Watermark Directions

APR and P&SS

Updated: June 2025

1. Go to the following website and sign in using your GCSU SSO: https://planning.watermarkinsights.com.
   - In *Service Apps*, search for Watermark and choose the P&SS link, not the old Taskstream link.
2. Click on *Department Information* in the left navigation bar
3. Review your mission statement. Does it need an update?
4. Click on *In Progress* in the left navigation bar
5. If needed, click *Enter Department* on the right-hand side
6. Click on APR Assessment report for the year you want to work on
   a. FY25 completed report is due 7/30/25 for APRs. Also due at this time is your FY26 plan (outcomes, measures, targets).
   b. FY25 completed report is due 9/19/25 for P&PII. Also due at this time is your FY26 plan (outcomes, measures, targets).
7. Click *Select Outcomes*
8. Select five outcomes
9. Click *Apply Selection*
10. Click on first outcome
11. Click *New Measure*
12. Select your *Measure Method*
13. Enter *Title*
14. Enter *Target*
15. Enter *Description*
16. If necessary or desired, *Attach Description Documents*
17. Click Add (purple, top right)
18. Click Yes, *Manage Results Now (*or click *No, Continue Later* if only entering in Plan)
19. Click on 'I want to upload the assessment results file'

I want to upload the assessment results files

   a. You can upload a file
   b. Or enter a summary

20. Select your *Measure Status* (met or not met)
21. Enter your *Analysis* of results
22. Click *Add New Action*
23. Select an action type from the list
24. Select *Status,* choose In Progress
25. Enter *Description*
26. Enter *Recommended Due Date*
27. If necessary, enter *Budget Request* (including budget description)
28. Click *Create Action*
29. Click *Save and Close*
30. Click *Analyze Outcome*
31. Enter *Outcome Analysis*
    a. Answer each of the following questions:
        i. *What favorable results were achieved?*
        ii. *How/what will you improve if weaknesses are found from analyzing the data?*
        iii. *What are the next steps for this objective?*
            1. *Will you "roll" this objective to the next year to try it again? (If you choose to roll objectives over to a new year, they will count as one of your 5 for the following year. However, no objective can be rolled over more than 3 years.)*
            2. *Or will you replace this objective with a new one?*
            3. *Why?*
32. Select *Outcome Status* (met or not met)
33. If necessary, you can add new actions but this is optional
34. Repeat Steps 10-33 for your remaining outcomes
35. Upload Word or PDF of '*Summary of Departmental Contributions*' in Docs & Reports
36. When ready, click *Review and Submit*