

Secondary Education Student Learning & Licensure

Workflow Process Defined

Field I

Field I

Courses – Field Exp 1: Secondary

- 20000/50000

Instructors listed for all the above courses Elizabeth Walker, Karen Soenen, Lauren Rentfro, Erica Kwiatkowski-Egizio

Activity Schedule attached to these courses

- ePortfolio uploads in 20000
Visible after the open date and
Due 14 weeks after the open date
- Field I Summary Evaluation SCED/ML/FL
- Final Disposition SCED/ML/FL
- Placements enabled in these courses
- Time logs enabled

ePortfolio Activity Process

ePortfolios are available for ALL students to see and is owned by the students.

This portfolio is how students are admitted to the teacher education program as teacher candidates. It's completion is mandatory before progressing to the 2nd semester/Field II.

There are 15 pages in the students ePortfolios for downloads and uploads with directions.

ePortfolio is an activity scheduled that is attached to the course. Once the portfolio is completed by the student, they can then upload in that activity in that class

Common Errors

Student should NOT submit unless complete

Just because the student updates on their end it DOES NOT update in the activity

What should you do if the student submits an incomplete one? Send back to the students for revisions and to withdraw and resubmit

Work around if you have trouble with the above solution. We can add a new activity and ask the student to reupload the new portfolio



Support

If you have any issues with the system, there are two resources. If no one is available or after business hours, please call Watermark support listed below.

- The number is 1-800-311-5656
- Option 1 for Student Learning and Licensure
- Option 2 for cooperating mentor

If it is during business hours, you can contact me, and we can set up a zoom if necessary.

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Data Manager

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