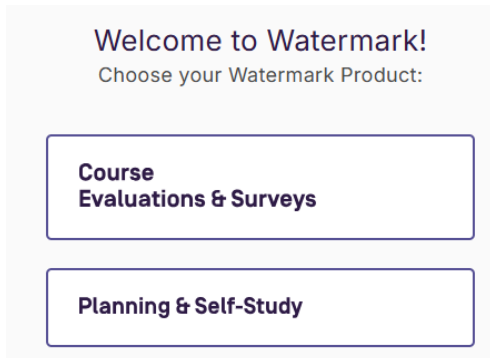


## Watermark PSS Annual Assessment Reporting Guide

Log into Watermark PSS through GoCSN single sign on process. The purple tile is visible within the employee tile grouping.



At the Welcome to Watermark screen, click on Planning & Self-Study (PSS). The first time you log into Watermark PSS you will be asked to accept their terms of use.



At the greeting page click on the current assessment cycle title (example below).



Under organization it should show all programs available for you to report on. Click on the title of a program assigned to you. Example:

### Deaf Studies Program

First you will need to select each of the existing program learning outcomes for the degrees and certificates within that program of study. These are the learning outcomes approved by the Faculty Senate assessment committee which are displayed in the CSN Catalog. Click on the Select Outcomes

## Deaf Studies Program Outcomes

No outcomes have been selected for this program.

SELECT OUTCOMES

Place a check mark in the box next to each PLO and then click on the purple Apply Selection button.

ment

0 Outcomes Selected

APPLY SELECTION

Exhibit an ability to apply ASL classifiers relevant to situations and rules of usage.	
<input type="checkbox"/> AAS Deaf Studies PLO 5 Exhibit an ability to explain the basic grammar rules of ASL relating to questions, clauses, and non-manual signals.	⋮
<input type="checkbox"/> AAS Deaf Studies PLO 6 Exhibit an ability to apply their skills and knowledge in non-rehearsed situations.	⋮

For the first PLO, click on the down arrow next to Not Started to reveal the assessment measure that was transferred from the old Watermark program.


### Deaf Studies Program Learning Outcomes

<b>BAS Deaf Studies PLO 1</b>	Not Started
1 Measure <input type="radio"/>   0 Actions	⋮ 

There may only be one measure or there may be multiple measures. For each measure that is listed you will have the option to Add Results or Edit the transferred measure. To Edit a Measure click on the button icon and select Measure Details to edit or select Remove from Plan if you want to delete the measure.

<b>AM 307 Simultaneous Interpreting</b>	⋮
No results added.	
<b>ADD RESULTS</b>	

The details of the existing measure will display. Click on the button and select Revise.

**Definition**  
Details of the measure activity 

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Method: Performance  
Outcome: BAS Deaf Studies PLO 1  
Outcome Description: Perform a conversation in American Sign Language at a competency level equivalent to an entry level interpreter.  
Program: Deaf Studies Program  
Course: AM 307: Simultaneous Interpreting Applications  
Title: AM 307 Simultaneous Interpreting  
Target: 90% of students would achieve a score of 80 or higher  
Description: Students submit video samples of their simultaneous interpreting assignments for diagnosis and grading.

On this screen you can make changes to the method, title, target, and description. The Method needs to be a direct measure. The title of the measure must be listed by Course prefix, course number and the name of the assessment measure exactly as it exists in the Canvas gradebook. The Target should follow the format listed in the example. Most commonly used are xx% of students will achieve a score of xx or above, but you can have a qualitative target such as xx% of students will achieve the level of competent or high on a rubric. In the Description area, describe the assessment activity, instructions, and rubric criteria used for grading. After making the updates click on the purple Update button.

You can enter results for the new measure, or you can click on the Save & Close button to enter data at another time.

## ADD RESULTS

Click on Add Results for the measure.

**AM 307 Simultaneous Interpreting** 

*No results added.*


**ADD RESULTS**

In the Results section click on the middle option “Enter the total counts of met/not met.”


**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.




Upload results and write a summary.



Enter the total counts of met/not met.





Collect results from another system

Manually enter the number of students that met and did not meet the target of success you established for the measure. In this example the target is 90% of students will achieve a score of 80 or higher. The actual number of students that achieved a score of 80 or higher is 27 students and the number of students that did not achieve a score of 80 or higher is 3. Enter the corresponding number in each box and then click on the purple button View Results and a visual graphic will convert the numbers to percentages.

**Results** [Change Collection Method](#)  
Evaluation of the measure activity

---

**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.

Met	Not Met
<input type="text" value="27"/>	<input type="text" value="3"/>
Met Total: 27	Not Met Total: 3

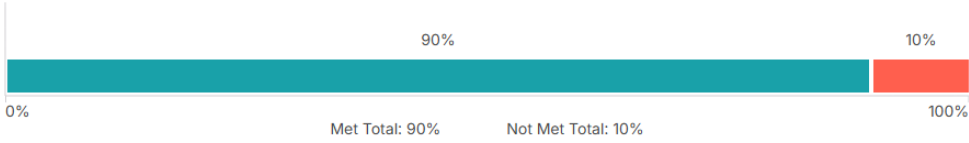
Counts for each section  
Enter counts for individual course sections, based on the term they occurred in.

[VIEW RESULTS](#)

**Results** [Change Collection Method](#)  
Evaluation of the measure activity

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**Overall Proficiency**  
■ Met ■ Not Met



Met Total: 90%      Not Met Total: 10%

[EDIT RESULTS](#)

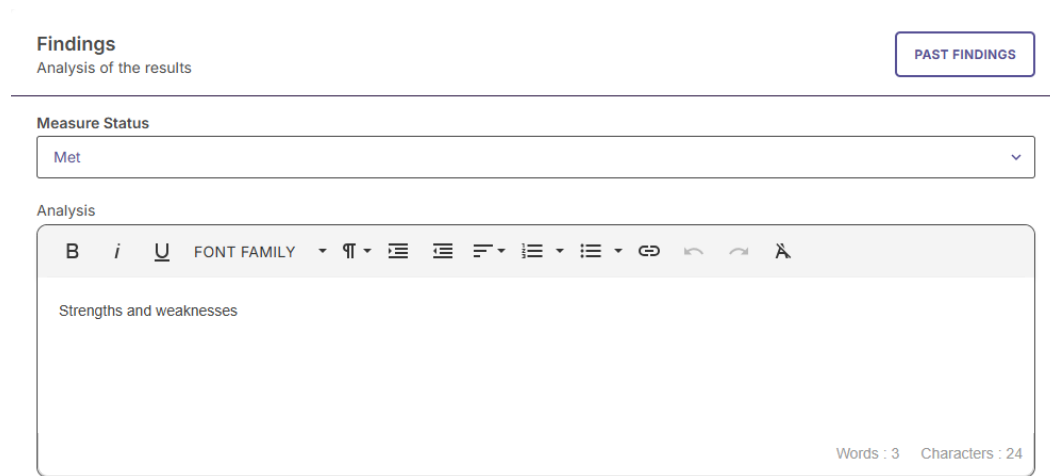
You also have the option to upload a file documenting the student achievement as evidence. Click the down arrow across from “Include result files and a summary of results (optional)” to

access the upload feature. You can also create a narrative summary describing the performance of the assessment measure.

## FINDINGS

Scroll down to the findings section and select the overall measure status as met or not met based on the graphic display of the target benchmark achievement in the results section.

Next enter a narrative analysis of how students performed on the assessment measure. The analysis should document student strengths and weaknesses on topics, components, or criteria within the assessment measure. NOTE: Canvas has various analytical functions for both assignments and exams. You can reflect on these for greater detail on how the student has performed on each topic or analysis of assessment measure performance (content) to capture student ability.



The screenshot shows a web interface for 'Findings'. At the top left, it says 'Findings' and 'Analysis of the results'. On the top right, there is a button labeled 'PAST FINDINGS'. Below this, there is a 'Measure Status' dropdown menu currently set to 'Met'. Underneath is an 'Analysis' section with a rich text editor. The editor has a toolbar with icons for bold, italic, underline, font family, text color, background color, bulleted list, numbered list, link, unlink, redo, and undo. The text area contains the placeholder text 'Strengths and weaknesses'. At the bottom right of the text area, it shows 'Words : 3' and 'Characters : 24'.

## ACTIONS

Based on student weaknesses, click on ADD NEW ACTION to select from a pre-populated list, the type of action you recommend the program faculty focus on to increase ability in student weaknesses. NOTE: there is an option for OTHER if you scroll to the bottom of the list. Select an action and include a detailed description of what the action will entail and/or produce. Indicate a status of the action that will be modified and tracked by a certain due date. Enter the due date of when the action should be accomplished.

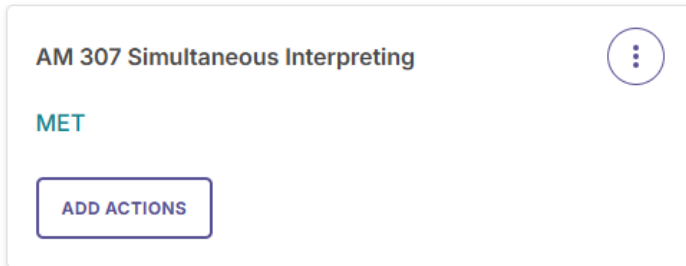
Click on the Create Action button and the action will appear at the bottom of the reporting page.

Last, click on the purple SAVE & CLOSE button to finish reporting for that specific measure. The status of the measure will be displayed

### BAS Deaf Studies PLO 1

Perform a conversation in American Sign Language at a competency level equivalent to an entry level interpreter.

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The screenshot shows a rectangular box with a light gray border. At the top left, the text 'AM 307 Simultaneous Interpreting' is displayed in a dark gray font. To the right of this text is a circular icon containing three vertical dots. Below the title, the word 'MET' is shown in a teal color. At the bottom of the box is a rounded rectangular button with a purple border and the text 'ADD ACTIONS' in purple capital letters.

If you have more than one measure for a PLO, you will be asked to look across each assessment measure and determine an overall status of achievement for the PLO and overall analysis drawn from student performance on each assessment measure.

Add results for each measure that is listed for a PLO before moving on to the next PLO.

### REVIEW AND SUBMIT

When you have entered data and reporting for each PLO within the program workspace, Click on the white Review and Submit button. This will trigger an email notification to the Department Chair and Dean to review and approve your submission.

### ASSESSMENT AUTOMATION

Automation of assessment measure data acquisitions can be programmed beginning Fall 2025 for reporting next academic year. If your are interested in automation, please complete the automation request by clicking on

<https://forms.office.com/Pages/ResponsePage.aspx?id=dNU137qfzkigc3N4aNd6SJ97iJ3rqIhNvGQqO1kk5KhUN0Y5RkZLNkdaN1RTWjA0QzhQRIQxTUxSRy4u>