

Kent State University, Office of the Provost  
Institutional Effectiveness - Accreditation, Assessment & Learning

# Planning & Self Study (PSS) Faculty & Staff Essential Skills Training *Assessment Plan – for New Reporters*



# Overview of Reporting Process in PSS

Navigate PSS from Home Landing Page

01

02

Enter Mission/Description and Outcomes

Build Measures

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04

Enter Results and Analyze

Review Mapping Functions

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# Institutional Expectations



- *For programs NEW to Program Assessment Reporting:* Users (known as **Leads**, e.g., coordinators, lead faculty, assessment directors, A-deans, etc.) are expected to log into Planning & Self Study and enter the assigned **Organization** (e.g., the assigned degree program, unit, etc.) mission statement, program student learning outcomes (SLOs) and measures that align with each SLO. Enter results for the measures in the appropriate academic year Plan cycle once the data is collected and ready for analysis.
- Please ensure the academic program student learning outcomes match the current learning outcomes published in the Kent State academic year catalog. (Not applicable to non-degree users). If no current mission statement is available, use the catalog's Description under "More Information".
- **Annual Program Assessment Reports are due by September 30 EVERY year!** (Not applicable to non-degree and co-curricular programs)
- **OPTIONAL but RECOMMENDED:** Leads can map program learning outcomes to required courses using the curriculum map function. Provide the PSS System Admin with course numbers and descriptions (required courses only).




# Annual Program Assessment Plan Components

1. **Mission Statements** (E.g., Catalog Description)
  2. **Learning Outcomes** (Create or Edit Existing)
  3. **Assessment Measures** (for each Outcome)
  4. **Results** (Evaluation of Measure Activity)
  5. **Findings** (Analysis of the Results)
  6. **Actions** (Future Plans)
  7. **Analyze Outcomes** (Measure results combined)
  8. **Submit for Review**
- Initial  
Standard Requirements
- Annual Updated Information



# Logging into Watermark's Planning & Self Study

1. Log into Kent State's Flashline in Google Chrome
2. On Flashline, search "Watermark",   
OR click <https://login.watermarkinsights.com/connect/kent>
3. With single sign on enabled, you should directly enter Planning & Self-Study's Home Page (Initial login, accept Terms & Conditions)



**Welcome,** Your Name Here!

Welcome, you'll see notifications of tasks and plans you are involved in. If you are teaching courses, you have access to your courses.

## Watermark Assessment Suite

### **Watermark Student Learning & Licensure (upgraded Watermark Taskstream LAT)**

**authorized users:** Evaluate student work and access student learning repository.

### **Watermark Planning & Self Study (upgraded Watermark Taskstream AMS) authorized users:**

Repository for academic degree program assessment and departmental planning.

Receiving an error? Contact [assessment@kent.edu](mailto:assessment@kent.edu)



## Terms & Conditions

In order to continue using the Watermark Insights Product Suite, please review the [Privacy Policy](#), and read and agree to our End User License Agreement.

1. The Service  
1.1 Prior to registering for the services (the "Service") offered on Watermark's Website ("the Website"), the End User ("you") must agree to the following terms and conditions between you and Watermark, LLC ("Watermark"). The following is a binding contract between you and Watermark, which establishes your and Watermark's rights, obligations and liabilities regarding your use of the Service ("the Agreement").

2. Ownership of the Information, Materials and Software

☒ I agree to Watermark Insights End User License Agreement.

CONTINUE


Cancel

# Home Landing Page Navigation




## 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:	<a href="#">View Mission</a>
Outcomes:	3
Outcomes Mapped:	3/3
Curriculum Map:	<a href="#">Create Map</a>

## Planning & Self-Study Home Landing Page: **My Leadership**

- Displays each **Organization** (such as a program or administrative unit) that has been assigned to you as a **“Lead”** contributor to enter assessment plan data; multiple Leads can be assigned to an Organization
- May contain multiple Projects in Progress, if you have been assigned to more than one organization, or if more than one Assessment Plan year is available.

**NOTE:** For a Program Lead overview video, create a Watermark Academy account and view this video:

<https://academy.watermarkinsights.com/planning-self-study-program-lead-view-companion-course/1179747>

# Programs NEW to Watermark:

## Step 1. Entering Mission Statement



Demo Program  
Program - Demo User

PROJECTS IN PROGRESS

Demo Academic Assessment Plan 2020-2021

ENTER PROGRAM

PROFILE PROGRESS

Mission: Add Mission

1. When entering an organization's mission statement for the first time, click here.

2. Type the statement. Note: Unless specified by a specialized program accreditor, use current catalog Description. Don't forget to click the check box to save!



Information will NOT automatically save in this system.

Mission Statement

Our program's mission is to provide our students with an excellent education.

77/1000

Mission Statement

Our program's mission is to provide our students with an excellent education.

Last Updated: 07/19/2019

Edit  
Make changes to existing statement.

Revise  
Create a new statement and archive the existing one as a revision.

After saving, options for revision:

- \*Edit: Make changes to existing statement
- Revise: Create a new statement and archive the old one

# Step 2. Entering and/or Editing Outcomes



1. When entering an organization's outcomes for the first time, you'll click here.
- Or if after immediately entering mission statement, click "Manage Outcomes"

1

2. Choose an outcome types:

- **Learning Outcomes:** Articulate knowledge, skills, and dispositions obtained by students through learning/co-curricular activities
- **Success Outcomes:** Other indicators of student success not directly tied to mastery of learning outcomes (e.g., enrollment, retention rates, etc.)





# Entering New Outcomes

Get started by creating learning outcomes for this program.



- Outcome **Title**: Concise descriptor of your outcome with a 70-character limit
- Outcome **Description**: A text area with a 1,000-character limit for in-depth details
- Tags: An optional field used to categorize outcomes with similar themes or concept levels (up to 5 tags)

### 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.*

CANCELCREATE



# Entering the Assessment Plan

After adding Outcome(s) that will be assessed, you are ready to enter the assessment Plan where we document the measure(s) used to assess them.

Next, Click Home > My Leadership, Department Name, “Projects in Progress”, which is the current year’s Assessment Cycle Plan

1. Click **Department Name OR Enter Program**
2. Then you see the **In Progress** screen –
  - Click on **2023-2024 Plan**

1

DEMO - Circus Arts BFA  
Program - Hollie Simpson, Shannon Helfinstine

Two options to “enter” Program

ENTER PROGRAM

2

DEMO - Circus Arts BFA  
Jessica Marzullo, Shannon Helfinstine

In Progress

Program Information

Curriculum

Actions

Docs & Reports

Projects In Progress

Access, monitor and track this program's projects that are active and in progress from this page.

Continuous Improvement Project(s) 1 project

2023-2024 AY Assessment Cycle - Academic Plans

DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	09/30/2024	07/20/2023	Me

## PROJECTS IN PROGRESS

### 2023-2024 AY Assessment Cycle - Academic Plans

1 organization included | 8 outcomes being assessed

#### Outcome Progress and Results

Not Started In Progress Met Not Met



### 2024-2025 AY Assessment Cycle - Academic Plans

## PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: 8

Outcomes Mapped: 3/8

Curriculum Map: [Edit Map](#)



# Select Outcome(s)

After entering Outcome(s) that will be assessed, next select the Outcomes to assess/measure in that year's Assessment Plan (some or all).

1. Select the Outcome(s) by "Select Outcomes"
2. Select the Outcome box(es) to add to the Plan
3. **Apply Selection**

2023-2024 AY Assessment Cycle - Academic Plans

←

Reporting Year: AY 2023-2024 Plan Admin: Shannon Helfinstine

Due Date: 09/30/2024

Social Work BSW

1

Social Work BSW Outcomes

No outcomes have been selected for this program.

SELECT OUTCOMES

×

Select Outcomes for Assessment

1 Outcome Selected

3

APPLY SELECTION

Social Work BSW

Select outcomes for assessment for AY 2023-2024.

2

Social Work BSW Learning Outcomes (6)

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

☒ PLO 1 Skills Across Levels

1. Use social work skills to assess and treat micro, mezzo and macro level challenges.

☐ PLO 2 Ethical Standards

2. Apply ethical standards in interactions with social work clients.

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## Step 3. Adding Measures

After selecting the Outcome(s), now ready to add the Measure to assess the Outcome in that year's Assessment Plan.

1. Select one Outcome (may need to expand using the dropdown icon (v))
2. Select **(+) New Measure**

Note: the diagram on the right also shows how you can edit an existing measure (left, "Capstone Assignment" – click the circle with the three dots to see the options)

2023-2024 AY Assessment Cycle - Academic Plans

Reporting Year: AY 2023-2024 Plan Admin: Shannon Helfinstine  
Due Date: 09/30/2024

REVIEW AND SUBMIT

Social Work BSW

ADD/EDIT OUTCOMES ACTIONS

Social Work BSW Learning Outcomes

PLO 1 Skills Across Levels

1. Use social work skills to assess and treat micro, mezzo and macro level challenges.

1

2

New Measure

BS Accounting Outcome 1

Capstone Assignment

No results added.

ADD RESULTS

New Measure

# Adding Measures

7

ADD



Continue filling out the details for the Measure:

1. **\*Method:** Direct or Indirect (many subcategory options)
2. **\*Course:** click *This is a non-course based measure*
3. **\*Title:** Brief name of measure
4. Results Collection/Align Results: Potential future functionality from Canvas!
5. **\*Target:** Set the success criteria, e.g., based on a score or what acceptable percentage of students achieves the target
6. **\*Description:** Briefly describe the method/measure (option to attach description documents, like a blank survey or assignment guidelines).
7. After entering all required information (Method, Title, Target and Description), Click **ADD** to Save/Finish, upper-right corner

1

Select Measure Method

Outcome

PLO 1

Program

BS Biology

Course\*

Select a course for this measure

☒ This is a non-course based measure

Can't find a course? Add course to program's curriculum

Title\*

Enter Measure Title

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Target

Enter target or criteria of success for this measure

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

Description

Briefly describe the measure activity

Attachments

ATTACH DESCRIPTION DOCUMENTS

Attach up to 5 files.

Information will NOT automatically save in this system.

# Options after Adding Measures: Manage Results



After clicking ADD, you will be asked to *enter results now or later*:

**Continue to manage results?:**

**No, Continue Later** (if data isn't available to add) – will take you back to the outcomes homepage. (When you are ready to add results, see next slide)

OR

**Yes, Manage Results Now** (if data is available to add) – will take you directly to the Results section (see slide 15)

Continue to manage results? ×

Measure was successfully added.  
Do you want to manage results for this measure now?

**NO, CONTINUE LATER** **YES, MANAGE RESULTS NOW**

## Step 4a. Adding Results Later:



Continue to manage results?:

**No, Continue Later**

Takes you back to Outcomes page.

When ready to add Results, expand desired

Outcome (dropdown icon **v**) and select, **ADD RESULTS** under the measure you would like to add results.

If adding results immediately, select ADD Results and move to next slide

### DEMO - Circus Arts BFA Learning Outcomes

#### SLO 1 - Mastery of Circus Disciplines

Develop a high level of proficiency in various circus disciplines, including acrobatics, aerial arts, juggling, and clowning, through rigorous physical training, technical instruction, and practical a... + [Read More](#)

#### End of semester Juggling Performance



*No results added.*

**ADD RESULTS**



# Questions?

Next slides are what you will need to complete the Assessment Plan 23-24 Cycle





## Step 4b. Adding Results (Immediately)

Three (3) options after selecting “Add Results”:


1. IF your target result is primarily data based on an overall percent, and/or the results are presented by modality or campus (e.g., programs with fully online equivalents or those taught on different campuses) then choose Option 1.
2. IF your target result is focused on student counts by performance level and can be aggregated then choose Option 2.
3. Future functionality for some colleges/programs: Integrating data from Canvas or Watermark’s Student Learning & Licensure.

**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.

1



I want to upload the assessment results files


2



I want to enter the count of students who meet/do not meet the criteria

3

Future Functionality



Collect results from another system

# Adding Results, Option 1

Click on the box titled, I WANT TO UPLOAD THE ASSESSMENT RESULTS FILES

With this option you will upload raw data files by clicking, UPLOAD NEW FILE



Do not upload personally identifiable student information!

After uploading file(s), click on the SUMMARY tab. Enter the summarized results of the measure.

If the user wants to remove or change the collection method, simply click CHANGE COLLECTION METHOD. This will open a pop-up window to confirm your decision. Click YES, DELETE RESULTS to proceed and delete your results, which will allow you to select a new results format.


## Results

Evaluation of the measure activity



Select the results format that you would like to  
You will also be able to include a summary once

1



I want to upload the assessment results files



Results  
Evaluation of the measure activity

Upload results file

FILE: **SUMMARY**

Summary

Summarize the results of the measure activity



Delete existing results?

Changing the format will delete all existing results & result settings for this measure. Are you sure you want to continue?

NO, KEEP EXISTING FORMAT YES, DELETE RESULTS

# Adding Results Option 1, continued



Once the results (file(s) and summary) have been entered, you will move to the **Findings** section. If you are not ready to enter findings, be sure to **SAVE & CLOSE**. This button will be in the upper right-hand corner.



Information will NOT automatically save in this system.

If you accidentally close your browser without saving, your information will be lost.

If you close out the page, but are still active within the reporting platform, an error message will pop up:

Changes are not saved



If you exit this page, you will lose all data and the measure will not be added. Do you still want to continue?

CANCEL

CONTINUE

# Adding Results, Option 2



Click on the box titled, I WANT TO ENTER THE COUNT OF STUDENTS WHO MEET/DO NOT MEET THE CRITERIA.

You will enter the 'overall counts for the measure activity.' There are only four (4) performance level options: Exceeding, Meeting, Approaching, and Not Approaching. If you do not have values for some of the categories, leave them blank.

to use for this measure.  
Once results have been added.

2

87

I want to enter the count of students who meet/do not meet the criteria



Disregard the 'Counts for each section' on this page. Kent State will not utilize this functionality.

Once the counts are entered, click VIEW RESULTS.

Enter met/not met counts  
Select the level of detail for met/not met counts:

☒ Overall counts for this measure activity.  
If you do not have values for some of the categories, you can leave them blank.

Exceeding	Meeting	Approaching	Not Approaching
10	32	12	3
Met Total: 42		Not Met Total: 15	



☐ Counts for each section  
Enter counts for individual course sections, based on the term they occurred in.



VIEW RESULTS

# Adding Results Option 2, continued



The counts will now turn into a visual representation. If need to edit the results, click EDIT RESULTS.

If adding files or a summary, click the dropdown icon ▼.

If you want to remove or change the collection method, simply click CHANGE COLLECTION METHOD.

This will open a pop-up window to confirm your decision. Click YES, DELETE RESULTS to proceed and delete your results, which will allow you to select a new results format.



Once the counts have been entered and reviewed the visual representation, move to the Findings section (see Step 5). If not ready to enter Findings, be sure to SAVE & CLOSE. This button will be in the upper right-hand corner.



# FUTURE FUNCTIONALITY Adding Measures Option 3: Aligning Results from an Integrated System



1. Align Results – two options (FUTURE FUNCTIONALITY)
  - Option 1: **I want to collect results myself** - from Canvas or Watermark's Student Learning & Licensure (note, need permissions set in each system for integration to occur)
  - Option 2: **I want to send a request to faculty** (Note – this is also not available until permissions are set in each system)

Collect results from another system

Select how the results will be collected

Fields marked with \* are required.

Select whether you would like to collect results from another system yourself, or send a request to faculty to collect and submit results.\*

☒ **I want to collect results myself**  
Select this option if you would like to bring in results from other Watermark products or a Learning Management System you have credentials to.

☐ **I want to send a request to faculty**  
Select this option if you would like Faculty members to bring in results from a Learning Management System they have credentials to.

**To send a request to faculty, a course must be selected on the previous page.**

**CANCEL** **NEXT**

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

Canvas

Outcomes Assessment Projects

Student Learning & Licensure

Select the course section to collect assignment results from. This also determines what instructor(s) receive this collection request.

**Course Section\***

Select a course section

Don't see your course section? Contact your Admin about adding enrollment data to the system.

**Instructor(s)**  
Instructors will populate based on enrollment data from the course section.

**Due Date**

mm/dd/yyyy



## Step 5. Adding Findings: *Analysis of the Results*

Overall Proficiency

■ Exceeding ■ Meeting ■ Approaching ■ Not Approaching

48% 38% 10% 5%

0% Met Total: 86% Not Met Total: 14% 100%

EDIT RESULTS

Include result files and a summary of results (optional) ▼

**Findings**  
Analysis of the results

PAST FINDINGS

**Measure Status**  
Select Measure Status ▼

**Analysis**  
Please enter a narrative analysis of the results



Be sure to add both the Measure Status and Analysis.

Past Findings ×

There are no past findings available for this measure.

Once Measures and Results are saved, the next step is to document the **Findings** (analysis of the results).

The first option in this section the dropdown icon **V** to select whether the **Measure Status** criteria was **Met** or **Not Met**, based on the results (i.e., was the target achieved for the measure).

You will now enter a narrative **Analysis** of the results in the following text field. Please be as descriptive as possible even for reviewers not familiar with your program.

In future years, users will be able to access the ‘**Past Findings**’ tab. If the same measure was used in previous assessment reporting cycles, view actions and results for previous iterations of that measure to more effectively analyze how the results for the most recent iteration fit in to a longitudinal understanding of the Measure.

## Step 6. Adding Recommended *Actions* (for future Plans)



Actions



*No actions have been added for this measure yet.*

⊕ ADD NEW ACTION

Once Results and Findings of program Measures are saved for an Outcome Measure, the next step is to document Actions based on the Results. Click **ADD NEW ACTION** to enter your action for this particular year.

(After one assessment year complete: **Past Findings** available, the right-hand side of the screen will pull up any past actions or results. To toggle between past actions and past results, use the icons indicated below.)



# Adding Recommended Actions, continued



A new 'Add **Action Type**' section will pop up on the right-hand side of the screen. Choose the type of action intended to take from the list of options by clicking on the action.

Next, enter a description of your recommended action under '**Action Description**' and a **Recommended Due Date** – all dates should be prospective, not retroactive. **CREATE ACTION**

Edit Action

Action Type  
Revise Measurement / Assessment  
[Change Action Type](#)

Status  
Not Started

Action Description\*  
Will update the course syllabus to include an in-class practice performance to ensure students are ready for the final public performance.

Recommended Due Date  
09/01/2024

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

Other



# Step 7. Overall Outcomes Analysis



Once you 'Save & Close' you will be led back to the Outcomes Homepage and will automatically be asked to 'Analyze Outcome.' Analyzing the overall outcome is required. Click **ANALYZE OUTCOME**.

In this section you will provide an overall Analysis (narrative) of the Outcome and its *combined* Measures (i.e., when multiple measures are recorded per Outcome).

Next, you will determine the overall outcome status of **Met/Not Met** by clicking the dropdown. (Note – if only one measure is used, this can mimic the Findings)

Finally, you can document Actions that are related to the outcome, but which are not related to a specific measure by clicking add new action beneath general actions. This Action is optional.

**SLO 2 - Design**  
Design and choreograph compelling circus acts and performances that captivate audiences and evoke emotional responses by skillfully integrating creative movement, character development, storytelling, and physical comedy.

**Stage Presence Performance**  
**NOT MET**  
Action: **Other** - [Add in-class practice]  
[View Results](#)

**Advanced Clowning Final Exam**  
**MET**  
Action: **Gather Additional Data**  
[View Results](#)

**New Measure**

**ANALYZE OUTCOME**

**Outcome Analysis**  
Provide analysis of the outcome and its combined measure(s).

**Outcome Status**  
Select Status

**General Outcome Actions**  
[ADD NEW ACTION](#)

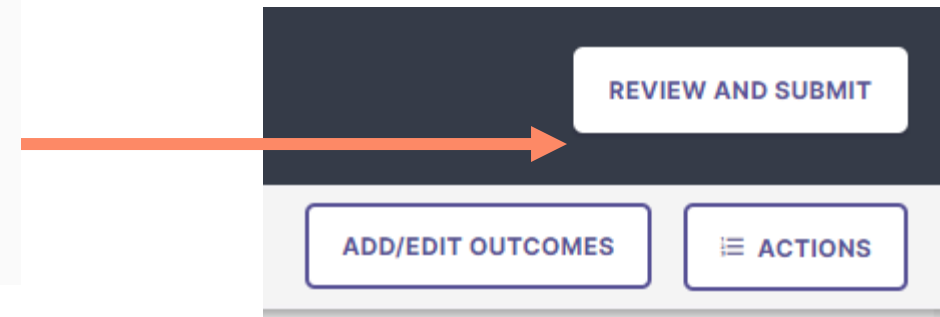
**Outcome Status**  
Select Status  
Met  
Not Met

## Step 8. Submit For Review



Once information has been entered for Measure, Results, Findings, Actions, and Analyze Outcome FOR ALL OUTCOMES selected, you will close the outcome by clicking the collapse icon ^. This will take you back to the Outcomes homepage where you will see all outcomes for which information should be entered. Follow the same process for entering information, as described previously, for all other outcomes – Learning and the optional Success Outcomes.

<b>Foundation Outcome 1</b> 1 Measure ●   1 Action	MET	▼
<b>Grape Culture Outcome 2</b> 1 Measure ●   1 Action	NOT MET	▼
<b>Written Communication Outcome 4</b> 0 Measures   0 Actions	Not Started	▼



Once you click **‘Review and Submit’** from the Outcomes homepage, you have two options to review (and edit if needed) before you are officially DONE.

# Review Step 1



SLAR: Assessment Cycle 2022  
Reporting Year: Reporting Cycle 2022 Plan Admin: Tara Rose Due Date: 09/30/2022

BS in Wine & Science

Review Assessment Report: BS in Wine & Science  
Review your assessment report for this Program. You can continue to edit in the outcomes workspace by clicking "Edit". Once submitted, you will still be able to edit this report until it is permanently closed by the administrator.

SLAR: ASSESSMENT CYCLE 2022  
BS in Wine & Science

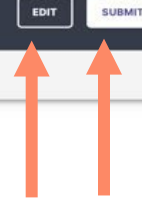
Mission  
This is my new mission. Teach students.

Reporting Cycle 2022  
BS in Wine & Science Learning Outcomes

Foundation Outcome 1 **MET**  
Explain and assess wine science and technology, production, microbiology, and chemistry.

MEASURES	RESULTS	ACTIONS
<b>Final Essay</b> The final essay is given to all students during finals week in course ABCD 1234. The essay is scored using a rubric with a 4-level performance scale. The dimensions of the rubric include: Purpose, Content Development, Organization, Sources and Evidence, and Syntax and Mechanics.  Direct - Assignment  <b>Target</b>  Example 1:  100% of students will score an 80% or higher on the essay.  Example 2:  Students earning a 90% or higher is "Exceeding". Students earning a 80-89% is "Meeting". Students earning a 70-79% is "Approaching".	<b>NOT MET</b>  Overall Proficiency ■ Exceeding ■ Meeting ■ Approaching ■ Not Approaching   0% 100%  Exceeding: 22% Meeting: 49% Approaching: 11% Not: 18% Approaching:  Met Total: 71% Not Met Total: 29%  <b>Analysis</b>  Our goal was not met. Only 71% of students received an 80% or higher on the final essay. When looking at the rubric data, students scored especially low on sources and syntax.	<b>Revise Curriculum</b>  <b>IN PROGRESS</b>  Faculty have met to discuss the data and decided to add an information literacy assignment to the course the next time the course is taught. The goal is to meet our target the next time this outcome is assessed.  Recommended Due Date: 08/10/2022

1



1st Review allows the Lead user to review the entire report before submitting and also download a PDF version of the report. Once the review is complete, click **SUBMIT**.

If you need to edit anything, click **EDIT**. Editing, will take you back to the Outcomes homepage. If you click submit, you get one more chance to review your report.

## Review Step 2 – Optional Comments



2nd Review allows the Lead user to add comments for other users to view. For example, if a faculty or staff member is entering information on behalf of the department once the report is marked in 2nd review status, the faculty or staff could @comment someone to review before clicking 'done'. An @comment triggers an email to the person mentioned (who must also have a Watermark account). The email will immediately be sent by @watermarkinsights (check junk mail if doesn't appear in inbox).

### First Year Final Exam

Direct - Assignment  
*Introduction to Philosophy: PHIL 101*

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

**NOT MET**

Overall Proficiency

- Exceeded
- Met
- Approached
- Not Met

Exceeded:	57%
Met:	27%
Approached:	8%
Not Met:	8%
Met Total:	84%
Not Met Total:	16%

### Community Partnership

Work with local organizations to provide more internship opportunities

### Comments

**Pete Cassidy**  
**Pete Cassidy** This is very interesting information.  
11/17/2020

**REPLY**


**CANCEL** **SAVE COMMENT**

**SHOW RESOLVED COMMENTS**

# Report Completed!



If you are satisfied with the report, click **DONE**. If you need to edit anything, click **EDIT**. Editing, will take you back to the Outcomes homepage. Don't forget to click **DONE**!

 **2023-2024 AY Assessment Cycle - Academic Plans**  
Reporting Year: AY 2023-2024 Plan Admin: Shannon Helfinstine Due Date: 09/30/2024

EDIT

DONE

DEMO - Circus Arts BFA

Last Submitted: 07/27/2023



# Optional: Mapping Outcomes and Curriculum



# Mapping Outcomes

Planning & Self Study allows you to map outcomes to a hierarchy level above yours to demonstrate alignment across different levels of an institution.

Example: You can map Program Outcomes to Institutional Wide Outcomes, such as General Education outcomes, or specialized accreditor outcomes/standards/criteria. Check with the Kent State System Administrator to upload these for you.

**Demo Program**  
Program - Demo User

**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:	<a href="#">View Mission</a>
Outcomes:	3
Outcomes Mapped:	<a href="#">Create Map</a>
Curriculum Map:	<a href="#">Create Map</a>

1. Click **Enter Program** for your Program on the dashboard.

2. Select **Program Information**.

[IN PROGRESS](#) **PROGRAM INFORMATION** [DOCS & REPORTS](#)

**Outcomes**

**LEARNING OUTCOMES** **SUCCESS OUTCOMES**

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

[EDIT OUTCOME MAP](#) [MANAGE OUTCOMES](#)

3. Click on **Edit Outcome Map** to access the Outcomes Mapping Matrix (shown on next slide).





# Mapping Outcomes

Outcomes

Demo Program Outcomes	Organizations			
	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 an...	+	+	+	+
<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:  
Demo University

Aligned: NO

☐ Institutional Learning Outcome 1

Gen Ed

☐ Institutional Learning Outcome 2

☐ Institutional Learning Outcome 3

1. Click the cell where the outcome intersects with an organization.

This will open a new panel to the right of your matrix that contains the outcome set for the organization you selected.

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

3. Don't forget to click **Create** or **Update** to save your changes!

# Creating Curriculum Maps (Programs Only)



**NOTE:** You must have Learning Outcomes and Courses associated with your program in order to use the Curriculum Map feature. Check with the Kent State System Administrator to upload courses with course titles and descriptions for you.

**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**

1. Click **Create Map**. You may also see **Edit Map** if the Curriculum Map already exists for a Program.

2. OR, alternatively, "Enter Program", then Click **Curriculum Map**. Then Click **Edit (pencil)** beside Curriculum Map

Home > DEMO - Circus Arts BFA

**DEMO - Circus Arts BFA**  
Jessica Marzullo, Shannon Helfinstine

**Curriculum**  
Access and edit the curriculum map and all courses affiliated with this organization. You can mark courses as required, view course sections, and assign leads.

**Statistics**

32	0	0	0
Courses	Sections	Instructors	Students enrolled

**Curriculum Map**

7/31	5	Last Modified on 07/25/2023
Courses Mapped	Outcomes	

**Course List** [DOWNLOAD CSV](#)

COURSE	REQUIRED	COURSE SECTIONS	ASSESSMENT LEAD
CIRC 101	YES	0 Course Sections	<a href="#">Assign Lead</a>

# Creating Curriculum Maps: Associating with an Outcome



Outcomes

Demo Program Learning Outcomes

Outcome 1: Subject Matter Expertise

Outcome 2: Technological Applications

Outcome 3: Global Perspective

Courses

DEMO 1...

DEMO 201

DEMO 301

<div>✓</div>	+	+
+	+	+
+	+	+

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

To associate an Outcome with a course:

1. Click the cell where that outcome intersects with the desired course.
2. Use the checkboxes in the right panel to choose to which level (e.g., **Introduce, Reinforce, Master**) an outcome is aligned to a course.
3. (OR Unselect Alignment if Assessment Levels are not assigned or alignment is unknown)



# Adding Measures to Curriculum Maps

**NOTE:** You must have Learning Outcomes and Courses associated with your Program in order to utilize the Curriculum Map feature.

The screenshot shows the Curriculum Map interface. On the left, a table lists outcomes and their alignment with courses. A red arrow points from the 'Outcomes' tab to the 'Outcome 1: Subject Matter Expertise' row. A red box highlights the 'I R' dropdown menu in the 'DEMO 1...' column. On the right, a detailed view of 'Outcome 1: Subject Matter Expertise' is shown, including a description, alignment status (YES), and a 'Measures' section with a red box around the '+ ADD MEASURE' button.

Outcomes	Courses
Demo Program Learning Outcomes	DEMO 1... DEMO 201 DEMO 301
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

Measures + ADD MEASURE

1. You can also document **assessment measures** for outcomes that are associated with certain courses in a program. Click **+ADD MEASURE**

2. Enter:

- The **method** from the dropdown menu
- **Title**
- **Target**
- **Description**

3. Then, click **Add** in the upper right-hand corner.

Add Measure for SLO 2 - Design  
Course: CIRC 103: Aerial Arts: Introduction to Silks and Trapeze

Definition  
Details of the measure activity

Method  
Select Measure Method

Title\*  
Enter Measure Title

Target  
Enter target or criteria of success for this measure  
For example, 80% of the students will achieve a score of 3 or above.

Description  
Briefly describe the measure activity

Add

# Q&A

Thank you!

Contact [assessment@kent.edu](mailto:assessment@kent.edu) with any questions,  
concerns or additional training