

# QuickStart Guide: How to Map Outcomes



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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

#### 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

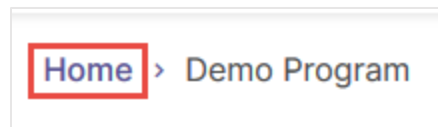
Mission: [View Mission](#)

Outcomes: 3

Outcomes Mapped: 3/3

Curriculum Map: [Create Map](#)

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.



# How to Map Outcomes

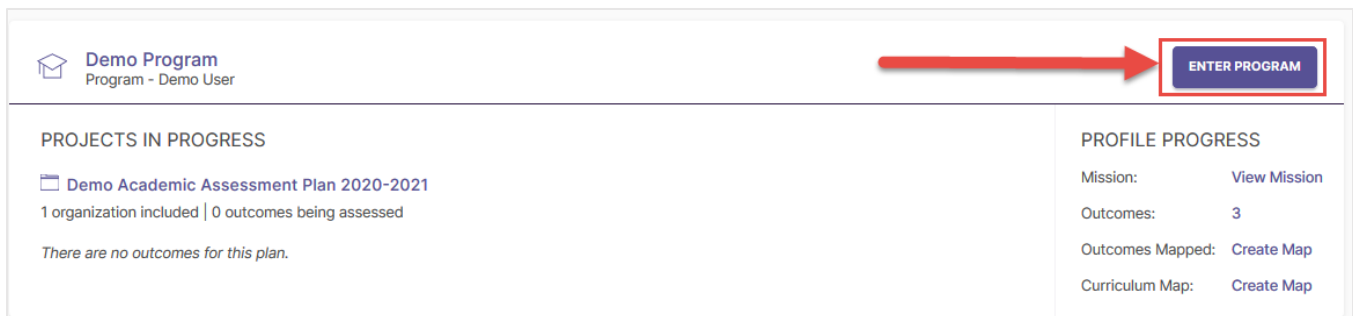
## What is Outcomes Mapping?

If your organization has entered outcomes in Planning & Self-Study, you can map those outcomes to outcomes created by organizations above yours in your institutional hierarchy, to demonstrate alignment across different levels at an institution. The most common use case is to map program outcomes to institution-wide outcomes, such as General Education outcomes. For this reason, this guide will focus on mapping organization outcomes to institution-wide outcomes. But a lead contributor for an organization can also follow the steps in this guide for similar use cases, such as mapping program outcomes to outcomes created by the college or department in which it nested, if those organizations have documented outcomes.

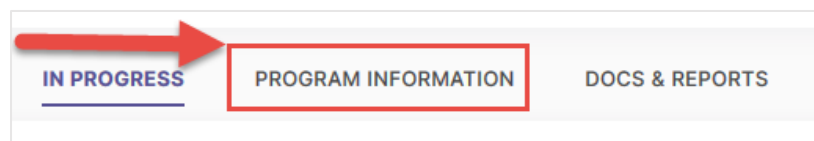
## Create/Update an Outcome Map

### Navigation from Home Page

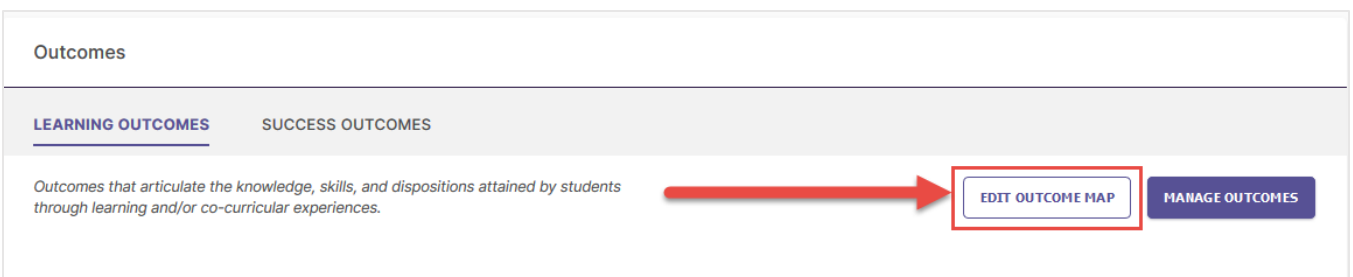
To begin, first locate your program dashboard from your home page and click [Enter Program](#) on the right to navigate to your organization profile.



From the organization profile, click the [Program Information](#) tab in the navigation toolbar.



From the [Information](#) tab, scroll down to your Outcomes area, and click the [Edit Outcome Map](#) button to the right.



You will be taken to the outcomes mapping matrix for that organization.

OUTCOME MAP
×
Demo Program
CREATE

Outcomes	Organizations <span style="float: right;">← →</span>			
Demo Program Outcomes	Demo Univ...	Academic Affal...	Demo College	Demo Departmen...
Outcome 1: Subject Matter ... <small>Students will be able to demonstrat...</small>	+	+	+	+
Outcome 2: Technological ... <small>Students will be able to analyze an...</small>	+	+	+	+
Outcome 3: Global Perspec... <small>Students will be able to articulate t...</small>	+	+	+	+

Outcome Mapping ×

**Getting Started**

To align outcome(s), select the "+" associated with the desired outcome and parent organization (e.g. program or institution). From there, you will be able to map to any specific outcomes associated with the parent organization that populate on this side panel.

Locate and Edit your Organization Outcomes

Outcomes

**Demo Program Outcomes**

**Outcome 1: Subject Matter ...**  
Students will be able to demonstrat...

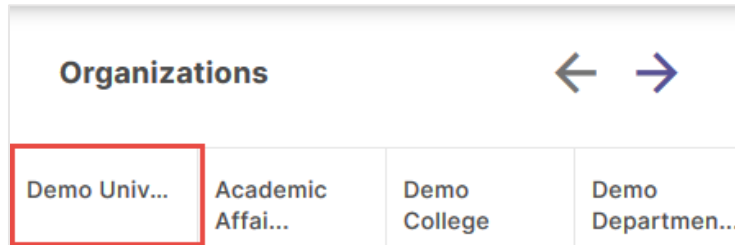
**Outcome 2: Technological ...**  
Students will be able to analyze an...

**Outcome 3: Global Perspec...**  
Students will be able to articulate t...

Your organization’s outcome set is located on the left-hand side of this matrix, 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.

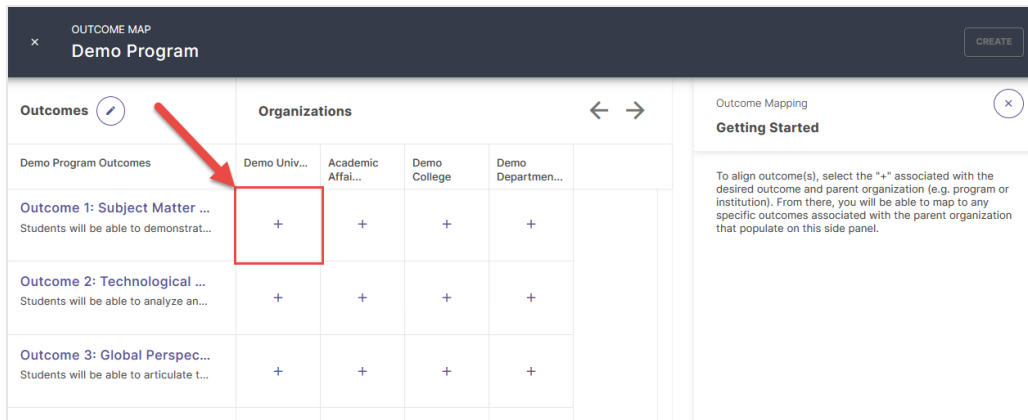
### Locate Organizations to Map To

Across the top of the matrix from left to right are the organizations of your institution’s hierarchy in which your organization is nested. The left-most organization is the institution-wide level of your hierarchy, where your institution-wide outcomes will be documented.

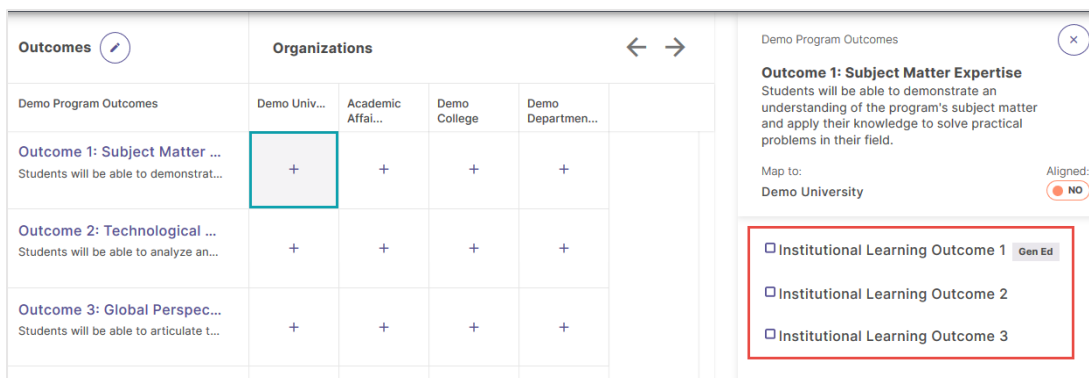


### Map Outcomes

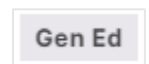
To align one of an organization’s outcomes to the outcomes created in one of the organizations listed across the top of this matrix, click on the cell where that outcome intersects with an organization.



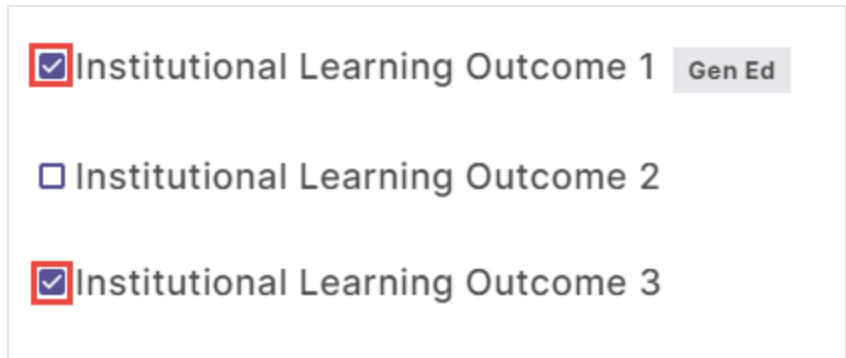
This will open a new panel to the right of your matrix, containing the outcome set for the organization you selected. If you don’t see outcomes for a certain level that you expect to see, please contact a Planning & Self-Study administrator at your institution for clarification.



Outcomes created at the institutional level which have been identified as General Education outcomes will have a Gen Ed label next to them.



To align your organization’s outcome to one or more of the outcomes in the selected organization’s outcome set, check the box to the right of those outcomes.



When you map one of your organization’s outcomes to an outcome in another organization, the mapping matrix will update with a checkmark to signify alignment between your outcome and that organization.

Outcomes	Organizations			
Demo Program Outcomes	Demo Univ...	Academic Affai...	Demo College	Demo Departmen...
<b>Outcome 1: Subject Matter ...</b> Students will be able to demonstrat...	✓	+	+	+
<b>Outcome 2: Technological ...</b> Students will be able to analyze and...	+	+	+	+
<b>Outcome 3: Global Perspec...</b> Students will be able to articulate t...	+	+	+	+

Demo Program Outcomes ✕

**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.

Map to: Aligned: YES

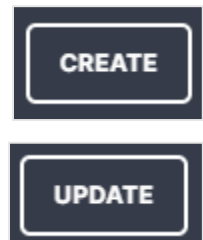
Demo University

- Institutional Learning Outcome 1 Gen Ed
- Institutional Learning Outcome 2
- Institutional Learning Outcome 3

You can continue to map your organization’s outcomes to other outcome sets by clicking other matrix cells where an outcome intersects with another organization.

### Save Changes

Once you have finished mapping your outcomes, click either the [Create](#) button (if this is your first time mapping outcomes) or the [Update](#) button (every time after the first) located in the upper right-hand corner of your page to save your changes and close the window and save your changes. Please note that if you close this page before clicking Create or Update, any changes you made will not be saved.



You will be returned to the [Information](#) tab of your Organization Profile, where you will see how many connections each of the organization's outcomes has. You can click the [Edit Outcome Map](#) button to add additional mappings or edit existing ones.

<h3>Outcome 1: Subject Matter Expertise</h3> <p>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.</p> <p>Understand   Apply   Mastery</p> <p><b>Mapping:</b> <span style="border: 1px solid red; padding: 2px;">✔ 2 connections</span> Assessment Status: Not Assessed</p>	<h3>Outcome 2: Technological Applications</h3> <p>Students will be able to analyze and evaluate the role of modern technology as it applies to the program subject matter.</p> <p>Analyze   Evaluate   Technology</p> <p><b>Mapping:</b> <span style="border: 1px solid red; padding: 2px;">✔ 1 connection</span> Assessment Status: Not Assessed</p>
<h3>Outcome 3: Global Perspective</h3> <p>Students will be able to articulate the role of the program subject matter within the context of global issues and events.</p> <p>Remember   Apply</p> <p><b>Mapping:</b> <span style="border: 1px solid red; padding: 2px;">✔ 2 connections</span> Assessment Status: Not Assessed</p>	