


# QuickStart Guide: How to Create and Edit Outcomes

 Tip: Hover your mouse over the call-out icons embedded in this document for additional explanation of the steps outlined below.



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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.

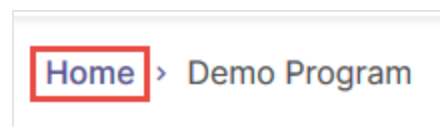
**Demo Program**

Program - Demo User

ENTER PROGRAM

<p><b>PROJECTS IN PROGRESS</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> <b>Demo Academic Assessment Plan 2020-2021</b></p> <p>1 organization included   0 outcomes being assessed</p> <p><i>There are no outcomes for this plan.</i></p> </div>	<p><b>PROFILE PROGRESS</b></p> <p>Mission: <a href="#">View Mission</a></p> <p>Outcomes: 3</p> <p>Outcomes Mapped: 3/3</p> <p>Curriculum Map: <a href="#">Create Map</a></p>
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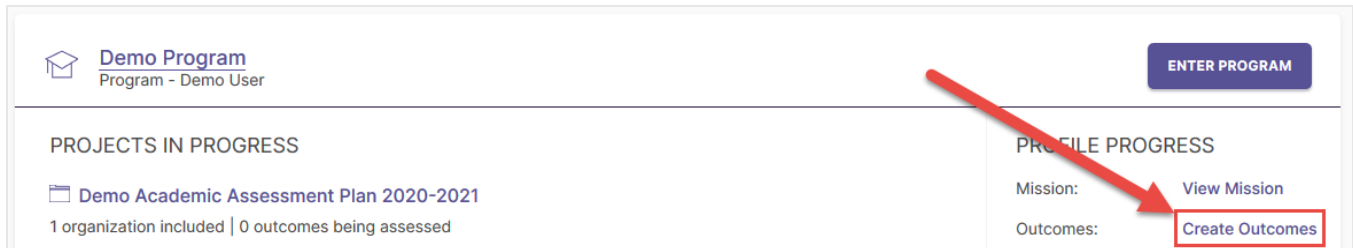
As you work in Planning & Self-Study, if you need to return to your home page, you can usually locate a [Home](#) breadcrumb link in the upper left-hand corner of the page.



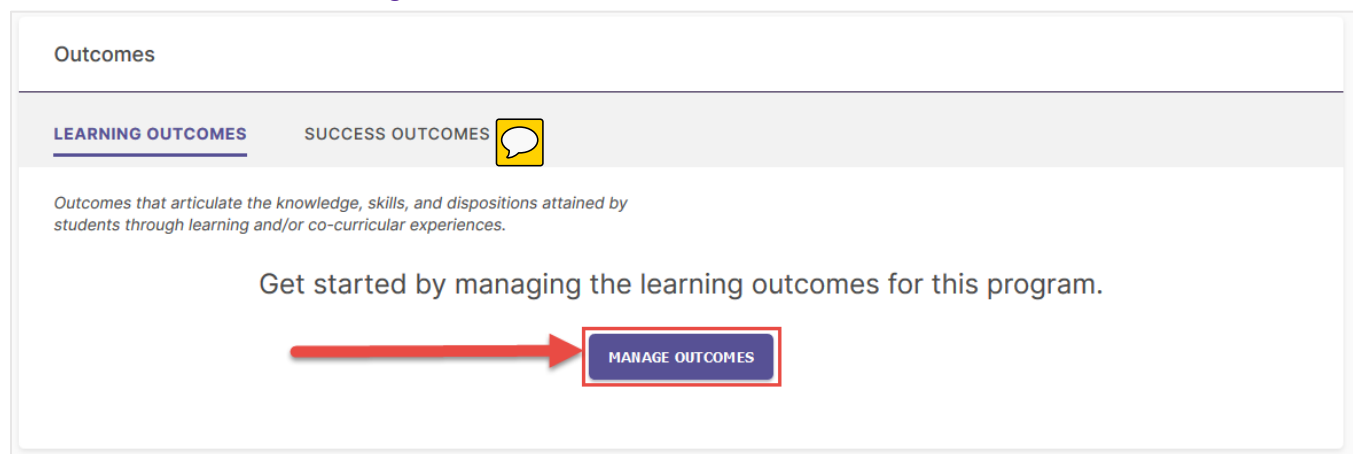
## How to Create and Edit Outcomes

### Create New Outcomes

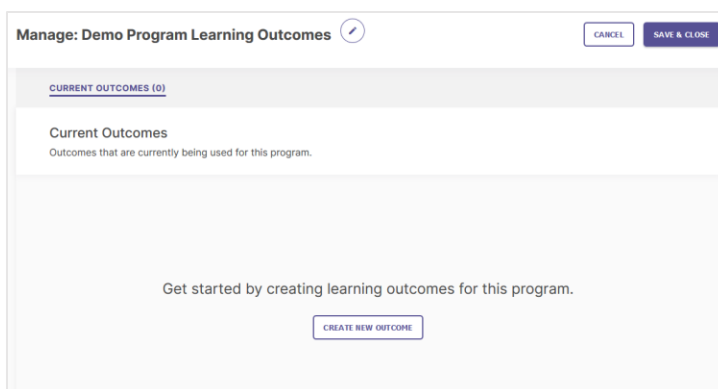
If you are entering an organization's outcomes for the first time, click the [Create Outcomes](#) link for that organization.



You will be taken to the [Information](#) tab of the Organization Profile, where you will see a text box to enter your mission statement. From here, scroll down to the Outcomes category on this page to begin entering your outcomes. Towards the top of this category, there are two tabs you can navigate between to document different types of outcomes: [Learning Outcomes](#) and [Success Outcomes](#). [Learning Outcomes](#) is intended for outcomes that articulate the knowledge, skills, and values attained by students through participating or completing a program of study and/or co-curricular activities, and [Success Outcomes](#) articulate all other expectations of student success, service delivery, and operations that are not directly tied to learning outcomes. To start documenting outcomes of either type, first click the type of outcome set you want to work in and click the [Manage Outcomes](#) button.

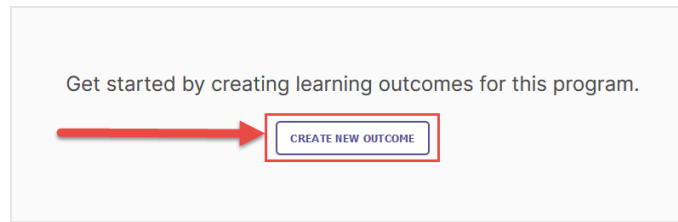


This will take you to the following page:



## Create New Outcome

To enter an outcome from this page, first click the [Create New Outcome](#) button in the middle of the page.



This will open the following window with fields to enter outcome information:

### Create New Outcome

Enter details to describe the new outcome. ×

Fields marked with \* are required.

**Outcome Title\***

0/70

*Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.*

**Outcome Description**

**Tags**

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

## Outcome Title and Description

The top field, which is required to fill out, is for your **Outcome Title**. This is a text response field with a 70 character limit, intended for a concise descriptor of your outcome:

**Outcome Title\***

35/70

*Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.*

The following field, **Outcome Description**, is a text response area with a 1,000 character limit, intended to include the complete expected outcome statement about the desired quality/performance of student learning, student achievement, or support service operations, and service delivery.

**Outcome Description**

🗨️

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.

155/1000

### Tags

This optional field allows you to add up to 5 short tags to an outcome in order to categorize it with outcomes with similar themes or concepts. When you first click into the tags field, you are given the option to select from a list of tags pre-populated categories in the system, based on Bloom’s taxonomy of learning. You may directly click on one of those tags to apply it to your outcome. 🗨️

**Tags**

0/30 0/5

Select a tag, or press the Enter key or comma key to add a new tag. onomy or your own

- Remember
- Understand
- Apply
- Analyze
- Evaluate
- Create

You can also create customized tags for your organization. To do so, first type directly into the tags field and enter a title for your custom tag with a 30 character maximum, then click **Add “[CUSTOM TAG TITLE]”** 🗨️

**Tags**

Understand (x) Apply (x)  7/30 2/5

Select a tag, or press the Enter key or comma key to add a new tag. onomy or your own

Add "Mastery" ←

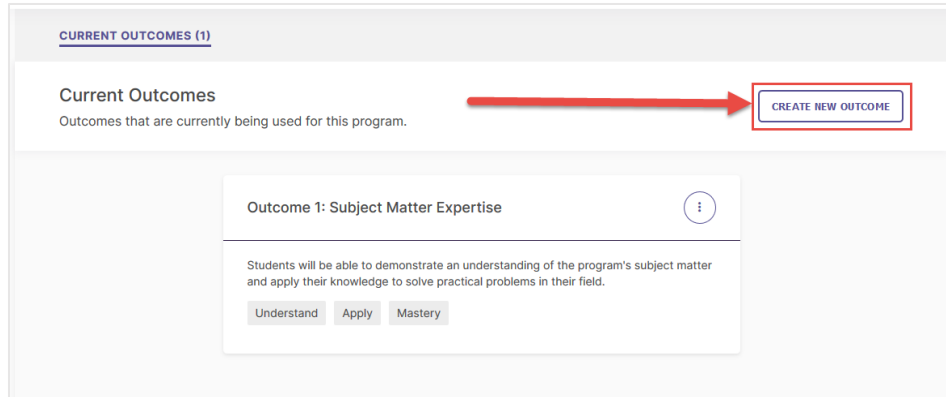
When you are finished entering content for your outcome, click the **Create** button. You may also click **Cancel** to undo any content you have entered for your outcome.

CANCEL

CREATE

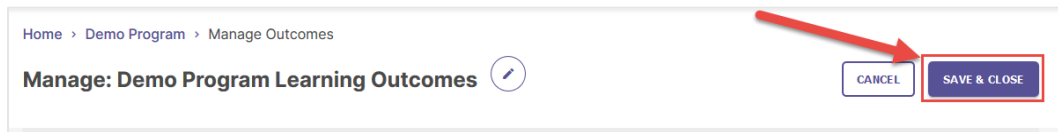
### Add Additional Outcomes

Once you have finished entering information for one outcome, if you would like to add another outcome to your set, you may click the [Add Additional Outcome](#) button, and then follow the steps from the [Create New Outcome](#) section in pages 5 and 6 of this guide to enter information for additional outcomes.

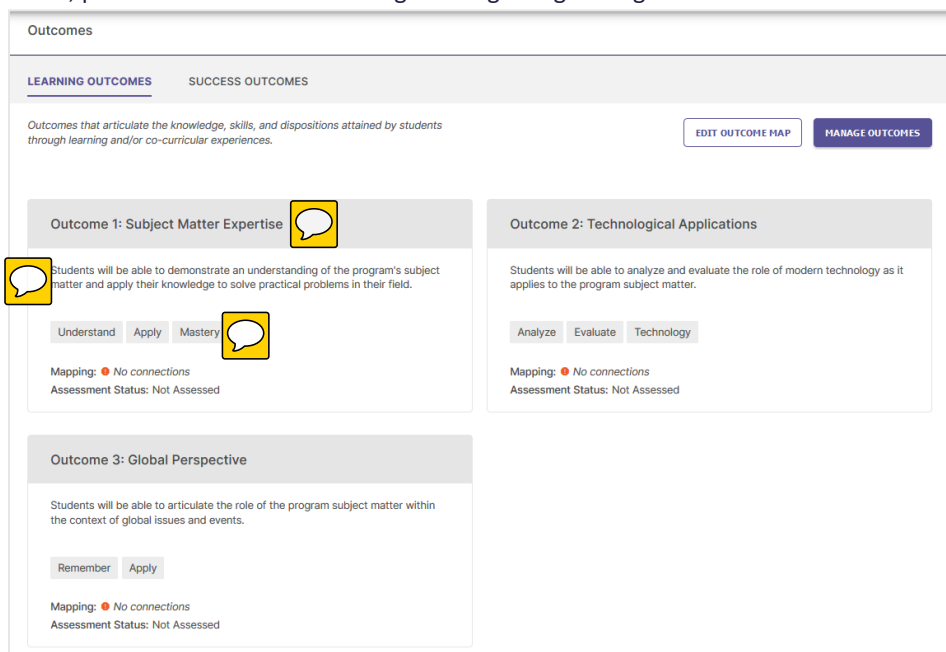


### Save and Close

Once you have finished entering information for all the outcomes you want to enter in your set, it is important to click the [Save & Close](#) button to save your changes and return to the [Information](#) tab of your Organization Profile. You may also click [Cancel](#) to undo any content you have entered for your outcome set.

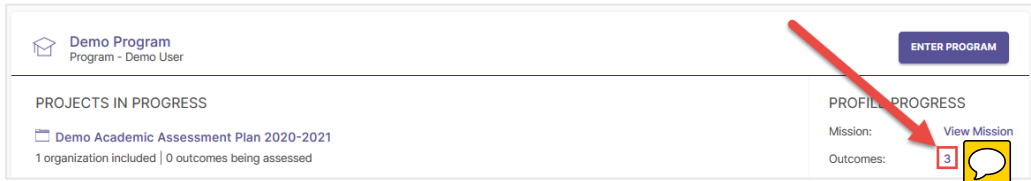


When you scroll down to your organization’s Outcomes category, you will see the outcomes you entered, including the added tags. You can return to this area and edit your outcome set, by clicking [Manage Outcomes](#). For more information about editing outcomes, please see instruction in this guide beginning on Page 8.

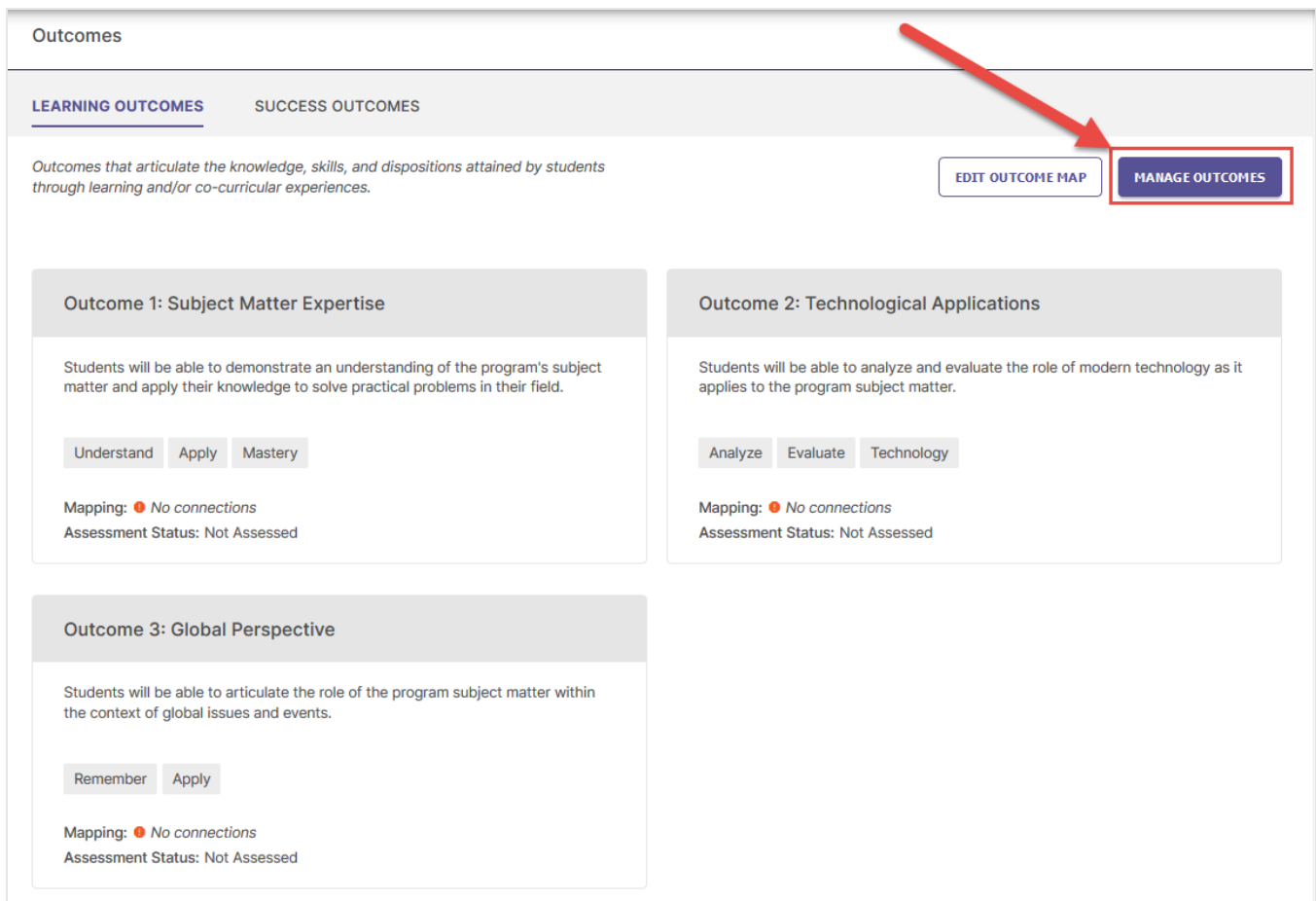


## Edit an Existing Outcome Set

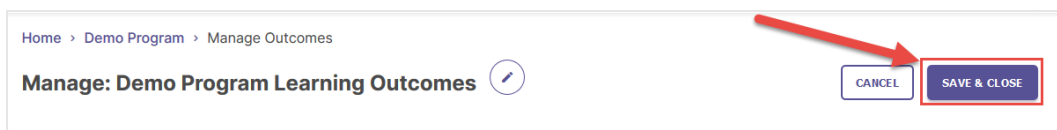
If you want to edit an organization’s existing outcome set from your home page, click the number next to **Outcomes** for that organization on your home page.



You will be taken to the **Information** tab of your Organization Profile. Scroll down to locate the Outcomes category of this profile, select the outcome category you would like to edit (**Learning Outcomes** or **Success Outcomes**) and click the **Manage Outcomes** button on the right.



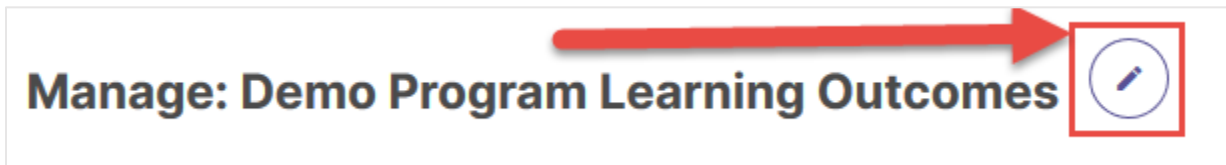
After you have made any changes to your set, remember to click the **Save & Close** button to save your changes and return to the **Information** tab of your Organization Profile. You may also click **Cancel** to undo any content you have entered for your outcome set.



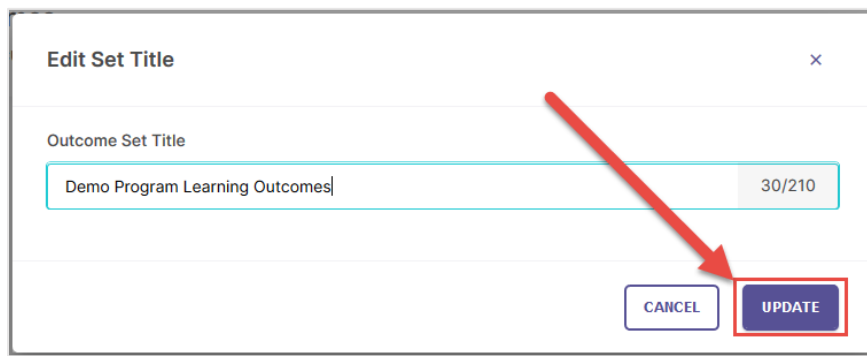


### Edit Outcome Set Title

By default, every set of outcomes has a pre-populated tile that follows the convention of “ORGANIZATION NAME Learning Outcomes” or “Success Outcomes” depending on what category of outcome you are working in. You may optionally rename this title by clicking the edit button to the right of it.

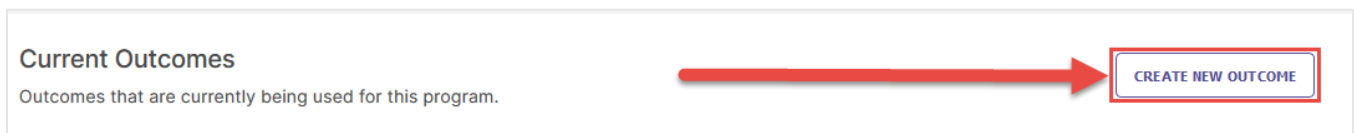


This will open a window with a text field with a 210 maximum character count that you can use to edit the name of your outcome set. Click either [Update](#) to save your changes or [Cancel](#) to undo you any changes you made.



### Create New Outcomes

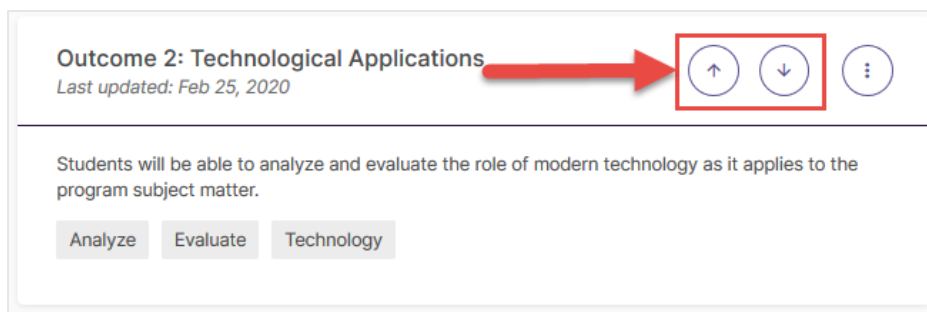
If you need to add new outcomes to your set, click the [Create New Outcome](#) button in the upper right-hand corner of the page.



Then, follow the steps from the [Create New Outcome](#) section in pages 5 and 6 of this guide to document new outcomes for your organization.

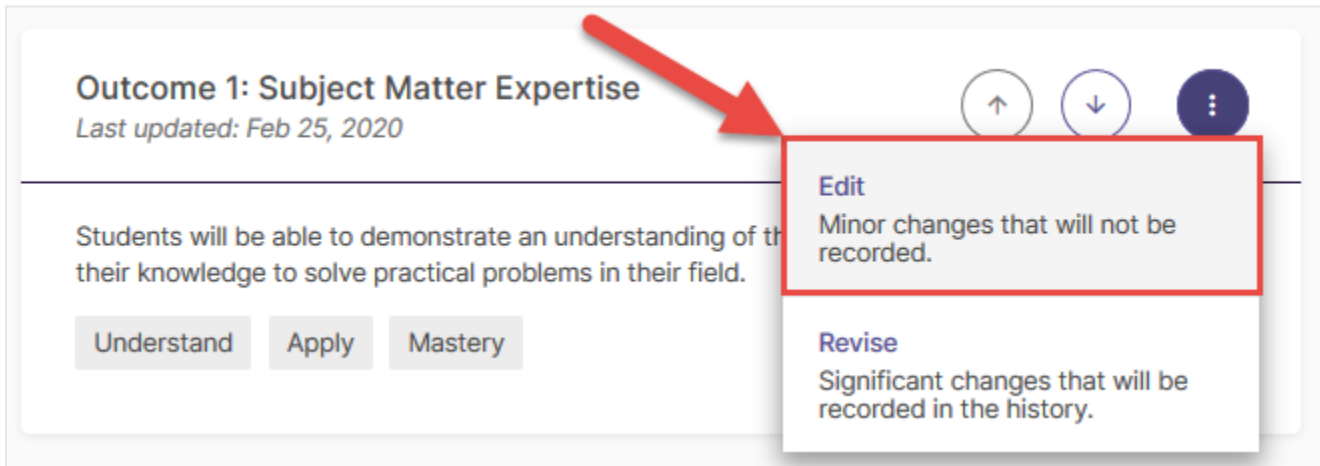
### Move Outcomes Up/Down

You can rearrange the order your outcomes appear in this list by clicking the [Up](#) and [Down](#) arrows to the right on an outcome name to change its position in your set.



### Edit an Outcome

If you wish to make minor changes to an existing outcome, locate that outcome in this list, click the menu button to the right of it, and select **Edit**.



This will open the outcome editing page, where you can update an outcome's [Outcome Title](#), [Outcome Description](#), and [Tags](#). For more information about entering content in these fields, please see the [Create New Outcome](#) section in pages 5 and 6 of this document. When you are finished making changes to an outcome, click [Update](#) to save your changes. You may also click [Cancel](#) to undo any content you have entered for your outcome.

**Edit Outcome** ×

Make changes to the existing outcome details.

Fields marked with \* are required.

**Outcome Title\***

Outcome 1: Subject Matter Expertise

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

**Outcome Description**

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.

**Tags**

Understand ×
Apply ×
Mastery ×

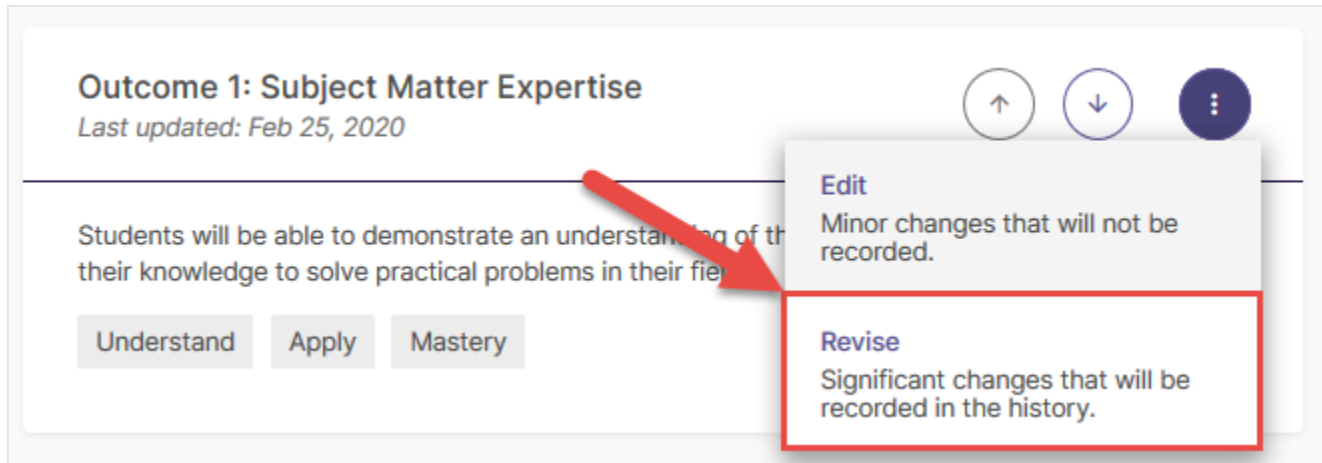
3/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

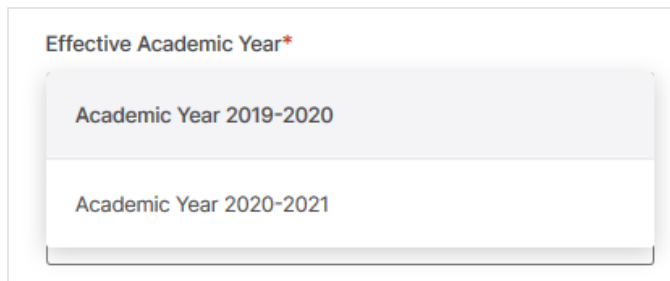
CANCEL
UPDATE

### Revise an Outcome

If you wish to make major changes to an outcome and save your existing version of it for future reference, click the menu button to the right of it, and select **Revise**.



A new panel will open on the right side of your screen with fields to enter information about your revised outcome. The first field to fill out is **Effective Academic Year**, a drop-down menu to select the year when your revised outcome goes into effect.



The following fields allow you to update the **Outcome Title**, **Outcome Description**, and **Tags** for your outcome. For more information about these fields, see the [Create New Outcome](#) section in pages 5 and 6 of this document. You may also optionally enter text in the **Notes** field, to document any additional context about your revised outcome. When you are finished, click **Create Revision** in the upper right-hand corner to save your changes, or click **Cancel** to undo your changes and delete any content you entered.

The image shows the 'Revise Outcome' form. At the top, it says 'Revise Outcome' with 'Outcome 1: Subject Matter Expertise' below it. There are two buttons: 'CANCEL' and 'CREATE REVISION'. Below this is a text block: 'Make significant changes to the outcome to document continuous improvement. You will still be able to use your previous data.' The form has several fields: 'Effective Academic Year\*' (a dropdown menu with 'Academic Year 2019-2020' selected), 'Outcome Title\*' (a text field with 'Outcome 1: Subject Matter Expertise'), 'Outcome Description' (a text area with the same description as in the previous image), 'Tags' (a row of three tags: 'Understand', 'Apply', 'Mastery', with a '3/5' indicator and an 'Enter Tag' input field below), and 'Notes' (a text area). There is a small '...' icon at the bottom right of the 'Outcome Description' and 'Notes' fields.

Once you save your changes, you may view previous versions of your mission statement by clicking [View outcome history](#).

**Outcome 1: Subject Matter Expertise REVISED**  
Last updated: Feb 25, 2020

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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.

Understand   Apply   Mastery

[View outcome history](#)

This will open a panel on the right side of your screen which shows a history of every instance when this outcome was revised. The most current revision of an outcome is labeled as such.

You can restore a previous version of an outcome by first clicking on that version, then clicking [Restore Revision](#). On the following page that opens, identify an [Effective Academic Year](#) for your restored mission statement, add optional [Notes](#) to provide additional context, then click the [Restore](#) button.

**Outcome History** ✕

Outcome 1: Subject Matter Expertise REVISED

- **Feb 25, 2020**  
Effective Academic Year: Academic Year 2020-2021
- **Feb 25, 2020**  
Effective Academic Year: Academic Year 2019-2020  
**Current Revision**
- ▼ **Feb 25, 2020**

**Title**  
Outcome 1: Subject Matter Expertise

**Description**  
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.

Understand   Apply   Mastery

*Date of revision: Feb 25, 2020*  
*Revised by: Demo User*

[RESTORE REVISION](#)

**Restore Revision**  
From Feb 25, 2020

CANCEL   [RESTORE](#)

Please verify the revision and its effective academic year. You can also add notes to document your continuous improvements.

Effective Academic Year\*

Academic Year 2019-2020

**Outcome Title**  
Outcome 1: Subject Matter Expertise

**Outcome Description**  
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.

Understand   Apply   Mastery

### Archive an Outcome

If Administrators and Organization Leads need to retire an outcome, they can click the menu button to the right of that outcome and select the **Archive** option. Though the system does not allow for an outcome to be deleted, know that when an outcome is archived, it will be removed from this outcome set and users will no longer be able to add it to assessment Plans. However, data associated with that outcome for previous Completed Plans will be preserved. **Please Note: Archiving and outcome is a permanent and irreversible decision.**

**Outcome 1: Subject Matter Expertise**  
Last updated: Feb 25, 2020

Students will be able to demonstrate an understanding of... and apply their knowledge to solve practical problems.

Understand Apply Mastery

- Edit**  
Minor changes that will not be recorded.
- Revise**  
Significant changes that will be recorded in the history.
- Archive**  
Removes the outcome from this list but still keeps it in the records.

**Outcome 2: Technological Application**  
Last updated: Feb 25, 2020

### Save and Close

When you are finished making edits to your Outcome Set, click the Save and Close button in the upper right-hand corner of your page to save your changes and return to the Information tab of your Organization Profile. You may also click Cancel to undo any changes you have made to your Outcome Set.

Home > Demo Program > Manage Outcomes

**Manage: Demo Program Learning Outcomes**

CANCEL SAVE & CLOSE