



watermark™

**PLANNING & SELF-STUDY (PSS)
USER GUIDE**

ACCREDITATION SELF-STUDIES

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OVERVIEW OF PLANNING & SELF-STUDY (PSS)

Watermark's Planning & Self-Study (PSS) solution allows SWU to collect and report on assessment planning efforts across programs, colleges, and departments to meet goals for continuous improvement and accreditation standards. PSS has four components:

1. **Assessment Planning and Outcomes Assessment** – This component gives users the ability to collect assessment data for programs, including measures, results, actions, and key foundational data such as mission statement, outcomes, and curriculum maps.
2. **Self-Study** – Users have access to pre-existing templates in addition to the ability to build templates for accreditors and begin collecting evidence and writing narratives for the next submissions.
3. **Program Review** – In this component, users can develop templates to document program review.
4. **Strategic Planning** – This component provides the opportunity to develop a template that can document the institution's current strategic plan. The template includes features for users to document implementation progress of the plan.

Using This Guide

This guide provides instructions for using PSS for Accreditation Self-Studies.

There are two permission levels within PSS:

1. **Administrator Role** – An administrator has both system-wide and local privileges with their assigned organization/unit. Administrators can *create* and *manage* accreditation self-study reports.
2. **Contributor Role** – A contributor has local privileges associated *only* with their assigned unit. Contributors see only what has been assigned to them by an administrator.

Most of the instructions are similar for each user type. For the best user experience with this guide, make sure you know which permission level you have and consult the table of contents to find your appropriate section. The instructions for [accessing PSS](#) and for [getting support](#) are the same for both kinds of users.

Throughout the guide you will encounter **purple boxes** which contain links to [Self-Study support articles](#) provided by Watermark. These articles are great places to start for more information if you do not find what you need within the guide. You can access the entire PSS Help Center [HERE](#) or by clicking the “?” icon in the top, right corner of the PSS solution.



If you need additional assistance after consulting this guide and the help articles linked throughout, please contact Caleb Southern, Director of Institutional Effectiveness at csouthern@swu.edu or 864-644-5043.

ACCESSING PLANNING & SELF-STUDY (PSS)

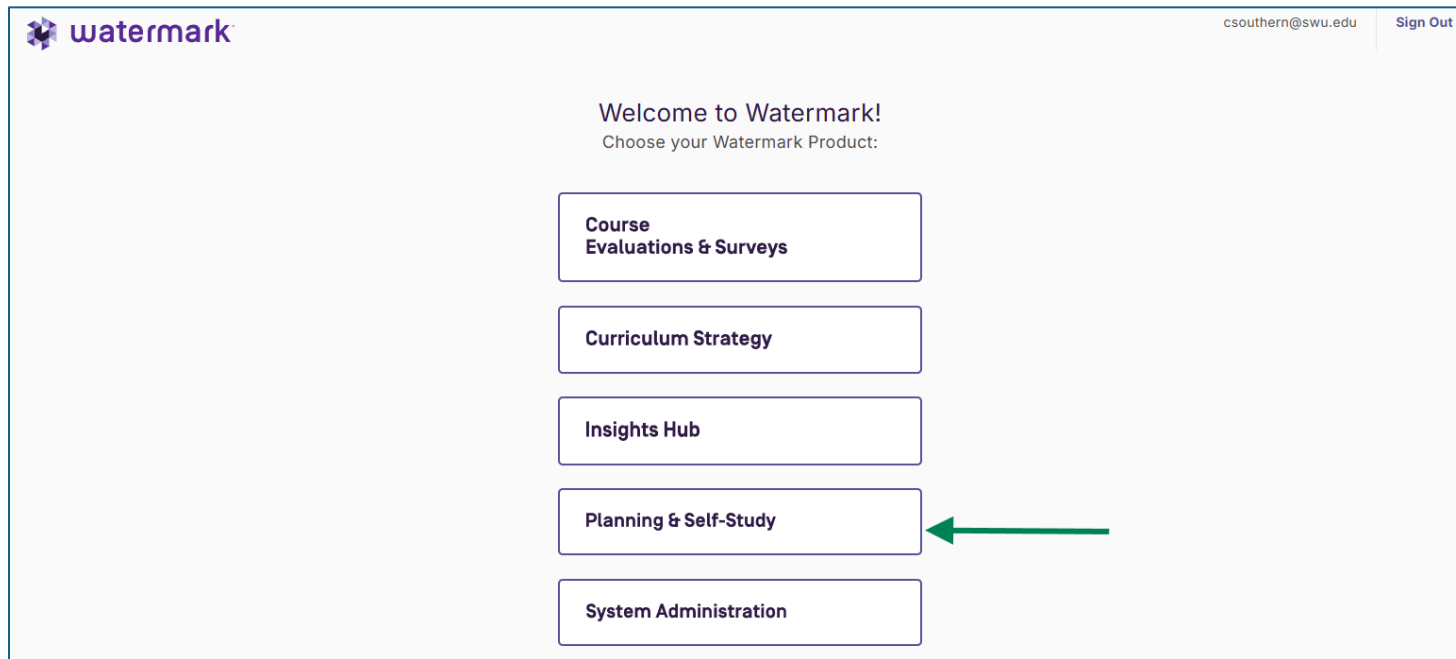
Both administrators and contributors will use SWU's unique link to access Watermark's Planning & Self-Study (PSS) tool.

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

BOOKMARK
THIS PAGE!!

Watermark uses single-sign on (SSO), so using the unique link above should take you directly into the system. If you have access to multiple Watermark solutions, you will come to a landing page with tiles for different Watermark solutions to which you have access. Select the "Planning & Self-Study" tile.

If you do not see the Planning & Self-Study tile when using the link above, please [email the PSS System Administrator](#) to ensure that you have proper access and permissions to the tool.



ADMINISTRATORS

PSS Landing Page

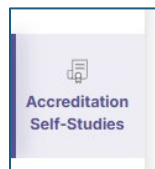
Once you have entered PSS, you will come to the home screen or landing page. Users with administrator permissions will have a system-wide menu down the left-hand side of the screen.

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

Projects In Progress
Access and monitor active in-progress projects you are managing, including continuous improvement projects and organization profile progress.

Project Tracker
Track progress towards project completion.

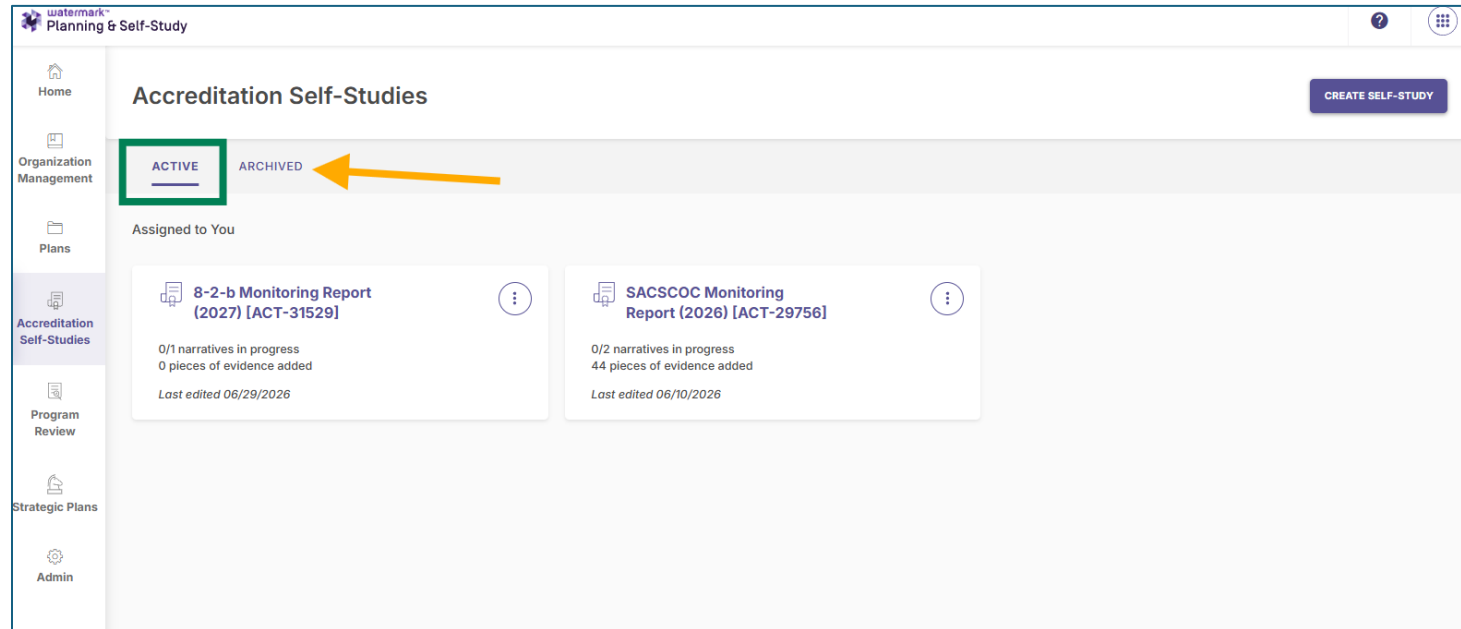
PROJECT	PROGRESS	LAST
2025-2026 PLO Assessment	39 organizations included 130 Outcomes being assessed	03/2
8-2-b Monitoring Report (2027) [ACT-31529]	0/1 narratives in progress 0 pieces of evidence added	06/2
SACSCOC Monitoring Report (2026) [ACT-29756]	0/2 narratives in progress 44 pieces of evidence added	06/10/2026 2:49 PM
TEST Admin Self-Study	1/4 narrative in progress 2 pieces of evidence added	07/08/2026 6:39 PM
TEST CONTRIBUTOR SELF-STUDY	1/1 narrative in progress 2 pieces of evidence added	07/09/2026 1:30 PM



To begin working on an accreditation self-study, click the tile titled **Accreditation Self-Studies**.

Creating and Managing an Accreditation Self-Study

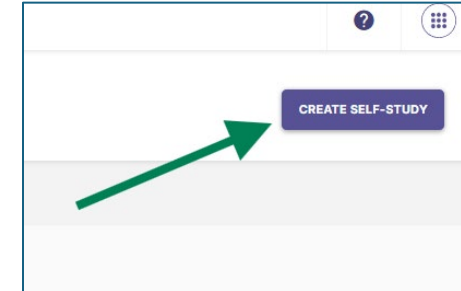
When you have entered the **Accreditation Self-Studies** tab, you will see all currently active self-studies. You can click on the **ARCHIVED** tab to see completed self-studies.



NOTES

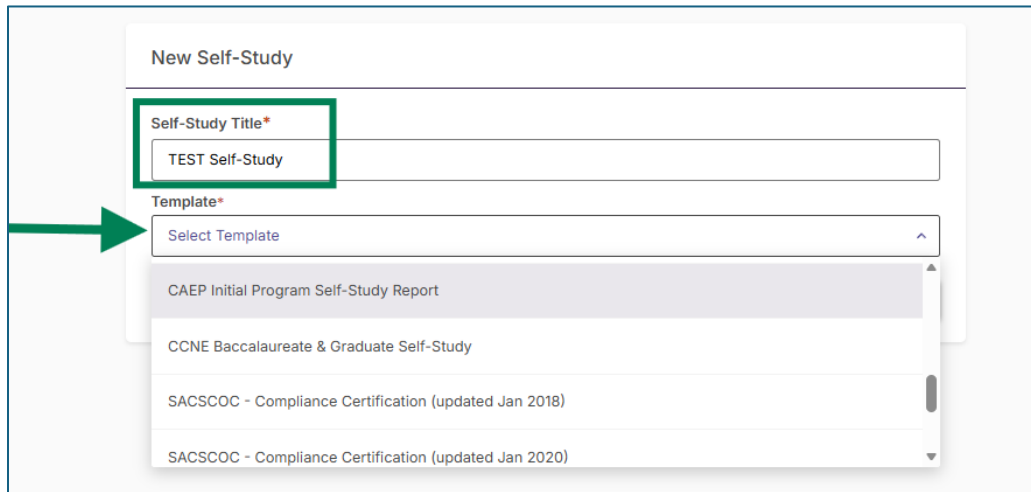
- PSS users with “administrator” permissions can delete, edit, or archive existing self-studies created by other users. Please use caution when accessing self-studies that you did not personally create.
- If you create an accreditation self-study, you are responsible for managing the self-study, including archiving the self-study once the accreditation review is completed.
- The PSS System Administrator is authorized to archive accreditation self-studies in consultation with the self-study creator.
- **DO NOT DELETE SELF-STUDIES** (even ones that you created). The PSS System Administrator has sole authority to delete self-studies. If you believe that there is a self-study that needs to be deleted, please [contact the System Administrator](#).

To create a self-study, click the **purple CREATE SELF-STUDY** button.



There are two *required* components to creating a self-study.

1. The self-study must have a **title**. When creating a title, ensure that you clearly identify the self-study. Include any identifying designations provided by the accreditor. Include the year in which the self-study is due. This is especially important if your accreditor may require reports with the same title. *(For instance, SACSCOC may require multiple reports called a “monitoring report.” The title, then, will need to distinguish between these different reports in some way.)*
2. The self-study must have a **template**. Watermark maintains templates for several accreditors. These are regularly updated by the Watermark team. Currently, we have templates for the following institutional/programmatic accreditors: ABET, CACREP, CAEP, CCNE, SACSCOC. If your accreditor is not listed (or if you are preparing a unique report for one of the listed accreditors), select the “Blank Template” option.



Current Self-Study
Templates List

See a template that you need added to SWU's PSS? [Contact the PSS System Administrator](#) to request the template from Watermark.

Still not seeing your template? Use the “Blank Template” option or [contact the PSS System Administrator](#) to request a template from Watermark.

Once a self-study is created, PSS automatically imports all users with an “administrator” user role as “Self-Study Administrators.” Any user listed here as a Self-Study Administrator will have the ability to monitor and make changes to your self-study.

←

TEST Self-Study

Status In progress

CUSTOMIZE TEMPLATE

Overview

Blank Section

Welcome to your self-study!

This is where you will manage and contribute to your institution's self-study. Use the panel on the left to navigate the self-study, drill down to see specific details, and write the narratives.

MANAGE WEBSITES

EXPORT

Details

Last Updated:

07/06/2026 by Caleb Southern

Self-Study Administrators:

Caitlin Herrington

Caleb Southern

Chad Stutz

Hannah Craig

Kace Costello

Show all administrators (10)

All Evidence:

0 Documents

MANAGE EVIDENCE

Overall Progress

Track the progress of each narrative

Filter by All Sections

STANDARDS

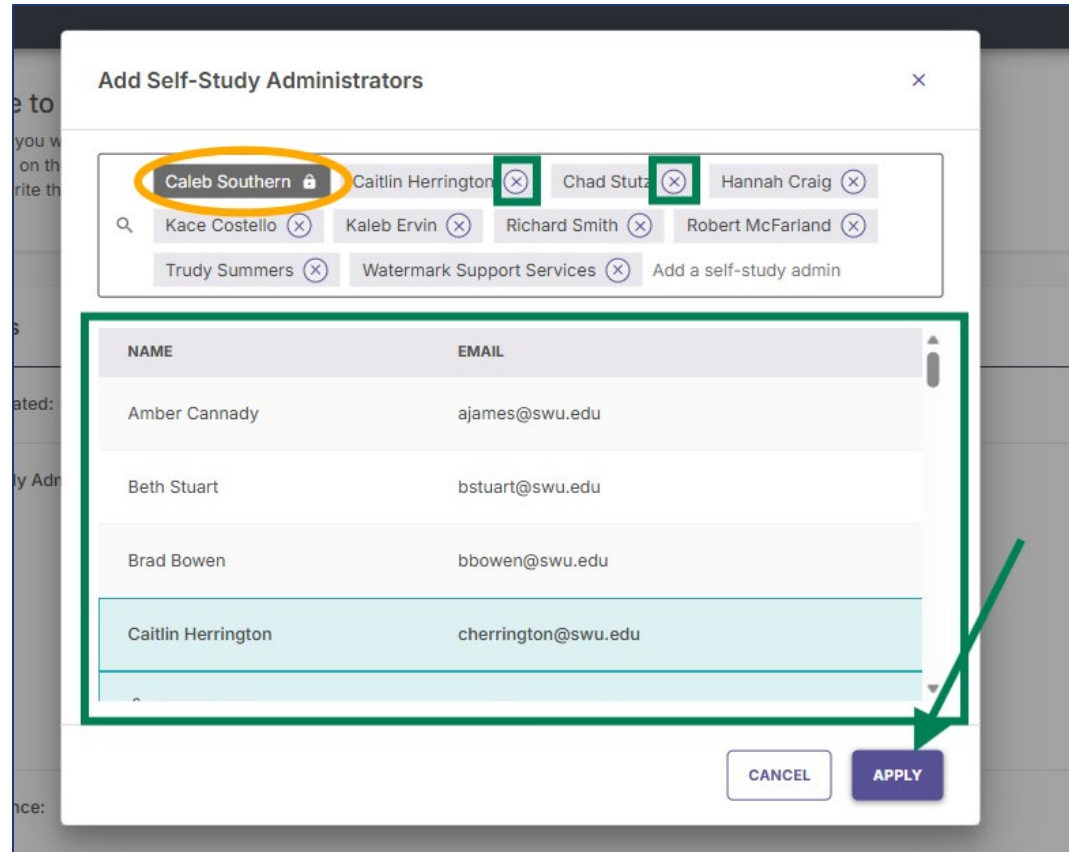
STATUS

NARRATIVE LAST UPDATED

Begin by removing users who are not associated with the self-study. (The user who created the self-study is locked and cannot be removed from the self-study.)

You can add other users as Self-Study Administrators by selecting them from the list. If you do not see a user listed, [contact the PSS System Administrator](#) to ensure that the person you are looking for has the proper user permissions.

Once you have all of the appropriate administrators assigned to the self-study, click the **purple APPLY** button.



Add Self-Study Administrators

☒ Caleb Southern ☐ Caitlin Herrington ☐ Chad Stutz ☐ Hannah Craig
☐ Kace Costello ☐ Kaleb Ervin ☐ Richard Smith ☐ Robert McFarland
☐ Trudy Summers ☐ Watermark Support Services

NAME	EMAIL
Amber Cannady	ajames@swu.edu
Beth Stuart	bstuart@swu.edu
Brad Bowen	bbowen@swu.edu
Caitlin Herrington	cherrington@swu.edu

Once the self-study is created and the administrators have been identified, you will need to establish the self-study's template. The template is like the “skeleton” of the self-study. If you selected a blank template, you will need to establish all of the sections and standards for the report. Pre-built templates should have these already established for you, although, you can make modifications as needed. These instructions assume that you are working from a Blank Template.

Select CUSTOMIZE TEMPLATE in the top left corner.

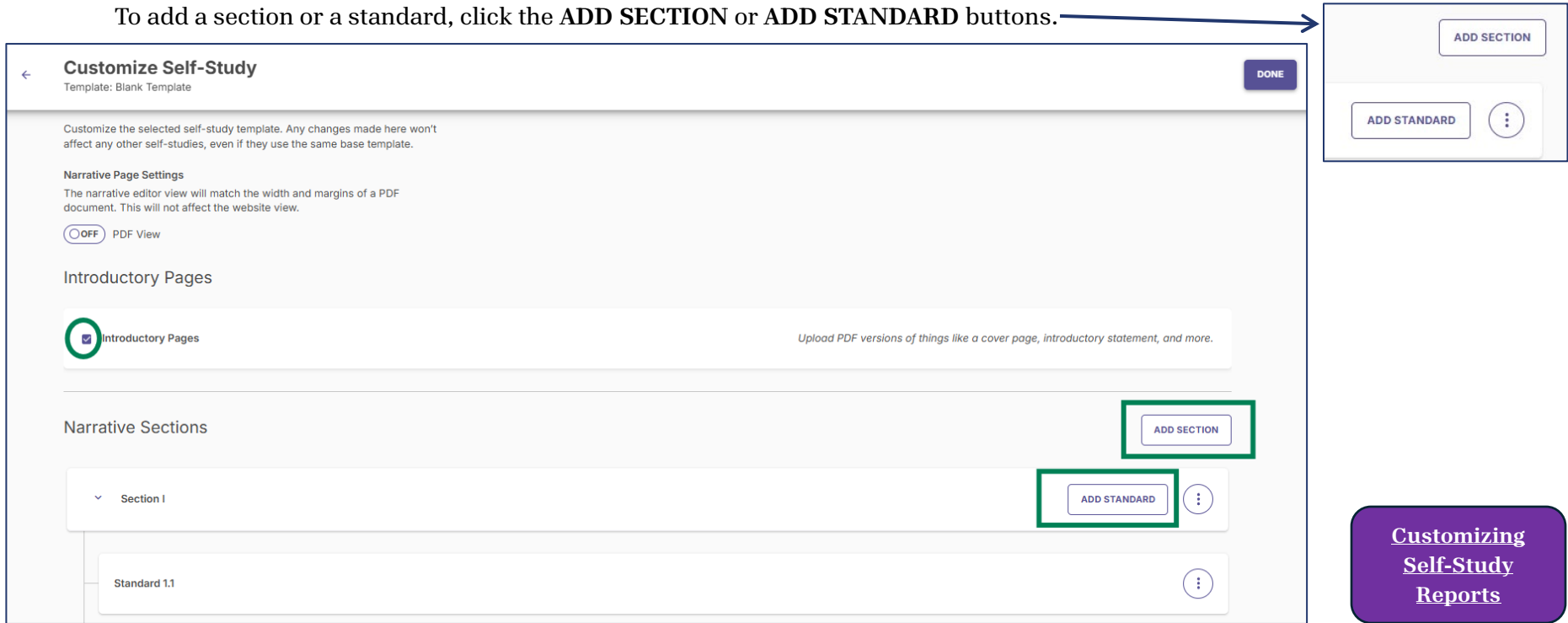


A template includes two major sections:

1. **Sections** are broad, general areas of a self-study.
2. **Standards** are specific requirements *within a section*.

You can *optionally* have **Introductory Pages** for your self-study. An example of an introductory page would be a title page or a cover page. Introductory pages allow for more flexibility in your self-study.

To add a section or a standard, click the **ADD SECTION** or **ADD STANDARD** buttons.

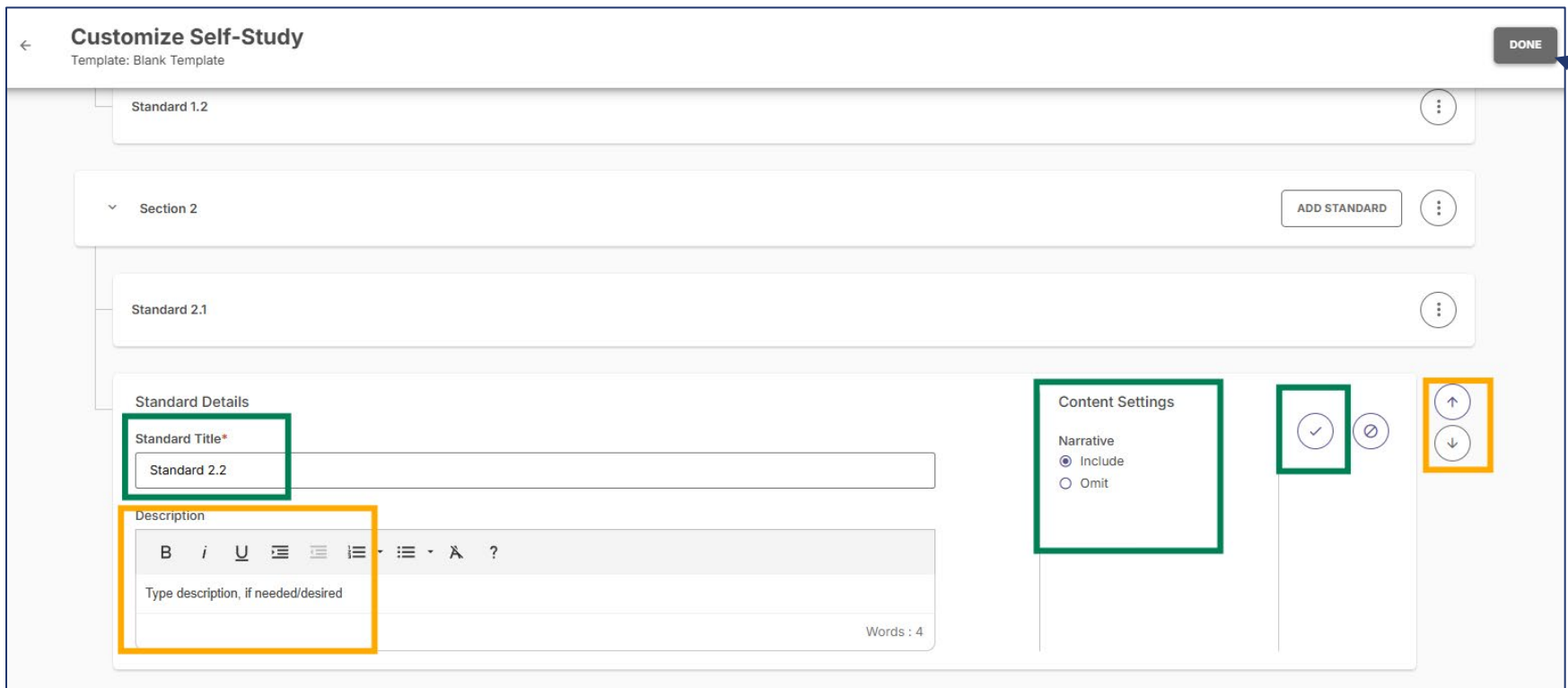


The screenshot shows the 'Customize Self-Study' interface for a 'Blank Template'. It includes a 'DONE' button in the top right. The main content area is divided into 'Introductory Pages' and 'Narrative Sections'. In the 'Introductory Pages' section, there is a checkbox for 'Introductory Pages' and a text prompt to 'Upload PDF versions of things like a cover page, introductory statement, and more.' In the 'Narrative Sections' section, there is a dropdown menu for 'Section I' and a list of 'Standard 1.1'. Callouts with green boxes highlight the 'ADD SECTION' and 'ADD STANDARD' buttons. A separate callout box on the right shows a detailed view of these buttons, including an 'ADD STANDARD' button and a menu icon. A purple button labeled 'Customizing Self-Study Reports' is also present.

Your section/standard must have a title. A description is optional.
Under “Content Settings” you can determine whether the section/standard requires a narrative. Generally, a *section* will NOT require a narrative, but a *standard* WILL require a narrative. Pay careful attention to your accreditors’ requirements here since standard-level narratives may be required.

Once you have made the appropriate entries, select the circled check mark (or the circled cancel icon). You can use the up and down arrows to move the placement of a section/standard in the self-study.

NOTE: If you are working from a provided template, you may see other, accreditor-specific content settings here. For instance, SACSCOC templates ask whether you want to include a “judgement of compliance” decision at the beginning of the standard narrative.



Customize Self-Study
Template: Blank Template

Standard 1.2

Section 2

ADD STANDARD

Standard 2.1

Standard Details

Standard Title*

Standard 2.2

Description

B i U [list icons] [link icon] ?

Type description, if needed/desired

Words : 4

Content Settings

Narrative

☒ Include

☐ Omit

Checkmark icon

Cancel icon

Up/Down arrows

DONE

Once you’ve formatted your template to your liking, click the **purple DONE button**.

←

TEST Admin Self-Study

Status In progress

CUSTOMIZE TEMPLATE

Overview

Introductory Pages

▼ Section I

Standard 1.1

Standard 1.2

▼ Section 2

Standard 2.1

Standard 2.2

All Evidence: 0 Documents

MANAGE EVIDENCE

Overall Progress

Track the progress of each narrative

Filter by All Sections ▼

Standards by Narrative Status

■ Not Started ■ In Progress ■ Complete

STANDARDS	STATUS	NARRATIVE LAST UPDATED
Standard 1.1	NOT STARTED	
Standard 1.2	NOT STARTED	
Standard 2.1	NOT STARTED	
Standard 2.2	NOT STARTED	

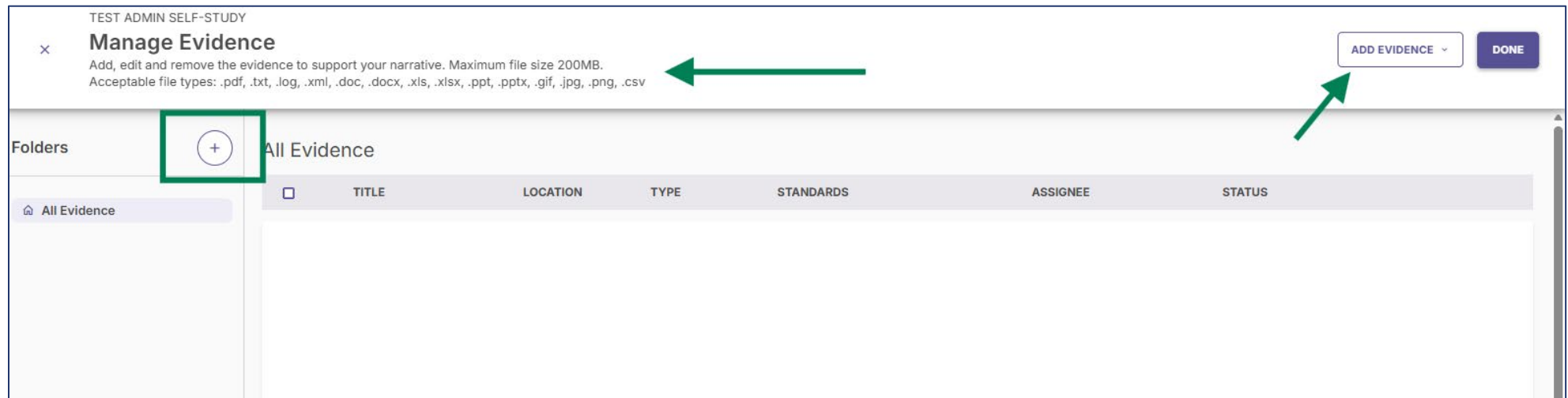
Managing Self-Study Evidence/Documentation

Accreditation self-studies rely heavily on evidence/documentation to demonstrate or illustrate the provided narrative. You can think of self-study evidence as the citations of the self-study. As an administrator, you can add evidence for the entire self-study and share that evidence out to specific standards.

To begin adding evidence to the self-study evidence locker, click the **MANAGE EVIDENCE** button.

MANAGE EVIDENCE

This opens up a document storage interface similar to the one on your computer. On the left-hand side of the screen, you have the ability to create folders by clicking the + button.



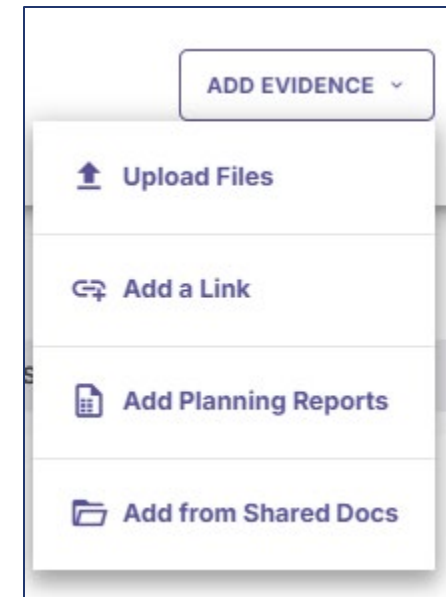
Note the acceptable file types listed in the top left of the screen. Most major file types are accepted. PDF files are preferred.

To add specific pieces of evidence, click the **ADD EVIDENCE drop-down button** in the top right.

**Adding and
Managing
Evidence in a
Self-Study**

This will bring up multiple options for you:

- **Upload Files** – this opens up your local File Explorer to find and upload documents stored on your computer. This is probably the most common way that you will add evidence.
- **Add a Link** – use this option to add internet-based evidence. This allows you to store website URLs. You will be required to provide a title for the provided URL.
- **Add Planning Report** – this allows you to import reports submitted in PSS. The most common report available for import would be Program Learning Outcomes Assessment reports and Administrative Unit Assessment reports.
- **Add from Shared Docs** – each unit in the organization’s hierarchy has a “Docs & Reports” tab. Contributors managing that unit can upload files on that tab and allow for those to be “shared” out to the administrators. If unit contributors have uploaded files or reports *and* have allowed these to be shared, then you can import those files for your self-study.



Once a piece of evidence has been added, it will appear in the “All Evidence” list in the evidence locker.

All Evidence

Find evidence by title

Filter by

All Types

All Standards

All Assignees

All Status

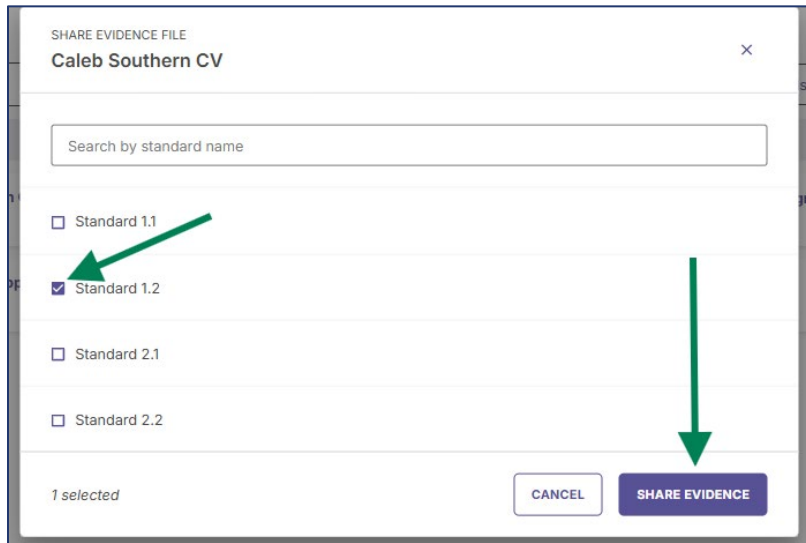
Reset Filters

☐	TITLE	LOCATION	TYPE	STANDARDS	ASSIGNEE	STATUS
☐	Caleb Southern CV	Unassigned	PDF	+ Share With Standards	+ Add Assignee	NOT EMBEDDED
☐	SWU Main Webpage	Unassigned	Link	+ Share With Standards		NOT EMBEDDED

Within the evidence locker, you continue to have robust options for managing your self-study evidence.

The **most important** thing to remember as an administrator is that any evidence you add *at the self-study* level must be shared down to “lower” standards. Think of your self-study hierarchically. In our example, our self-study looks like this:

If you have assigned someone else responsibility for writing the narrative for Standard 1.2, and that person will need a piece of evidence that you’ve add to self-study, ***then you will need to share that evidence to the appropriate standard.*** Only other self-study administrators can access evidence at the self-study level. Narrative writers can *only access evidence that has been shared with them* or that they have imported themselves at the standard level.



SHARE EVIDENCE FILE
Caleb Southern CV

Search by standard name

☐ Standard 1.1

☒ Standard 1.2

☐ Standard 2.1

☐ Standard 2.2

1 selected

CANCEL SHARE EVIDENCE

To share the evidence, click “Shared With Standards.” From here, you can select the standards to share the evidence with. Click the **purple SHARE EVIDENCE button**.

Any standards that you have shared a piece of evidence with will be listed in the evidence locker.

Overview
Introductory Pages
▼ Section I
Standard 1.1
Standard 1.2
▼ Section 2
Standard 2.1
Standard 2.2

☐	TITLE	LOCATION	TYPE	STANDARDS
☐	Caleb Southern CV	Unassigned	PDF	Standard 1.2 + Share With Standards
☐	SWU Main Webpage	Unassigned	Link	+ Share With Standards

Once a narrative writer has inserted a piece of evidence into a narrative, you will see the evidence’s “status” updated to **Embedded**. This feature allows you to monitor which pieces of evidence are (a) being used at all and (b) which ones are being used most frequently.

All Evidence

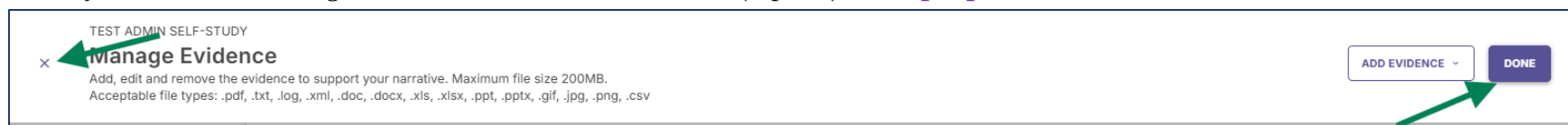
Find evidence by title Filter by All Types All Standards All Assignees All Status [Reset Filters](#)

☐	TITLE	LOCATION	TYPE	STANDARDS	ASSIGNEE	STATUS	
☐	Caleb Southern CV	Unassigned	PDF	Standard 1.2 + Share With Standards	+ Add Assignee	EMBEDDED Standard 1.2	
☐	SWU Main Webpage	Unassigned	Link	+ Share With Standards		NOT EMBEDDED	

Some pieces of evidence allow you to **Add Assignee**. An assignee would be someone who would manage certain pieces of evidence and keep them up-to-date. Only people involved with the self-study as an administrator or as a contributor can be an assignee.

The circled three dots allows you to manage evidence in various ways, such as renaming, updating, or deleting documentation.

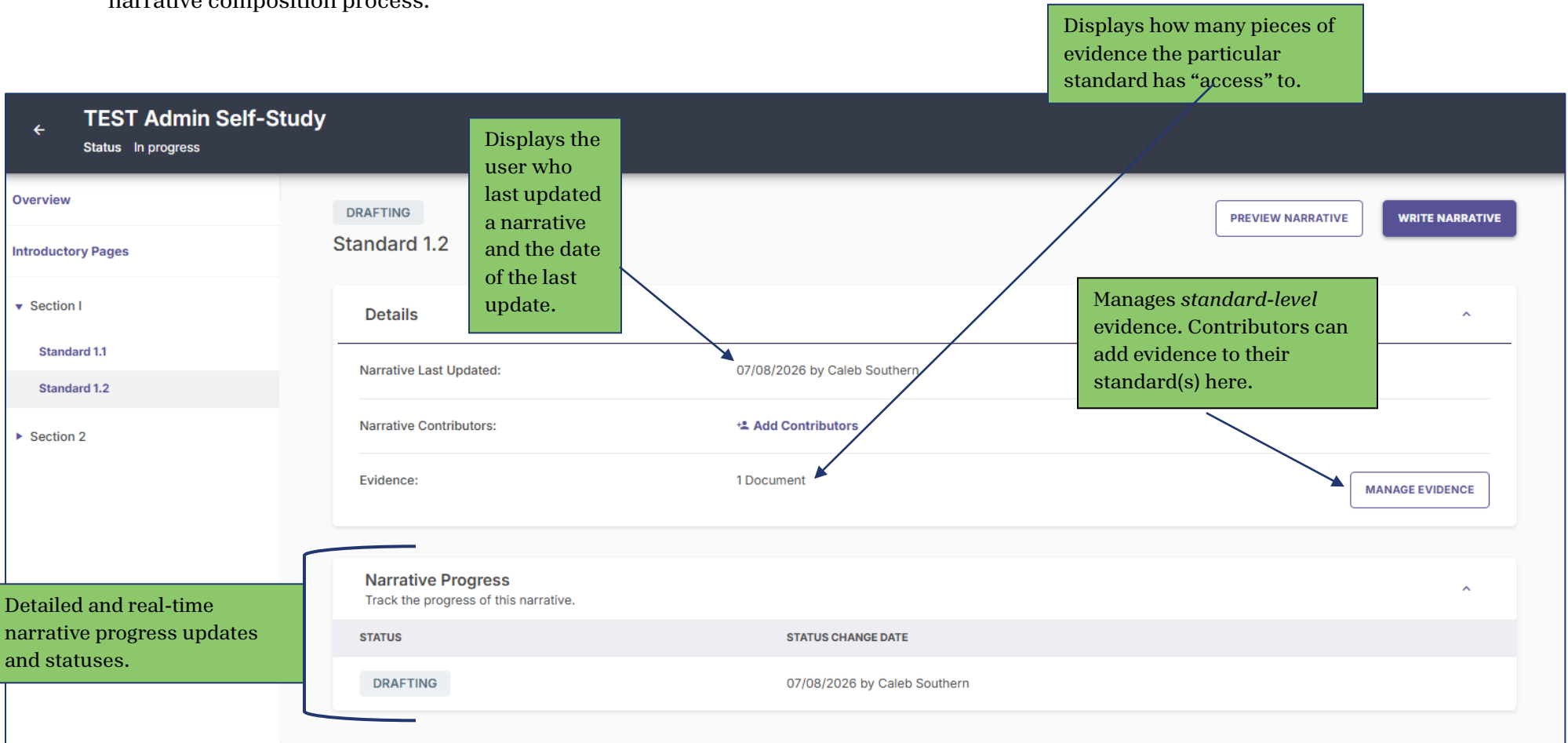
When you are done working in the evidence locker click the **x** (top left) or the **purple DONE button**.



Managing Self-Study Standards

Most accreditation self-studies consist of narratives which make a case for compliance with each standard established by the accreditor. As a self-study administrator, you can (1) assign contributors to particular standards and (2) write narratives for each standard in the self-study.

Select a standard from the self-study outline on the left side of the screen. Once selected, you can monitor several aspects of the narrative composition process.



The screenshot displays the 'TEST Admin Self-Study' interface. On the left, a sidebar shows the 'Overview' and 'Introductory Pages' sections, with 'Section 1' expanded to show 'Standard 1.1' and 'Standard 1.2'. 'Standard 1.2' is selected. The main content area shows the 'DRAFTING' status for 'Standard 1.2'. It includes a 'Details' section with 'Narrative Last Updated' (07/08/2026 by Caleb Southern), 'Narrative Contributors' (Add Contributors), and 'Evidence' (1 Document). A 'Manage Evidence' button is also present. Below this is the 'Narrative Progress' section, which tracks the progress of the narrative. A table shows the 'STATUS' (DRAFTING) and 'STATUS CHANGE DATE' (07/08/2026 by Caleb Southern). Callouts provide additional context: 'Displays the user who last updated a narrative and the date of the last update.' points to the 'Narrative Last Updated' field; 'Displays how many pieces of evidence the particular standard has "access" to.' points to the 'Evidence' field; 'Manages standard-level evidence. Contributors can add evidence to their standard(s) here.' points to the 'Manage Evidence' button; and 'Detailed and real-time narrative progress updates and statuses.' points to the 'Narrative Progress' section.

TEST Admin Self-Study
Status In progress

Overview

Introductory Pages

▼ Section 1

Standard 1.1

Standard 1.2

► Section 2

DRAFTING

Standard 1.2

Details

Narrative Last Updated: 07/08/2026 by Caleb Southern

Narrative Contributors: Add Contributors

Evidence: 1 Document

PREVIEW NARRATIVE

WRITE NARRATIVE

MANAGE EVIDENCE

Narrative Progress
Track the progress of this narrative.

STATUS	STATUS CHANGE DATE
DRAFTING	07/08/2026 by Caleb Southern

Detailed and real-time narrative progress updates and statuses.

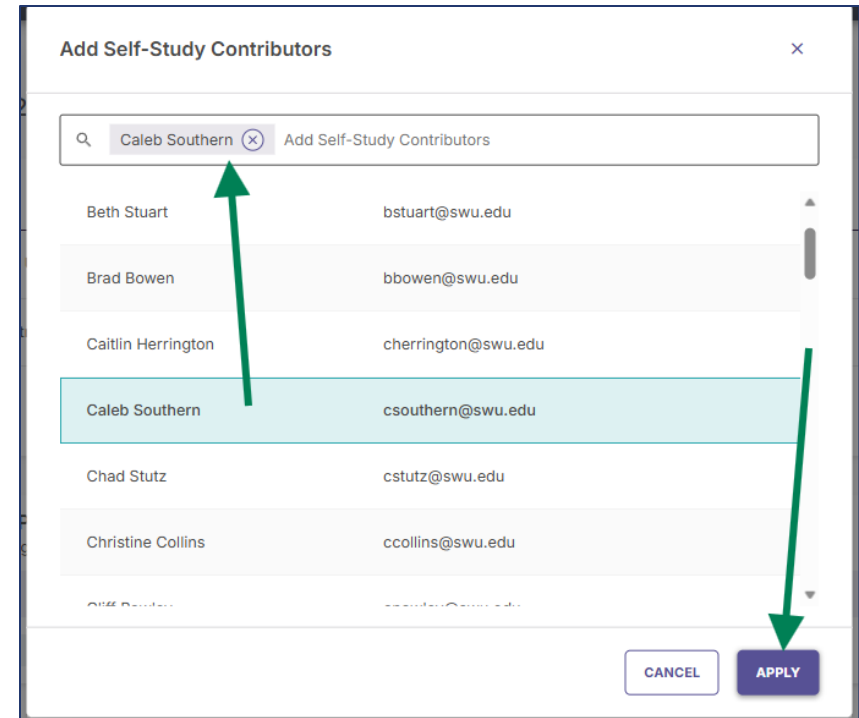
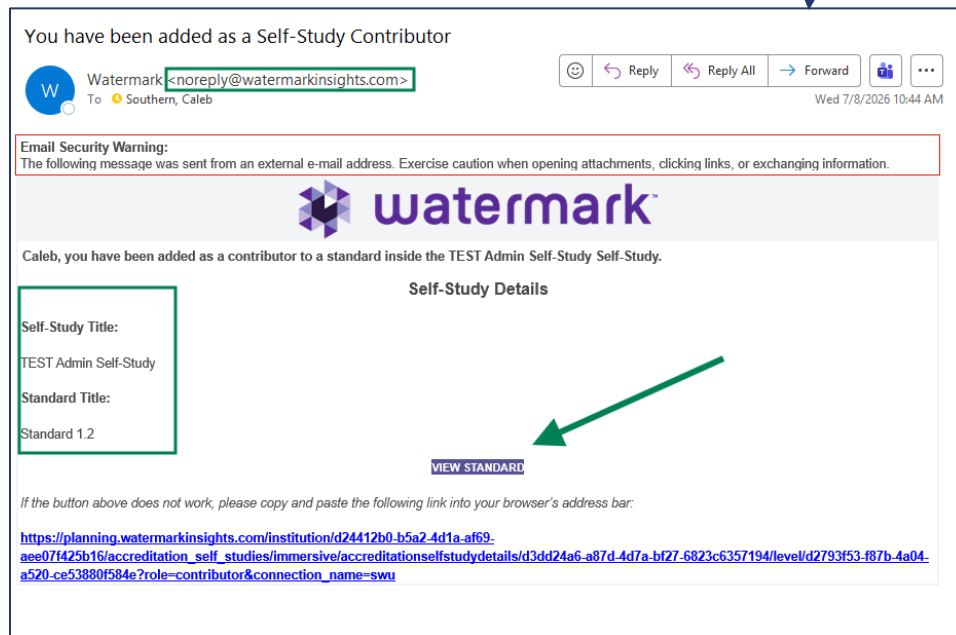
Displays the user who last updated a narrative and the date of the last update.

Displays how many pieces of evidence the particular standard has "access" to.

Manages standard-level evidence. Contributors can add evidence to their standard(s) here.

To assign an individual to a narrative, click **Add Contributor**. This brings up a list of *all users who have any role in Planning & Self-Study*. From this list, you can assign a user to a standard/narrative. Click the **purple APPLY button** to confirm your selection.

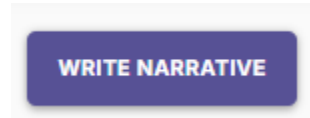
NOTE: When you add a contributor to a standard, they **will be notified via email**. The email will come from `noreply@watermarkinsights.com` with the subject “You have been added as a Self-Study Contributor.” The email will include details about the assignment and a direct-access link (below).



Adding Users to a Self-Study

Managing and Writing Narratives

To begin working on a narrative for a standard, click the **purple WRTIE NARRATIVE button** on the overview page for the selected standard.



This will open up a rich-text editor document similar to a Microsoft Word file. There are four “sections” within the narrative editor. These are indicated by circled icons.

The screenshot shows the 'Write Narrative' interface for Standard 1.2. The main area is a rich-text editor with a toolbar containing various formatting options like bold, italic, underline, and paragraph styles. The text in the editor reads: 'Caleb Southern maintains an [up-to-date CV](#).' To the right of the editor is an 'Evidence' sidebar. A green box highlights four icons in the sidebar: a document icon, a list icon, a refresh icon, and a comment icon. The 'Evidence' sidebar also includes a 'MANAGE EVIDENCE' button, a search bar, and a table with columns 'NAME' and 'INSERT LINK'. The table contains one entry: 'Caleb Southern CV' with a link icon.



The **paperclip** icon displays all evidence associated with and available to *that standard*. From here, you can manage all of the evidence for the standard. When you are ready to insert a piece of evidence, simply highlight the appropriate text, and click the circle hyperlink button.



The **list** icon allows you to insert a link to another standard in the self-study. Selecting the hyperlink button here inserts a link that, when clicked, takes a reviewer to that standard of the self-study.



The **circle arrow** icon allows you to view and manage the narrative's draft status. From here, a narrative writer can use the drop-down to select a status for the narrative's draft. This allows for version control. Once a status is updated, you can toggle between different versions to view changes.



The **thought bubble** icon opens a comments feature. Contributors can make notes and tag other contributors or administrators related to the narrative.

Caleb Southern
Does this draft look ok Caleb Southern?
07/08/2026

REPLY

Leave a comment...
Words : 0

CANCEL
SAVE COMMENT

Evidence

MANAGE EVIDENCE

Search Evidence

NAME	INSERT LINK
Caleb Southern CV	

NARRATIVE HISTORY
View and Update Status

Narrative Status
Drafting

Drafting
07/08/2026 by Caleb Southern

[Adding Content to a Self-Study Report](#)

[Best Practices when Entering Content into a Self-Study](#)

Publishing / Sharing a Self-Study

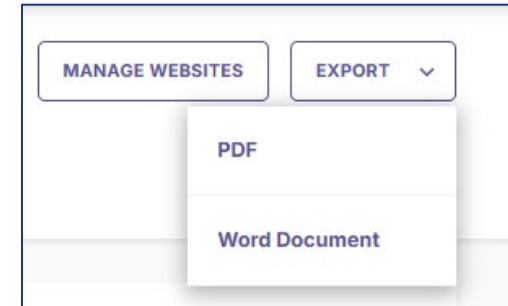
At various stages of the composition process, it may be necessary for you to share versions of the self-study with external stakeholders. Additionally, once the self-study is completed, you will need a way to submit it to the appropriate entity. Watermark offers two main ways to export and share your self-study.

1: Export as a Static Document

You can export a copy of your self-study by clicking the **EXPORT drop-down button** in the top, right corner. You can export a version of your self-study as a PDF or as a Word Document.

Once you select your export type (PDF or Word), you have two option categories to determine the kind of document that will be exported: Evidence Options and Content Included options.

NOTE: Using the export option creates an offline, static version of the self-study as it exists at the time of export.



Below are descriptions for each option in the Evidence Options menu.

- **Do not include evidence with this export** – this exports the text of your narratives without any evidence links. Use this option if you are seeking offline feedback about your narrative only.
- **Download all evidence with this export** – this will export your narrative and all evidence files in a zipped folder. When readers open the narrative file and click on one of the evidence hyperlinks, it will access the local file in the accompanying “evidence” folder included with the export. Use this option if you need to upload a static version of your accreditation self-study for the accreditor.

Export PDF

SELECT THE CONTENT TO INCLUDE IN YOUR SELF-STUDY PDF EXPORT.

▼ Evidence Options

☒ Do not include evidence with this export
 ☐ Download all evidence with this export
 ☐ Open evidence links online

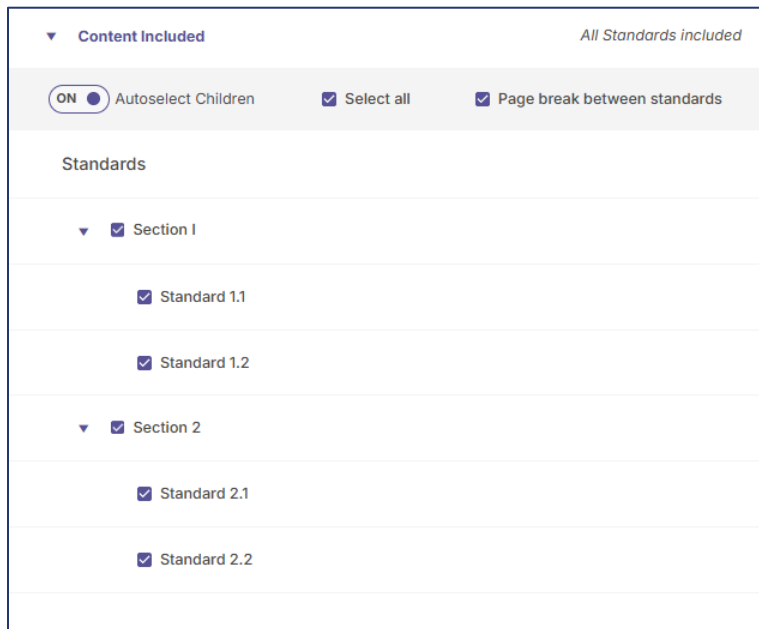
Online Evidence Password

Anyone viewing evidence files online will need this password to access them. Editing the password will affect any other exported versions of this report.

☐ Include evidence sections if no evidence exists

Do not include evidence

- **Open evidence links online** – this option exports a copy of your self-study. When readers click on a documentation link, the documentation will be opened in their internet browser. If this option is selected, you have the further option to password protect all online evidence. This will require a reviewer to enter a password (which you would need to provide) in order to view evidence.
- **Include evidence sections if no evidence exists** – at the end of a narrative, Watermark automatically adds a heading titled “Evidence.” Beneath this evidence, each piece of evidence linked in the standard is listed. If you have any narratives that have no evidence, then Watermark automatically *leaves that section off*. However, select this option if you’d like to have the blank evidence section added.



After you’ve made your Evidence Options selections, you can tell PSS what content should be included in your export. Every section of the self-study is *automatically selected* when you export. However, you can deselect any sections/standards that you do not want exported.

When you are ready to export your file, click the **purple START EXPORT button**.

 **START EXPORT**

NOTE: When you start your export, a new tab will be opened indicating that your export is in progress. **DO NOT CLOSE THAT TAB.** Closing the tab will cancel your export. Once the export is completed, the tab automatically closes and the export appears in your downloads.

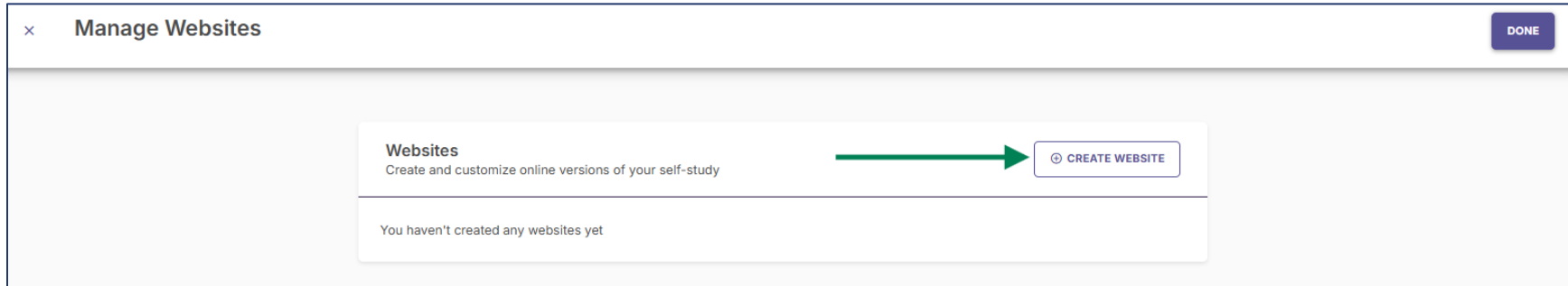
[Adding a Cover
Page & Exporting a
Self-Study](#)

2: Present the Self-Study as a Website

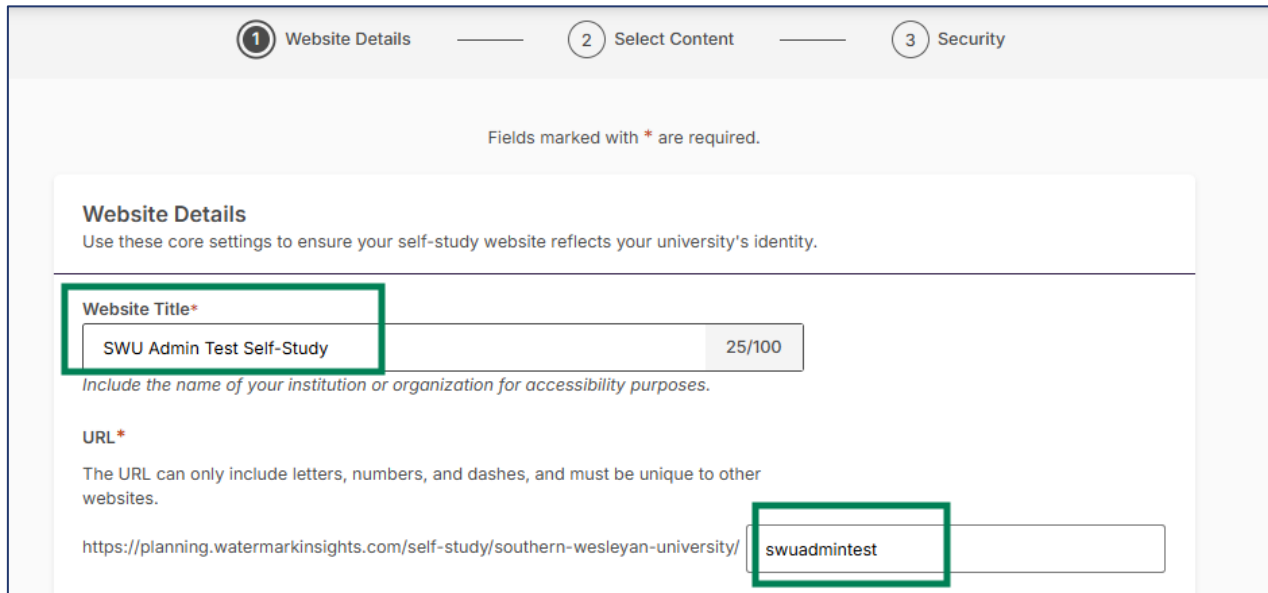
Your second option for exporting your self-study for submission is to create a website that houses the self-study. To create a website, click the MANAGE WEBSITES button in the top, right corner of the screen when you are in your self-study.

MANAGE WEBSITES

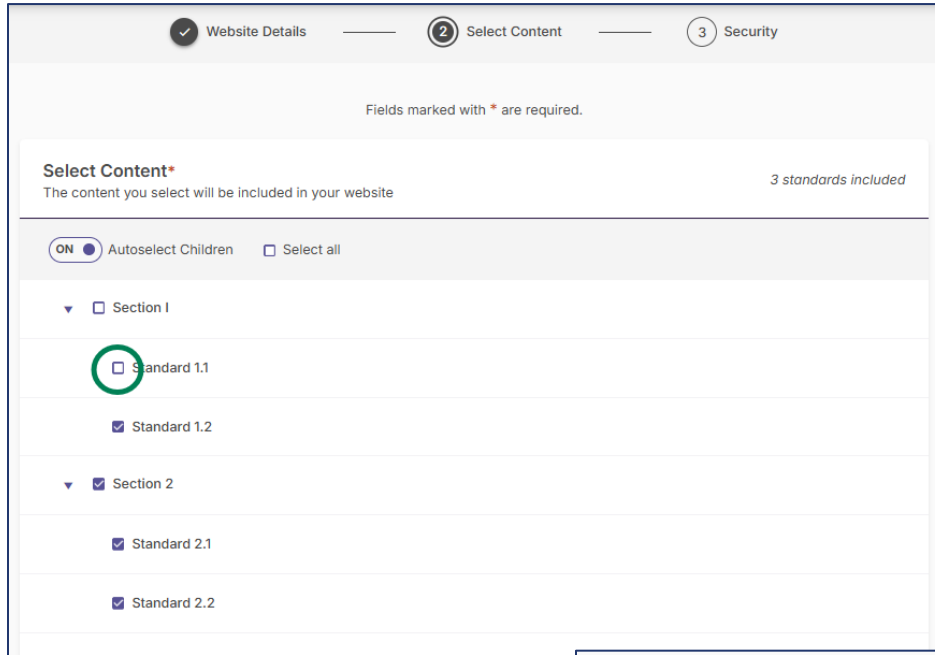
Once this is selected, you will be guided through the website creation process. Begin by clicking **CREATE WEBSITE**.



You must provide a title for your website and the URL tag.



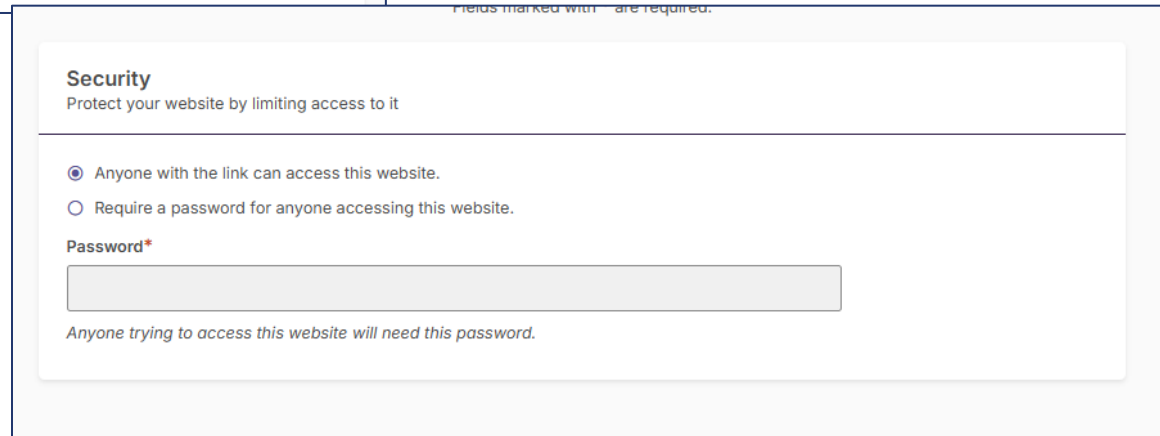
You can make some minor design modifications by uploading a logo for the self-study site and making the site heading white or charcoal.



Once you've established the details for the website, you must select the content for the site. *Every section of the self-study is automatically selected.* If you only want some sections on a particular website, then you can deselect the sections you don't want.

Finally, you can establish security parameters for the website. The site can be *public*, requiring no password. With this option, *anyone with the link can access the site.* The other option is to password protect the site so that only certain individuals can access the site.

NOTE: Websites present **live versions** of your narratives. This means that any narrative updates that you make after a website is created is automatically presented on the published site.



Once a website is created, you can manage certain aspects of the site.



The screenshot shows a 'Websites' management interface. At the top, there's a header 'Websites' with the subtitle 'Create and customize online versions of your self-study' and a '+ CREATE WEBSITE' button. Below this is a table with two columns: 'TITLE' and 'CREATED'. The table contains one entry: 'SWU Admin Test Self-Study' with a creation date of '07/08/2026 by Caleb Southern'. To the right of the entry are three circular icons: a document icon, a download icon, and a three-dot menu icon. Three callout boxes with arrows point to these icons: 'Copies the website link.' points to the document icon, 'Exports website as a zipped folder.' points to the download icon, and 'Presents options related to the current site. You can **edit** the website properties (i.e. change the password) or **delete** the website.' points to the three-dot menu icon.

TITLE	CREATED	Actions
SWU Admin Test Self-Study	07/08/2026 by Caleb Southern	- Copies the website link. - Exports website as a zipped folder. - Presents options related to the current site. You can edit the website properties (i.e. change the password) or delete the website.

CONTRIBUTORS

PSS Landing Page

Once you have [entered PSS](#), you will come to the home screen or landing page which will display areas of the solution to which an administrator has assigned you as a “contributor.”

If needed, scroll down until you see “Service & Committee Involvement.” This is where self-studies to which you have been assigned will appear.

watermark™ Planning & Self-Study

Service & Committee Involvement

Access your service tasks such as self-study and program review commitments.

Active

TEST Admin Self-Study

1/4 narrative in progress
2 pieces of evidence added
Last edited 07/08/2026 6:39 PM

TEST CONTRIBUTOR SELF-STUDY

0/1 narratives in progress
0 pieces of evidence added
Last edited 07/06/2026 3:57 PM

8-2-b Monitoring Report (2027) [ACT-31529]

0/1 narratives in progress
0 pieces of evidence added
Last edited 06/29/2026 5:43 PM

Show all active tasks (4)

Archived

8-2-b Monitoring Report (2026)

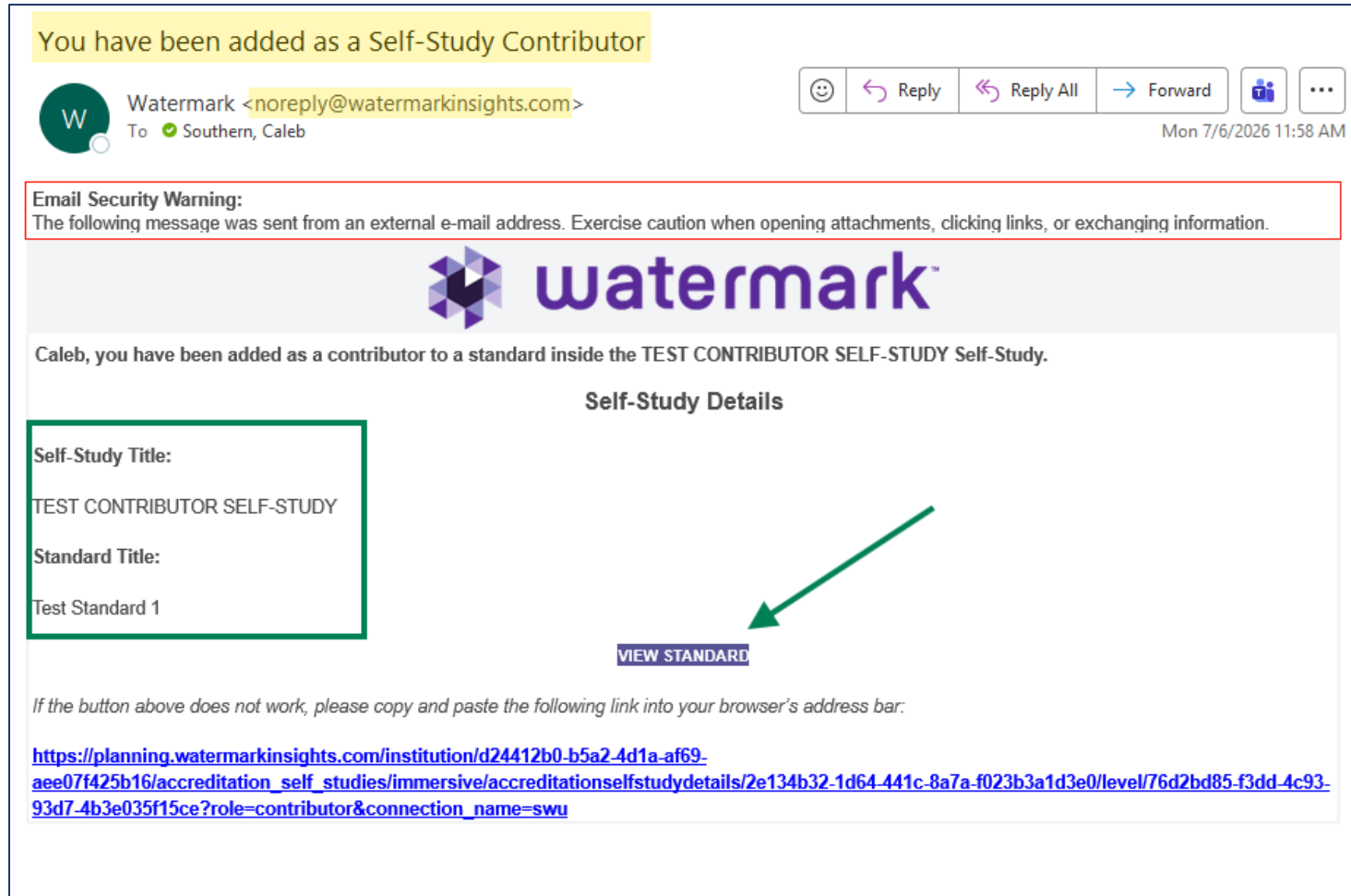
0/1 narratives in progress
33 pieces of evidence added
Last edited 04/16/2026 5:29 PM

The [PSS Help Center](#) can be accessed using the “?” in the top, right corner of the screen.

Use the “rubrics cube” icon to toggle between different Watermark solutions to which you have access.

Getting Added to a Self-Study

When an administrator adds you to a self-study, you will receive an email notification from Watermark. The email will come from noreply@watermarkinsights.com with the subject line, “You have been added as a Self-Study Contributor.” The email will include details about the self-study, and a direct access link.



You have been added as a Self-Study Contributor

Watermark <noreply@watermarkinsights.com>
To Southern, Caleb

Mon 7/6/2026 11:58 AM

Email Security Warning:
The following message was sent from an external e-mail address. Exercise caution when opening attachments, clicking links, or exchanging information.

 **watermark™**

Caleb, you have been added as a contributor to a standard inside the TEST CONTRIBUTOR SELF-STUDY Self-Study.

Self-Study Details

Self-Study Title: TEST CONTRIBUTOR SELF-STUDY Standard Title: Test Standard 1
--

[VIEW STANDARD](#)

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://planning.watermarkinsights.com/institution/d24412b0-b5a2-4d1a-af69-ae07f425b16/accreditation_self_studies/immersive/accreditationselfstudydetails/2e134b32-1d64-441c-8a7a-f023b3a1d3e0/level/76d2bd85-f3dd-4c93-93d7-4b3e035f15ce?role=contributor&connection_name=swu

Click the **purple VIEW STANDARD button** to be taken directly to the self-study standard to which you have been assigned.

Once you've accessed the standard to which you have been assigned, there are several pieces of information that you can see related to general details about the standard.



The screenshot shows the 'TEST CONTRIBUTOR SELF-STUDY' interface. The top header includes a back arrow, the title 'TEST CONTRIBUTOR SELF-STUDY', and the status 'In progress'. The left sidebar shows a 'Blank Section' and 'Test Standard 1'. The main content area is titled 'Test Standard 1' and has a 'DRAFTING' status. It contains a 'Details' section with the following information:

- Narrative Last Updated:** 07/09/2026 by Caleb Southern
- Narrative Contributors:** Caleb Southern
- Evidence:** 0 Documents

Callouts explain the following features:

- Displays the user who last updated a narrative and the date of the last update.** (Points to '07/09/2026 by Caleb Southern')
- Displays how many pieces of evidence available for your standard.** (Points to '0 Documents')
- Opens the evidence locker for your standard.** (Points to the 'MANAGE EVIDENCE' button)
- Detailed and real-time narrative progress updates and statuses.** (Points to the 'Narrative Progress' section)

The 'Narrative Progress' section includes a table with the following data:

STATUS	STATUS CHANGE DATE
DRAFTING	07/09/2026 by Caleb Southern

As a contributor, there are two, primary responsibilities you will have related to your assigned self-study standard.

1. [Adding and Managing Evidence](#)
2. [Drafting Compliance Narratives](#)

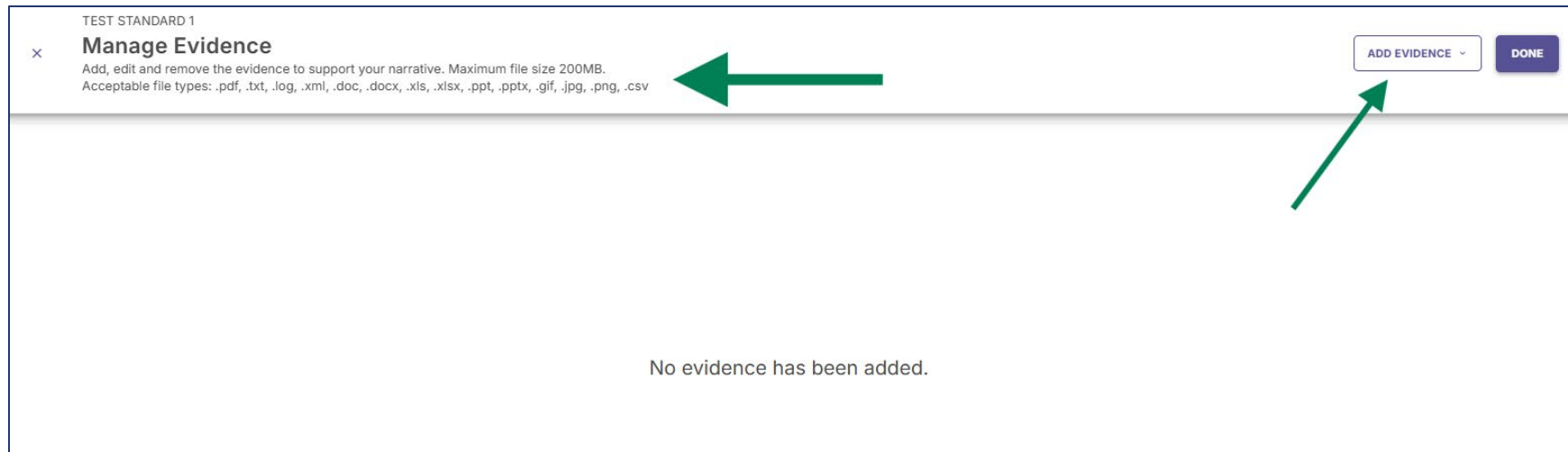
Managing Standard Evidence/Documentation

Accreditation self-studies rely heavily on evidence/documentation to demonstrate or illustrate the provided narrative. You can think of self-study evidence as the citations of the self-study. As a contributor, you can add evidence for your standard(s).

To begin adding evidence to the standard evidence locker, click the **MANAGE EVIDENCE** button.

MANAGE EVIDENCE

This opens a document storage interface. Note the acceptable file types listed in the top left of the screen. Most major file types are accepted. PDF files are preferred.



TEST STANDARD 1

×

Manage Evidence

Add, edit and remove the evidence to support your narrative. Maximum file size 200MB.
Acceptable file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .png, .csv

ADD EVIDENCE ▾

DONE

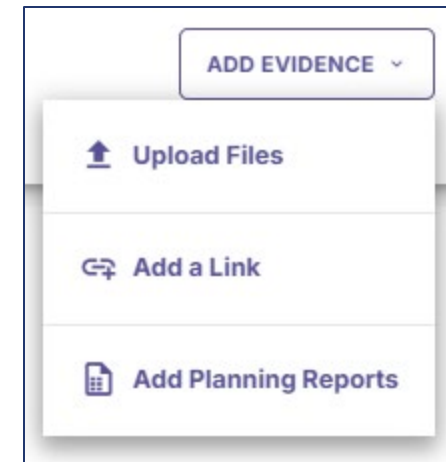
No evidence has been added.

To add specific pieces of evidence, click the **ADD EVIDENCE drop-down button** in the top right.

Adding and
Managing
Evidence in a
Self-Study

This will bring up multiple options for you:

- **Upload Files** – this opens up your local File Explorer to find and upload documents stored on your computer. This is probably the most common way that you will add evidence.
- **Add a Link** – use this option to add internet-based evidence. This allows you to store website URLs. You will be required to provide a title for the provided URL.
- **Add Planning Report** – this allows you to import reports submitted in PSS. The most common report available for import would be Program Learning Outcomes Assessment reports and Administrative Unit Assessment reports.



Once a piece of evidence has been added, it will appear in the “All Evidence” list in the evidence locker.

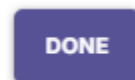
TEST STANDARD 1
Manage Evidence
Add, edit and remove the evidence to support your narrative. Maximum file size 200MB.
Acceptable file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .png, .csv

ADD EVIDENCE
DONE

TITLE	TYPE	STANDARDS	STATUS	
Caleb Southern CV	PDF	Test Standard 1	EMBEDDED	⋮
SWU Main Webpage	Link	Test Standard 1	NOT EMBEDDED	⋮

When you use a piece of evidence in a narrative, the evidence status is listed as EMBEDDED. This allows you to see at a glance which pieces of evidence are currently being used.

When you are done working in the evidence locker click the x (top left) or the **purple DONE button**.



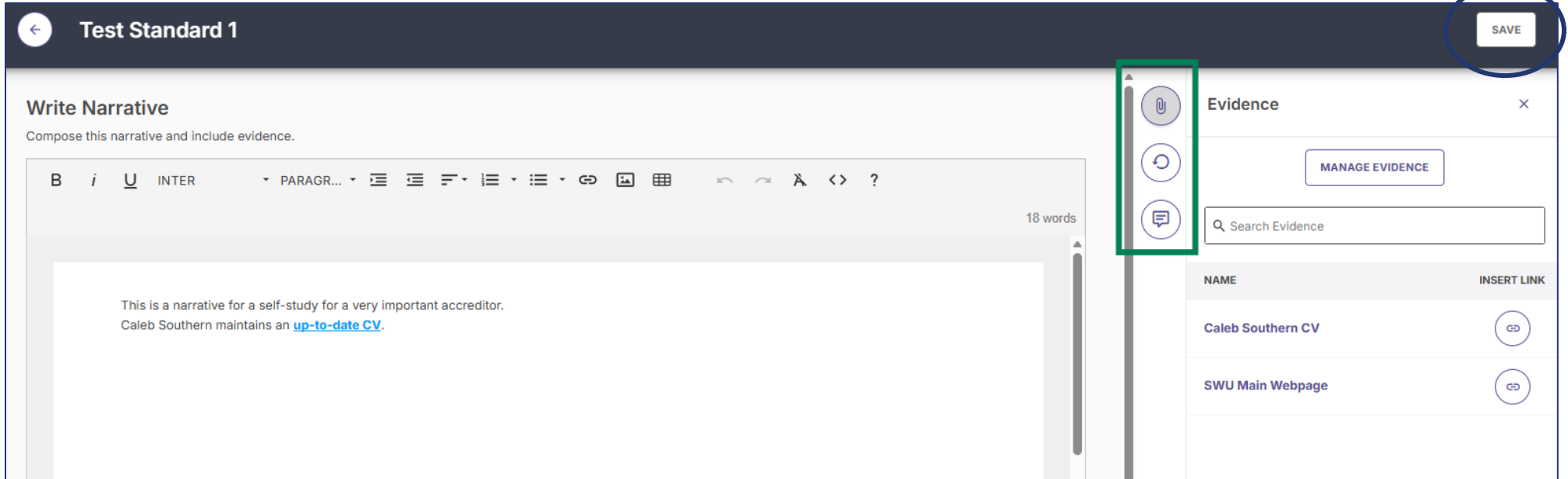
Writing Narratives

To begin working on a narrative for a standard, click the **purple WRTIE NARRATIVE button** on the overview page for the standard.

WRITE NARRATIVE

This will open up a rich-text editor document similar to a Microsoft Word file. There are three “sections” within the narrative editor. These are indicated by circled icons.

MAKE SURE YOU USE THE SAVE BUTTON TO PERIODICALLY SAVE YOUR NARRATIVE PROGRESS!!



Test Standard 1

Write Narrative
Compose this narrative and include evidence.

18 words

This is a narrative for a self-study for a very important accreditor.
Caleb Southern maintains an [up-to-date CV](#).

Evidence

MANAGE EVIDENCE

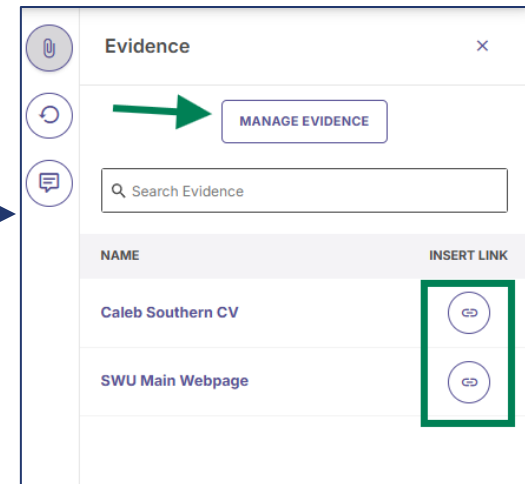
Search Evidence

NAME	INSERT LINK
Caleb Southern CV	
SWU Main Webpage	

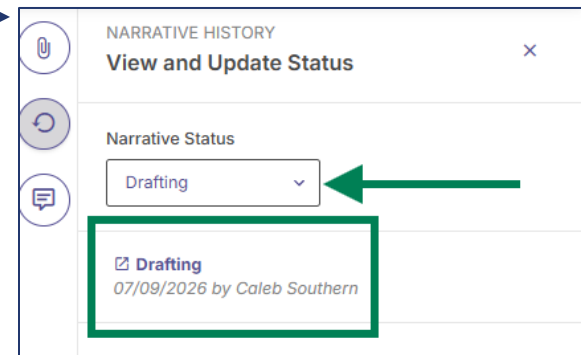
SAVE



The **paperclip** icon displays all evidence associated with and available to your standard. From here, you can [manage the evidence](#) for the standard. When you are ready to insert a piece of evidence, simply highlight the appropriate text, and click the circle hyperlink button.



The **circle arrow** icon allows you to view and manage the narrative's draft status. From here, you will use the drop-down to select a status for the narrative's draft. This allows for version control. Once a status is updated, you can toggle between different versions to view changes.



The **thought bubble** icon opens a comments feature. Contributors can make notes and tag other contributors or administrators related to the narrative.

Caleb Southern

Does this draft look ok Caleb Southern?

07/08/2026

REPLY

Leave a comment...

Words : 0

CANCEL

SAVE COMMENT

[Adding Content to a Self-Study Report](#)

[Best Practices when Entering Content into a Self-Study](#)

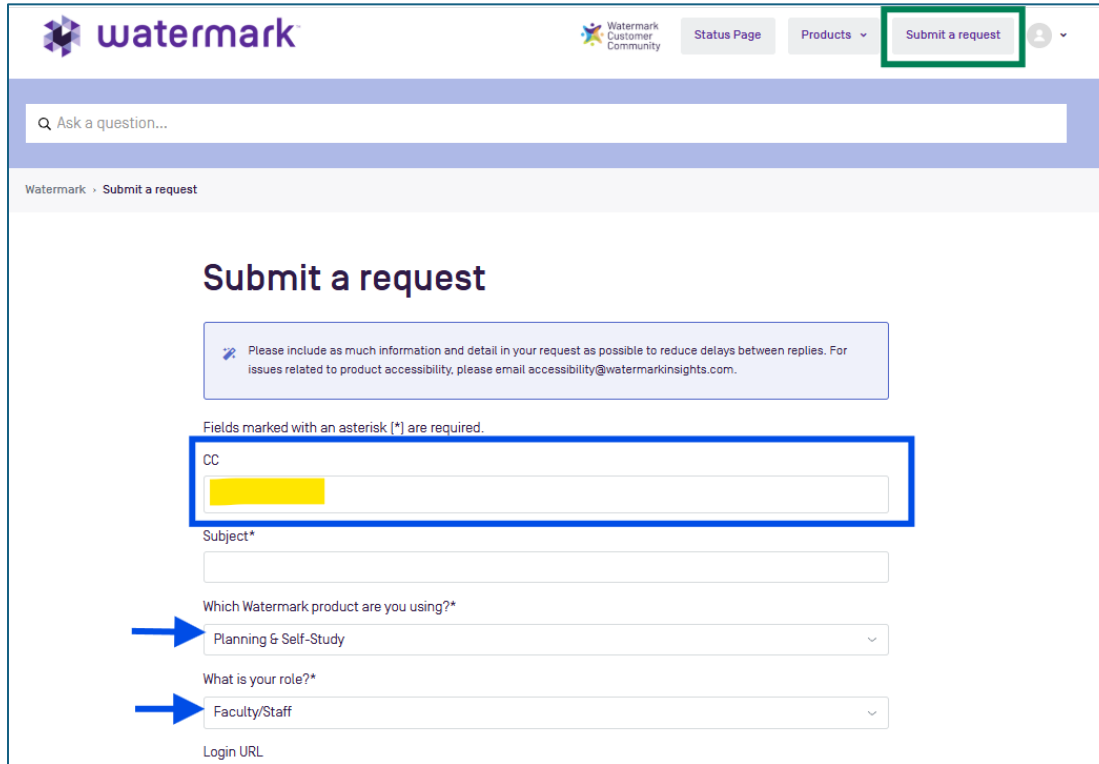
GETTING SUPPORT

If you run into any issues while using Watermark’s Planning & Self-Study solution, you are not without support.

The best place to **start** is the [PSS Help Center](#). The Help Center can be accessed directly in PSS by clicking on the “?” in the top right corner of your screen. Several support articles are linked directly throughout this guide (look for the purple boxes).



If the support articles have not addressed your issue, please [email Caleb Southern](#), Director of Institutional Effectiveness and lead system administrator for PSS. (When sending an email, please send any screenshots of what you are seeing. This helps me more quickly determine potential solutions.)



 watermark™

Watermark Customer Community

Status Page Products **Submit a request**

Q Ask a question...

Watermark › Submit a request

Submit a request

Please include as much information and detail in your request as possible to reduce delays between replies. For issues related to product accessibility, please email accessibility@watermarkinsights.com.

Fields marked with an asterisk (*) are required.

CC

Subject*

Which Watermark product are you using?*

Planning & Self-Study

What is your role?*

Faculty/Staff

Login URL

If you would like support directly from Watermark, you can “**Submit a request**” from the PSS Help Center. Click the “Submit a request” button in the top right of the screen. On the form, **please cc Caleb Southern (csouthern@swu.edu) as the lead system administrator** for the solution. The product would be Planning & Self-Study, and your role would be Faculty/Staff. Fill in all the fields, being as detailed as possible.

Once you submit the request, you will receive an email with a ticket reference number, and a member of the Watermark support team will be in touch (usually within 24 hours).