QuickStart Guide:
How to Create and Edit
Mission Statements

watermark™

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Your Home Page

When you log in to Planning & Self Study by Watermark, you will see a page that looks like this, with dashboards for each organization- such as a program, co-curricular or administrative unit- for which you have been assigned as a lead contributor to enter assessment and planning data. Each dashboard includes links that take you directly to areas to enter specific content into, such as and assessment plan and mission statement. You may see multiple such dashboards if you have been assigned as a lead contributor for multiple organizations at your institution. If you do not see one or more organizations that you expect to see on your home page, please contact a Planning & Self-Study administrator at your institution for clarification.

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:	View Mission
Outcomes:	3
Outcomes Mapped:	3/3
Curriculum Map:	Create Map

As you work in Planning & Self-Study, if you need to return to your home page, you can usually locate a Home breadcrumb link in the upper left-hand corner of the page.

Home › Demo Program
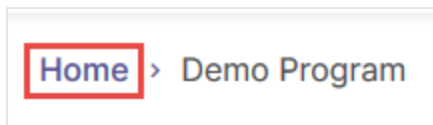
How to Create and Edit Mission Statements

Create a New Mission Statement

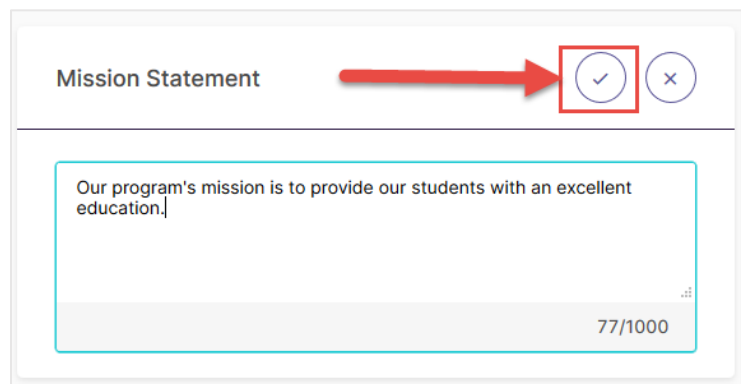If you are entering an organization's mission statement for the first time, click the Add Mission link for that organization.
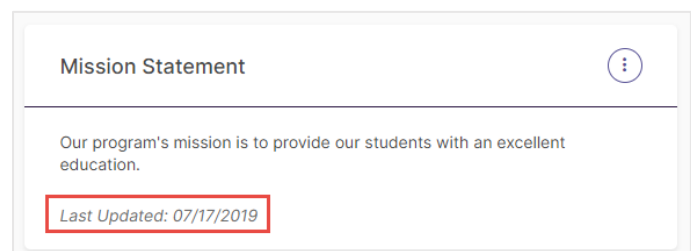

You will be taken to the Information tab of the Organization Profile, where you will see a text box to enter your mission statement. You can either type the mission statement directly into the text area or copy and paste from another source. Please note that you have a 1,000 character limit, measured by a tracker that updates as you enter text.
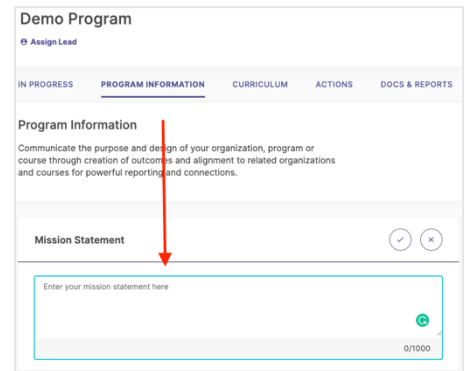
Click the checkmark button to save your changes. You may also click the X button to undo any changes you made.
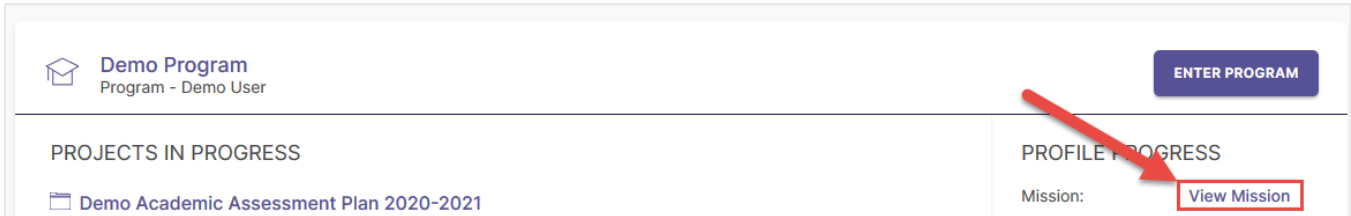

Once you save your changes, the *Mission Statement* area of your Information tab will update with the text you entered, and you will see a *Last Updated* date that tracks
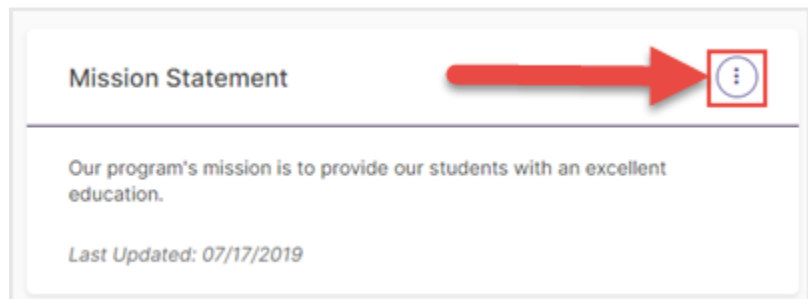
Edit or Revise an Existing Mission Statement

If you want to edit of revise your organization's mission statement from your home page, click the View Mission link for that organization's dashboard.

You will be taken to the Information tab of your Organization Profile, where you will see your organization's current mission statement. Click the menu button to the right in order to make changes to your Mission Statement.

You will be prompted with two choices: to Edit or Revise your mission statement. Choose Edit if you need to make minor changes to your current mission statement. Choose Revise if your organization has a new Mission Statement to enter. If you revise your Mission Statement, older versions of your Mission Statement will be archived for reference.
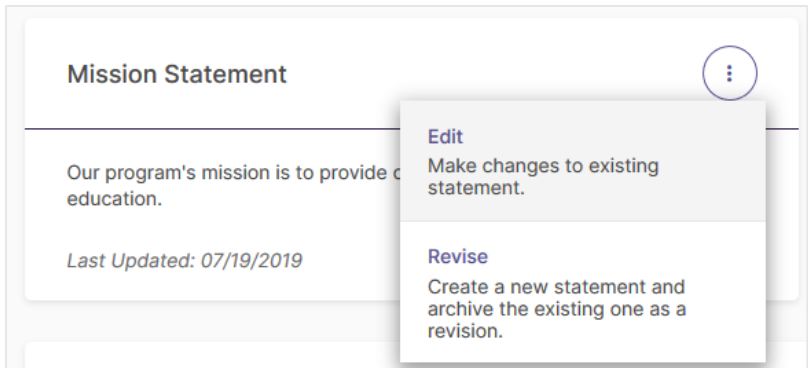
Edit a Mission Statement

When you select the Edit option, a text box will appear, allowing you to make changes to your mission statement. You can either type your mission statement directly into the text area or copy and paste from another source. Click the checkmark button to save your changes. You may also click the X button to undo any changes you made.
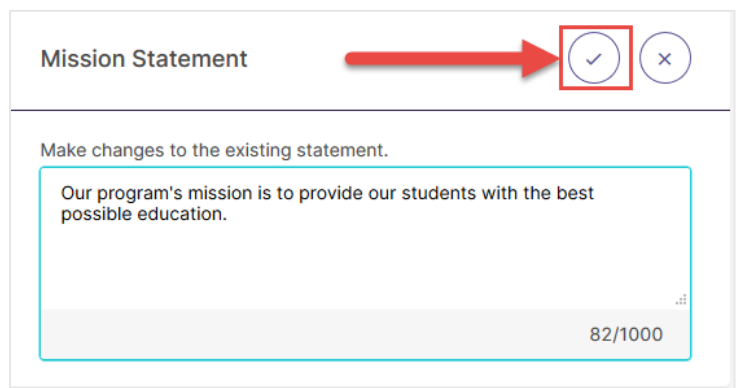
Once you save your changes, the mission statement area of your organization's Information tab will update with the text you entered, and you will see a *Last Updated* date to reflect when your changes were made.

Mission Statement ⋮

Our program's mission is to provide our students with the best possible education.

Last Updated: 07/19/2019

Revise a Mission Statement

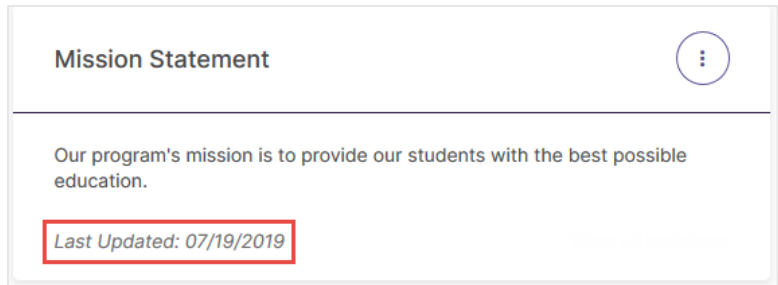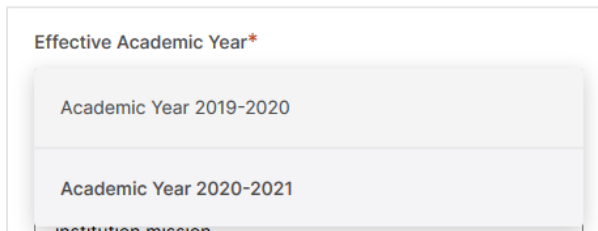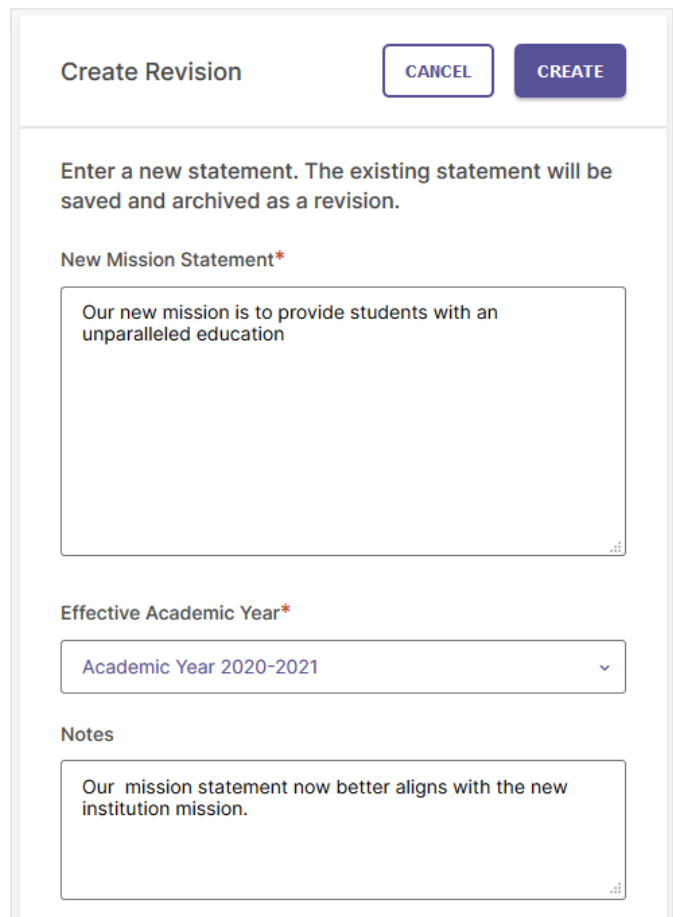When you select the Revise option, a new panel will open on the right side of your screen to enter information about your new mission statement. The first area to enter information into is the *New Mission Statement* text response area, where you can either type your new mission statement or copy and paste it from another source.

You must then use the Effective Academic Year drop-down menu to select the year when your new mission statement goes into effect. If you do not see a particular year in this list, please contact a Planning & Self-Study administrator at your institution for clarification.

Create Revision CANCEL CREATE

Enter a new statement. The existing statement will be saved and archived as a revision.

New Mission Statement*

Our new mission is to provide students with an unparalleled education

Effective Academic Year*

Academic Year 2020-2021 ⌄

Notes

Our mission statement now better aligns with the new institution mission.

Effective Academic Year*

Academic Year 2019-2020

Academic Year 2020-2021

institution mission

You may optionally use the Notes text response area to provide any additional context about your revised Mission Statement. When you are finished, click Create in the upper right-hand corner to save your changes, or click Cancel to undo your changes and delete any content you entered.

Once you save your changes, you may view previous versions of your mission statement by clicking View all revisions.

Mission Statement ⋮

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

Last Updated: 02/25/2020   **View all revisions**
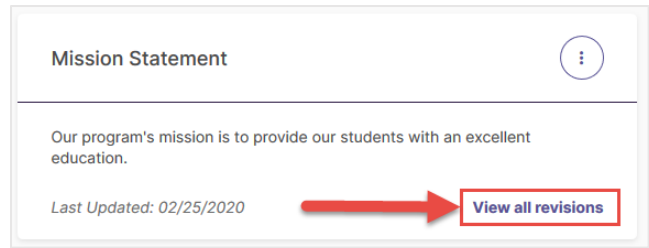
This will open a panel on the right side of your screen which shows a history of every revised version of your mission statement. The most current revision of an outcome is labeled as such.

You can restore a previous version of a mission statement by first clicking on that version, then clicking the Restore link for it. On the following page that opens, identify an Effective Academic Year for your restored mission statement, add optional Notes to provide additional context, then click the Restore button.

Restore Revision
from February 25, 2020   CANCEL   **RESTORE**

Please confirm the effective year and add notes to document your continuous improvements.

Mission Statement
Our new mission is to provide students with an unparalleled education.

Effective Academic Year*
Academic Year 2019-2020   ˅

Notes

Mission Statement Revisions   ×

▸ **February 25, 2020**
Effective Academic Year: Academic Year 2020-2021
restored from February 25, 2020

▸ **February 25, 2020**
Effective Academic Year: Academic Year 2020-2021
restored from February 25, 2020

▾ **February 25, 2020**
Effective Academic Year: Academic Year 2020-2021

Mission Statement
Our new mission is to provide students with an unparalleled education.

Notes
Our mission statement now better aligns with the new institution mission.

Date of revision: February 25, 2020
Revised by: Demo User

Restore February 25, 2020 statement

▸ **February 25, 2020**
Effective Academic Year: Academic Year 2019-2020
Current Statement