# Secondary Education Student Learning & Licensure

**Workflow Process Defined** 

Field I

### Field I

Courses – Field Exp 1: Secondary

• 20000/50000

Instructors listed for all the above courses Elizabeth Walker, Karen Soenen, Lauren Rentfro, Erica Kwiatkowski-Egizio

Activity Schedule attached to these courses

- ePortfolio uploads in 20000
   Visible after the open date and
   Due 14 weeks after the open date
- Field I Summary Evaluation SCED/ML/FL
- Final Disposition SCED/ML/FL
- Placements enabled in these courses
- Time logs enabled

## Field I Evaluation Process

#### **Final Disposition SCED/ML/FL**

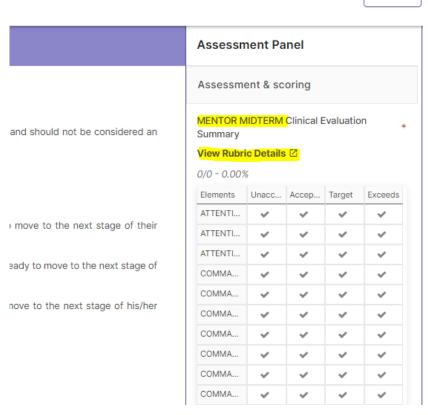
**Supervisor ONLY** 

- This is ONLY filled out by the supervisor/instructor
- Once its filled out the process is ALWAYS SAVE AND SUBMIT. Once the Instructor hits SUBMIT the eval will be closed

#### Field I Summary Evaluation SCED/ML/FL

- This is filled out by the supervisor/instructor and then the mentor
- Once the correct ones are filled out the process is ALWAYS SAVE AND SUBMIT. Once the Instructor hits SUBMIT the eval will be closed
- The Supervisors and Mentors evals are on the right side.
- The title of the evaluator is ALWAYS listed in the title See to the right in yellow

CANCEL



## 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 2<sup>nd</sup> semester/Field II.

There are 15 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

## 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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