

## 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](mailto: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](https://sll.watermarkinsights.com):

1. Open your web browser and navigate to the URL: [sll.watermarkinsights.com](https://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](mailto:quinton.goodman@mtsu.edu) to correct your email in the system.*

# HOW TO ASSESS ACTIVITIES

## IN PROGRESS TAB

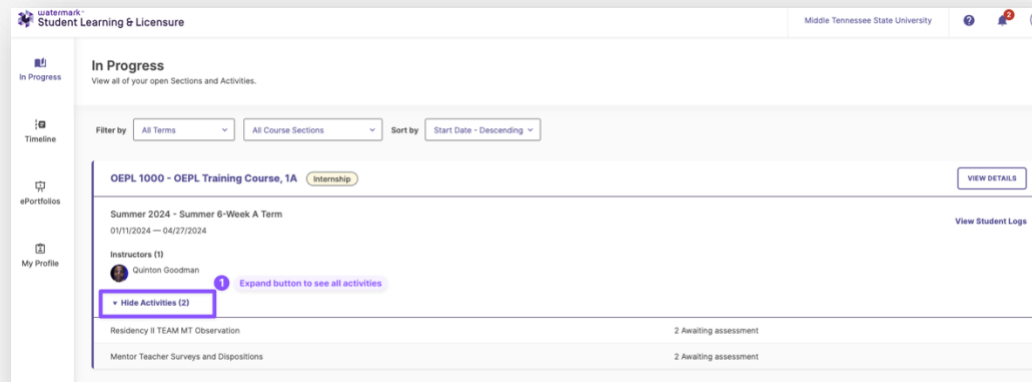
After logging in to Student Learning & Licensure (SL&L), the mentor’s landing page and the **In Progress** tab will be shown. The In Progress tab will list all the mentor’s active placement courses. For each Residency II placement, submitted activities ready for assessment will be listed with the placement 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

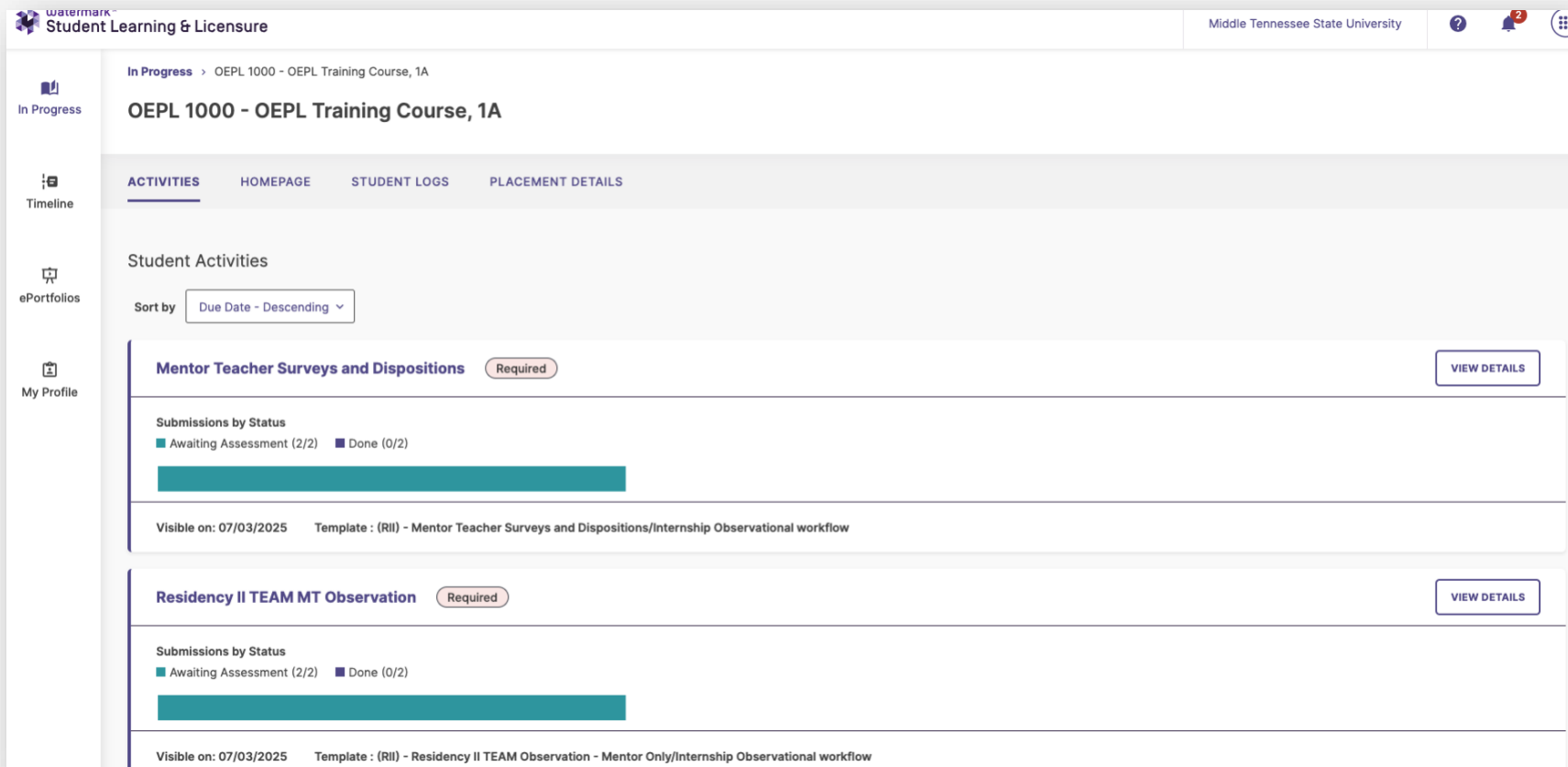
page. The placement details screen allows a mentor to view all activities. The placement course details screen has three tabs: Activity, Homepage, Student Logs, and Placement Details.



**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.



The screenshot displays the 'Student Learning & Licensure' interface for the course 'OEPL 1000 - OEPL Training Course, 1A'. The 'ACTIVITIES' tab is selected, showing a list of student activities. The interface includes a sidebar with navigation options: In Progress, Timeline, ePortfolios, and My Profile. The main content area shows the course title and navigation tabs: ACTIVITIES, HOMEPAGE, STUDENT LOGS, and PLACEMENT DETAILS. Below the navigation, there is a 'Student Activities' section with a 'Sort by' dropdown set to 'Due Date - Descending'. Two activities are listed:

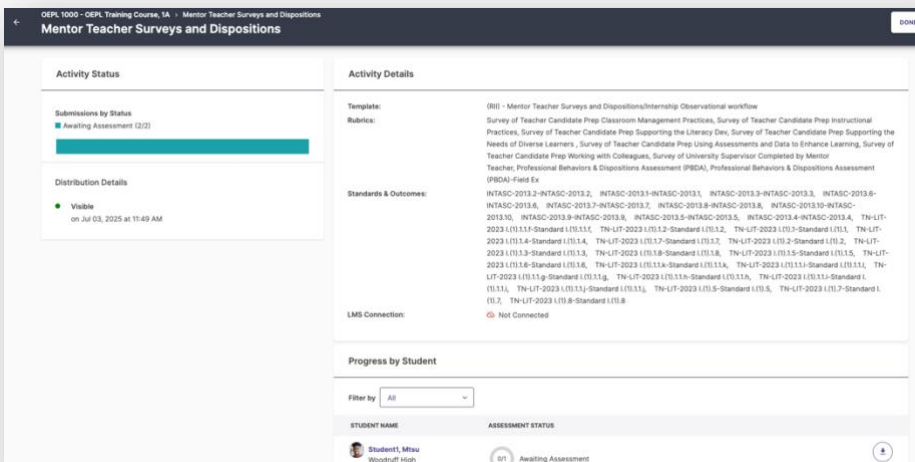
- Mentor Teacher Surveys and Dispositions** (Required) with a 'VIEW DETAILS' button. Below the title is a 'Submissions by Status' section showing a bar chart with 2 items 'Awaiting Assessment' and 0 items 'Done'. The visible on date is 07/03/2025 and the template is '(RII) - Mentor Teacher Surveys and Dispositions/Internship Observational workflow'.
- Residency II TEAM MT Observation** (Required) with a 'VIEW DETAILS' button. Below the title is a 'Submissions by Status' section showing a bar chart with 2 items 'Awaiting Assessment' and 0 items 'Done'. The visible on date is 07/03/2025 and the template is '(RII) - Residency II TEAM Observation - Mentor Only/Internship Observational workflow'.

## 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**.

## 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:

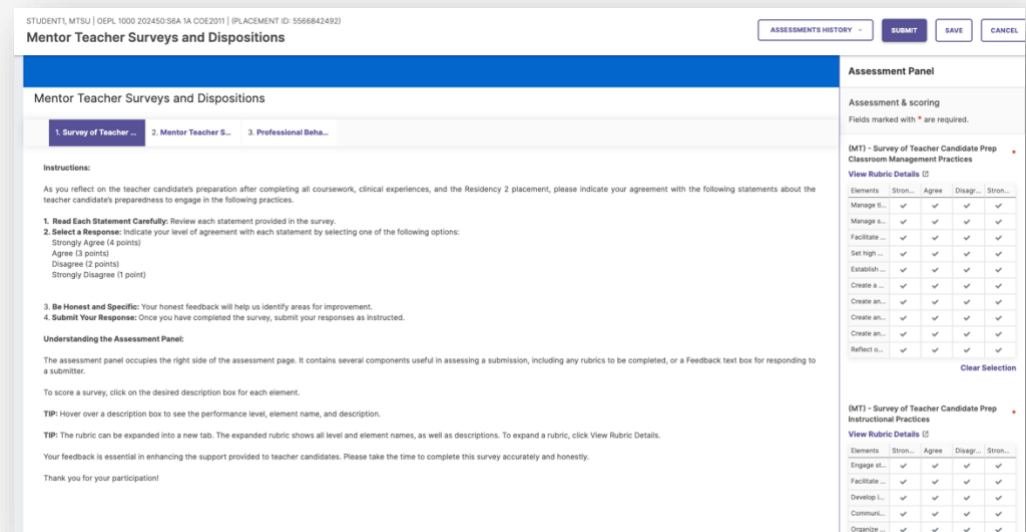
1. On the activity details page, click on the member to be assessed.
2. The assessment page will display the submitted template.

**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.



The screenshot shows the 'Mentor Teacher Surveys and Dispositions' interface. At the top, it displays student information: 'STUDENT: MTSU | OEPL 1000 202450-S6A 1A CDE2011 | (PLACEMENT ID: 5566842492)'. Below this is the title 'Mentor Teacher Surveys and Dispositions' and navigation buttons for 'ASSESSMENT HISTORY', 'SUBMIT', 'SAVE', and 'CANCEL'. The main content area is titled 'Mentor Teacher Surveys and Dispositions' and includes a progress bar with three steps: '1. Survey of Teacher...', '2. Mentor Teacher S...', and '3. Professional Beha...'. The '1. Survey of Teacher...' step is active. The instructions section reads: 'As you reflect on the teacher candidate's preparation after completing all coursework, clinical experiences, and the Residency 2 placement, please indicate your agreement with the following statements about the teacher candidate's preparedness to engage in the following practices.' It lists four instructions: 1. Read Each Statement Carefully, 2. Select a Response, 3. Be Honest and Specific, and 4. Submit Your Response. Below the instructions is a section titled 'Understanding the Assessment Panel' which explains how to score a survey and provides tips. On the right side, there is an 'Assessment Panel' section with 'Assessment & scoring' instructions. It shows two rubrics: 'DMT1 - Survey of Teacher Candidate Prep Classroom Management Practices' and 'DMT1 - Survey of Teacher Candidate Prep Instructional Practices'. Each rubric has a 'View Rubric Details' link and a table with columns for 'Elements', 'Stron...', 'Agree', 'Disagr...', and 'Stron...'. The tables show various elements like 'Manage S...', 'Facilitate...', 'Set High...', 'Establish...', 'Create a...', 'Create an...', 'Create an...', and 'Reflect s...' with corresponding performance level indicators.

## 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.

STUDENT1, MTSU | OEPL 1000 202450-S6A 1A COE2011 | (PLACEMENT ID: 5566842492)

**Mentor Teacher Surveys and Dispositions** ASSESSMENTS HISTORY SUBMIT SAVE CANCEL

### Mentor Teacher Surveys and Dispositions

1. Survey of Teacher ... 2. Mentor Teacher S... 3. Professional Beha...

**Instructions:**

As you reflect on the teacher candidate's preparation after completing all coursework, clinical experiences, and the Residency 2 placement, please indicate your agreement with the following statements about the teacher candidate's preparedness to engage in the following practices.

- 1. Read Each Statement Carefully:** Review each statement provided in the survey.
- 2. Select a Response:** Indicate your level of agreement with each statement by selecting one of the following options:
  - Strongly Agree (4 points)
  - Agree (3 points)
  - Disagree (2 points)
  - Strongly Disagree (1 point)
- 3. Be Honest and Specific:** Your honest feedback will help us identify areas for improvement.
- 4. Submit Your Response:** Once you have completed the survey, submit your responses as instructed.

**Understanding the Assessment Panel:**

The assessment panel occupies the right side of the assessment page. It 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 score a survey, 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.

Your feedback is essential in enhancing the support provided to teacher candidates. Please take the time to complete this survey accurately and honestly.

Thank you for your participation!

**Assessment Panel**

Assessment & scoring

Fields marked with \* are required.

(MT) - Survey of Teacher Candidate Prep Classroom Management Practices \*

[View Rubric Details](#)

Elements	Stron...	Agree	Disagr...	Stron...
Manage ti...	✓	☑	✓	✓
Manage s...	✓	✓	☑	✓
Facilitate ...	☑	✓	✓	✓
Set high ...	✓	✓	✓	✓
Establish ...	✓	✓	☑	✓
Create a ...	✓	☑	✓	✓
Create an...	✓	☑	✓	✓
Create an...	✓	☑	✓	✓
Create an...	✓	☑	✓	✓
Reflect o...	✓	☑	✓	✓

[Clear Selection](#)

(MT) - Survey of Teacher Candidate Prep Instructional Practices \*

[View Rubric Details](#)

Elements	Stron...	Agree	Disagr...	Stron...
Engage st...	✓	☑	✓	✓
Facilitate ...	✓	☑	✓	✓
Develop i...	✓	✓	✓	✓
Communi...	✓	☑	✓	✓
Organize ...	✓	☑	✓	✓