Guidelines for Students

Helpful Link: [Student Resources – Watermark](#)

Students who have previously purchased a TK20 account do not have to purchase a new account. If you are prompted to purchase a new account click on the following link:

[I have an account on Tk20 and need to use Student Learning & Licensure – Watermark](#)

Or follow the directions below:

If you already have an active student account in TK20 and being prompted for payment when logging into SL&L please **submit a request** to our support (teamaccessibility@watermarkinsights.com) and be sure to include the following information:
- Your name
- The name of your school
- Your current school email address

Once the support team receives your request they will verify that your account in Tk20 is still active, then notify you once your Student Learning & Licensure account has been unlocked.

Purchasing a Student Learning and Licensure Account:

If you have not previously purchased a TK20 account you must purchase a Student Learning and Licensure account:
1. Visit **sll.watermarkinsights.com** and log in with your Hofstra email address and the click on **Forgot Password** link and reset your password (check your spam folder if link does not appear).
2. Review the Terms of Service.
3. After you agree to the terms, select the pay with a credit or debit card option.
4. Complete the payment form.
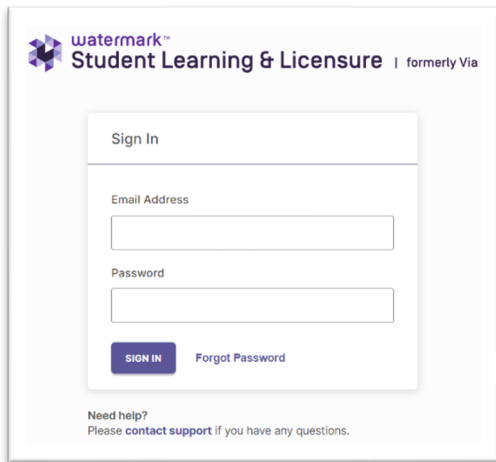5. Click on the continue button to check out.

Students: How to Access Your Student Learning & Licensure (SL&L) Account (Logging In)

1. **Access directly at sll.watermarkinsights.com**

If you are unsure how to login, please contact SL&L administrator, Ariana Murphy at ariana.murphy@hofstra.edu or Watermark Support at [Contacting Watermark's Client Support – Watermark](#) **Be sure to include your name, course number, Field Supervisor's name and Cooperating Teacher's name**.

To access your account directly at sll.watermarkinsights.com:
1. Open your web browser and navigate to the url: sll.watermarkinsights.com

2. Enter your email address and password.
   - Your email address should be the email associated with your institution.
   - *If this is your first time logging in,*
   - **Use "forgot password" link to reset it. (check your SPAM folder)**
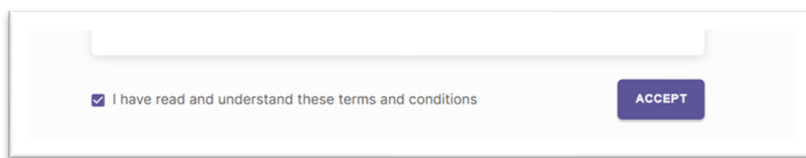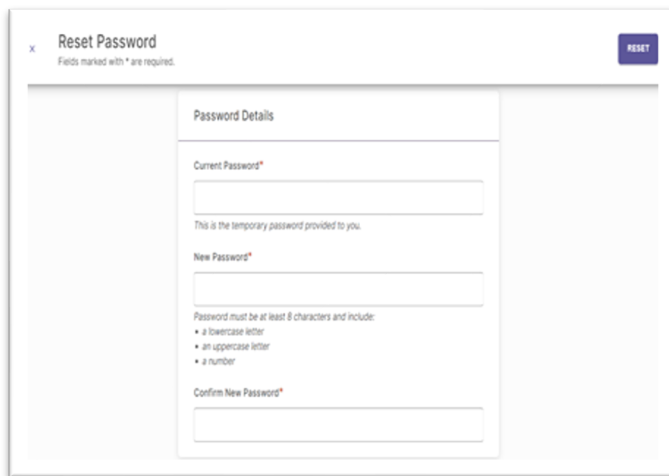
- You will be taken to the End-User License Agreement screen.
- Be sure to read through this agreement carefully.

- You will then be prompted to enter a new password of your choosing:
- Enter your temporary password. This is the same password you entered on the log in screen.

- Enter your new password.
    - Passwords need to be at least 8 characters.
    - Use a mix of uppercase and lowercase letters.
    - Use at least one number.
3. You will be taken to your account's Progress page.

Navigation for Students in Student Learning & Licensure

SL&L Navigation Video: Student Navigation Overview Video – Watermark

In Progress Tab
The "In Progress" tab is your default display after logging in. Here, you can access your courses and course activities.

Accessing an Activity
You can access an activity in one of three ways:
1. Click the name of the course, then select the appropriate activity from the list.
2. Click the "View Details" button, then select the appropriate activity from the list.
3. Select the name of the activity located directly under the course section on the "In Progress" tab.

Activity Template
Once you click on an activity, you will navigate to the activity template where you can view and update your assignments.

Uploading Files
You can upload external files from your local drive by clicking "select file" and then "add file". You also have the option to use "Previous Upload," "Dropbox," or "Google Drive" tabs.

Saving and Submitting Your Work
- **Cancel:** To exit an activity without saving changes, click the "Cancel" button in the upper right corner.
- **Save:** To save your work and return later, click the "Save" button.
- **Submit:** To save your work and submit for grading, click the "Submit" button.

Submitting Time Logs for Field Placement (Participant Observers Only)

Helpful Link: Submitting Time Log Entries – Watermark

Time Logs are for students to be able to submit their time from their PO field experience.

Progress Tab

After logging in to SL&L, the **Progress** tab will be shown. The Progress tab will list all of your active courses. Logs are available for each field experience you are enrolled in.
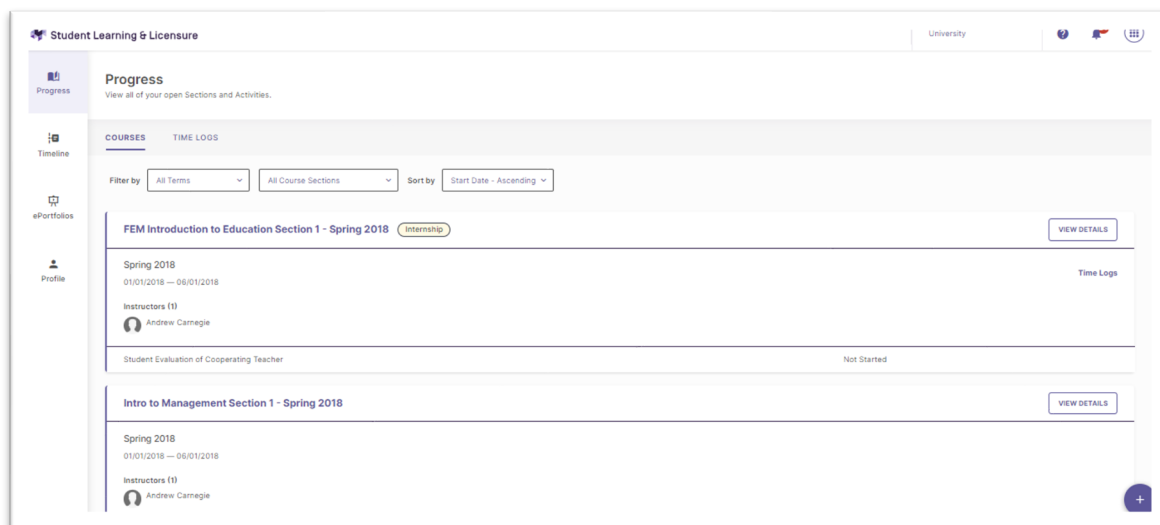
Log

Click on a field experience course that is labeled **Internship** or click on the **Time Logs** button that is at the far right of any field experience course. Clicking on Log will display your previously submitted log hours. The Log Entry page allows you to submit new log hours, or edit hours that have not been approved or

rejected.

Create Log Entry
On the Log page, select the **NEW LOG ENTRY** to record a new log entry.

You'll first select the date and placement site and then click **Create Log Entry**. This will bring up a panel on the right side, from which you'll input the category, start time, end time, and description for the hours you're inputting. You may also attach files, if needed.

After filling out the mandatory items, you can click **Apply**.

If you have additional logs to enter for the same date, click **CREATE LOG ENTRY** again**. When you are finished adding logs for the selected date, click **SUBMIT.** Each log entry you have submitted can be approved/rejected by your mentor or supervisor.