



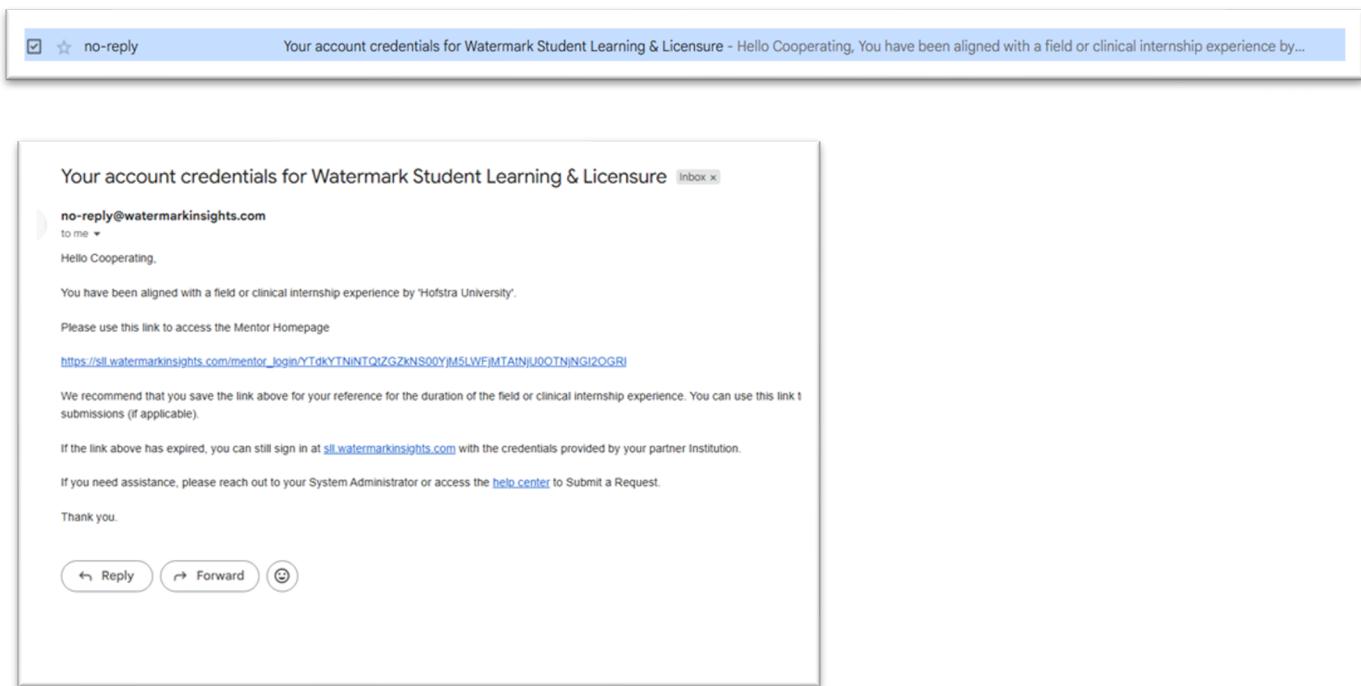
Cooperating Teachers: Student Learning and Licensure Instructions

How To Access Your Student Learning and Licensure Account [Logging in]

- **Click the link in your email notification** - Once you are assigned as a cooperating teacher (SL&L refers to CTs as “Mentors”), you will receive an email notification with a unique link that will take you directly into your SL&L account without having to enter login information.

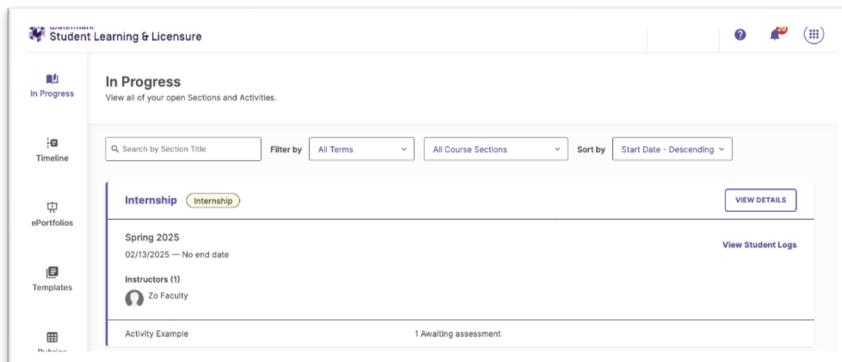
***Please note: emails will come from no-reply@watermarkinsights.com, not Hofstra.**

Since the emails are autogenerated from SL&L, they may end up in your SPAM folder. If you still have not received your login link contact ariana.murphy@hofstra.edu to resend your link. Please see examples below:



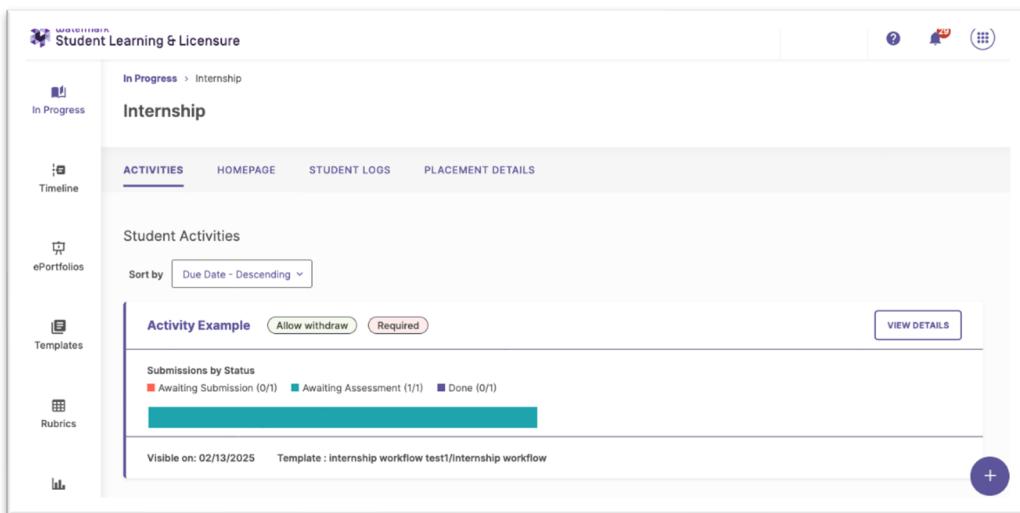
The image shows a screenshot of an email inbox. The subject line of the email is "Your account credentials for Watermark Student Learning & Licensure". The email is from "no-reply@watermarkinsights.com" and is addressed "to me". The body of the email contains a message from Hofstra University, stating that the recipient has been aligned with a field or clinical internship experience. It includes a link to access the Mentor Homepage: https://sll.watermarkinsights.com/mentor_login/YTdkYTNINTQ1ZGZkNS00YjM5LWEiMTA1NjU0OTNjNGI2QGRi. The message also advises saving the link for reference and using it for submissions if applicable. It includes a note about expired links and assistance from system administrators. At the bottom, there are "Reply", "Forward", and "Compose" buttons.

After logging in to Student Learning & Licensure (SL&L), the **In Progress** tab will be shown. The **In Progress** tab will list all your active field placement courses.



The image shows a screenshot of the Watermark Student Learning & Licensure interface. The left sidebar has navigation links for "In Progress", "Timeline", "ePortfolios", "Templates", and "Previous". The main content area is titled "In Progress" and sub-titled "View all of your open Sections and Activities". It features a search bar, filter dropdowns for "All Terms", "All Course Sections", and "Sort by" (set to "Start Date - Descending"), and a "VIEW DETAILS" button. Below this, there is a table with one row showing "Internship" (status "Internship"), "Spring 2025", "02/13/2025 — No end date", "Instructors (1)", "Zo Faculty", and a "View Student Logs" link. At the bottom of the table, it says "Activity Example" and "1 Awaiting assessment".

Clicking on an individual field placement course will display the course details page which has three tabs: Activities, Homepage, Student Logs, and Placement Details.



The screenshot shows the 'Internship' course details page. The left sidebar has 'In Progress' selected. The main content area shows the 'ACTIVITIES' tab is selected. It displays 'Student Activities' with a 'Sort by' dropdown set to 'Due Date - Descending'. Below this is an 'Activity Example' card for 'Activity Example' with 'Allow withdraw' and 'Required' buttons, and a 'VIEW DETAILS' button. A progress bar shows 'Awaiting Assessment (1/1)'. At the bottom, it says 'Visible on: 02/13/2025' and 'Template: internship workflow test1/internship workflow'. A blue '+' button is in the bottom right.

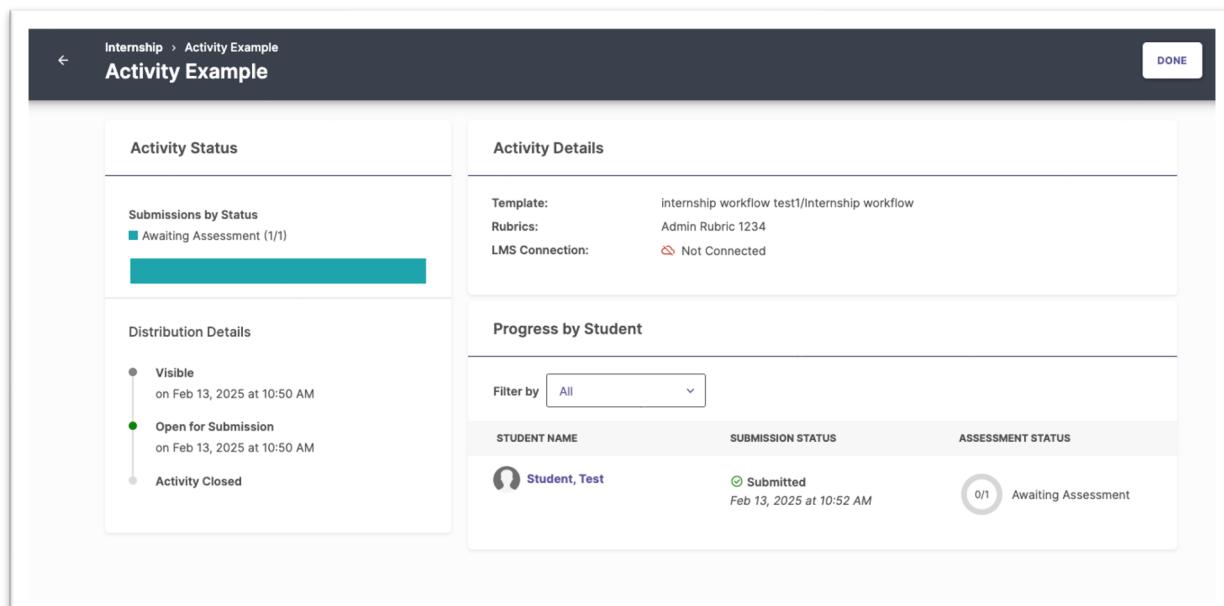
Activities

When the details page is displayed, the Activities tab is selected by default. The Activity tab displays all activities, as well as the details and assessment status of each activity.

You will see activities to be completed by the students, field supervisors, and cooperating teachers.

Cooperating Teachers must complete the following activities:

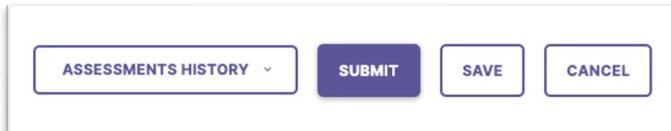
- Cooperating Teacher Verification Form**
- Cooperating Teacher Early Progress Report**
- Cooperating Teacher Student Time Report**
- Cooperating Teacher Summary of Student Teacher Placement**
- TPA Summative Assessment** (**please note: the summative assessment is completed by both the CT and the Field Supervisor. If you are seeing "1/2 assessed" that is because either the CT or the FS did not complete the assessment)*



The screenshot shows the 'Activity Example' page. The top bar has 'Activity Example' and a 'DONE' button. The left sidebar shows 'Activity Status' with 'Awaiting Assessment (1/1)' and 'Distribution Details' showing 'Visible' and 'Open for Submission'. The right sidebar shows 'Activity Details' with 'Template: internship workflow test1/internship workflow', 'Rubrics: Admin Rubric 1234', and 'LMS Connection: Not Connected'. Below this is a 'Progress by Student' section with a 'Filter by' dropdown set to 'All'. It lists a student named 'Student, Test' with 'Submitted' status and '0/1 Awaiting Assessment'.

Completing and Assessing Activities

- Click on the activity to be completed
- Click on student's name
- To score a rubric, click on the desired description box for each element
 - (Rubric Tips: Hover over a description box to see the performance level, element name, and description. The rubric can be expanded into a new tab. The expanded rubric shows all level and element names, as well as descriptions. To expand a rubric, click View Rubric Details)
- After completing the rubric, click save and SUBMIT.



Student Log [For Participant Observers Only]

The Student Log allows a student to record any tasks or events relevant to their field experience. Cooperating Teachers can view this time log, and approve or reject the student's entries. Participant Observer time logs are viewed by clicking the **Student Log** tab on the course details page.

To view, approve, and reject time log entries:

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

a. **Approve:** Approves the time log entry and adds the hours to the student's total number of completed hours. Multiple entries can be approved at once by clicking the checkbox to the left of the entries and then clicking the **Approve Selected Entries** button.

b. **Reject:** Rejects the time log entry and does not add hours to the student's total hours. Approvers can leave a comment for the student when selecting this option.

c. **Request Revisions:** Using the **three dot menu** to the right of the entry, approvers can request revisions to a time log entry. Approvers are required to leave comments for the student when selecting this option. Students will be able to make edits to the time log entry and resubmit for approval. Entries that have been revised will appear in the reviewer's list with a **Resubmitted Entry** status label

Pending Time Log Entries
Select multiple entries to approve them at once.

<input type="checkbox"/>	DATE AT SITE	PLACEMENT	CATEGORY	CATEGORY TYPE	DURATION	FILES	DESCRIPTION	ACTION
<input type="checkbox"/>	01/08/2025 RESUBMITTED ENTRY	Margaret Brent Middle (ID: 3322791398)	Clinical Experience	Indirect	00h 15m	No Files	The CT, Mr. Davies, rotated through three small groups for guided reading focused on identifying the main idea. While he worked with the groups (approx. 15 minutes each), the rest of the class was assigned independent math practice on fractions. I noted that Groups 1 and 2 stayed on task with minimal interruption, but Group 3 (students requiring higher scaffolding) struggled with the core task. During the transition between Group 2 and...	APPROVE SELECTED ENTRIES
<input type="checkbox"/>	08/29/2024 RESUBMITTED ENTRY	Margaret Brent Middle (ID: 3322791398)	Elementary Music	Direct	00h 30m	No Files	The cooperating teacher (CT), Ms. Chavez, introduced the concept of rhythmic duration using large visual aids and kinesthetic movement. She used the analogy of "walking" for quarter notes and "running" for eighth notes. The students were highly engaged during the physical activity portion. A specific challenge arose when transitioning from the full-class movement activity to individual work at their desks; several students struggled ...	REJECT APPROVE ⋮ Request Revision
<input type="checkbox"/>	01/18/2023 RESUBMITTED ENTRY	Margaret Brent Middle (ID: 3322791398)	Clinical Experiences	Direct	01h 30m	No Files	This observation highlighted the complexity of managing differentiated instruction and multitasking. Mr. Davies excelled at probing questions within the small reading groups, specifically asking students to provide textual evidence, which modeled strong close reading skills.	REJECT APPROVE ⋮

Time Log Entries

DATE AT SITE	PLACEMENT	CATEGORY	CATEGORY TYPE	DURATION	FILES	DESCRIPTION	STATUS	ACTION
08/15/2024	Margaret Brent Middle (ID: 3322791398)	Elementary Music	Direct	05h 30m	No Files	Elementary math	APPROVED	08/19/2024 12:17 PM

Total Entries (Duration) - 4 (07h 45m)
Approved Entries (Duration) - 1 (05h 30m)

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.
- **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. Submissions will not go through if a required question is missing.
- **Login Link:** emails will come from no-reply@watermarkinsights.com, not Hofstra. Since the emails are autogenerated from SL&L, please check your SPAM folder.

Helpful Links:

[Mentor/Cooperating Teacher Guide – Watermark](#)

[Manage Student Time Log Entries – Watermark](#)

Watermark Support:

https://support.watermarkinsights.com/hc/enus/requests/new?ticket_form_id=6477041784091

Hofstra SL&L Support:

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.