QuickStart Guide:
How to Create and Edit Curriculum Maps

watermark™

Contents

Your Home Page

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 into, such as and assessment plan 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.

As you work in Planning & Self-Study, if you need to return to your home page, you can usually locate a Home breadcrumb link in the upper left-hand corner of the page.
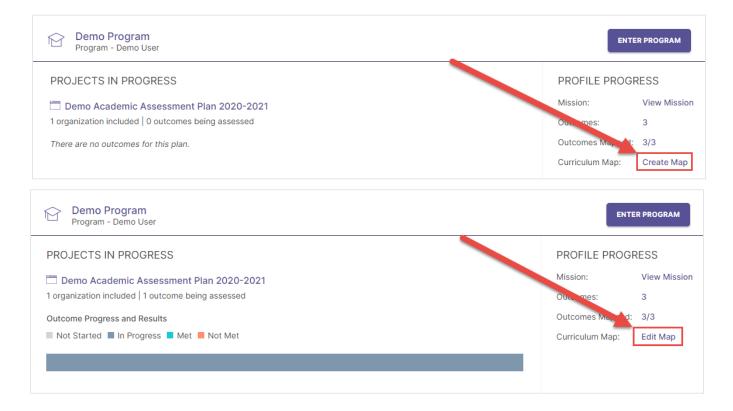
Creating and Editing Curriculum Maps

About Curriculum Maps

Planning & Self-Study by Watermark allows you to demonstrate to what degree your program's learning outcomes are addressed in your courses. This is a feature that is exclusive to program-type organizations at your institution. Before you can create a Curriculum Map for your program, first you must document your program's learning outcomes (see this guide to walk through that process) and then you must identify the courses offered by your program (see this guide to walk through that process).
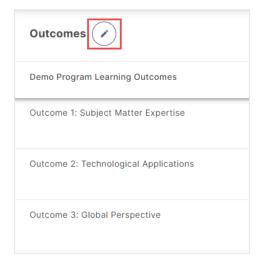
Create/Edit a Curriculum Map

Home Page Navigation

To start work on your program Curriculum Map, first locate your program dashboard from your home page, then click either Create Map (if you are creating Curriculum Map for the first time) or Edit Map (if you are editing an existing Curriculum Map).

This will take you to the following page for editing curriculum maps:

Your program's outcome set is located on the left-hand side of your Curriculum Map, listing the outcomes within it from top to bottom. If you need to edit your outcome set, click the icon of the pencil at the top of this list.

Your program's courses are listed across the top of your page from left to right. If you need to add or remove courses from this list, click the icon of the pencil. If your courses exceeds the display limit, you can navigate through them by clicking the arrows to the right.

Align Outcomes to Courses

To affiliate an outcome to a course, first click on a cell where that outcomes intersects with the desired course. This will open a new panel on the right.

Use the checkboxes in that right panel to choose to what degree an outcome is aligned to a course using the indicators, Introduce, Reinforce, and/or Master. You may select multiple indicators. As you check the boxes for these indicators, your Curriculum Map will update to reflect your alignment selections.

Add Assessment Measures

Your Curriculum Map also allows you to document assessment measures for outcomes that are associated with certain courses in the program. First, click on a cell where an outcome your program measures intersects with the a course that a measure is tied to. This will open a new panel on the right.

Next, click the Add Measure button from this panel.

On the following page, you will see the following fields to enter information about your measure: a dropdown menu to categorize the Method, and text response areas to enter a Title, Target, and Description. Click Add in the upper right hand corner of the page

Your Measure will now appear in the right-hand panel, and it will automatically be included in future assessment Plans and current Plans that are in progress. This information will be displayed in the Reference column to the right of your Measure Title.

Save and Close

Once you have finished mapping your outcomes, click either the Create button (if this is your first time working on a Curriculum Map) or the Update button (every time after the first) located in the upper right-hand corner of your page to close the window and save your changes. You may also close your Curriculum Map by clicking the X in the upper left-hand corner of the page to undo any content you have entered in your map.