**ADMINISTRATOR FORM LETTER TO STUDENTS**

 **BEST USE: When Implementing Multiple WM Solutions for Students**

Focus: assessment/ePortfolios, course eval

From: Provost, President, VP, Chief Academic Officers, or Dean

To: Students

Re: Using Watermark

Dear Students:

At [INSTITUTION NAME], we’re committed to providing you with the knowledge, experiences, and opportunities to learn and acquire new skills so that you graduate and enter the workforce set up for success. To do that effectively, in the upcoming term, we will be implementing some new processes and technologies that will allow us to further support your growth and success. To be sure we’re doing that well, we need to have clear data and information to make informed decisions that will lead to the kinds of improvements that will directly impact your learning.

With Watermark’s learning assessment and ePortfolio solution, you’ll have the opportunity to more deeply engage in your learning by documenting and reflecting on your experiences, tracking growth, receiving real-time feedback from instructors, and showcasing key work samples throughout your time at the institution and even after graduation. We’ll be able to align key assignments to course objectives and learning outcomes, and professors will be able to provide you with feedback on strengths as well as areas for improvement. This will provide us with insight into how students are performing on key learning outcomes and skill acquisition so we can continue making improvements to course and curriculum.

We also value your feedback and the quality of offerings we provide students. With Watermark, you have the opportunity to share that feedback with us. <At the end of each course>, we’ll ask you to evaluate the course and your instructor using Watermark. We encourage you to be open and honest in these evaluations. Your identity will be kept private, and your instructor will not see the results of your evaluation until grades are finalized. No identifying information is ever directly connected to the feedback you submit. Your feedback on your course experience is important to us because it will help us refine the design and delivery of future offerings to students.

We hope you take advantage of all Watermark has to offer. You will be provided more information on requirements and how to access these systems soon.

Sincerely,

FirstName LastName
Title