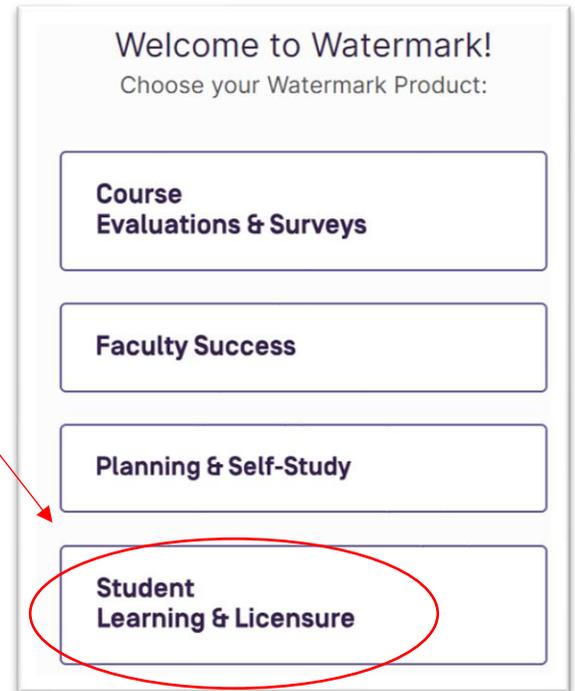


# How to Attach Rubrics onto Your Courses in Watermark

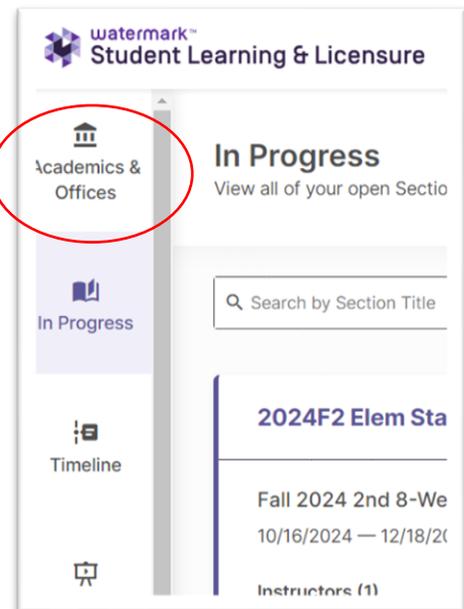
(Department Chairs OR Assistant Department Chairs have privileges to do this)  
(This is a ONE-TIME procedure. You don't need to do this every semester!)

1. Login to Watermark: <https://login.watermarkinsights.com/connect/weatherford>

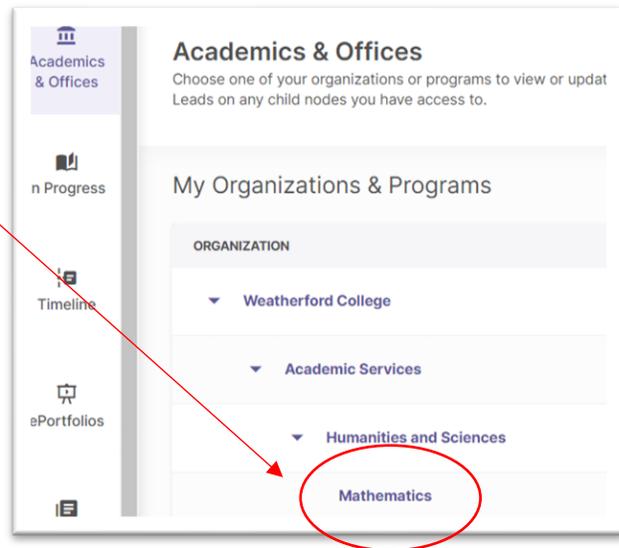
2. Click on "Student Learning & Licensure"



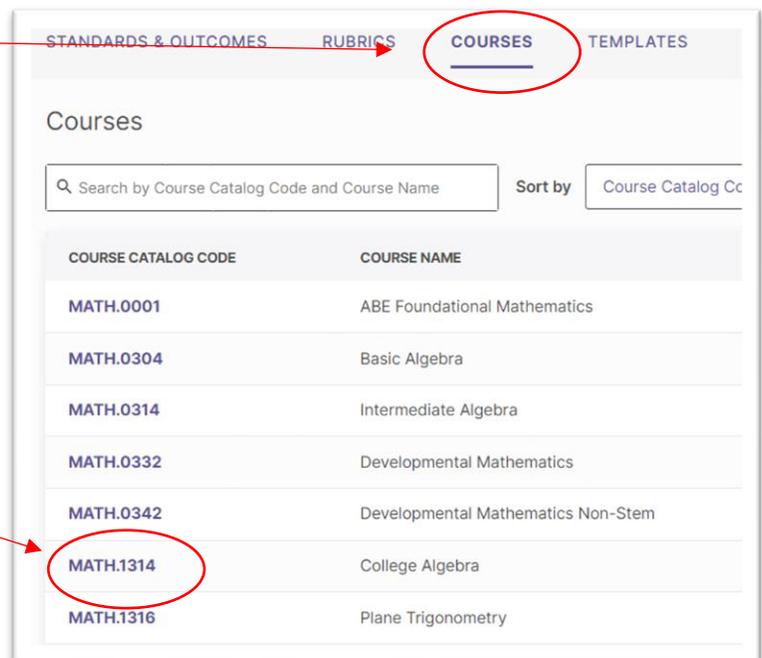
3. Click on "Academics and Offices" (left column)



4. Click on YOUR department

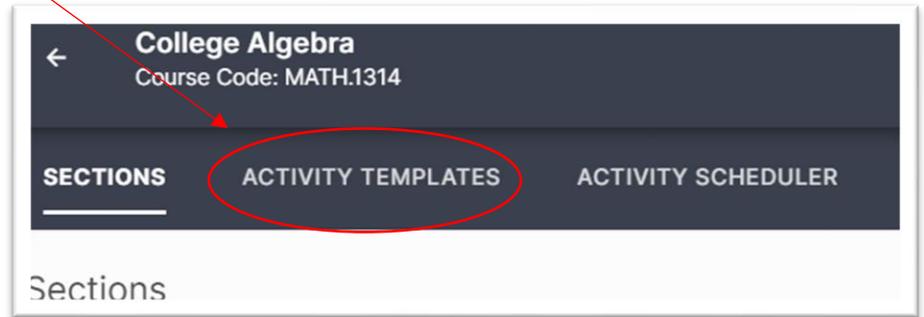


5. Click on "Courses"



6. Then click on a course that does assessments  
(you will do this for every course that does assessments)

7. Click on "ACTIVITY TEMPLATES"



8. Click on "SELECT TEMPLATES"



9. Select **ALL** the templates that your department uses.

- In total, you should click on 6 of them:
  - 1. Communication,
  - 2. Critical Thinking,
  - 3. Empirical and Quantitative Reasoning,
  - 4. Teamwork,
  - 5. Personal Responsibility, and
  - 6. Social Responsibility
- BE CAREFUL ... There are 2 of each:
  - Communication – PAPER SUBMISSION
  - And Communication – ELECTRONIC SUBMISSION
  - **If your students submit their assignment via Canvas, then choose ALL of the six ELECTRONIC SUBMISSION choices.**
  - **If your students submit their assignment on paper, then choose ALL of the six PAPER SUBMISSION choices.**
  - **If you don't know, then simply check all 12. Then each faculty can decide.**

The screenshot shows a table of templates with the following columns: Name, Workflow, Institution, and Action. The first row is selected. Red annotations include a circle around the first row, a circle around the '1' in the pagination, a circle around the '2' in the pagination, and a circle around the 'APPLY' button.

<input checked="" type="checkbox"/>	Critical Thinking - PAPER SUBMISSION	Observational Assessment Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Communication - PAPER SUBMISSION	Observational Assessment Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Critical Thinking - math	Observational Assessment Workflow	Mathematics	<a href="#">View</a>
<input type="checkbox"/>	Empirical and Quantitative Reasoning - ELECTRONIC SUBMISSION	Standard Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Teamwork Rubric - ELECTRONIC SUBMISSION	Standard Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Critical Thinking - ELECTRONIC SUBMISSION	Standard Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Social Responsibility - ELECTRONIC SUBMISSION	Standard Workflow	Weatherford College	<a href="#">View</a>
<input type="checkbox"/>	Personal Responsibility - ELECTRONIC SUBMISSION	Standard Workflow	Weatherford College	<a href="#">View</a>

Viewing 1-12 of 14 Previous **1** **2** Next

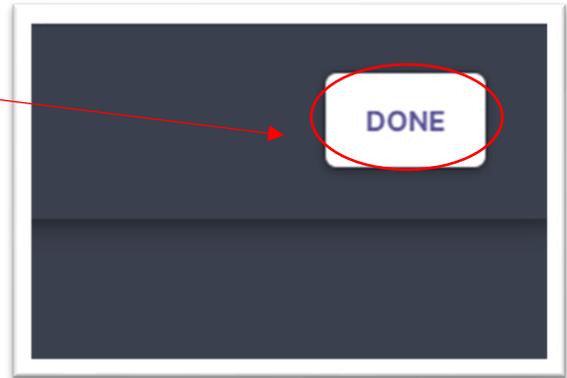
Templates Selected  Show selected only

[CANCEL](#) [APPLY](#)

10. There are more on Page 2!!!

11. then click "APPLY"

12. click "DONE"



13. After you click on "DONE", it will put you back in the screen with all the courses listed. Then click on the NEXT course that does assessments.

STANDARDS & OUTCOMES RUBRICS COURSES TEMPLATES

Courses

Search by Course Catalog Code and Course Name Sort by Course Catalog Co

COURSE CATALOG CODE	COURSE NAME
MATH.0001	ABE Foundational Mathematics
MATH.0304	Basic Algebra
MATH.0314	Intermediate Algebra
MATH.0332	Developmental Mathematics
MATH.0342	Developmental Mathematics Non-Stem
MATH.1314	College Algebra
MATH.1316	Plane Trigonometry

14. AND repeat steps # 6 – 12 for each course that does assessments.

DONE!!!!!!!!!!!!!!!!!!!!!!