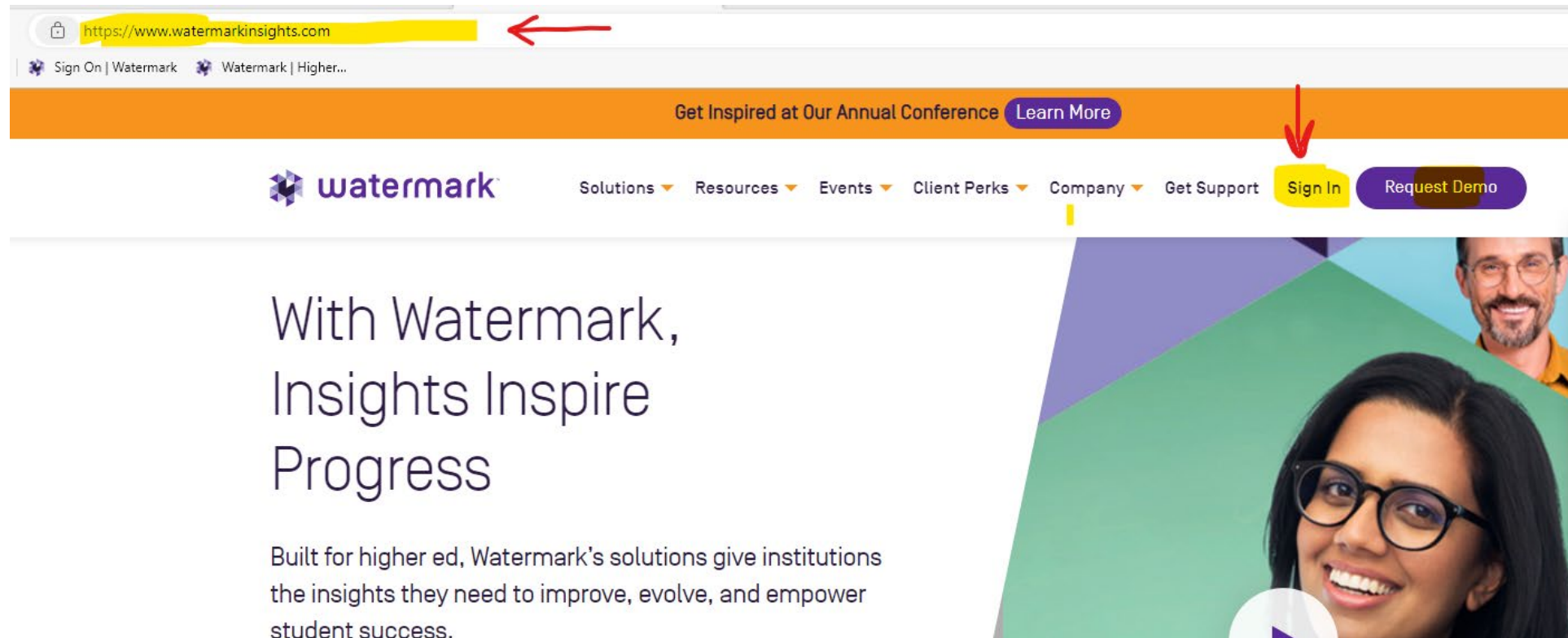


# Watermark Student Learning and Licensure for Students

# Logging into Student Learning & Licensure

<https://www.watermarkinsights.com/>



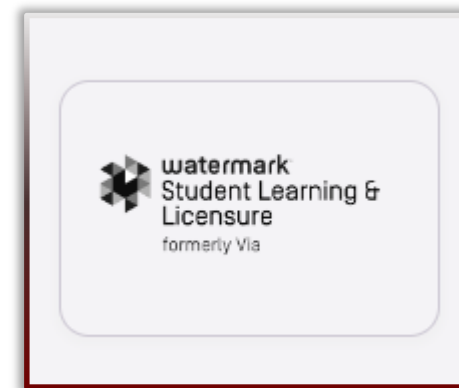
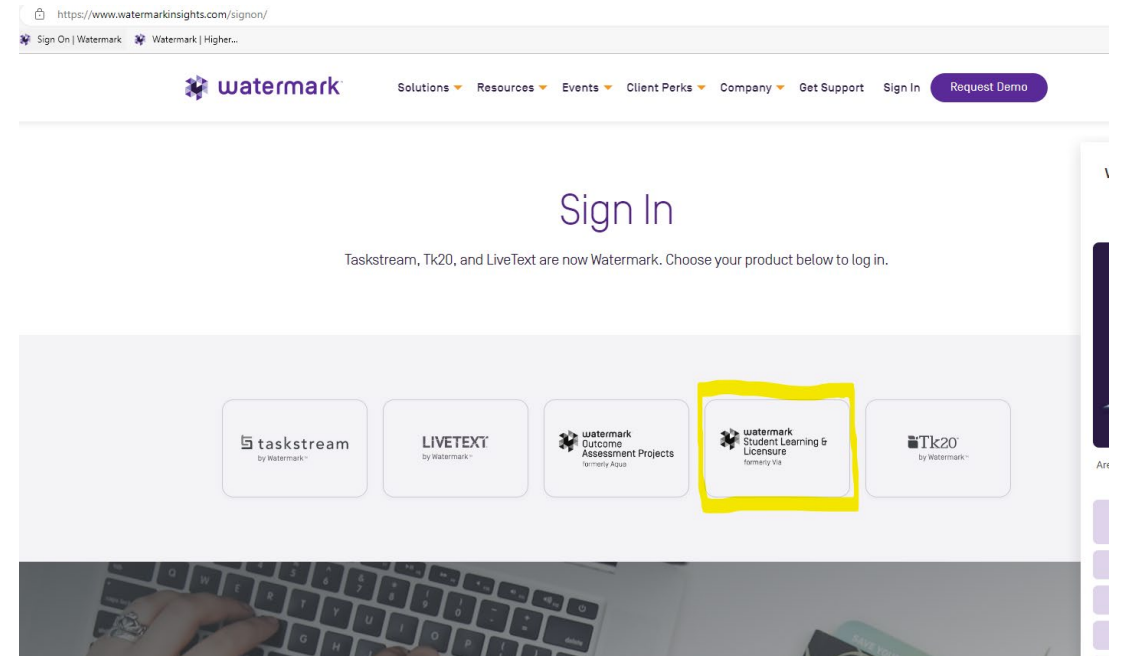
The screenshot shows the homepage of the Watermark Insights website. The browser's address bar is highlighted in yellow and contains the URL <https://www.watermarkinsights.com/>, with a red arrow pointing to it from the left. Below the address bar, there are two tabs: "Sign On | Watermark" and "Watermark | Higher...". The main navigation bar is orange and contains the text "Get Inspired at Our Annual Conference" followed by a "Learn More" button. Below this, the Watermark logo is on the left, and a series of navigation links are on the right: "Solutions", "Resources", "Events", "Client Perks", "Company", "Get Support", "Sign In", and "Request Demo". The "Sign In" button is highlighted in yellow, with a red arrow pointing to it from above. The main content area features a large heading "With Watermark, Insights Inspire Progress" and a sub-heading "Built for higher ed, Watermark's solutions give institutions the insights they need to improve, evolve, and empower student success." To the right of the text is a photograph of a smiling woman with glasses and a man with glasses, set against a colorful geometric background.

# Choose platform

After you hit sign in you will see the top image with platform options

You will choose Student Learning & Licensure. Note: the only platform with the word student in there.

The image of the platform is below the first image



# Log in screen

You will see the log in screen.

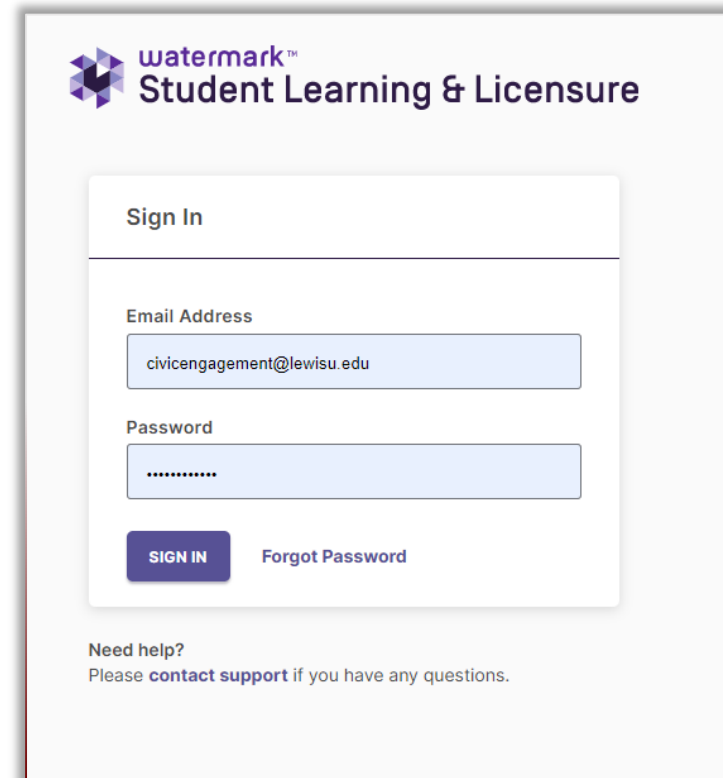
Screenshot to the right.

For your first login you will use

Your Lewis email

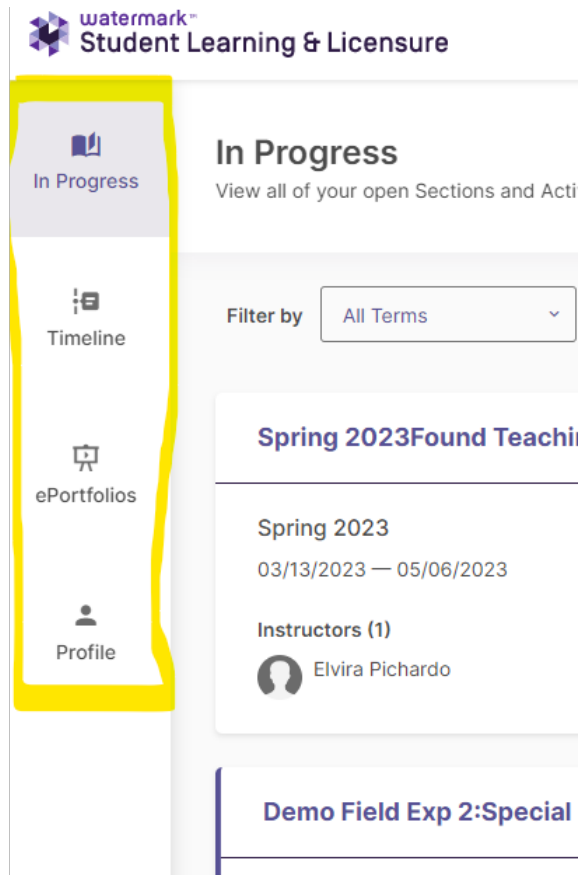
Password is **password**

You will have the option to  
change once logged in



The screenshot shows a login interface for 'watermark™ Student Learning & Licensure'. It features a 'Sign In' header, an 'Email Address' field containing 'civicengagement@lewisu.edu', and a 'Password' field with masked characters. Below the fields are a 'SIGN IN' button and a 'Forgot Password' link. At the bottom, there is a 'Need help?' section with the text 'Please contact support if you have any questions.'

# Left side vertical tabs



- **In Progress** shows your current courses
- **Timeline** ignore for now
- **Profile** this is where you will change your password

# Your screen once logged in. Mine is a demo and will look slightly different

The screenshot displays the 'watermark Student Learning & Licensure' dashboard. The top navigation bar includes a logo, a search icon, a notification bell, and a user menu. The main content area is titled 'In Progress' and provides a sub-header: 'View all of your open Sections and Activities.' Below this, there are filter and sort controls: 'Filter by' with dropdowns for 'All Terms' and 'All Course Sections', and 'Sort by' with a dropdown for 'Start Date - Descending'. The dashboard lists two course sections:

- Spring 2023 Found Teaching Bilingual/ELL ENLE-31000-LT1** (Internship) with a 'VIEW DETAILS' button. Below the title, it shows 'Spring 2023' and the dates '03/13/2023 — 05/06/2023'. Under 'Instructors (1)', it lists 'Elvira Pichardo' with a profile picture. A 'Time Logs' link is located on the right side of the section.
- Demo Field Exp 2:Special Education SPED-54000-001** (Internship) with a 'VIEW DETAILS' button. Below the title, it shows 'Summer 2022' and the dates '09/21/2022 — 01/01/2024'. A 'Time Logs' link is located on the right side of the section.

The left sidebar contains navigation options: 'In Progress', 'Timeline', 'ePortfolios', and 'Profile'.

# Time Logs

When you are in the **In Progress** screen – anything in Purple is a hyperlink.

Classes are listed here and can be filtered by Term

To the right of the class is **Time Logs** if they are included with the class

The screenshot displays the 'In Progress' interface. At the top left, the 'In Progress' header is highlighted with a yellow circle. Below it, a navigation sidebar includes 'Timeline', 'ePortfolios', and 'Profile'. The main content area features a filter bar with 'Filter by' set to 'All Terms', 'All Course Sections', and 'Sort by' set to 'Start Date - Descending'. Two class entries are visible:

- Spring 2023 Found Teaching Bilingual/ELL ENLE-31000-LT1** (Internship) with a 'VIEW DETAILS' button and a highlighted 'Time Logs' link.
- Spring 2023** (03/13/2023 – 05/06/2023) with instructor **Elvira Pichardo**.
- Demo Field Exp 2:Special Education SPED-54000-001** (Internship) with a 'VIEW DETAILS' button and a highlighted 'Time Logs' link.
- Summer 2022** (09/21/2022 – 01/01/2024) with instructors **Elizabeth Sturm** and **Kimberly Mulcahy**.

# Time Logs

- Hit Time Logs on the right (image on prior slide)
- You can also access Time Logs in the class hyper link.
- Choose create log entry
- Choose date, category, hours and minutes and Description
- Hit Save
- At this point it goes to instructor and mentor for approval

The screenshot displays the Time Logs interface. At the top, a summary bar shows 'Total Entries (Duration) - 4 (11h 31m)' and 'Approved Entries (Duration) - 0 (00h 00m)'. Below this are two buttons: 'EXPORT TO CSV' and 'CREATE LOG ENTRY', with the latter highlighted in yellow. The interface is divided into two columns: 'REVIEWER COMMENTS' and 'ACTION'. Below the columns are two circular icons. A modal window titled 'Create Log Entry' is open, with a yellow highlight on the title. The modal contains the following fields: 'Date at Site\*' with a date picker set to 04/12/2023; 'Category\*' with a dropdown menu set to 'No Category'; 'Hours\*' and 'Minutes\*' input fields; a 'Description\*' text area with a placeholder 'Please enter a description of your field experience.' and a character count '0/1000'; and 'CANCEL' and 'SAVE' buttons at the bottom, with the 'SAVE' button highlighted in yellow.

Total Entries (Duration) - 4 (11h 31m)  
Approved Entries (Duration) - 0 (00h 00m)

EXPORT TO CSV CREATE LOG ENTRY

REVIEWER COMMENTS ACTION

Create Log Entry  
Fields marked with \* are required

Select a category to catalog your entry by experience type.

Date at Site\*  
04/12/2023

Category\* Hours\* Minutes\*  
No Category

Add Category Field

Description\*  
Please enter a description of your field experience.  
0/1000

CANCEL SAVE



# Evaluations

1

As a student, if you are being evaluated by an outside mentor

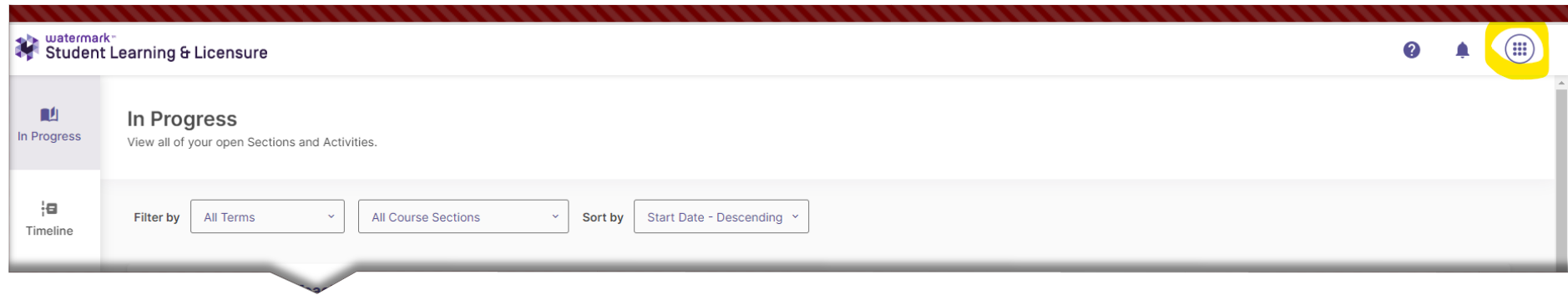
2

There will be a signature line titled **Student Signature**

3

Please read the statement and fill in your name if you are in agreeance

The waffle in the upper right corner is where you sign out



# Support

If you have any issues with the system, there are two resources. After business hours please call Watermark support listed below.

The number is 1-800-311-5656  
Option 1 for Student Learning and Licensure  
Option 3 for student

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

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(815) 836-5847