

Elementary Education Student Learning & Licensure

Workflow Process Defined
Field I

Field I

Courses- Field Experience I

- 20000/50100

Instructors listed for all the above courses.
Mary Walker, Jeanmarie Considine, Ann
O'Brien, Colleen Bessette, Stacy Matson

Activity Schedule attached to these courses

- ePortfoliouploads
Visible on the open date and
Due 14 weeks after the open date
- Field I Summary Evaluation filled out by
Supervisor and Mentor
- **Placements** enabled in these courses
- **Time logs** enabled

Field I Evaluation Process

Fields 1 Summary Evaluation Final

- This is filled out by the Supervisor and the Mentor Teacher
- Once the correct ones are filled out the process is ALWAYS SAVE AND SUBMIT. Once the Mentor hits SUBMIT the eval will be closed
- The title of the evaluator is ALWAYS listed in the title— See to the right in yellow

The screenshot displays the 'Assessment Panel' interface. At the top right, there is a 'CANCEL' button. The main area is titled 'Assessment & scoring' and shows a summary for 'MENTOR MIDTERM Clinical Evaluation Summary'. Below this, there is a table with columns for 'Accep...', 'Target', and 'Exceeds'. The table contains several rows with checkmarks. A yellow highlight is visible on the title 'MENTOR MIDTERM Clinical Evaluation Summary'. The table also includes a 'COMMA...' column and a 'Unacc.' column. The table content is partially obscured by a semi-transparent window.

...	Accep...	Target	Exceeds	COMMA...	Unacc.
ATTENTI...	✓	✓	✓	✓	
ATTENTI...	✓	✓	✓	✓	
COMMA...	✓	✓	✓	✓	
COMMA...	✓	✓	✓	✓	
COMMA...	✓	✓	✓	✓	
COMMA...	✓	✓	✓	✓	

Mentor & Supervisor on the right

If you hit **View Rubric Details** You can comment in each area. Make sure c

ePortfolio Activity Process

ePortfolios are available for ALL students to see and is owned by 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 15 pages in the student 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

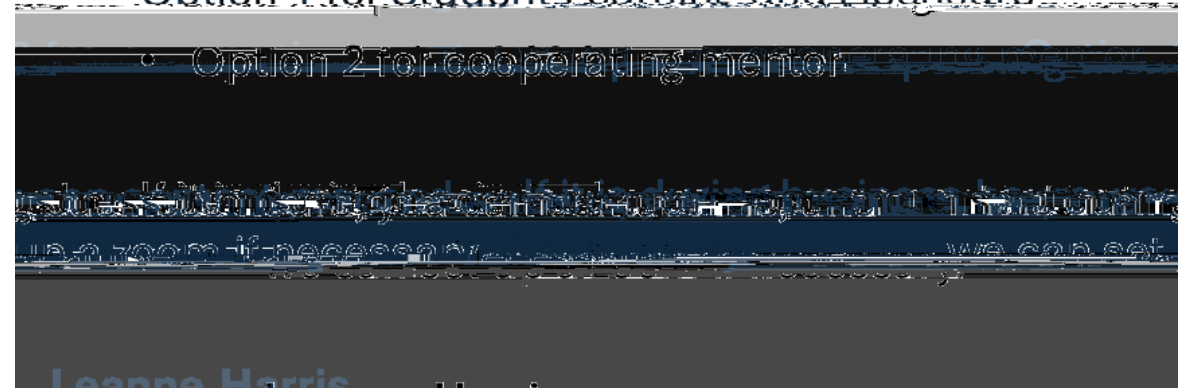
Work around if you have trouble with the above solution. We can add a new activity and ask the student to reupload the new portfolio



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



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