

Early Childhood Education Student Learning & Licensure

Workflow Process Defined

Professional Learning Community

Professional Learning Community 1

Activity Schedule attached to these courses

- ePortfolio uploads
Visible 2 weeks after the open date and
Due 14 weeks after that (finals week)
- **Placements** not enabled in these courses

Courses - Professional Learning Community 1

- 33600/53600

Instructors listed for all the above courses are Juana Reyes,
Liz Tertell, Rebecca Pruitt

ePortfolio Activity Process

ePortfolios are available for ALL students to see and is owned by the students.

This portfolio is how students are admitted to the teacher education program as teacher candidates. It's completion is mandatory before progressing to the 2nd semester/Field II.

There are multiple pages in the students ePortfolios for downloads and uploads with directions.

ePortfolio is an activity scheduled that is attached to the course. Once the portfolio is completed by the student, they can then upload in that activity in that class

Common Errors

Student should NOT submit unless complete

Just because the student updates on their end it DOES NOT update in the activity

What should you do if the student submits an incomplete one? Send back to the students for revisions and to withdraw and resubmit

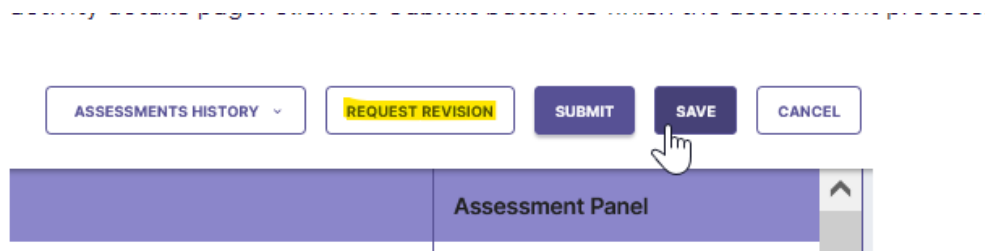
Work around if you have trouble with the above solution. We can add a new activity and ask the student to reupload the new portfolio

How to send back to student for revision

Request Revision - for one student

On the assessment page, add any comments, feedback that should be included as part of the record.

Click the Request Revision button.

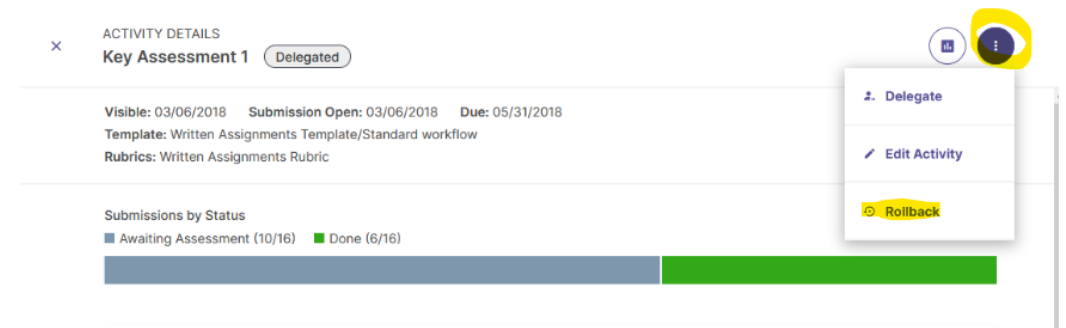


Rollback - this is for ALL students

The **Rollback** option allows a instructor to move all students' submissions backwards in the assessment process at one time.

To edit an activity:

1. On the activity details page, click the menu button (three vertical dots).
2. Click **Edit Activity**.



Important: Altering or deleting parts of the activity template that have already been completed by a student will affect or delete the student's responses.

Support

If you have any issues with the system, there are two resources. If no one is available or 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 cooperating mentor

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

Leanne Harris

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Data Manager

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