



Assessment Reports in Planning & Self-Study

**Intro for Department Chairs,
Program Directors, and Assessment
Coordinators**

*Office of Assessment & Strategic Initiatives,
Marshall University*

Spring 2026



What will this training cover?



- In this training, you'll learn how to collect and track assessment data and prepare and submit Assessment Reports in P&SS.
- Note that Assessment Reports are called "plans" in P&SS.



Log in

1. **Log in through MyMU**
2. ***At the right side of the screen, under “Employee Quick Links,” click on “Watermark”***
3. ***Click on Planning & Self-Study (see screenshot on the right)***

Welcome to Watermark!

Choose your Watermark Product:

Planning & Self-Study

Welcome to Your **Lead** Home Page!



As a lead of a program; you may see three areas in your system.

My leadership: Showcases each area (e.g. program) where you are placed as a lead, with links to any projects and charts showing their progress.

Enter Program/Profile Progress: Allows quick links to all items in the program.

Service & committee involvement: Calls your attention to tasks related to self-studies and program reviews.

Marshall University note:

If you haven't already set up your Organization in P&SS, please start with that step before working on assessment in Plans.



Marshall University note: “Plans” is P&SS’s terminology for what we call “annual Assessment Reports”!



Plans



Annual plans are used to assess outcomes with measures and related data

Welcome, Lester Lead!

Note from Your Administrator

Reminder: All non-instructional plans are due by December 15, 2025.

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.

BA in English
Program - Lester Lead [ENTER PROGRAM](#)

PROJECTS IN PROGRESS

2023-2033 Strategic Plan
5 Strategic Initiatives | 7 Strategic Goals

Outcomes Mapped to Strategic Goals

Not Mapped Mapped

Academic Program Plan 2024-2025
1 organization included | 1 outcome being assessed

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: **6**

Outcomes Mapped: [Create Map](#)

Curriculum Map: [Edit Map](#)

Selecting Outcome

Select Outcomes for Assessment

2 Outcomes Selected

APPLY SELECTION

Academic Affairs DEMO

Select outcomes for assessment for Academic Year 2022-2023.

Academic Affairs DEMO Learning Outcomes (1)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

<input checked="" type="checkbox"/>	Critical Thinking Analyze and interpret data to produce meaningful conclusions and recommendations in an organizational environment. [Bloom's taxonomy verb] [key learning statement] [contextual]	Last Assessed: Academic Year 2022-2023	
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CREATE NEW OUTCOME

When you are invited to participate in an **Assessment Plan**, you'll select via the checkbox next to the Outcomes that the Organization will assess during the Assessment Plan Reporting Year.

- Adding Outcomes begins with clicking the "Select Outcomes" button upon entering the Plan.
- The following page will display a list of all the Organization's Outcomes.

If changes to an Outcome are needed, they can be made on this page.

- Clicking the "3 dots" to the right of any Outcome will present the Edit options.
- Selecting "Create New Outcome" at the bottom of the screen will allow you to add additional Outcomes that are required.

[Do note](#) any changes made to the Outcomes will reflect in Organization Management.

Once you have finalized your selection of Outcomes, click **"Apply Selection"** in the upper right-hand corner of the page.

Working in an Assessment Plan

When you are invited to participate in an **Assessment Plan**, you can:

- Select Outcomes
- Assess Outcomes Using Measures
- Add Data to Measures
- Identify Whether Measures are *Met or Not*
- Identify Whether Outcomes are *Met or Not*
- Add Actions
- Review/Share Annual Plan .pdf Report

The screenshot displays a dashboard for 'Academic Affairs Learning Outcomes'. The main section is titled 'Information Literacy and Research Skills' and includes a description: 'Students will acquire information literacy skills, including locating, evaluating, and ethically using information from diverse sources to support academic inquiry and scholarly pursuits.' Below this, there are four measure cards:

- Student Survey**: Status **MET**. Action: Collaborate with another Department / Unit / Program. View Results.
- Skills Assessment Tests**: Status **NOT MET**. Action: Revise Benchmark / Target. View Results.
- Peer Review and Collaboration**: Status **NOT MET**. Action: Revise Curriculum. View Results.
- New Measure**: A button with a plus sign to add a new measure.

Below the measure cards is an 'Outcome Analysis' section with a text box: 'The assessment revealed that 30% of students did not meet expected proficiency levels in critical areas of information literacy and research skills. This indicates a significant gap in students' abilities to navigate the research process effectively....' with a 'Read More' link and a pencil icon for editing.

The 'Outcome Status' is currently set to 'Not Met' in a dropdown menu. At the bottom, there is a 'General Outcome Actions' section with a button 'ADD NEW ACTION' and the text 'Implement New Program or Services'.

Adding Data to a Measure Within a Plan



1 Select your plan



2 Select a Measure & Click on Add Results

ADD RESULTS

Results

Evaluation of the measure activity

Select the results format that you would like to use for this measure.
You will also be able to include a summary once results have been added.



Send emails to collect scores from faculty.



Upload results and write a summary.



Enter the total counts of met/not met.



Collect results from another system



This includes integration with other Watermark products.

You may or may not see this option depending on files loaded during your product implementation. Talk with your Administrator if you have questions.

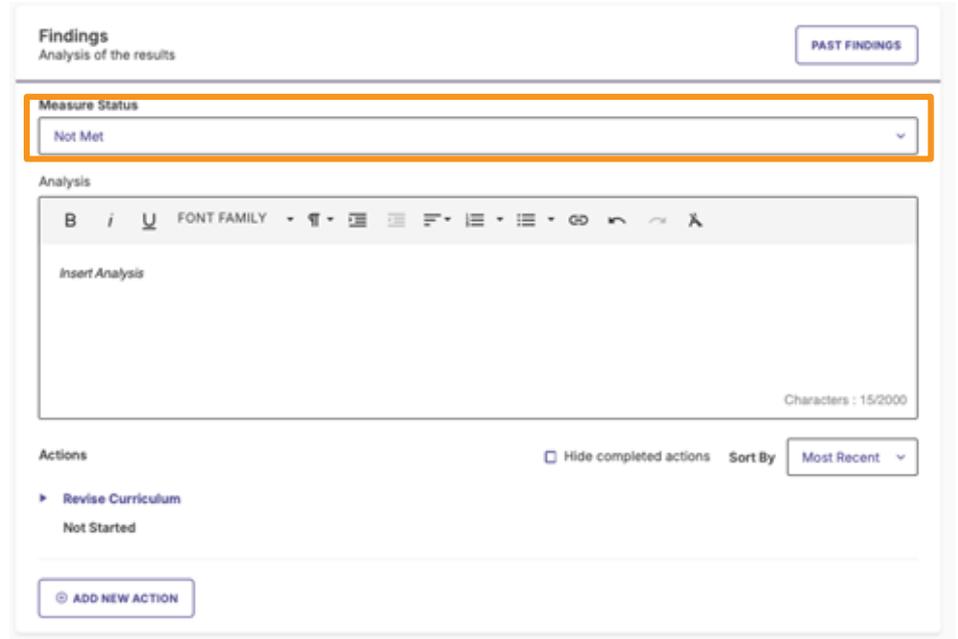


- Right now (on March 3, 2026), Marshall's only options are
 - "Upload results and write a summary" and
 - "Enter the total counts of met/not met."
- After we complete our current project—integrating P&SS with Blackboard—you will have 2 additional data collection options:
 - "Send emails to collect scores from faculty" and
 - "Collect results from another system."

Assessment Plans: Findings for Measures

Use the data you have added to your measures to identify whether you have **met the target for your measure** or **not**.

Choose “met” or “not met” to identify the status.

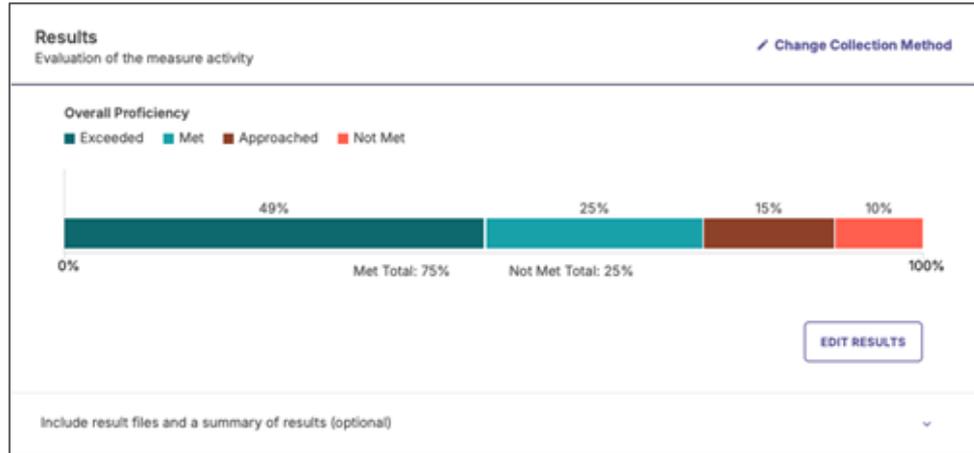
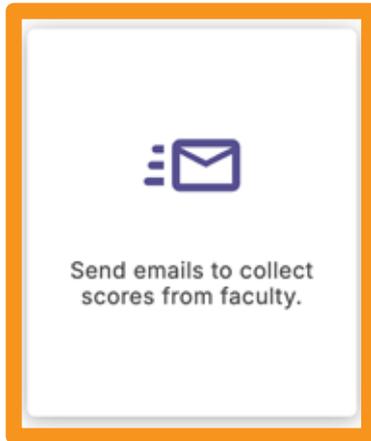


The screenshot displays the 'Findings' section of a software interface. At the top, it says 'Findings' and 'Analysis of the results', with a 'PAST FINDINGS' button on the right. Below this is a 'Measure Status' dropdown menu, which is highlighted with an orange border and currently shows 'Not Met'. Underneath is an 'Analysis' section with a rich text editor containing the text 'Insert Analysis' and a character count of 'Characters : 15/2000'. At the bottom, there is an 'Actions' section with a checkbox for 'Hide completed actions', a 'Sort By' dropdown set to 'Most Recent', and a list of actions including 'Revise Curriculum' (marked as 'Not Started'). A button labeled 'ADD NEW ACTION' is located at the very bottom.

Assessment Plans: Assess Outcomes/Measures By Sending Emails to Faculty

You can send emails to faculty from Planning & Self-Study. Faculty will receive an email alerting them to input student results. The results will generate a chart for the final report.

Your System Administrator will have to ensure the proper files are loaded in the system for this method to function properly. This option may not be available in your system.



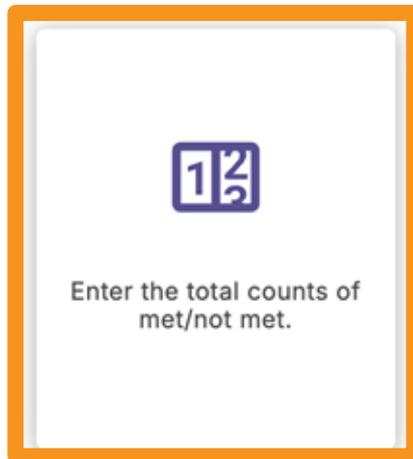
Assessment Plans: Assess Outcomes/Measures By Uploading a File

You can **upload a file** and also include a **Summary**.



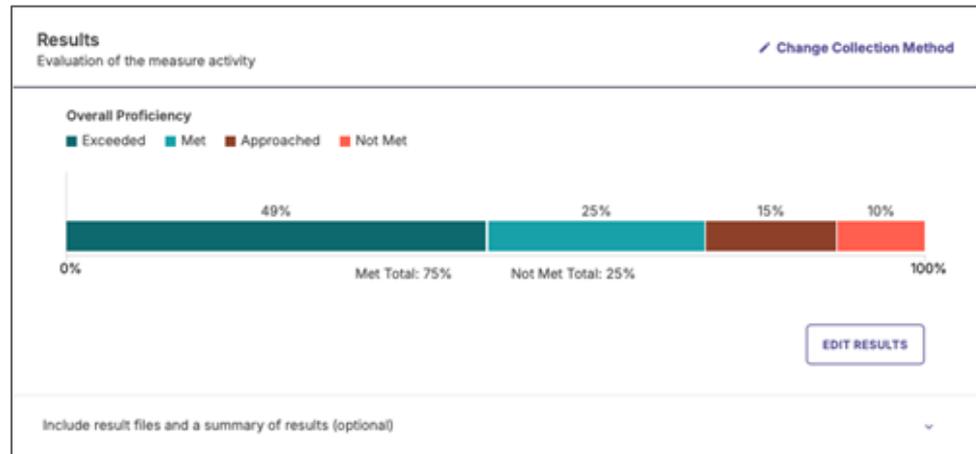
Assessment Plans: Assess Outcomes/Measures By Entering Numbers in Count Categories

You can **enter numbers in count categories** that will then be converted to percentages of “met” or “not met” to compare to your target for the measure.



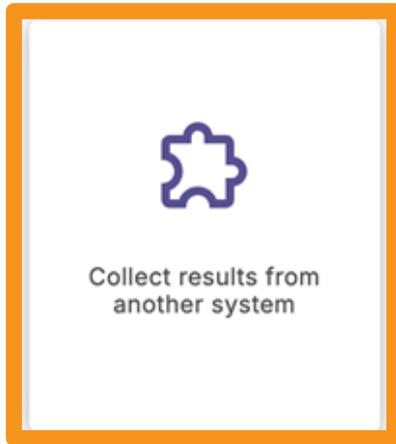
Enter the total counts of met/not met.

The input form is a white box with an orange border. Inside, there is a blue icon of a document with the numbers 1 and 2. Below the icon, the text reads "Enter the total counts of met/not met."



Assessment Plans: Assess Outcomes/Measures From an Integration

If you have an another Watermark product that is integrated with Planning & Self-Study, data can be pulled in with this option.



Fields marked with * are required.

Select where your results will be coming from. Next, you can select the specific type of results you need. You will be able to filter your results later.

Source*

Select an Option

Outcomes Assessment Projects

Student Learning & Licensure

Assessment Plans: Assess Outcomes/Measures From an Advanced LMS Integration

If your institution has purchased an advanced LMS integration, you will have the opportunity for flexibility in data collection from the LMS to gain better insights into student learning and performance. This feature is dependent on the data imports, connect with your administrators to confirm this integration is ready to be deployed.

The steps to pulling data from your LMS are as follows:

- Creating a Measure to pull LMS data into
- Aligning the Measure to a Rubric or Activity
- Defining the Met Criteria

To find specific instructions based on your LMS, please visit the [Help Center](#).

Assessment Plans: Outcome Analysis

After you have analyzed at least one measure, you can determine whether your outcome is met or not.

Assessing your outcome overall will generate useful reports.

Business Administration Learning Outcomes

Leadership and Teamwork

Students will collaborate effectively in diverse team settings, demonstrating leadership qualities, interpersonal skills, and the ability to motivate and influence others toward common goals.

360-Degree Feedback

MET

Action: Additional Training

[View Results](#)

Leadership Simulation Exercises

NOT MET

Action: Revise Curriculum

[View Results](#)



New Measure

Outcome Analysis

Rich text editor toolbar with options for Bold (B), Italic (i), Underline (U), Font Family, and various text formatting tools. A green checkmark icon is visible in the bottom right corner of the editor area.

Characters: 0/2000

Outcome Status

Select Status

General Outcome Actions

ADD NEW ACTION

Adopt or Expand Technologies

Assessment Plans: Entering Actions



Actions > Add New Action ×

Add New Action

Select the type of action you recommend.

- Revise Curriculum
- Restructure Outcome Statement
- Revise Measurement / Assessment
- Gather Additional Data
- Revise Benchmark / Target
- Implement New Program Or Services
- Community Partnership
- Modify Position / Personnel
- Modify Policies / Procedures
- Adopt Or Expand Technologies
- Additional Training
- Collaborate With Another Department / Unit / Program
- Modify Physical Environment
- Maintain Assessment Strategy
- Other ▾

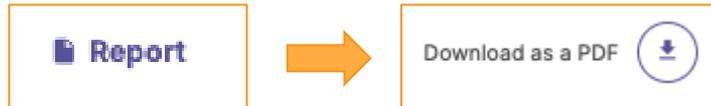
Once you determine whether a measure (or outcome) is met or not met, you can assign an **appropriate action** at the measure or outcome level (or both).

For example, if a measure is not met, an action might be to “Revise Curriculum.”

Assessment Plans: Plan PDF report

Outcomes, measures within those outcomes, actions and other data added within a Plan can be shared and downloaded on an annual Plan report in PDF format.

These reports are available for every program and organization (e.g. department) in your hierarchy individually that are included in an Assessment Plan.



ACADEMIC YEAR 2024-25
BusinessAdmin

Mission
Learning Goals, results and associated metrics for Business Administration program is committed to instilling excellence in education, research, and professional development. Innovation, integrity, collaboration, and adaptability principles are essential for students to navigate the complexity of the global business landscape with confidence and mobility. Through interdisciplinary learning, experiential opportunities, and entrepreneurial development, we cultivate a culture of thriving leaders who drive sustainable growth, enhance diversity, and inspire positive change in the world of business enterprises.

Program Year 2024-2025
Business Administration Learning Outcomes

Leadership and Teamwork
Students will collaborate effectively in diverse team settings, demonstrating leadership qualities, communication skills, and the ability to motivate and influence others toward common goals.

MEASURES	STATUS	ACTIONS
360-Degree Feedback Student feedback from peers, supervisors, and subordinates on the individual's leadership skills. Subject: Public Group Assessment Communication: 2024/25 Target: Use structured format or templates that evaluate essential leadership qualities.	NOT MET Action: 2024-25 options: 10 days Analysis: <ul style="list-style-type: none">Communication and Organization<ul style="list-style-type: none">Students use effectively the individual reports and feedback to achieve program goals.Apply feedback, enhance personal accountability, demonstrate collaboration with team members, often engaged in work collaboration.	Additional Training Not Met: Discuss the impact to self of the individual team responsibility for their contributions to the team's success in terms of being team players accountable for their role in projects. Students should understand being held accountable for their actions.
Leadership Simulation Exercises Assess the ability to guide the team, resolve conflicts, and make decisions under pressure. Subject: Assignments Assessment: 2024/25 Target: 75% of the students will generate a score of 4 or above.	NOT MET Leadership Simulation Exercises <ul style="list-style-type: none">Completed: 50%Not: 50%Approved: 10%Not Approved: 90% Not Met: 50% Approved: 50% Not: 50% Approved: 10% Not Approved: 90% Not Met: 50% Analysis: <ul style="list-style-type: none">Use communication, problem-solving, and conflict resolution skills to guide the team and resolve conflicts.Use communication, problem-solving, and conflict resolution skills to guide the team and resolve conflicts. Leadership Simulation Exercises Students engage in realistic, interactive exercises designed to develop personal leadership abilities. These are problem-solving and decision-making challenges where students must assess leadership styles, plan strategic decisions, and guide team members through complex situations. Each simulation provides opportunities to demonstrate the leadership skills such as conflict resolution, decision-making, communication, and adaptability. Students receive immediate feedback on their performance, allowing for reflection and growth.	Results Comparison Not Met: Performance in this dimension is evaluated through instructor observation, peer feedback, and self-assessments. Having criteria include decision-making effectiveness, team guidance, problem-solving, and overall leadership presence.

Assessment Plans | Review Process | How to Submit?

Once you have selected your **Outcomes**, accessed the **Measures** and defined **Actions** for your Plan you will be able to **Submit** your Plan for review.

Step 1

Click



Step 2

Review your Plan.

If you need to make a change to your plan- Click "Edit". Once done making the edits. Click "Review and Submit" button again.

Step 3

Click



Few things to note

Once you have Submitted your Plan for review:

- The "EDIT" button will continue to show as an option TILL your reviewer starts to review your plan. If you click "EDIT" during this time you will need to re-submit your plan.
- Once your reviewer starts to review your plan; your whole plan will be locked down till your review process is complete.

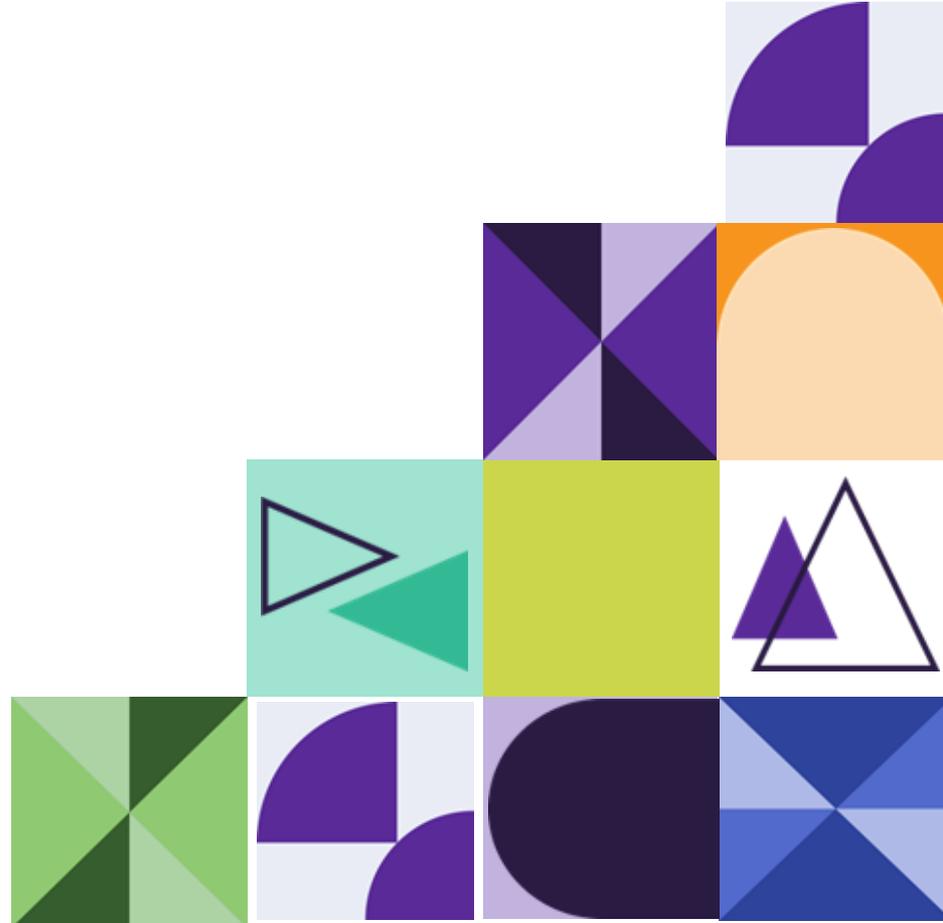
Questions about Plans?

Email the Office of Assessment & Strategic Initiatives
(russell58@marshall.edu or careya@marshall.edu)



Thanks

FOR YOUR ATTENTION



watermark

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