

# Watermark Assessment Training

## General Education Programs

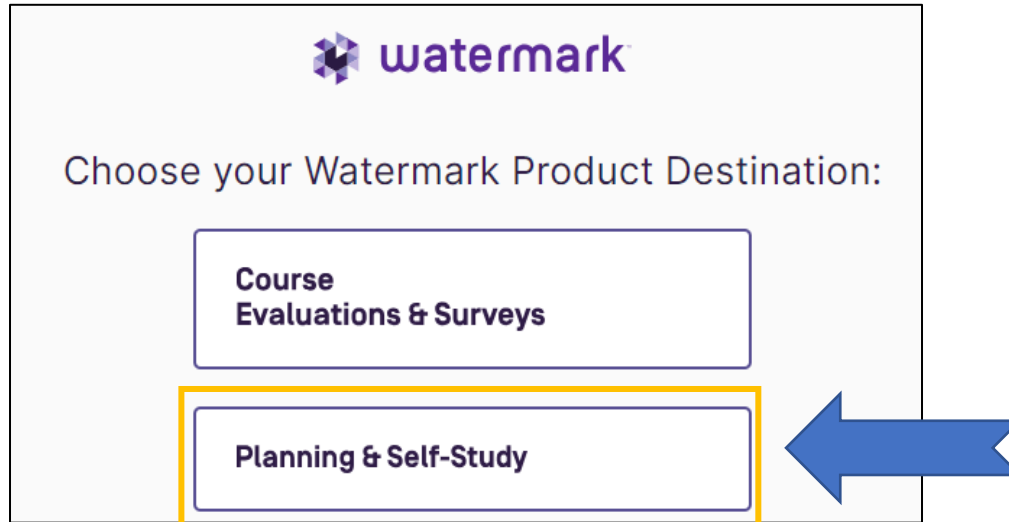
- All program outcomes must be acted on once every three years.
- General Education Outcomes are assessed on a standardized schedule.

1. Log into Watermark using your GTCC single sign-on. This can be found at the GTCC Employee portal or at:

<https://login.watermarkinsights.com/connect/guilfordtechnicalcc>

# Watermark Assessment Training General Education Programs

## 2. Select Planning & Self-Study



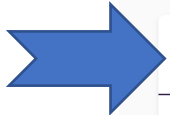
# Watermark Assessment Training General Education Programs

## 3. Choose 2023-2024 Academic Assessment

### Projects In Progress

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

Continuous Improvement Project(s) *8 projects*



#### 2023-2024 Academic Assessment

##### DETAILS

|             |            |              |                 |
|-------------|------------|--------------|-----------------|
| Status:     | Due:       | Last Update: | Last Update by: |
| In Progress | 06/30/2024 | 06/16/2023   | Me              |

##### QUICK STATS

2 Outcomes 2 Measures 0 Actions Proposed

##### Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met



#### Planning outcomes 2022-2023

##### DETAILS

|             |            |              |                 |
|-------------|------------|--------------|-----------------|
| Status:     | Due:       | Last Update: | Last Update by: |
| In Progress | 06/30/2023 | 10/30/2023   | Kristen Corbell |

##### QUICK STATS

3 Outcomes 3 Measures 3 Actions Proposed

##### Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met



# Watermark Assessment Training General Education Programs

## 4. Click on your program name

2023-2024 Academic Assessment  
Reporting Year: AY 2023-2024 Plan Admin: Jeremiah Underwood

RESS BY ORGANIZATION    INSIGHTS    REVIEWS

| ORGANIZATIONS                        | LEAD                           | STATUS |
|--------------------------------------|--------------------------------|--------|
| Guilford Technical Community College |                                |        |
| Instruction                          |                                |        |
| Geology                              |                                |        |
| <b>Geology - General Education</b>   | Anne Simpson, Jennifer Whisman |        |

## 5. Click on Select Outcomes

Geology - General Education Outcomes

No outcomes have been selected for this program.

**SELECT OUTCOMES**

# Watermark Assessment Training

## General Education Programs

6. Choose the outcome(s) that you are assessing **and then** click Apply Selection. *Refer to the assessment plan to determine which outcomes are chosen.*

Select Outcomes for Assessment 1 Outcome Selected

**Geology - General Education**  
Select outcomes for assessment for AY 2023-2024.

**Geology - General Education 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"/> GEB3<br>Demonstrate scientific reasoning. | Last Assessed:<br>AY 2021-2022 | ⋮ |
|---|--------------------------------|---|

[CREATE NEW OUTCOME](#)

# Watermark Assessment Training

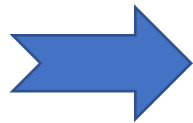
## General Education Programs

7. Choose “New Measure” to add a measurement tool. You will need to add a measure for each measurement tool used. One measure is typically used for each General Education course in your discipline. *Refer to the assessment plan to determine which measures to add for each outcome.*

Geology - General Education Learning Outcomes

**GEB3**

Demonstrate scientific reasoning.



# Watermark Assessment Training

## General Education Programs

8. Select the “Method” of the measure from the drop-down menu. Measures may be assignments, quizzes, exams, labs, projects, etc. Select the course from the “Course” drop-down menu. Enter the title of the measure in the “Title” text box.

**Definition** Details of the measure activity

**Method**  
Select Measure Method

**Outcome**  
GEB3

**Program**  
Geology - General Education

**Course\***  
Select a course for this measure  This is a non-course based measure

**Title\***  
Enter Measure Title

# Watermark Assessment Training General Education Programs

9. Enter a target or criteria of success. (*Example: 80% of the students will score a satisfactory*) Enter a description of the measurement in the “Description” textbox. Attach a blank copy of the measurement tool.

The image shows a form with three sections, each indicated by a blue arrow with a number:


- 1** points to the **Target** section, which contains a text input field with the placeholder text "Enter target or criteria of success for this measure". Below the field is the example text: "For example, 80% of the students will achieve a score of 3 or above."
- 2** points to the **Description** section, which contains a text input field with the placeholder text "Briefly describe the measure activity".
- 3** points to the **ATTACH DESCRIPTION DOCUMENTS** button, which is next to the text "0 of 5 Files". Below this button is the text "Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv".



# Watermark Assessment Training General Education Programs

10. Click “Add” on the upper right side of the screen.

asure

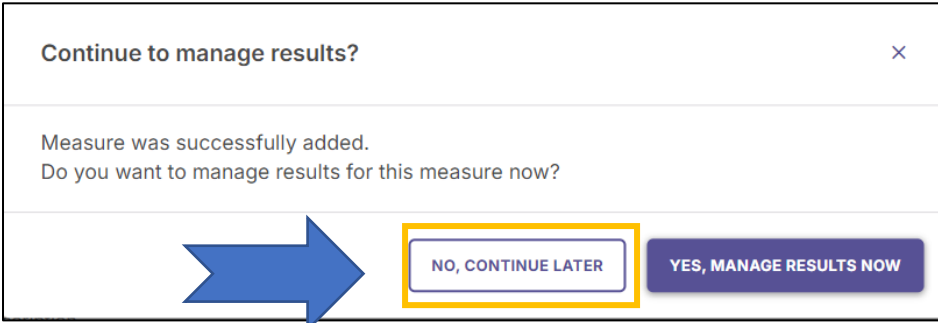


A blue arrow points to a purple button labeled 'ADD' which is highlighted with a yellow border.

Fields marked with \* are required.


| Definition  | Details of the measure activity |
|---|---------------------------------|
| <p>Method</p> <p>Assignment <span>Direct</span> ▾</p> |                                 |

11. Click “No, Continue Later” to add your next measure. Repeat these steps until all measures for the outcome have been entered.



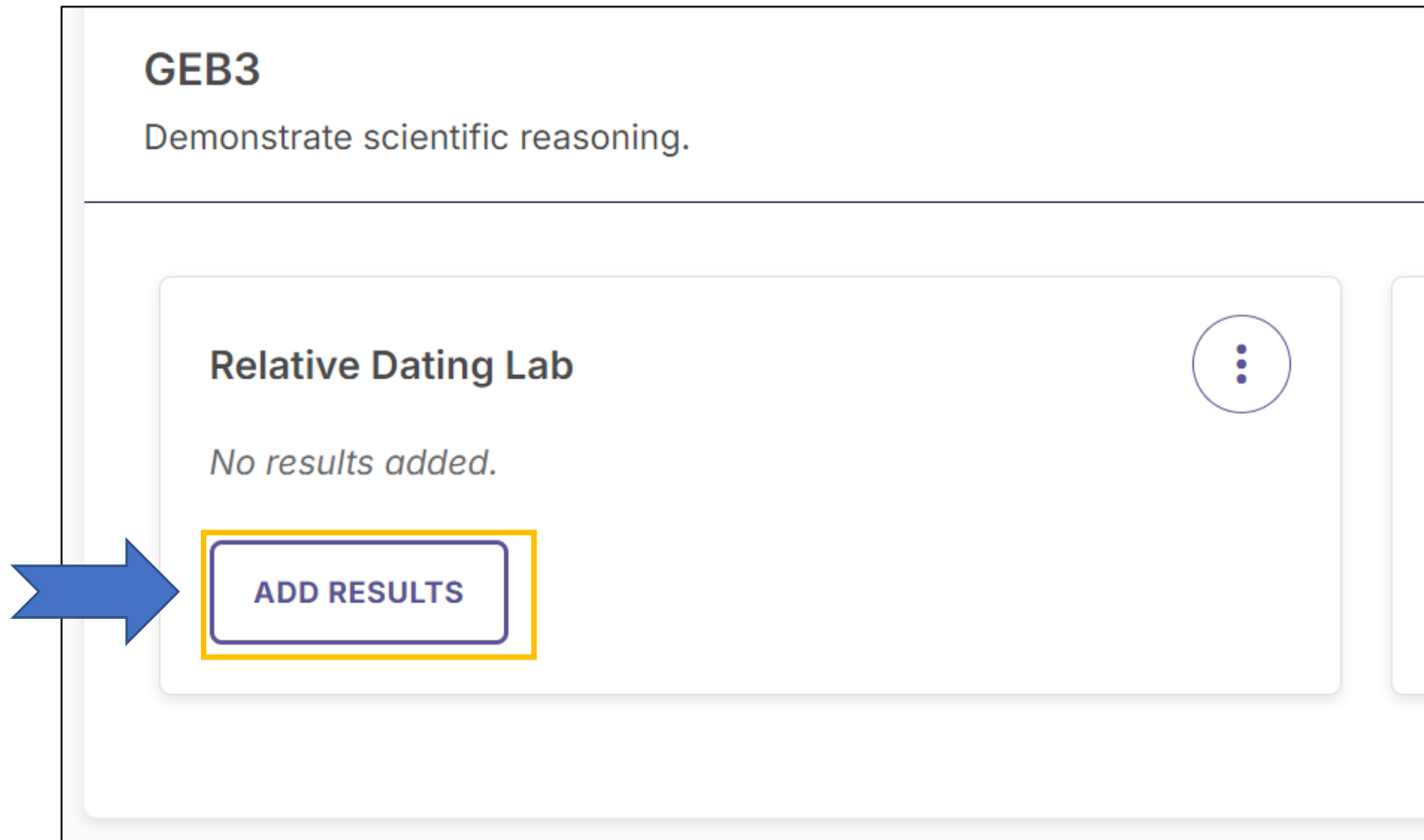
Continue to manage results? ×

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

 NO, CONTINUE LATER YES, MANAGE RESULTS NOW

# Watermark Assessment Training General Education Programs

12. When you are ready to enter your assessment data, click “Add Results”



# Watermark Assessment Training


## General Education Programs

13. Scroll down to Results. Click on “I want to enter the county of students who met/do not meet the criteria.”


### 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.




I want to send emails and collect scores from faculty



I want to upload the assessment results files



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



Collect results from another system

# Watermark Assessment Training

## General Education Programs

15. Place the number of students who met each criterion based on the grading scale. *Faculty will need to aggregate the student numbers for each section.*

### 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.



Exemplary

81

Met Total: 85

Satisfactory

4

Below Average

14

Not Met Total: 25

Unsatisfactory

11

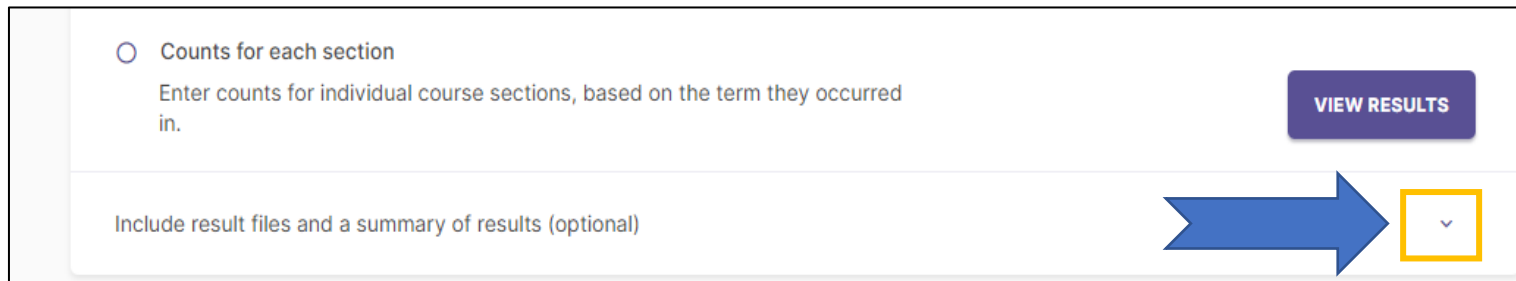
- Counts for each section

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

**VIEW RESULTS**

# Watermark Assessment Training General Education Programs

16. Click on the down arrow underneath the View Results button.



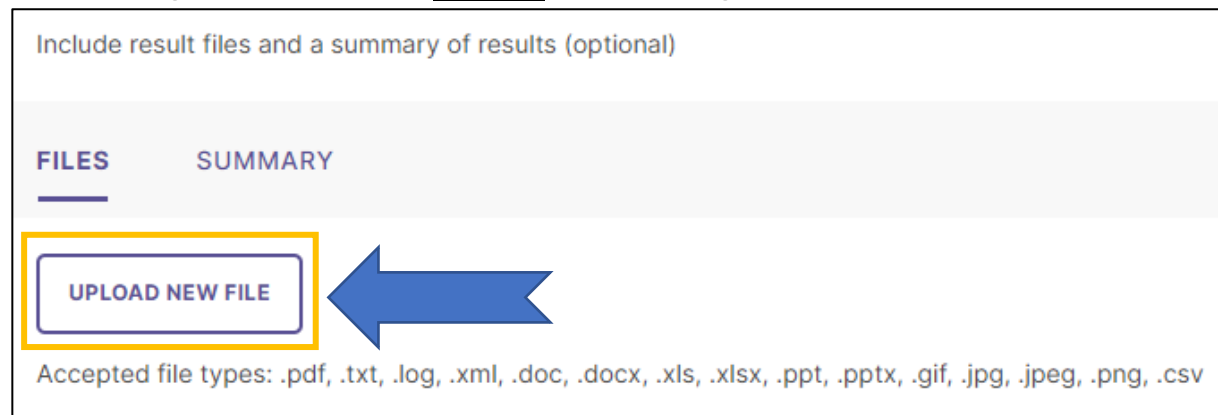
○ Counts for each section  
Enter counts for individual course sections, based on the term they occurred in.

VIEW RESULTS

Include result files and a summary of results (optional)

A blue arrow points to a yellow-bordered dropdown arrow icon.

17. Click on Upload New File. Upload the artifacts that correlate your assessment data (*proficient/ not-proficient examples, evidence of change*).  
**This is not optional and must be completed.**



Include result files and a summary of results (optional)

FILES SUMMARY

UPLOAD NEW FILE

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

A blue arrow points to the 'UPLOAD NEW FILE' button, which is highlighted with a yellow border.

# Watermark Assessment Training

## General Education Programs

18. Use the drop-down menu to select whether this measure was met or not. Use the text box to write your analysis (*what you have learned*).

**Findings**  
Analysis of the results PAST FINDINGS

**Measure Status**  
Met

**Analysis**  
Write your analysis of the measure here.

19. Click Save & Close at the top right of the screen.



# Watermark Assessment Training General Education Programs

## 20. Click on Analyze Outcome

Emergency Medical Science - Program Learning Outcomes

2  
Manage prehospital patient care during medical emergencies at the paramedic level.

Summative Written Exam

MET

ADD ACTIONS

New Measure

**ANALYZE OUTCOME**

# Watermark Assessment Training General Education Programs

21. Use the textbox to write your **overall** analysis of the outcome. Use the dropdown box to set the outcome status to met or not met. Once you are done click on the check mark to save.

The screenshot shows a form titled "Outcome Analysis". It contains a large text input field with the placeholder text "Write your overall analysis of the outcome." A blue arrow labeled "1" points to the left side of this text box. Below the text box is the text "Please confirm to continue". Underneath that is a dropdown menu labeled "Outcome Status" with "Met" selected. A blue arrow labeled "2" points to the dropdown menu. To the right of the text box are two circular buttons: one with a checkmark and one with an empty circle. A blue arrow labeled "3" points to the right side of these buttons.

22. **If you are acting** on this outcome, click Add New Action. If you are **not acting** on this outcome, skip to step 27.

The screenshot shows a section titled "General Outcome Actions". Inside this section is a button with a plus sign icon and the text "ADD NEW ACTION". A blue arrow points to the right side of this button.



# Watermark Assessment Training

## General Education Programs

23. Choose the action type. *(For descriptions of action types and examples, see the appendix).*

Add New Action ×

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Select the type of action you recommend.

|  |
|--|
| Revise Curriculum                                    |
| Restructure Outcome Statement                        |
| Revise Measurement / Assessment                      |
| Gather Additional Data                               |
| 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 <span style="float: right;">▼</span>           |

# Watermark Assessment Training General Education Programs

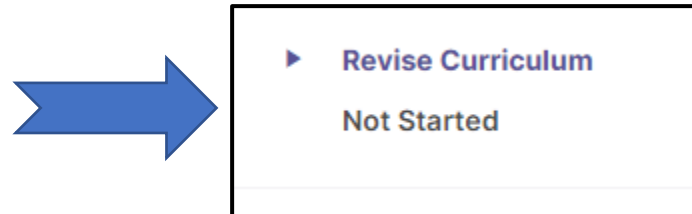
24. Use the textbox to describe your action to include the rationale. Click Create Action when done.

The screenshot shows a web form titled "Add New Action" with the following fields and elements:

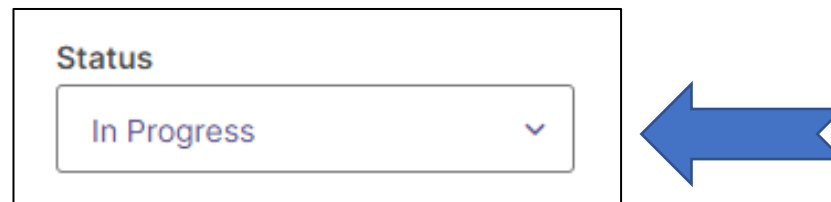
- Action Type:** "Revise Curriculum" with a link to "Change Action Type".
- Outcome:** "2".
- Action Description\*:** A text area with the placeholder text "Describe your action and include the rationale." A blue arrow labeled "1" points to this field.
- Recommended Due Date:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Add Budget Request:** A section for budget requests.
- Buttons:** "CANCEL" and "CREATE ACTION" buttons. A blue arrow labeled "2" points to the "CREATE ACTION" button.

# Watermark Assessment Training General Education Programs

25. Click on the action type to open the status window.



26. Use the drop-down menu to change the status of the action.




# Watermark Assessment Training

## General Education Programs

27. If you are assessing more than one outcome, complete steps 7 through 21 for any additional outcomes assessed/acted on in the chosen year. Once all outcomes are completed, move to step 24.

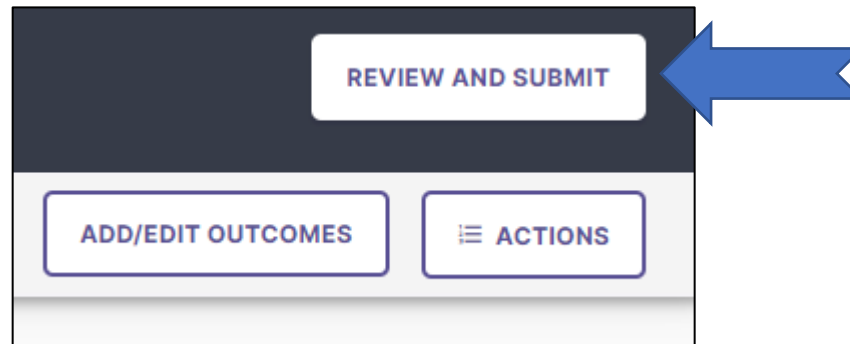
Emergency Medical Science - Program Learning Outcomes

|   |   |             |   |
|---|---|-------------|---|
| 2 | 1 Measure <input checked="" type="radio"/>   1 Action | MET         | ▼ |
| 3 | 1 Measure <input type="radio"/>   0 Actions           | Not Started | ▼ |

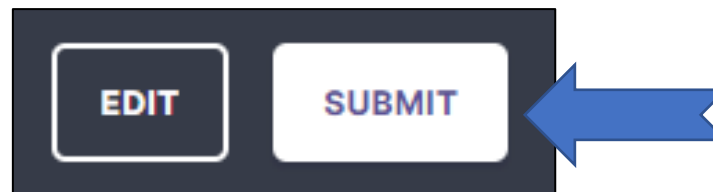


# Watermark Assessment Training General Education Programs

28. Once you are done with all data entry, click Review and Submit at the top right of the screen.



29. Review all data. If everything is accurate and complete, click Submit at the top right of the screen.



# Watermark Assessment Training General Education Programs

30. Click done at the top right of the screen.



Congratulations! You have now completed the GTCC Watermark assessment process for this year.

# Watermark Assessment Training

## General Education Programs

### APPENDIX

#### Action Types and Examples:

- Revise Curriculum: This is the broadest and most common action type and comprises many different options to impact student learning. *Examples: adding didactic and/or lab content to a course, utilizing a 3<sup>rd</sup>-party software for at-home study, online resources/ videos, creating practice quizzes, changing textbooks or other printed resources, etc.*
- Restructure Outcome Statement: Changing the program outcome. This option cannot be used without prior approval by the Learning Evidence Committee.
- Revise Measurement/ Assessment: Changing the tool used to measure the outcome. If this option is used, the Assessment Plan must be updated, the new tool must be uploaded to Watermark. *Example- the program was using a pass/fail grading system for a project and will change to using a rubric to better assess student competency.*
- Gather Additional Data: The program is not taking any action at this time and will continue to gather data. If this option is used, the program must document the reason why no action is or can be taken at that time.
- Implement New Program or Services: Adding a new program or service or will be utilizing a current service in a different way. *Example: adding an imbedded tutor into a course to assist student learning on a regular basis.*
- Community Partnership: Program faculty/ staff will partner with stakeholders in the community to impact student learning.
- Modify Position/ Personnel: The program is adding or removing staff or faculty, either part- or full-time to impact student learning.
- Modify Policies/ Procedures: The program is changing policies that will have an effect on student outcomes. *Example: the program determines that many students find it difficult to complete a specific assignment with the allotted time frame, therefore a potential policy change would be to increase the amount of time the student has to complete the assignment along with extra assistance from faculty or the program decides to implement an attendance policy or dress code.*

# Watermark Assessment Training General Education Programs

- Adopt or Expand Technologies: The program either purchases new equipment to train students or utilizes a current piece of equipment in a different way to impact student learning.
- Additional Training: Faculty/ staff will undergo training that will be used to impact student learning. If this is used, the program must show how the additional training/ education will be used to improve student learning.