**ADMINISTRATOR FORM LETTER TO STUDENTS**   
**BEST USE: When Implementing Assessment/ePortfolio for Students**

To: All [Institution name, Program, or Department] Students  
From: [Insert Administrator and title - could be campus wide or college-specific]  
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 implement/continue using> <Product Name> some new processes and technologies that will allow us to further support your growth and success.

To do that effectively, we need clear data and information available to make informed decisions that will lead to the kinds of improvements that will directly impact your learning. Watermark is a valuable system that we use not only provide you with a powerful way to access, assess, and document your own learning efforts and growth, but to also provide us with the insight needed to make improvements to courses and curriculum.

With Watermark, you have the opportunity to more deeply engage in your learning by reflecting on your experiences both inside and outside the classroom, tracking growth, receiving real-time feedback from instructors on how to improve, and showcasing key work samples throughout your time at the institution and even after graduation. In addition, you’ll be able to:

* More effectively manage and organize your coursework
* Store all of your academic files and work samples
* Collaborate with your peers on group projects
* Develop multiple, personalized ePortfolios to be shared with anyone, including potential employers

At [INSTITUTION NAME], we’re focused on making evidence-based decisions that will lead to improvements that positively impact your time here. We believe Watermark can help support that goal. They also offer robust end user support options, which means you always have someone to go to with any questions you might have about using the system.   
  
We hope you take advantage of all Watermark has to offer. We do require that all students <enrolled in [PROGRAM NAME]> use Watermark. Our on-campus Watermark Administrator will be providing more information soon.  
  
Sincerely,  
  
  
FirstName LastName  
Title