

Watermark Student Learning & Licensure

Outside Mentors Time Logs



In Progress tab
click on a course

Student Time Logs

To view, approve, and reject time log entries:

1. On the In Progress tab, click an internship title.
2. Click the **Student Log** tab to view any interns who have recorded log entries.
3. To view an intern's time log entries, click anywhere on the intern's row.
4. On the intern's log entries list, click either the **check mark** to approve, or the **X** mark to reject.

Below is a link to a short video walking you through the above process:

<https://support.watermarkinsights.com/hc/en-us/articles/14443630794523-Approving-or-Rejecting-Student-Time-Log-Entries>



SUPPORT

If you have any issues with the system, there are two resources. If no one is available or it is 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.

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