## HOW TO ACCESS YOUR ACCOUNT [LOGGING IN]

There are 2 ways for mentors to access their Student Learning & Licensure (SL&L) accounts:

1. **Click the link in your email notification** - Once you are assigned as a mentor, you will receive an email notification with a unique link that will take you directly into your SL&L account without having to enter login information. If you do not receive this email or have accidentally deleted it, you may either follow the steps below to log into sll.watermarkinsights.com or contact *quinton.goodman@mtsu.edu* at Middle Tennessee State University and request to be sent a new notification email.

2. **Log in on sll.watermarkinsights.com:**

   1. Open your web browser and navigate to the URL: sll.watermarkinsights.com

      - (Google Chrome and Firefox are the recommended browsers)

   2. Enter your email address and password

      - *If this is your first time logging in, click **Forgot Password** and enter your email address to receive an email with a link to set your password*

      - *If the system does not recognize your email your will need to email quinton.goodman@mtsu.edu to correct your email in the system.*

HOW TO ASSESS ACTIVITIES

IN PROGRESS TAB

After logging in to Student Learning & Licensure (SL&L), the mentor's landing page will display, and the **In Progress** tab will be shown. The In Progress tab will list all the mentor's active placement courses. For each individual Residency II placement, submitted activities that are ready for assessment will be listed with the placement course information.
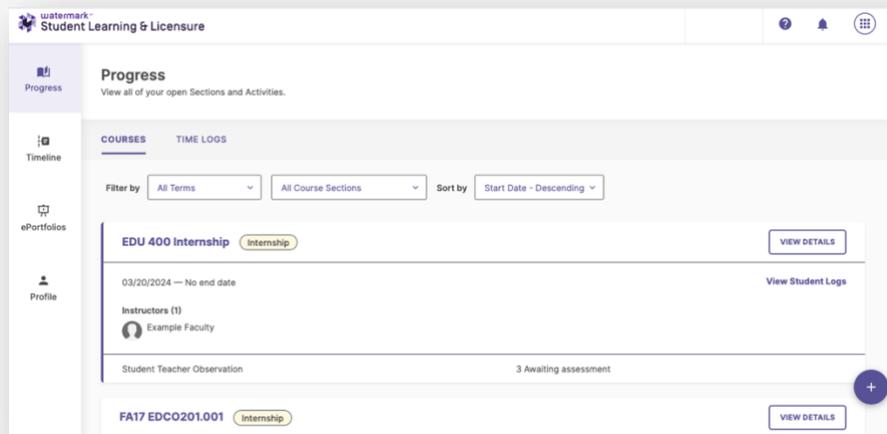
TIP: If, within an individual Residency II placement course, there is more than one activity ready for assessment, click the Expand button to see all activities.
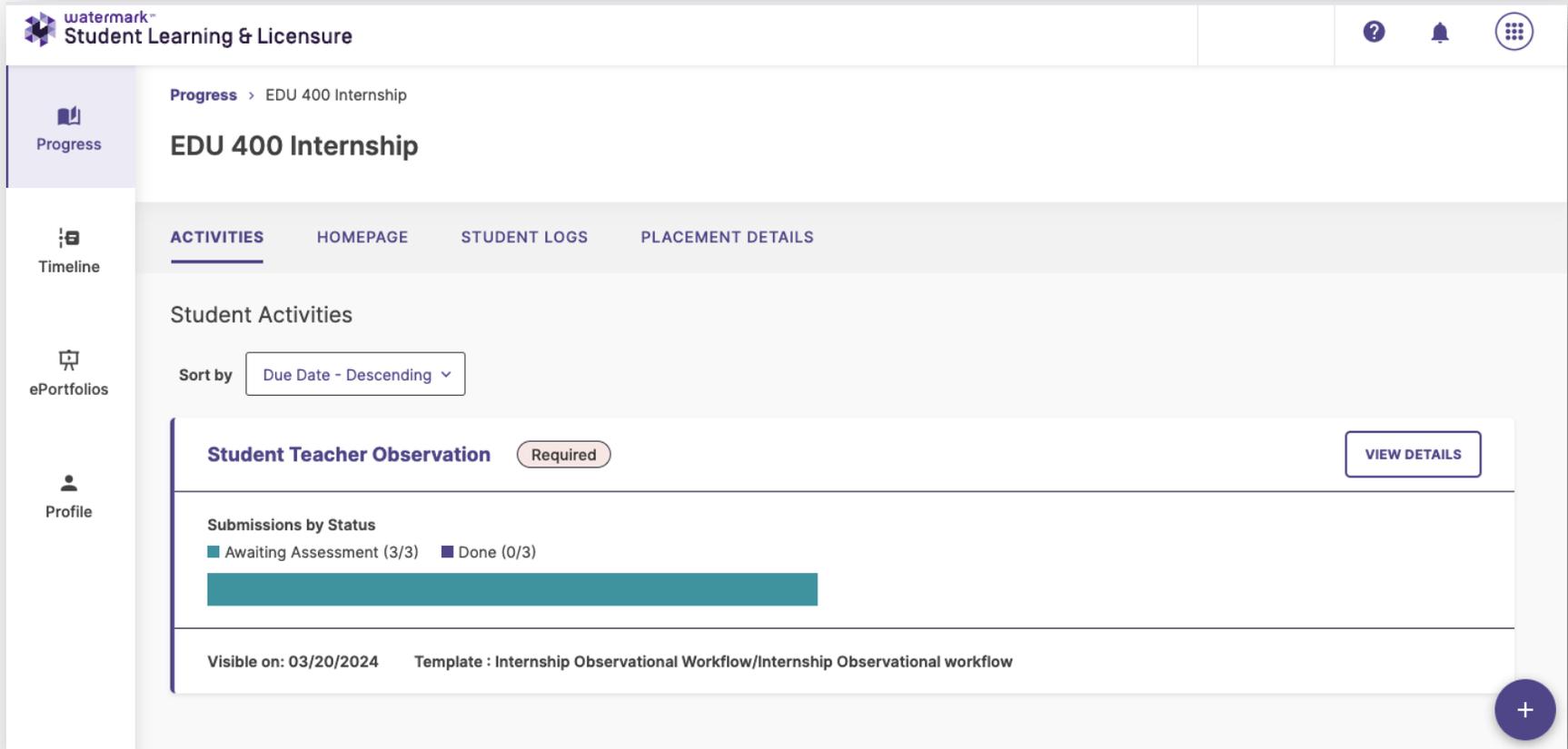
INTERNSHIP DETAILS PAGE

Clicking on an individual Residency II placement course will display the placement course details page. The placement details screen allows a mentor to view all activities. The placement course details screen has three tabs: Activity, Homepage, Student Logs, and Placement Details.

NOTE: We currently do not require mentor teachers to approve Student Logs.

THE ACTIVITY TAB

When the placement course details page is displayed, the Activity tab is selected by default. The Activity tab displays all activities in a placement, as well as the details and assessment status of each activity.

ACTIVITIES

Activities are a fundamental component of a Residency II placement course. Activities can also be thought of as assignments and are tasks that are completed by members of the Residency II placement course, often followed by assessment of the member's work. Activities contain a template, which specifically defines the requirements of the activity, and includes any rubrics used for assessment.

THE ACTIVITY DETAILS PAGE

When on the placement course details page, clicking on an activity will display the activity details page. The activity details page shows the details of the activity, including the activity's overall assessment status. This page also displays a list of all students in the placement as well as each student's individual submission and assessment status.
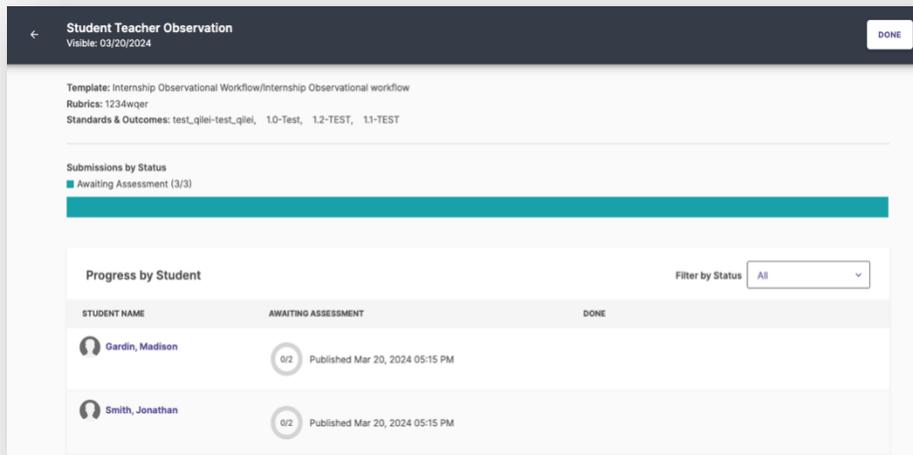
THE ASSESSMENT PAGE

Assessment of member submissions takes place on the assessment page. The assessment page displays the member submitted template. This page also allows an assessor to score any rubrics included in the template, provide general feedback to the member, and type comments directly into the submitted template.

The assessment page is divided into two halves. The left side shows the template submitted by a member. The right side displays the **Assessment Panel**.

THE ASSESSMENT PANEL

The assessment panel occupies the right side of the assessment page. The assessment panel contains several components useful in assessing a submission, including any rubrics to be completed, or a **Feedback** text box for responding to a submitter.

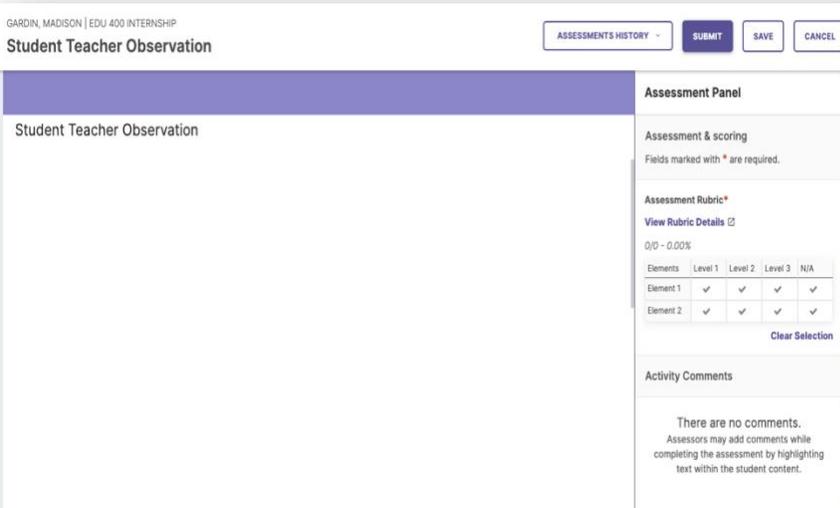### TO ASSESS A MEMBER SUBMISSION:

    1. On the activity details page, click on the member to be assessed.
    2. The assessment page will display, showing the submitted template.

NOTE: If the member is still in the Awaiting Submission column, the assessment page will appear, but no assessment will be possible.

    3. To score a rubric, click on the desired description box for each element.

TIP: Hover over a description box to see the performance level, element name, and description.

TIP: The rubric can be expanded into a new tab. The expanded rubric shows all level and element names, as well as descriptions. To expand a rubric, click View Rubric Details.

ASSESSMENT SUBMISSION

After completing an assessment, click the **Save** button to save all work, and return to the activity details page. Click the **Submit** button to finish the assessment process.

Assessment Panel

Assessment & scoring

Fields marked with * are required.

Assessment Rubric*

View Rubric Details ↗

1468/2468 - 59.48%

Elements	Level 1	Level 2	Level 3	N/A
Element 1	✓	✓	⊘	✓
Element 2	✓	⊘	✓	✓

Clear Selection

ASSESSMENTS HISTORY ⌄   SUBMIT   SAVE   CANCEL