

# 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.

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



In Progress tab  
click on a course

# Student Time Logs

---

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>

Advanced Final Evaluation of Field Placement

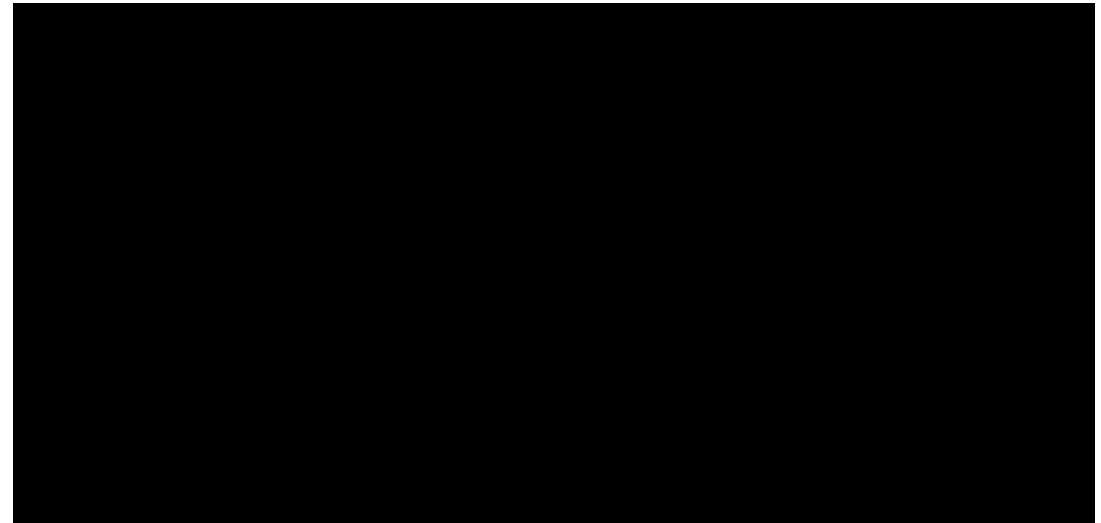
BSW/Foundation MSW Final Evaluation of Field Placement

- 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



# 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

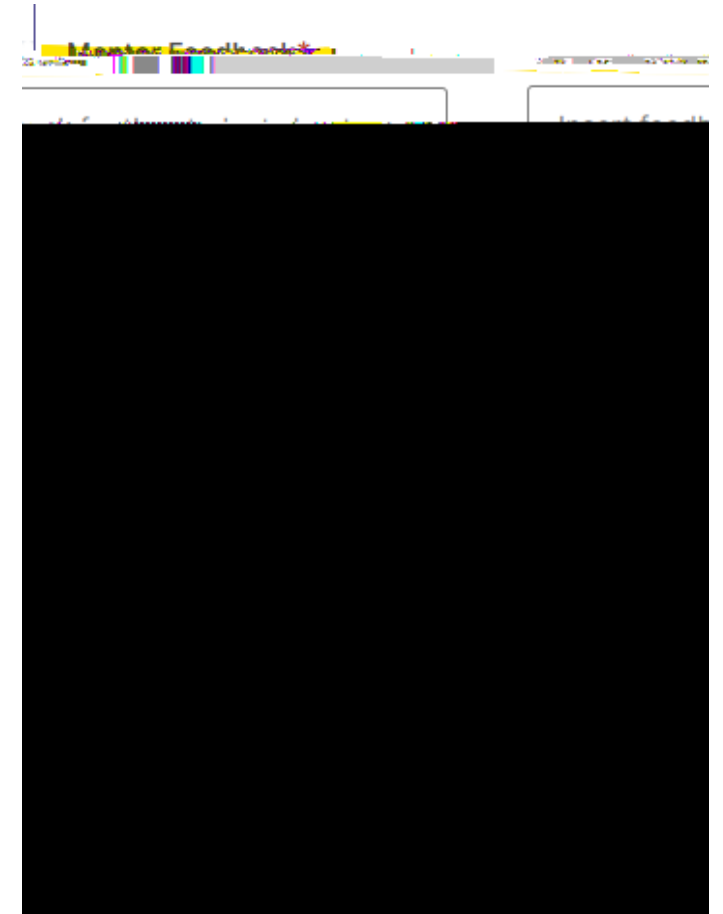
ALSO HIT SAVE WHEN YOU ARE OUT

Hit SUBMIT when it is ALL completed

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



The screenshot shows the MENTOR assessment interface. At the top, there is a navigation bar with a 'Save & Close' button highlighted by a yellow circle. An arrow points from the text 'Hit SUBMIT when it is ALL completed' to this button. Below the navigation bar, the main content area displays the assessment title 'Advanced Final Evaluation for Field Placement' and the 'Assessment & Scoring' section. The 'Assessment & Scoring' section includes a table with columns for 'Elements', 'Use', 'Dev', 'Met', 'Ade', and 'Eval'. The table contains several rows of data, including a row for 'Placement Performance Advanced Year' with a score of '0.00'.

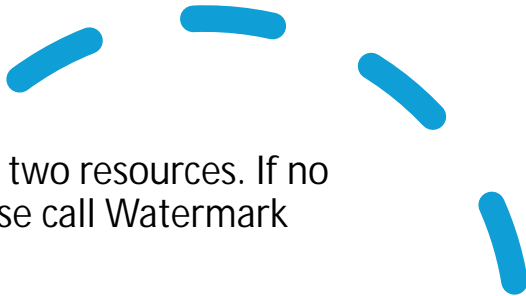


This area is a large black rectangle, likely representing the rubric and mentor feedback section of the assessment interface. It is positioned to the right of the main content area and below the 'Assessment & Scoring' section.





# 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.

**Leanne Harris**  
**Harrisll@lewisu.edu**  
Data Manager  
College of Education and Social Sciences  
DL 337 - Unit 224  
(815) 836-5847