



## Field Supervisor Guidelines

**Navigation Videos:** [Instructor Navigation Overview of Student Learning & Licensure](#)  
[YouTube Video: SL&L: Instructor Overview](#)

### How to access your account [Logging in]

- Access through the Hofstra Portal- click on the SL&L icon  in the waffle
- Access directly at [sll.watermarkinsights.com](http://sll.watermarkinsights.com)

### Assessing Activities (Assignments)

#### To assess a student submission:

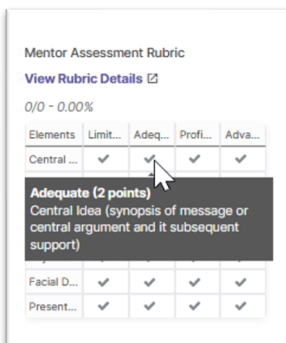
Video Resource: [\(3\) Assessing Activities – Watermark](#)

1. From the **In Progress** screen, click on the title of the course that contains the activity you would like to assess
2. Click on the title of the activity
3. Click on the name of the student you would like to assess

**NOTE:** *If the student is still in the “Awaiting Submission” status they have either not started the assignment or only saved the assignment and did not press “submit”.*

4. Fill out all required components (Rubrics, Feedback, general comments etc.) If the activity only requires a student submission (i.e. Context for Learning) and does not have an assessment or rubric, once you view the student’s submission, Press “Submit” and that will mark the activity “done”.

**TIPS:** Hover over cells in a rubric to see the performance level, element name, and description. Clicking **View Rubric Details** will open an expanded version of the rubric in a new tab. The expanded rubric shows all level and element names, as well as descriptions. After completing this area you will need to click **Close** to go back to the assessment page.



## ***Adding embedded comments***

### **To add an embedded comment to a student's submitted work:**

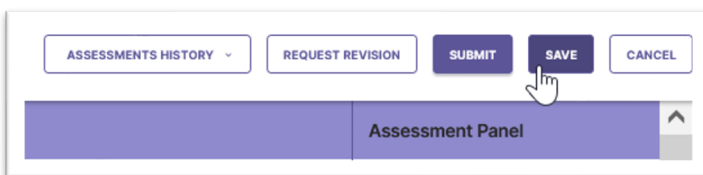
1. On the assessment page, double click or highlight any word or area in a submitted template.



2. Click the comment icon that appears.
3. Type a comment into the Comment text box.
4. When finished, click the checkmark icon.

## ***Assessment Submission***

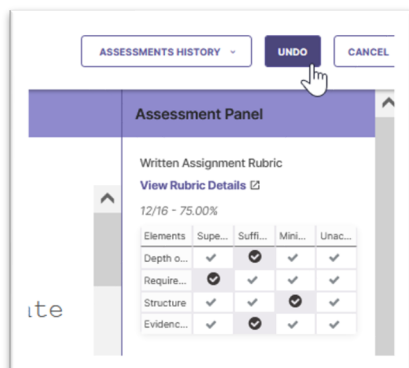
After completing an assessment, click the **Save** button to save all work. Click the **Submit** button to finish the assessment process.



## **Undoing Assessments and Requesting Revisions**

### **To undo or revise a completed rubric:**

1. On the activity details page, click on the assessment in the Done column that needs to be undone
2. Click the **Undo** button



### To request that a student resubmit to an activity:

1. On the assessment page, add any comments, feedback, and rubric scoring that should be included as part of the record
2. Click the **Request Revision** button

### *Viewing Students' Previous Submissions*

When a student's submission has been sent back for revision, a record is kept of the initial submission, as well as any comments, feedback, and rubric scoring provided by the assessor. The instructor can view a student's previous submissions using the **Assessments History** button, located on the assessment page.

### Answers to Frequently Asked Questions:

- **TPA Summative Evaluation:** Completed by both the CT and Supervisor. If the assessment status says "1/2" that is because either the supervisor or the CT has not yet completed the assessment.
- **Student Activities:** If the Submission Status says "updated", the student may have saved the assignment but not pressed "Submit".
- **Student Activities:** If the activity only requires a student submission (i.e. Context for Learning) and does not have an assessment or rubric, once you view the student's submission, Press "Submit" and that will mark the activity "done". If there is no submit button, submission will automatically be marked as "done".
- **Evaluations/Rubrics:** If you are completing a rubric or evaluation and pressed submit but it is not marking as complete, go back to the rubric and make sure you answered all required questions. Submission will not go through if a required question is missing.
- **Activities:** Use the **Assessment History** button to see if a Cooperating Teacher has completed their assessment

Watermark Support:

[https://support.watermarkinsights.com/hc/enus/requests/new?ticket\\_form\\_id=6477041784091](https://support.watermarkinsights.com/hc/enus/requests/new?ticket_form_id=6477041784091)

Hofstra SL&L Support:

[ariana.murphy@hofstra.edu](mailto:ariana.murphy@hofstra.edu)

**\*\*When requesting support please include course number, student's name (if applicable) and if your student is a Participant Observer or Student Teacher.**