

## **Student Learning & Licensure (SL&L) by Watermark**

Student Learning & Licensure (SL&L) by Watermark is an online tool used by Teacher Education students and faculty to manage program data. Each student enrolled in a course with SL&L requirements is provided with a subscription to SL&L. Students maintain this subscription for the duration of their time at FDLLTCC. Every student enrolled in the Elementary Education program is required to use SL&L for the following:

Submit Field Experience documentation

Submit Key Assessments and Dispositions as directed by the course instructor

SL&L Login Page- [Sign In | Watermark](#)

For instructions on how to log in, please review the how-to guides D2L Teacher Tool box.

### **SL&L How-To Guides**

SL &L Guides can be found in Appendix.

#### **[Logging in to SL&L](#)**

- [SL&L Login Page](#)
- Account login information will be emailed to you by Watermark as soon as the Office of Teacher Education enters the placement information in SL&L. This email will contain a link that will allow you to log in directly to SL&L.
- **If you do not receive an email from Watermark**, but an account has been created for you, you can still log in using the SL&L link above (sometimes school IT settings block outside emails and require human sender-based responses for the email to be delivered to your inbox).
  - Go to the SL&L login page.
  - Select “Forgot Password,” enter your email address, and select the “Send Link” button. After selecting the “Send Link” button, you should see a confirmation message stating that the link was sent. If you do not see this message, try selecting the “Send Link” button again. You will then receive an email from Watermark to set up your password and access the system.
  - If you do not receive a “Password Reset” email, it may be that an account has not yet been created for you (i.e., we have not received placement information from the candidate). Please contact the Education Facilitator so that she can double-check your account status.

- o If Education Facilitator has already told you that you are in the system and/or active (e.g., you have received an email from Educator Facilitator), please call Watermark on the telephone number below and have them manually reset your password. Unfortunately, the Education Facilitator does not have control over the password reset process.
- For step-by-step information on how to log in, please watch the short video guide:  
[Approving Field Hours \(Mentors\)](#)
- Teacher Candidates should submit field hours for mentor teacher approval each day they complete hours. We recommend that mentors log in to the system once a week to approve these hours.
- All hours must be approved/rejected by the end of the semester. Any hours that are still pending at the time grades are submitted will result in the candidate receiving an “I” (incomplete) grade for their field experience course. If the candidate is receiving financial aid, their aid payments may be frozen until their grade is updated.
- Candidates should separate their hours by day. For example, if a candidate enters 20 hours in one day, this should be rejected and the candidate should be asked to re-do their log.

### **How to Enter Field Experience Hours**

Candidates must complete at least one log entry for each day that hours are completed. The field experience log should reflect the actual number of hours that candidates are completing each day. For example, entering 20 hours in one day is not acceptable and will not be approved.

If you are a teacher candidate who is already in your own classroom, please focus your log entries on the days and times during which you worked with your cooperating/mentor teacher.

As per PELSB requirements, hours in SL&L must be approved or rejected by the cooperating/mentor teacher. Except in rare cases, teacher candidates will only have one mentor who will have login access to SL&L. Any additional teachers with whom a teacher candidate completes hours will need to notify the mentor teacher so that the mentor can approve the relevant hours (i.e., those completed in the additional teacher(s) classroom(s)) in SL&L.

ALL log entries must be approved or rejected by the end of the semester. Candidates who still have “pending” hours at the time grades are assigned will receive an incomplete grade for that field

experience course AND the pending hours will not count towards the 100 total field experience hours that must be completed prior to student teaching.



## SL&L How-To Guides for Cooperating/Mentor Teachers

### Logging in to SL&L

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  - Go to the SL&L login page.
  - Select "Forgot Password," enter your email address, and select the "Send Link" button. After selecting the "Send Link" button, you should see a confirmation message stating that the link was sent. If you do not see this message, try selecting the "Send Link" button again. You will then receive an email from Watermark to set up your password and access the system.
  - If you do not receive a "Password Reset" email, it may be that an account has not yet been created for you (i.e., we have not received placement information from the candidate). Please contact Tara Graves so that she can double-check your account status: [tgraves@fdltcc.edu](mailto:tgraves@fdltcc.edu)
  - If Tara has already told you that you are in the system and/or active (e.g., you have gotten an email from Tara), please call Watermark at the telephone number below and have them manually reset your password. Unfortunately, Tara does not have control over the password reset process.
- For step-by-step information on how to log in, please watch the short video guide:

#### Approving Field Hours (Mentors)

- Candidates should be submitting field hours for mentor teacher approval each day they complete hours. We recommend that mentors log in to the system once a week to approve these hours.
- All hours must be approved/rejected by the end of the semester. Any hours that are still pending at the time grades are submitted will result in the candidate receiving an "I" (incomplete) grade for their field experience course. If the candidate is receiving financial aid, their aid payments may be frozen until their grade is updated.
- Candidates should separate their hours by day. For example, if a candidate enters 20 hours in one day, this should be rejected and the candidate should be asked to re-do their log.

#### Contact Information for SL&L Assistance

Watermark Customer Service

Phone: (800) 311-5656

Follow the menu prompts to be transferred to SL&L support.

Hours: Monday-Thursday 7am-8pm and Friday 7am-6pm (Central)

#### FDLTCC Contact:

Tara Graves,

Elementary Education Facilitator

[tgraves@fdltcc.edu](mailto:tgraves@fdltcc.edu)

218.879.0701

Room 241



## SL&L How-To Guides for Faculty & Supervisors

### Logging in to SL&L

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- Account login information will be emailed to you by Watermark as soon as the Office of Teacher Education creates your account in SL&L. This email will contain a link that will allow you to log in directly to SL&L.
- **If you do not receive an email from Watermark**, but an account has been created for you, you can still log in using the SL&L link above.
  - Go to the SL&L login page.
  - Select "Forgot Password," enter your email address, and select the "Send Link" button. After selecting the "Send Link" button, you should see a confirmation message stating that the link was sent. If you do not see this message, try selecting the "Send Link" button again. You will then receive an email from Watermark to set up your password and access the system.
  - If you do not get the Watermark "Password Reset" email after a couple of attempts and Kim has already notified you that your account has been created, please call Watermark at the telephone number below and have them manually reset your password. Unfortunately, FDLTCC does not have control over the password reset process.

## **Field Experience Hours**

- At the end of each semester, please review the field experience logs associated with your course(s) to ensure that the total number of required hours were completed and approved for each candidate before you release grades. If a candidate's hours are incomplete or are still pending approval by their mentor, the candidate should receive an incomplete (I) grade and be contacted immediately to rectify their log. *Please note that the presence of an incomplete grade in a candidate's record for an extended period of time can have dire consequences for their financial aid status, among other things.*

### **Frequently Asked Questions (FAQ):**

1.
  1. **Who may approve hours?** Only the mentor teacher may approve or reject teacher candidates' hours. If these are accidentally approved by a FDLTCC faculty member, the hours in question will have to be rejected, re-entered by the candidate, and approved by the mentor.
  2. **How to help mentors or candidates "fix" incorrect mentor-approved log entries?** Once log entries have been approved, they are effectively locked down and cannot be modified (only deleted). The only way to resolve this situation is to have: (1) the mentor reject the hours (the candidate cannot see the "reject" option, but the mentor can), (2) the candidate recreate the log entry (or entries), and (3) the mentor must re-approve the now-correct hour(s).