

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 an 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

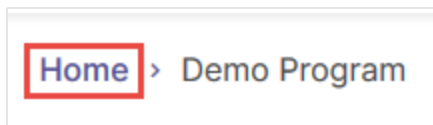
1 organization included | 0 outcomes being assessed

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.



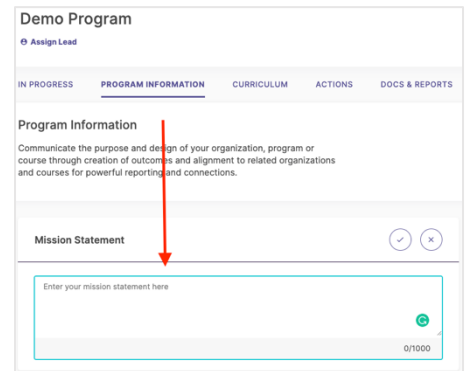
How to Create and Edit Mission Statements

Create a New Mission Statement

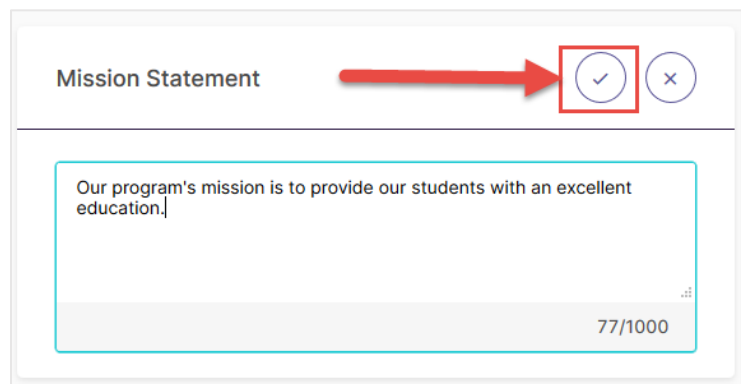
If you are entering an organization’s mission statement for the first time, click the [Add Mission](#) link for that organization.



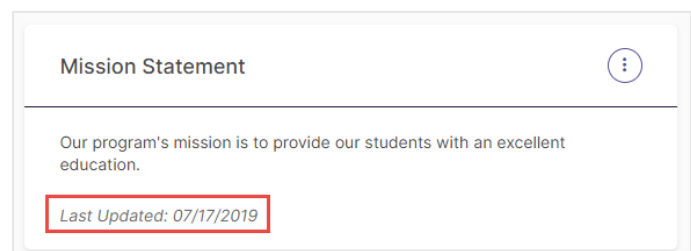
You will be taken to the [Information](#) tab of the Organization Profile, where you will see a text box to enter your mission statement. You can either type the mission statement directly into the text area or copy and paste from another source. Please note that you have a 1,000 character limit, measured 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.

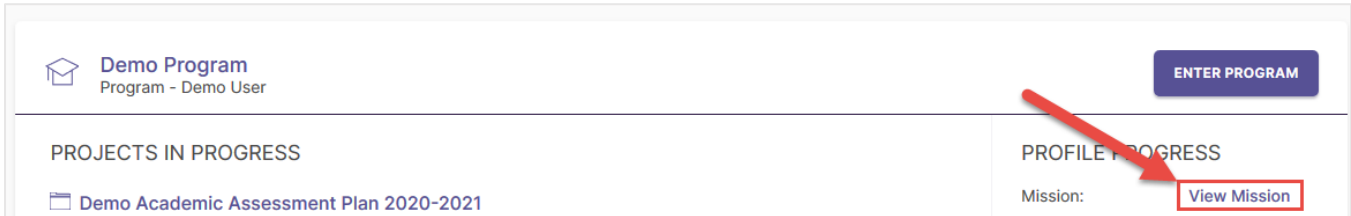


Once you save your changes, the *Mission Statement* area of your [Information](#) tab will update with the text you entered, and you will see a *Last Updated* date that tracks

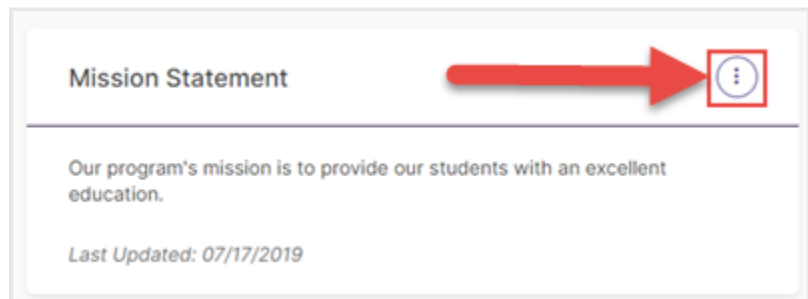


Edit or Revise an Existing Mission Statement

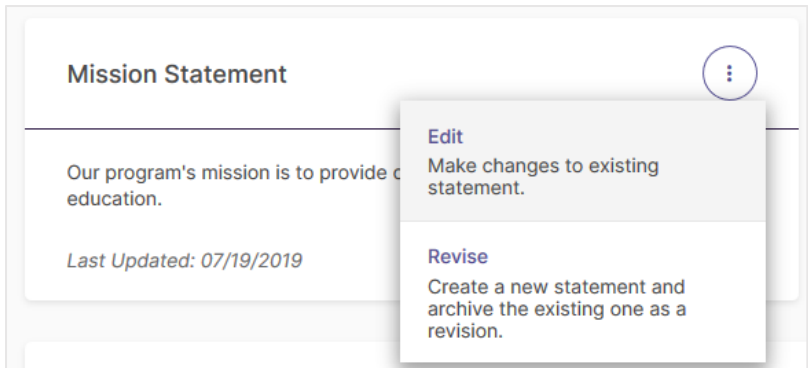
If you want to edit or revise your organization’s mission statement from your home page, click the [View Mission](#) link for that organization’s dashboard.



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.

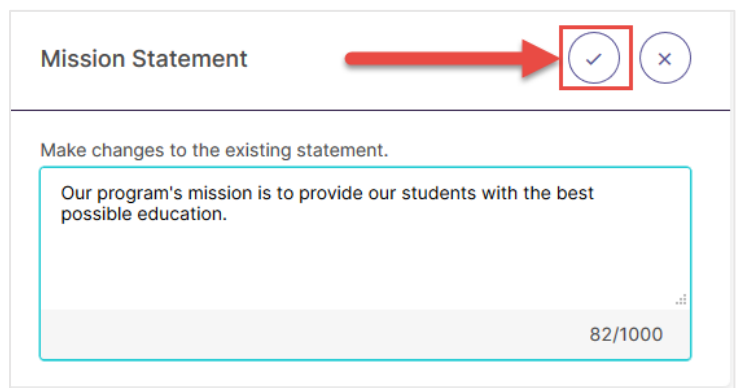


You will be prompted with two choices: to [Edit](#) or [Revise](#) your mission statement. Choose [Edit](#) if you need to make minor changes to your current mission statement. Choose [Revise](#) if your organization has a new Mission Statement to enter. If you revise your Mission Statement, older versions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

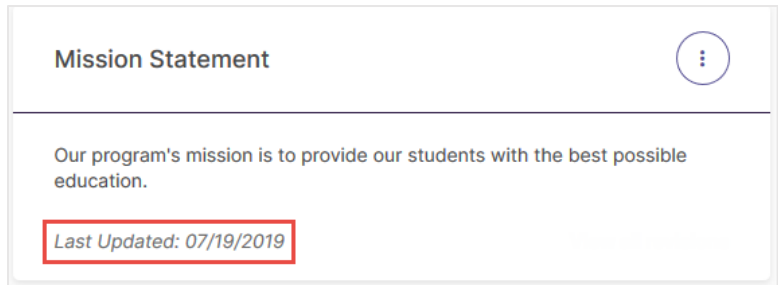


Edit a Mission Statement

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.



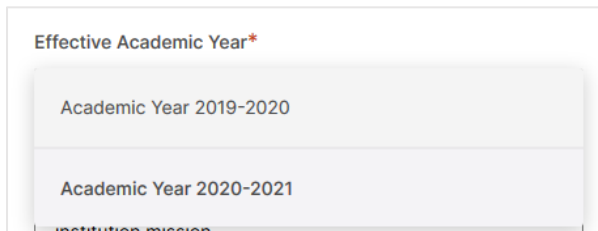
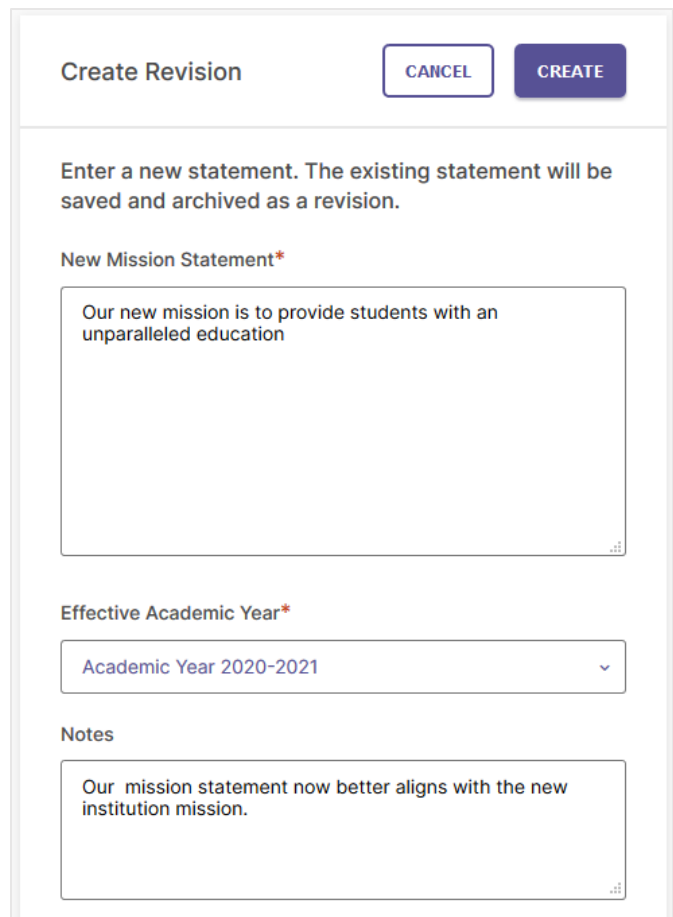
Once you save your changes, the mission statement area of your organization's **Information** tab will update with the text you entered, and you will see a *Last Updated* date to reflect when your changes were made.



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.



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](#).

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.