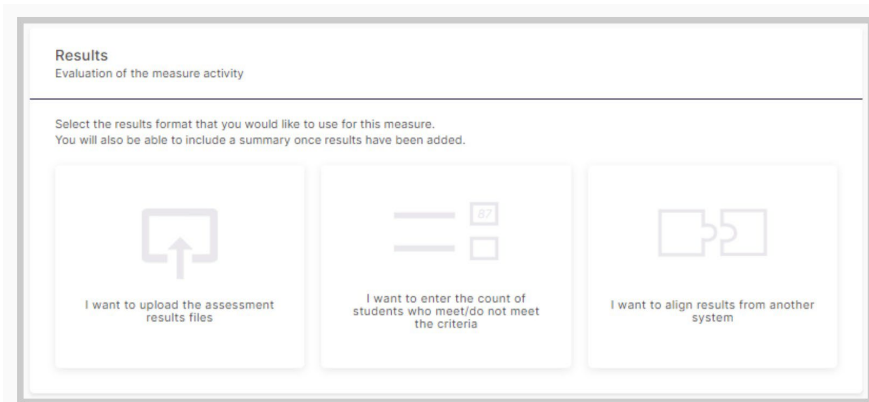

Align Results from Another System (Blackboard)

Assessment leads can pull assessment results from Blackboard Learn into measures in Planning & Self-Study using their own accounts. To do this, an assessment lead will follow these steps:

1. Either create a new measure or add results to an existing one.

    a.   Create a new measure and select "Align Results".

Aligning rubric results from another system to a new measure.

    b.   "Add Results" to an existing measure and then select "I want to align results from another system".

Aligning rubric results from another system to an existing measure.

2. Select Blackboard Learn as the source from which to pull measure results. The assessment lead will then authenticate with their Blackboard Learn credentials to authorize themselves.
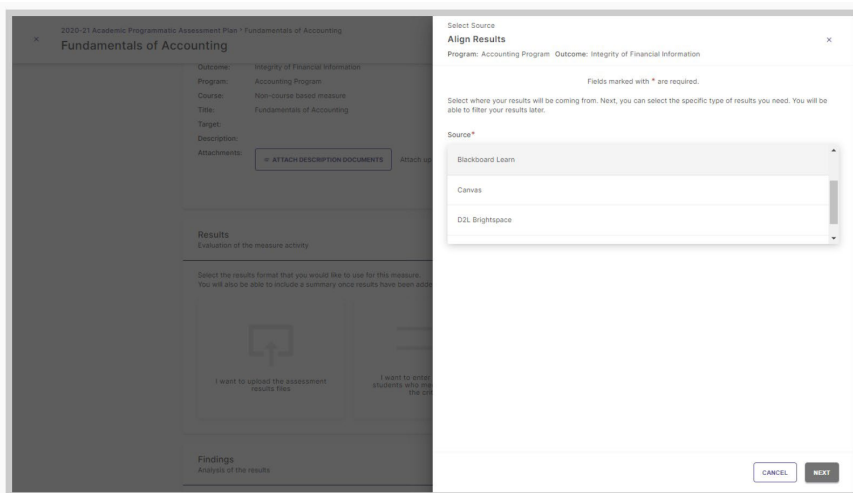
Source options for aligning rubric results from another system.

3. Assessment leads can reauthorize the system with a different Blackboard Learn account to pull the assessment results by clicking on the link "reauthorize here" and logging out of any Blackboard account. Once authorized correctly, click 'Next'.Reauthorize Blackboard Learn
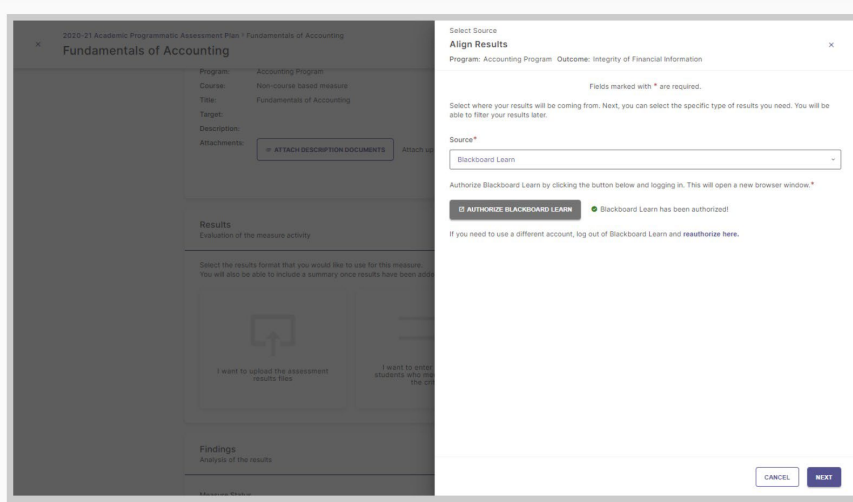
4. Select the Course and Assessment Activity from which to import relevant assessment results. View the Course(s) that they are associated with and view the Assignments and Tests as an assessment activity.
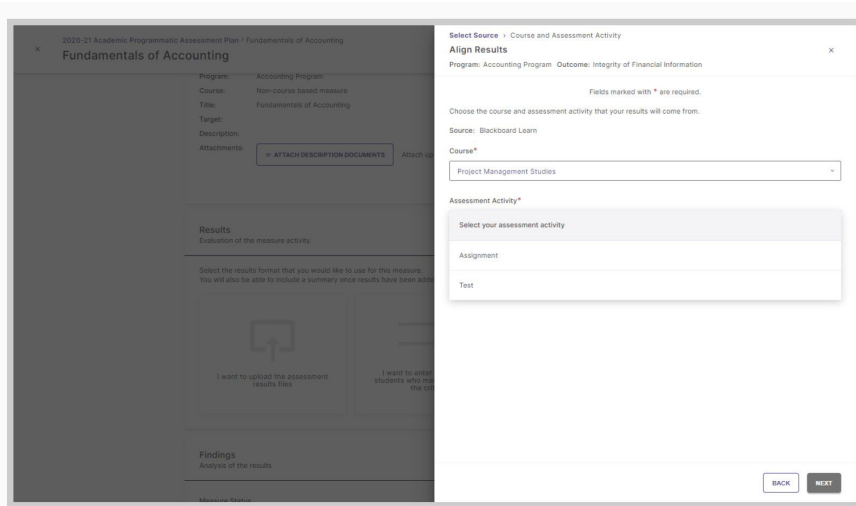
Select the Assignment/Test from the list.

5. Choose from a list of Assignments/Tests relevant to the selected course.
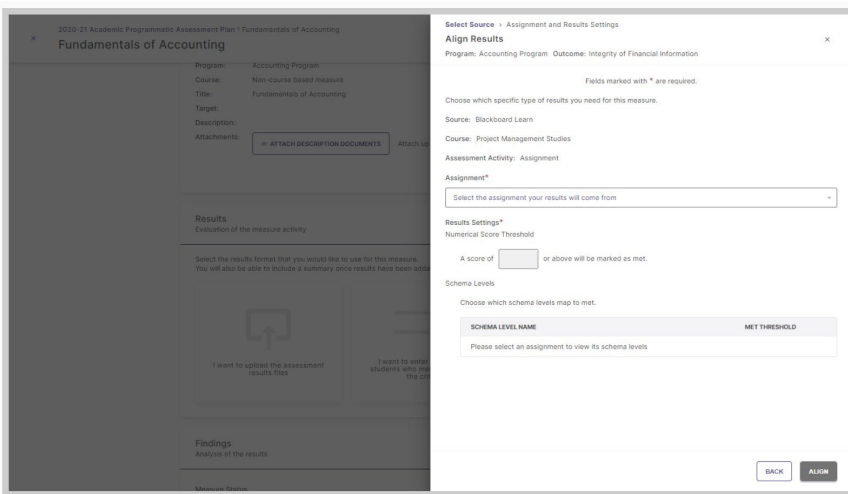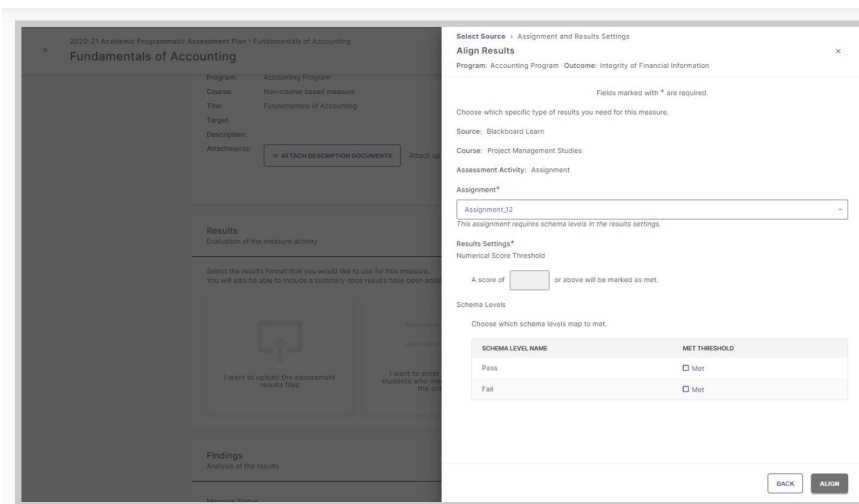

Select the Assignment from the list
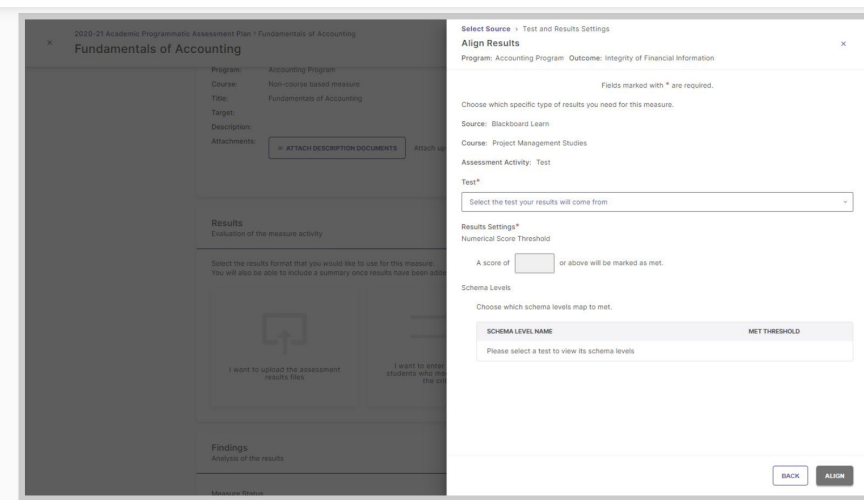
Select the Test from the list

6. Under Result Settings, choose to interpret the results in Planning & Self-Study based on a Numerical Score Threshold or select the Grading Schema levels relevant to the selected assessment activity.
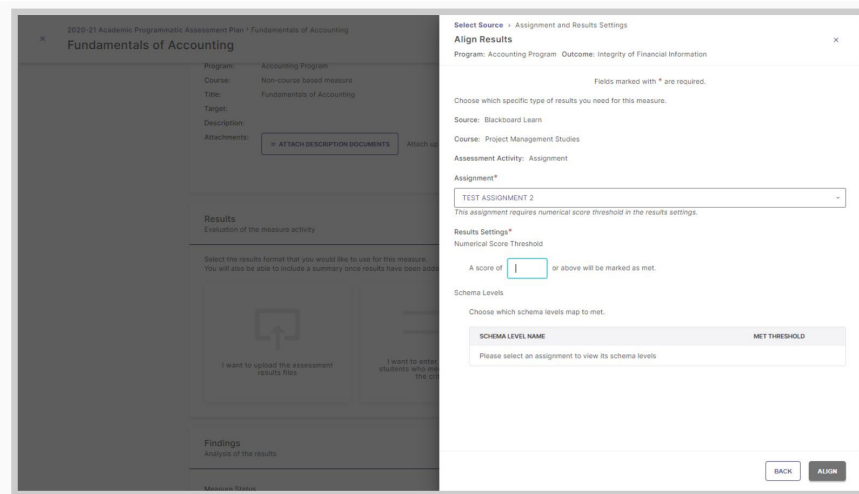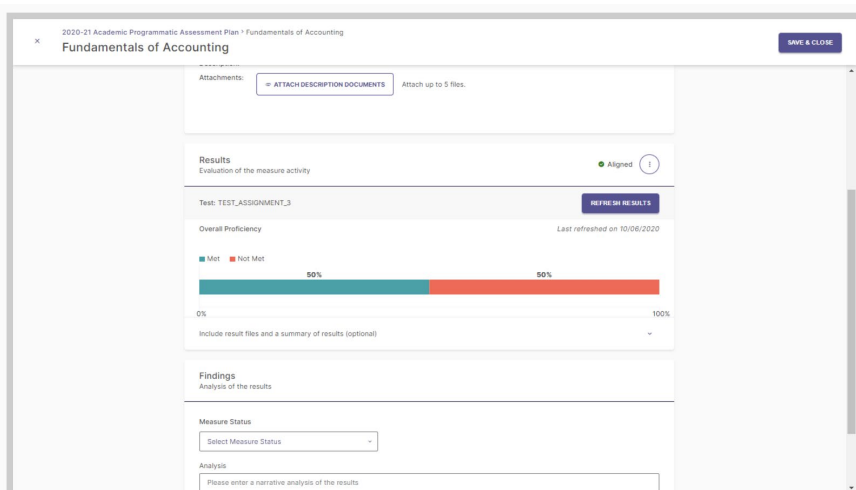
Select the Result setting as Numerical Score Threshold

Select the Result setting as Schema Levels

7. Once aligned, the filtered results from Blackboard Learn will display in the measure in Planning & Self-Study, as well as in the Annual Report generated from within Planning & Self-Study.

Blackboard Learn results displayed in the assessment plan in Planning & Self-Study.
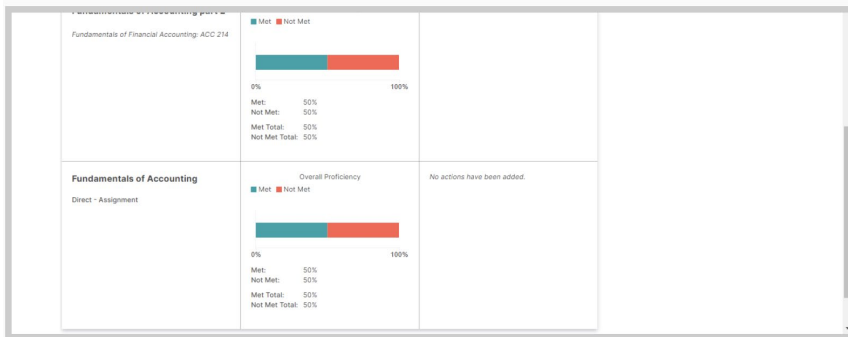
The results from Blackboard Learn displayed in the assessment report in Planning & Self-Study.

Remove and Change Results

To remove Results and change the selected Results format, click Change Collection Method.

This will open a pop-up window to confirm your decision. Click Yes, Delete Results to proceed and delete your Results, which will allow you to select a new Results format.

Analyze Results

Add Findings

Once you have documented the Results for a Measure, the next step is to document the Findings, or analysis. From the Plan page, you can click Analyze Results to open the page for that Measure.

DEMO 101 Capstone Project

Student counts added.

ANALYZE RESULTS

Once you are on that page, scroll down to the Findings category.

Findings
Analysis of the results

ACTIONS & PAST RESULTS

Measure Status

Select Measure Status

Analysis

Please enter a narrative analysis of the results

Actions   ⊕ **Add New Action**

The first option in this category is to document the Measure Status for this Measure. Use the dropdown menu to select whether the criteria for this Measure was Met or Not Met, based on the Results. This is based on the Target that was established for the specific measure.

Measure Status

Select Measure Status

Met

Not Met

Enter a more detailed Analysis in the following text field.

Analysis

Please enter a narrative analysis of the results

View Actions and Past Results

If the same Measure was used in previous assessment Plans, you can view Actions and

Results for previous iterations of that Measure to more effectively analyze how the Results for the most recent iteration fit in to a longitudinal understanding of the Measure.

To begin, click the Actions & Past Results button in the Findings section.

This will open a panel on the right-hand side of your screen. Click the icons to toggle between viewing historic Actions and Results associated with your Measure.
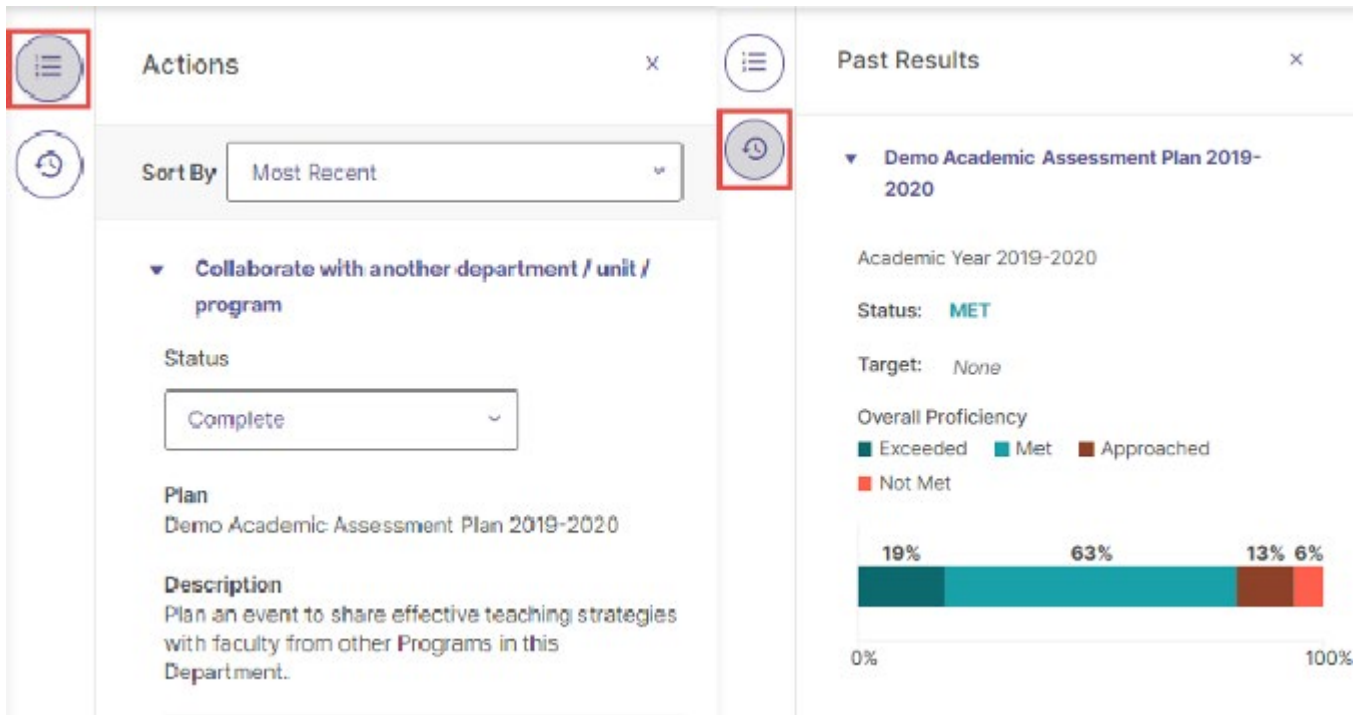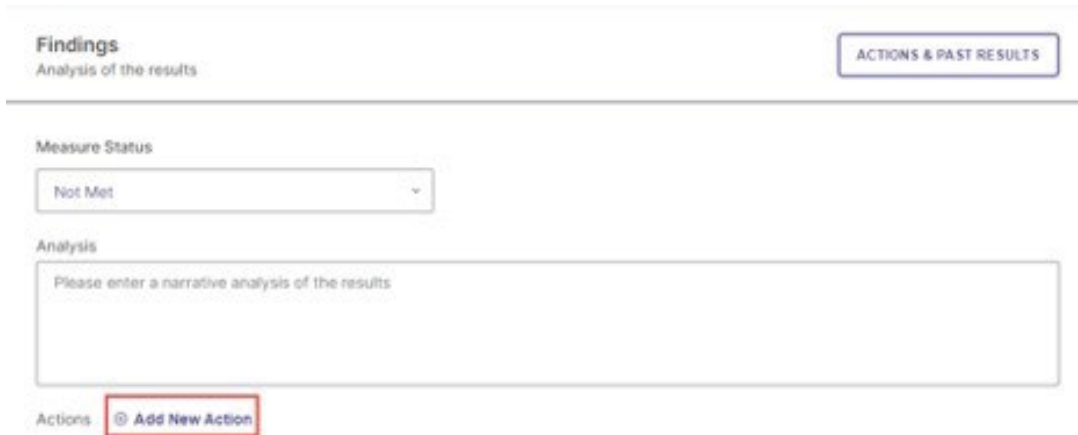

Add/Edit Actions

Add Actions

Once you have documented Results and Findings for a Measure, the next step is to document follow-up actions to close the loop on assessment planning. From the Plan page, you can click Add Actions to open the page for that Measure.
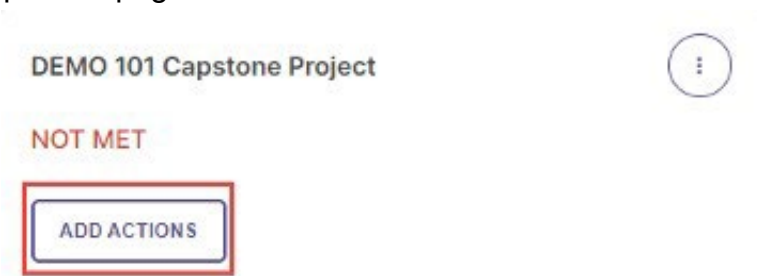
Once you are on that page, scroll down to the Findings category and click Add New Action.

Findings
Analysis of the results

ACTIONS & PAST RESULTS

Measure Status

Not Met

Analysis

Please enter a narrative analysis of the results

Actions   ⊕ Add New Action

This will open the Actions panel on the right-hand side of the page. Next, select the type of action you want to document from the list of options. Your list may look a little different than the listing, below.

Actions > Add Action   ✕

Add 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

Modify Physical Environment

Once you select an Action Type, enter more details for that Action on the following form and click Create Action.

Action Type

Revise Curriculum

✏ Change Action Type

Action Description*

Add new first-year course to introduce this outcome to students earlier in curriculum.

Recommended Due Date

mm/dd/yyyy 📅

CANCEL   **CREATE ACTION**

Repeat these steps to enter additional Actions. There is no limit to the number of Actions that can be added to a Measure.

Edit and Delete Actions

To edit or delete Actions, first open your Action list in the Findings section.

From the Action list, expand an Action by clicking the arrow next to it. With the Action expanded, you can edit it by clicking the pen icon, or delete by clicking the trash icon.

Click Save & Close when done entering Findings and Actions.

Analyze Outcome

Once you have documented all Measures, Results, and follow-up Actions for an Outcome, the next step is to analyze overall achievement of that Outcome. To begin, click the Analyze Outcome button from the Plan page.

In the following form, a written analysis can be provided to include more details in the Outcome about the outcome.

Use the Outcome Status dropdown menu to select whether the Outcome was Met or Not Met.

Finally, you can document Actions that are related to the Outcome but which are not related to a specific Measure by clicking Add New Action beneath General Actions.
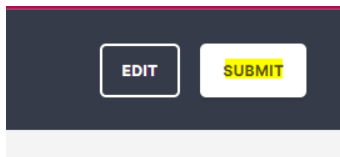

Submit as Completed

1. When done reporting on all Outcomes, Measures, Results, and Actions. Click on **Review and Submit.**

   From here leads can export their annual assessment submission.

2. Then click **Submit**.

Leads will receive an automated email once the Plan has been submitted.

If needing to edit the submission, click on **Edit**. Make the changes, and repeat the **Review and Submit** then **Submit** steps.

Additional Support and Resources

UND Planning & Self-Study Administrators

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701-777-4085

Articles and Tutorials

- UND Watermark Tutorials
- Watermark Support Site