**ADMINISTRATOR FORM LETTER TO FACULTY**

**BEST USE: When Implementing ePortfolios Only**   
From: Provost, President, VP, Chief Academic Officer, or Dean  
To: Faculty Members  
Re: Using Watermark’s Student Learning & Assessment Solutions  
  
Dear Faculty Members:  
  
As we prepare for a new term at [INSTITUTION NAME], we’re excited to further enhance the educational experience we provide students. In the upcoming term, we <will implement/continue using> <Product Name>. Watermark is a learning assessment and ePortfolio solution that can give us a better way to support student growth and success. It is an effective tool for helping us better engage students in their learning journey, while at the same time, helping us collect the kind of data we need to make meaningful improvements to assessment practices and courses.   
  
As you know, we’re committed to advancing learning by refining and integrating our programs’ efforts around outcomes assessment in a way that better provides students with the feedback needed to grow in their work. We’ll leverage Watermark to help us do that, as well as assist us in increasing efficiencies and creating a more holistic picture of student learning on our campus.With Watermark, faculty can expect some specific and unique benefits too, including:

* Reusable assignment templates, as well as efficient course content delivery which will leave more time for curriculum development.
* A variety of direct and indirect assessment options that can help us better demonstrate student and program strengths and areas for improvement.
* Powerful and quick student progress, course, and rubric reporting that will serve the entire program/college/department.
* File storage and abilities to author web-based documents, journals, and reflections.
* Capabilities for developing customized professional ePortfolios to document and showcase your own scholarly work, service, and achievements.
* More effective ways to track courses and to provide timely feedback to students.

Students can collaborate with you through real-time feedback, as well as with other advisors and even classmates to complete group work and receive the feedback they need. Overall, Watermark will serve as our partner in helping us make improvements that positively impact learning and student success.

We look forward to elevating our continuous improvement efforts and ask that faculty members support this initiative. Please continue assisting us in making students aware of Watermark on our campus by inserting statements about it into course syllabi, making announcements in class, and enforcing the expectation that students complete required assignments in Watermark.   
  
Sincerely,  
  
  
FirstName LastName  
Title