

QuickStart Guide: How to Create and Edit Curriculum Maps



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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 an 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.

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.

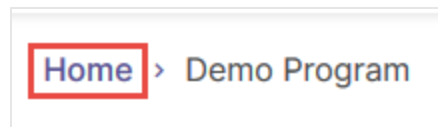
Demo Program

Program - Demo User

ENTER PROGRAM

<p>PROJECTS IN PROGRESS</p> <div style="border: 1px solid #000; padding: 5px; margin-bottom: 5px;"> <p> Demo Academic Assessment Plan 2020-2021</p> <p>1 organization included 0 outcomes being assessed</p> <p><i>There are no outcomes for this plan.</i></p> </div>	<p>PROFILE PROGRESS</p> <p>Mission: View Mission</p> <p>Outcomes: 3</p> <p>Outcomes Mapped: 3/3</p> <p>Curriculum Map: Create Map</p>
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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).

Demo Program
Program - Demo User [ENTER PROGRAM](#)

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 0 outcomes being assessed

There are no outcomes for this plan.

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: 3

Outcomes Map: 3/3

Curriculum Map: [Create Map](#)

Demo Program
Program - Demo User [ENTER PROGRAM](#)

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021
1 organization included | 1 outcome being assessed

Outcome Progress and Results

Not Started In Progress Met Not Met

PROFILE PROGRESS



Mission: [View Mission](#)

Outcomes: 3


Outcomes Map: 3/3

Curriculum Map: [Edit Map](#)

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


Outcomes 	Courses 			← →	
Demo Program Learning Outcomes	DEMO 1...	DEMO 201	DEMO 301		
Outcome 1: Subject Matter Expertise	+	+	+		
Outcome 2: Technological Applications	+	+	+		
Outcome 3: Global Perspective	+	+	+		

Key: Aligned I Introduce R Reinforce M Master

Outcomes 
Demo Program Learning Outcomes
Outcome 1: Subject Matter Expertise
Outcome 2: Technological Applications
Outcome 3: Global Perspective

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.

Courses 	← →	
DEMO 1...	DEMO 201	DEMO 301

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.

Outcomes	DEMO 1...	DEMO 201	DEMO 301
Demo Program Learning Outcomes			
Outcome 1: Subject Matter Expertise	✓	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

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.

DEMO 101

Alignment YES

Introduce

Reinforce

Master

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.

Outcomes	DEMO 1...	DEMO 201	DEMO 301
Demo Program Learning Outcomes			
Outcome 1: Subject Matter Expertise	I R	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

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.

DEMO 101

Alignment YES

Introduce

Reinforce

Master

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.

The screenshot shows a table with 'Outcomes' on the left and 'Courses' on the top. A red arrow points to the cell for 'Outcome 1: Subject Matter Expertise' under the 'DEMO 101' column, which contains 'I' and 'R' in separate boxes. To the right, a panel for 'Outcome 1: Subject Matter Expertise' is open, showing a description, the course 'DEMO 101', alignment options (Introduce, Reinforce, Master) with 'Introduce' and 'Reinforce' checked, and an 'ADD MEASURE' button.

Outcomes	DEMO 101	DEMO 201	DEMO 301
Outcome 1: Subject Matter Expertise	I R	+	+
Outcome 2: Technological Applications	+	+	+
Outcome 3: Global Perspective	+	+	+

Next, click the Add Measure button from this panel.

This is a close-up of the 'ADD MEASURE' button in the 'Outcome 1: Subject Matter Expertise' panel. A red arrow points to the button, which is highlighted with a red box. The panel also shows the alignment options: 'Introduce' and 'Reinforce' are checked, and 'Master' is unchecked. The alignment status is 'YES'.

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

⊗

Add Measure for Outcome 1: Subject Matter Expertise

ADD

Course: DEMO 101: Intro to Subject Matter

Fields marked with * are required.

Definition
Details of the measure activity

Method

Assignment
Direct ▾

Title*

Course Capstone Assignment

Target

80% of the students will achieve a score of 3 or above

For example, 80% of the students will achieve a score of 3 or above.

Description

This assignment was selected as a reliable RELIABLE indicator of student achievement of this outcome

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.

Measures ⊕ ADD MEASURE

TITLE	METHOD	REFERENCE
Course Capstone Assignment	Assignment	Demo Academic Assessment Plan 2020-2021

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.

