



# SL&L How-To Guides for Students

## Logging in to SL&L

- [SL&L Login Page](#)
- Your SL&L login ID is your FDLTCC email address (firstname.lastname@s.fdlccc.edu ).
- If you are not sure what your FDLTCC email address is and would like to look it up, please check your directory information with [E-Services](#).
- If you have never logged in to SL&L before or have forgotten your SL&L password, please click on “Forgot Password” once you have opened the SL&L login page and entered your login/FDLTCC email address. Remember, your SL&L password is not, and should not be, the same as your FDLTCC email password.
- 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.

## Field Experience Hours

- **Candidates must complete 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.
- Hours in SL&L will be approved or rejected by the mentor teacher. Except in rare cases, you will only have *one* mentor who will have login access to SL&L. Any additional teachers with whom you complete 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.

## Creating Log Entries in SL&L

To make filling out this form easier, when completing each log entry in SL&L, please include the following in the log's "Description" section:

- What grade(s) you worked with (e.g., 4th and 5th, etc.).
- A detailed description of the activities that you performed.
- *If you accidentally enter hours incorrectly* (e.g., in the wrong class, forget to add information, put in incorrect information, etc.) **AND YOUR MENTOR HAS ALREADY APPROVED THE ENTRIES**, these cannot be edited – only rejected. Please note that having “rejected” hours on your record does not hurt you in any way.
  - To rectify any errors in approved log entries, you will need to:
    - Ask your mentor to reject all the incorrect entries/hours (candidates cannot see this option in the log, but mentors can).
    - Recreate each of the entries/hours. In exceptional cases only, if you have many entries that need to be recreated, please email the SL&L administrator (see the end of this page for contact information) and request that the administrator send you an Excel file with the text from all your log entries. You can use this file as a reference when recreating log entries. NOTE: The SL&L administrator has no editing or other control over log entries and cannot just move them from one class to another.
    - **Do not forget** to have your mentor re-approve your entries/hours.
  - If your mentor has *not* approved the hours, simply go in and edit (pencil icon in the ACTION column of the LOG tab/dashboard) the information in your log entry.

#### **Contact Information for SL&L Assistance**

***\*\*\*Please review the how-to and video guides above prior to reaching out for additional support.\*\*\****

#### **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)

#### **Contact information for SL&L Assistance for FDLTCC**

- Tara Graves, Education Facilitator  
[tgraves@fdltcc.edu](mailto:tgraves@fdltcc.edu)

218.879.0701

Room 241