HOW TO ACCESS YOUR ACCOUNT [LOGGING IN]

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

PREFERRED METHOD – USE THE EMAIL LINK

Once assigned as a mentor, you will receive a **unique login link by email by the start of placement**. This link will take you directly into your SL&L account — **no password is** required.

Important Note About Your Email Address

The most common reason for you not receiving the email link is that your email was uploaded incorrectly to the system. Please check with your assigned teacher candidate to confirm the email address we have on file. You can also email quinton.goodman@mtsu.edu directly to verify or correct your information. Once your email is updated, we can resend your login link.

ALTERNATE METHOD – LOG IN MANUALLY

Log in to sll.watermarkinsights.com:

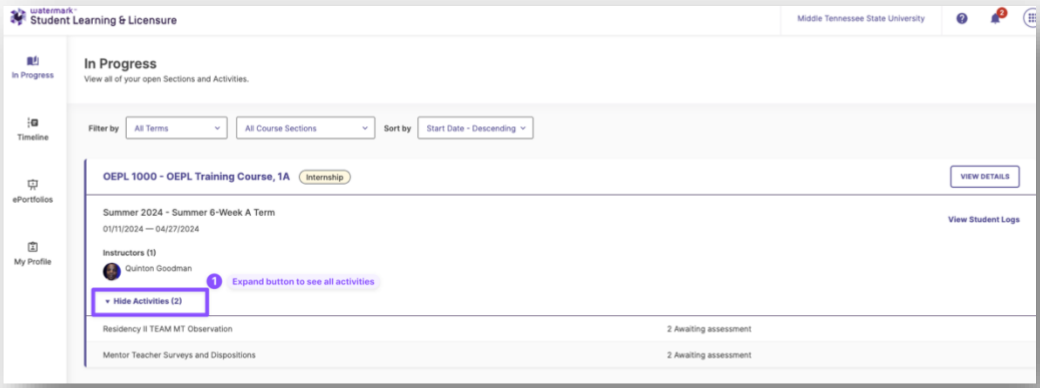
1. Open your web browser and navigate to the URL: sll.watermarkinsights.com
   - (Google Chrome and Firefox are the recommended browsers.)
2. Enter your email address and password
   - *If this is your first time logging in, click **Forgot Password** and enter your email address to receive an email with a link to set your password.*
   - *If the system does not recognize your email, you 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 and the **In Progress** tab will be shown. The In Progress tab will list all the mentor's active placement courses. For each Residency II placement, submitted activities 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.



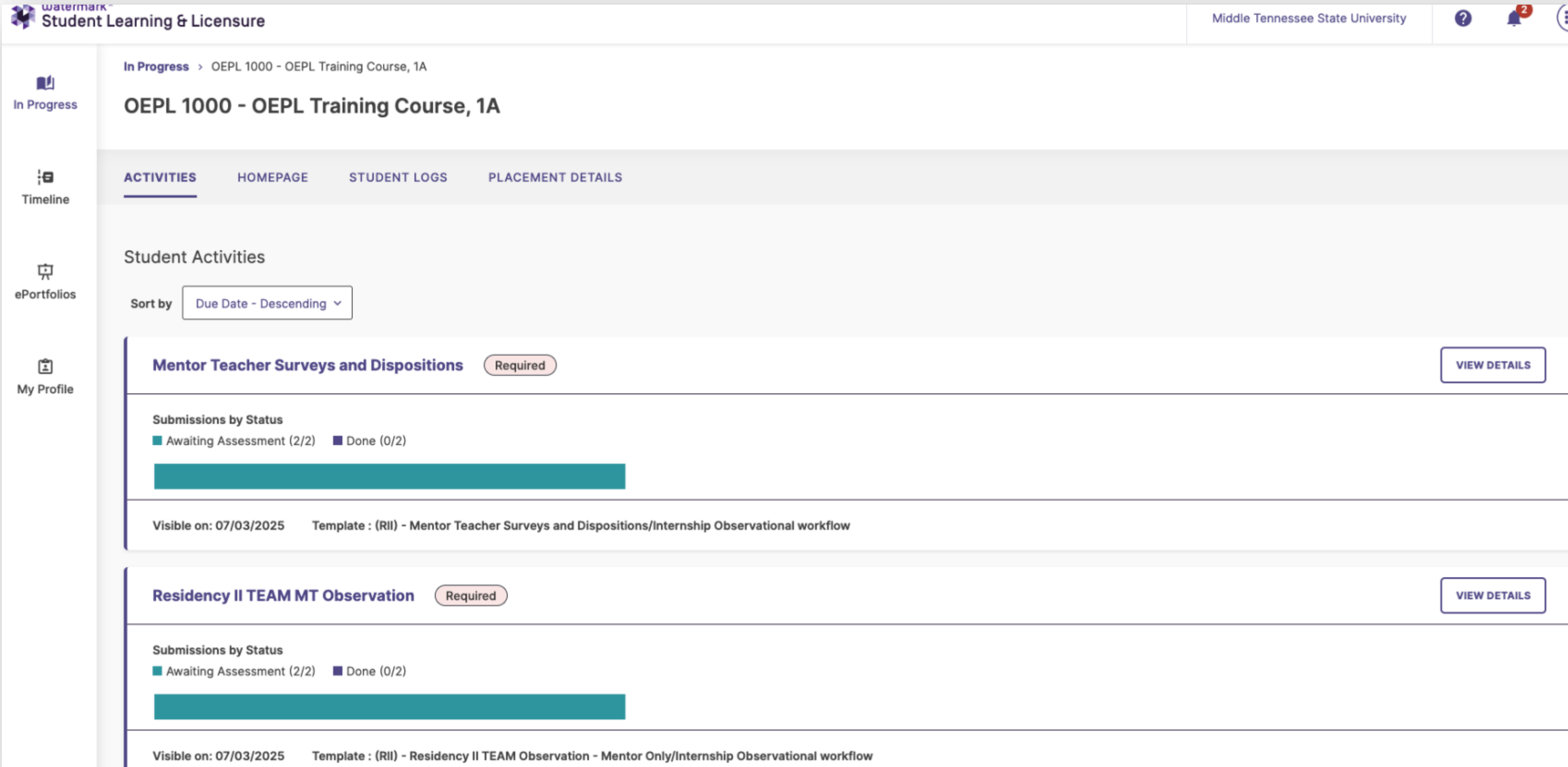
INTERNSHIP DETAILS PAGE

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

The Activity tab is selected by default when the placement course details page is displayed. The Activity tab shows all activities in a placement, each activity's details, and the assessment status.

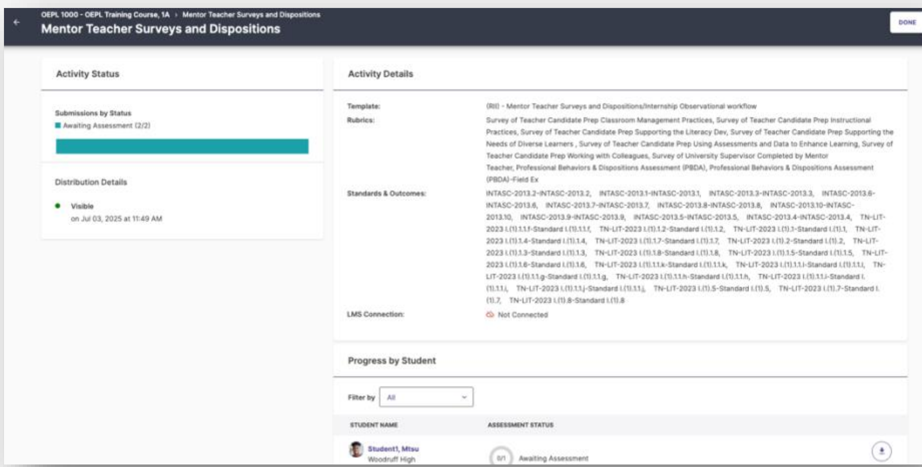


ACTIVITIES

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

THE ACTIVITY DETAILS PAGE

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**.

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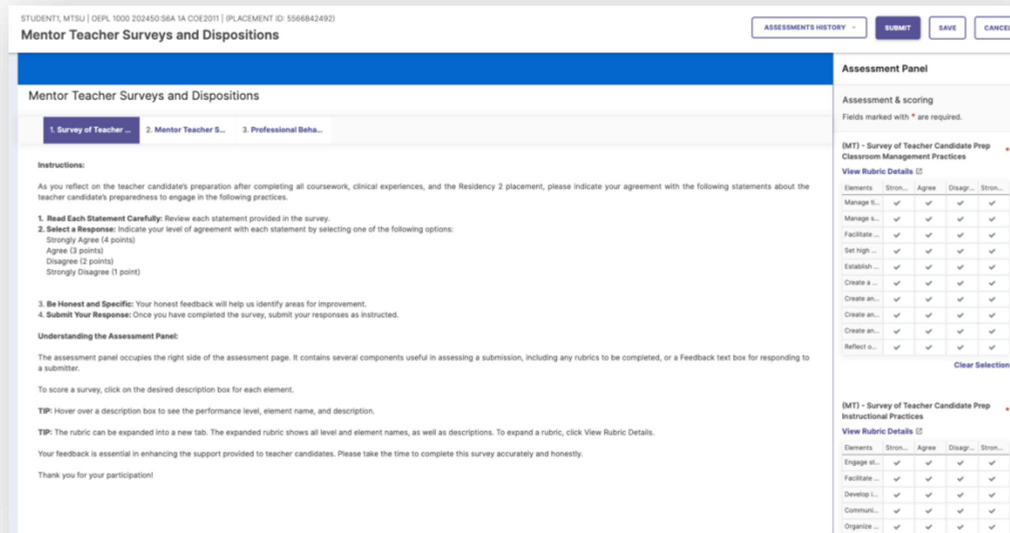
THE ASSESSMENT PANEL

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 the 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 the submitted template.

NOTE: The assessment page will appear if the member is still in the Awaiting Submission column, 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 levels and element names and 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.