

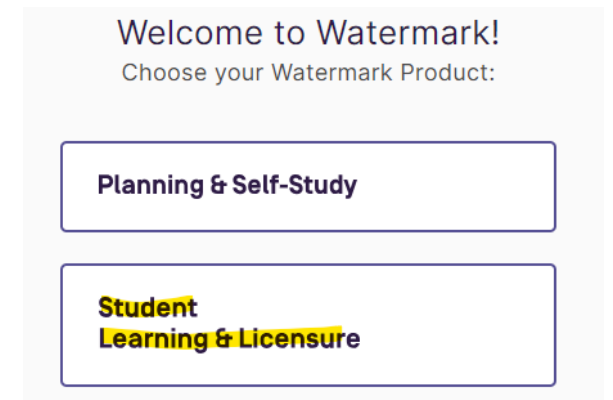
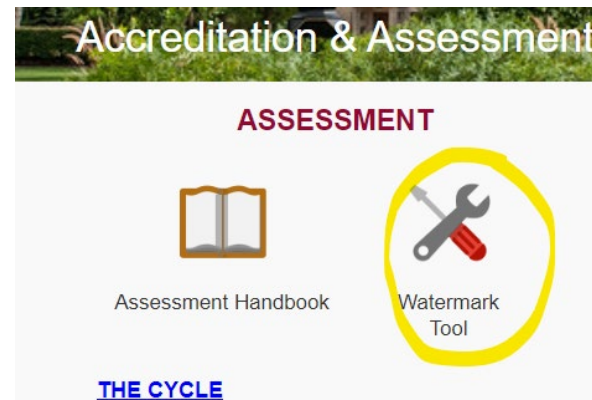
Watermark Student Learning & Licensure

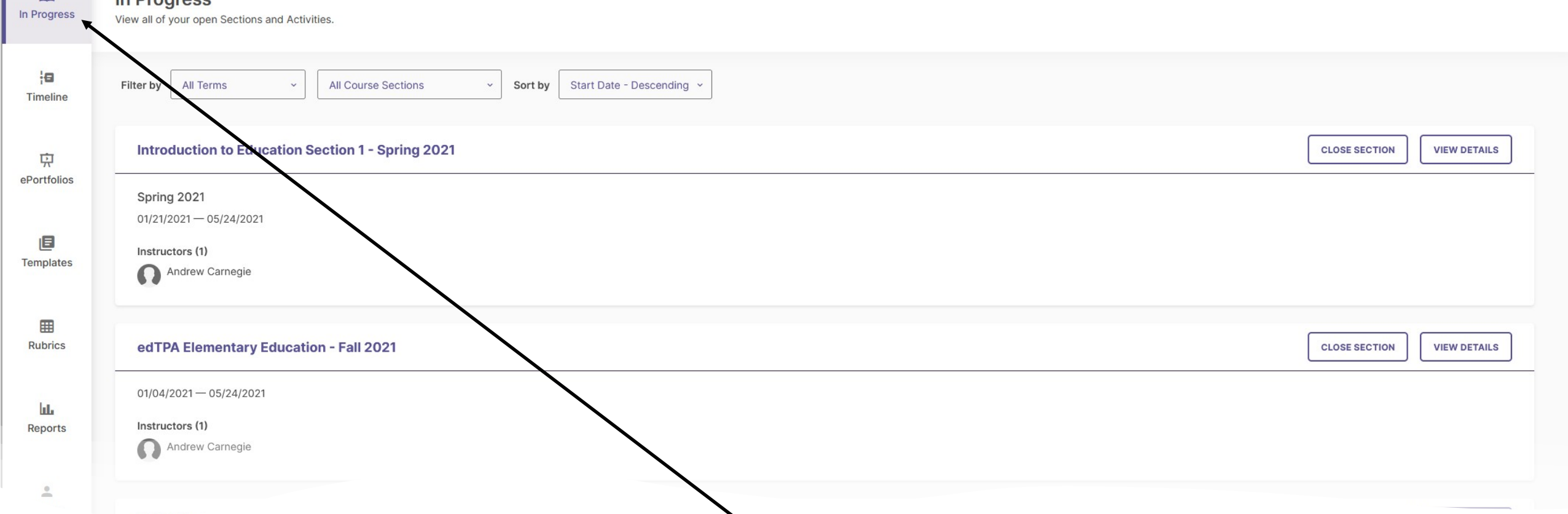
—

Faculty & Adjuncts

Logging into the system for the first time

- Steps
- Log into MyLewis
- Accreditation & Assessment tab
- Watermark Tool
- Student Learning and Licensure





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 > Spring 2024Field Exp 1:Commnty Sch Immrs ELED-20000-LT1

Spring 2024Field Exp 1:Commnty Sch Immrs ELED-20000-LT1

ACTIVITIES

HOMEPAGE

MEMBERS

SCORES

STUDENT LOGS

Filter by

All Activities

Sort by

Due Date - Descending

CREATE ACTIVITY

ePortfolio Field I Activity

Allow withdraw

Required

LINK TO LMS

VIEW DETAILS

Submissions by Status

Awaiting Submission (0/3)

Awaiting Assessment (3/3)

Done (0/3)

In Progress tab click on a course

Under the course name are tabs

- Activities will show you what evaluating activity is to be done
- Members will show you the students and the mentors assigned
- Student Logs will show you the students logged hours

Student Logs

This will display the students who have logged required hours during this class
This can be exported as needed

watermark™ Student Learning & Licensure Lewis University

In Progress > Spring 2024Field Exp 1:Commnty Sch Immrs ELED-20000-LT1

Spring 2024Field Exp 1:Commnty Sch Immrs ELED-20000-LT1

ACTIVITIES HOMEPAGE MEMBERS SCORES **STUDENT LOGS**

OFF Only show Awaiting Approval **EXPORT TO CSV**

NAME	TOTAL ENTRIES (DURATION)	AWAITING APPROVAL	APPROVED ENTRIES (DURATION)	REJECTED ENTRIES (DURATION)	LAST UPDATED
[REDACTED]	13 (73h 30m)	0	13 (73h 30m)	0 (00h 00m)	Stephanie Rodriguez Updated 05/14/2024 01:19 PM
[REDACTED]	16 (66h 30m)	0	16 (66h 30m)	0 (00h 00m)	Lisa Miller Updated 05/01/2024 10:45 AM
[REDACTED]	48 (230h 15m)	0	48 (230h 15m)	0 (00h 00m)	Jackie Kinsella Updated 04/30/2024 07:49 AM

Troubleshooting

If any of the below happen, please contact the CoESS Data Manager

- If you do not see the proper courses or cannot login
We want to make sure to import you as the instructor
- If there are students missing or wrong listed
During Add, Drop and split classes things can be manually changed as necessary by the Administrator
- If you do not see the placements
These are added by the department and may have not been added yet, please make them aware

Social Work Evaluation Process

Advanced Final Evaluation of Field Placement

BSW/Foundation MSW Final Evaluation of Field Placement

Both above listed evaluations are filled out by the Mentor.


There is a rubric attached and they must fill this out

Area to give feedback

While also giving a grade recommendation



SUPPORT



If you have any issues with the system, there are two resources. 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