

# Watermark Student Learning & Licensure

Outside Mentors

# Logging into the system for the first time

Once you are assigned as a mentor to our student – you will receive an automated message from the Student Learning & Licensure, Watermark system.

Be sure to check your spam. Call if you need us to resend a link.

**In Progress**  
View all of your open Sections and Activities.

Filter by   Sort by

<b>Introduction to Education Section 1 - Spring 2021</b>	<a href="#">CLOSE SECTION</a> <a href="#">VIEW DETAILS</a>
Spring 2021 01/21/2021 — 05/24/2021	
Instructors (1) Andrew Carnegie	
<b>edTPA Elementary Education - Fall 2021</b>	<a href="#">CLOSE SECTION</a> <a href="#">VIEW DETAILS</a>
01/04/2021 — 05/24/2021	
Instructors (1) Andrew Carnegie	
<b>FEM Introduction to Education Section 1 - Spring 2018</b> <span>Internship</span>	<a href="#">CLOSE SECTION</a> <a href="#">VIEW DETAILS</a>
Spring 2018 01/01/2018 — 06/01/2018	<a href="#">View Student Logs</a>

**Navigation Menu:** Timeline, ePortfolios, Templates, Rubrics, Reports, Profile

Your Screen will look like the image above

- In Progress Tab
- Anything Purple is a clickable link
- Courses you are associated with
- You can filter by term or course number

watermark Student Learning & Licensure

Progress > EDU 400 Internship

EDU 400 Internship

ACTIVITIES HOMEPAGE STUDENT LOGS PLACEMENT DETAILS

Student Activities

Sort by Due Date - Descending

Student Teacher Observation Required VIEW DETAILS

Submissions by Status

Awaiting Assessment (3/3) Done (0/3)

Visible on: 03/20/2024 Template : Internship Observational Workflow/Internship Observational workflow

In Progress tab  
click on a course

- Under the course name are tabs
- **Activities** will show you what evaluating activity is to be done
- **Student Logs** will show you the students logged hours for your approval
- <https://support.watermarkinsights.com/hc/en-us/articles/4414782855835-Field-Experience-Mentor-Guide>

# Student Time Logs

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## To view, approve, and reject time log entries:

1. On the In Progress tab, click an internship title.
2. Click the **Student Log** tab to view any interns who have recorded log entries.
3. To view an intern's time log entries, click anywhere on the intern's row.
4. On the intern's log entries list, click either the **check mark** to approve, or the **X** mark to reject.

Below is a link to a short video walking you through the above process:

<https://support.watermarkinsights.com/hc/en-us/articles/14443630794523-Approving-or-Rejecting-Student-Time-Log-Entries>

# Social Work Evaluations

**Advanced Final Evaluation of Field Placement**

**BSW/Foundation MSW Final Evaluation of Field Placement**

- Both above listed evaluations are filled out by the Mentor as designated
  - There is a rubric attached and they must fill this out
    - There is an area to give feedback
  - A space to give a grade recommendation

# Evaluation Process Step 1

When you go into the Activities  
Click on View details  
Click on your assigned student

The screenshot displays the 'Student Learning & Licensure' interface. The top navigation bar includes the 'watermark' logo and 'Student Learning & Licensure' text. Below this, the 'Progress' section is active, showing 'EDU 400 Internship'. The 'ACTIVITIES' tab is highlighted in yellow. The main content area is titled 'Student Activities' and features a 'Sort by' dropdown menu set to 'Due Date - Descending'. A 'Student Teacher Observation' activity is listed with a 'Required' status and a 'VIEW DETAILS' button circled in yellow. Below the activity, there is a 'Submissions by Status' section with a progress bar showing 'Awaiting Assessment (3/3)' and 'Done (0/3)'. The bottom of the page shows 'Visible on: 03/20/2024' and 'Template: Internship Observational Workflow/Internship Observational workflow'. A blue plus icon is visible in the bottom right corner.

# Evaluation Process Step 2

When in the assessment

Make sure MENTOR is in the title

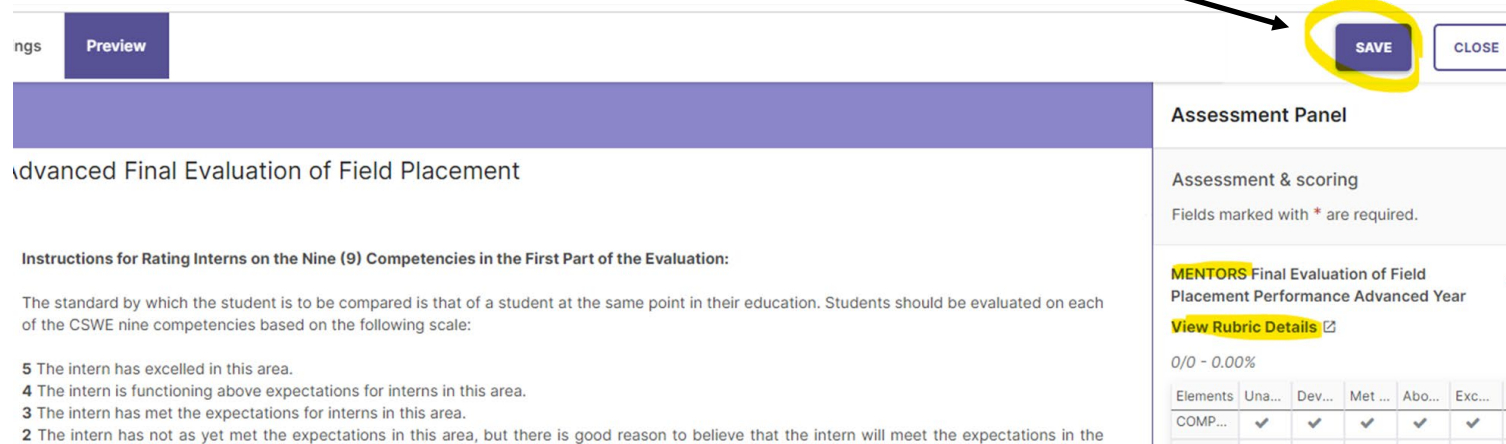
Click View Rubric Details

Here you can evaluate, and comment

DO NOT EXIT WITHOUT HITTING SAVE & CLOSE AND

ALSO HIT SAVE WHEN YOU ARE OUT

Hit SUBMIT when it is ALL completed



The screenshot shows the assessment interface. At the top, there is a 'Preview' button. Below it, the title 'Advanced Final Evaluation of Field Placement' is visible. The main content area contains instructions for rating interns. On the right side, there is an 'Assessment Panel' with a 'SAVE' button circled in yellow. An arrow points from the text 'Hit SUBMIT when it is ALL completed' to this 'SAVE' button.

ngs Preview

Advanced Final Evaluation of Field Placement

Instructions for Rating Interns on the Nine (9) Competencies in the First Part of the Evaluation:

The standard by which the student is to be compared is that of a student at the same point in their education. Students should be evaluated on each of the CSWE nine competencies based on the following scale:

- 5 The intern has excelled in this area.
- 4 The intern is functioning above expectations for interns in this area.
- 3 The intern has met the expectations for interns in this area.
- 2 The intern has not as yet met the expectations in this area, but there is good reason to believe that the intern will meet the expectations in the

Assessment Panel

Assessment & scoring  
Fields marked with \* are required.

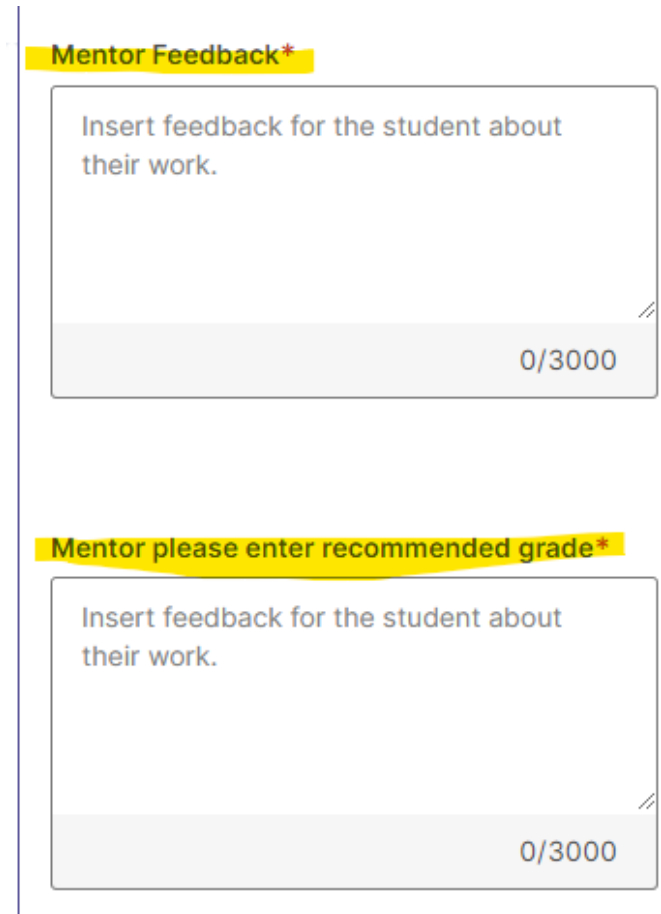
MENTORS Final Evaluation of Field Placement Performance Advanced Year \*

[View Rubric Details](#)

0/0 - 0.00%

Elements	Una...	Dev...	Met ...	Abo...	Exc...
COMP...	✓	✓	✓	✓	✓

Mentor feedback and recommended grade are below the rubric on the right side



The first screenshot shows a text input field for 'Mentor Feedback\*' with a placeholder text 'Insert feedback for the student about their work.' and a character count '0/3000'.

Mentor Feedback\*

Insert feedback for the student about their work.

0/3000

The second screenshot shows a text input field for 'Mentor please enter recommended grade\*' with a placeholder text 'Insert feedback for the student about their work.' and a character count '0/3000'.

Mentor please enter recommended grade\*

Insert feedback for the student about their work.

0/3000





# SUPPORT

If you have any issues with the system, there are two resources. If no one is available or it is 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 Faculty, Staff or 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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