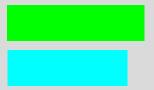# Special Education
Student Learning & Licensure

Workflow Process Defined

Field I

Field I

Activity Schedule attached to these courses

- ePortfolio uploads
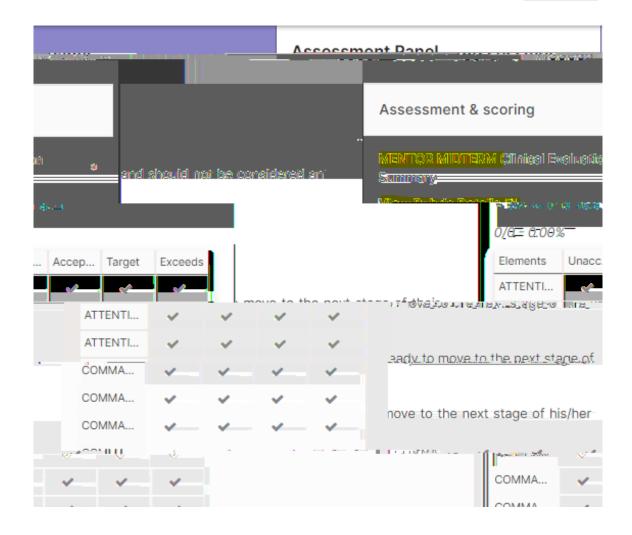Visible on the open date and
Due 14 weeks after the open date

-

Field I Evaluation Process

Fields 1 Summary Evaluation Final

- This is filled out by 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

Final Disposition

Disposition Self-Assessment

- This is filled out by the Student First

- Once the student has filled out the process is ALWAYS SAVE AND SUBMIT.

- Then the supervisor can see and evaluate

- The title of the evaluator is ALWAYS listed in the title – See to the right in yellow
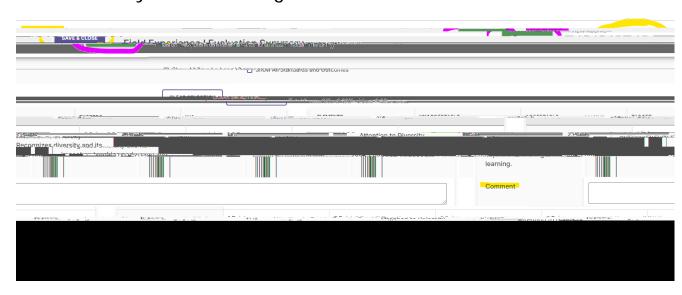
Student Self Eval in the body

Mentor and Supervisor on the right

If you hit **View Rubric Details**
You can comment in each area. Make sure once you hit Save & Close – you hit SAVE again once it is closed

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 2nd 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

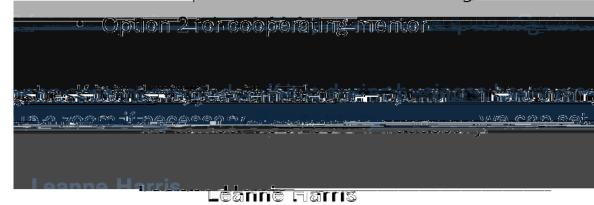Just because the student updates on their end it DOES NOT update in the activity

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

Leanne Harris

Data Manager

College of Education and Social Sciences