Watermark Student Learning & Licensure

Outside Mentors

Logging into the system for the first time

Once you are assigned as a mentor to our student – you will receive an automated message from the Student Learning & Licensure, Watermark system.

Be sure to check your spam. Call if you need us to resend a link.

Your Screen will look like the image above

- In Progress Tab
- Anything Purple is a clickable link
- Courses you are associated with
- You can filter by term or course number

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

Advanced Final Evaluation of Field Placement

BSW/Foundation MSW Final Evaluation of Field Placement

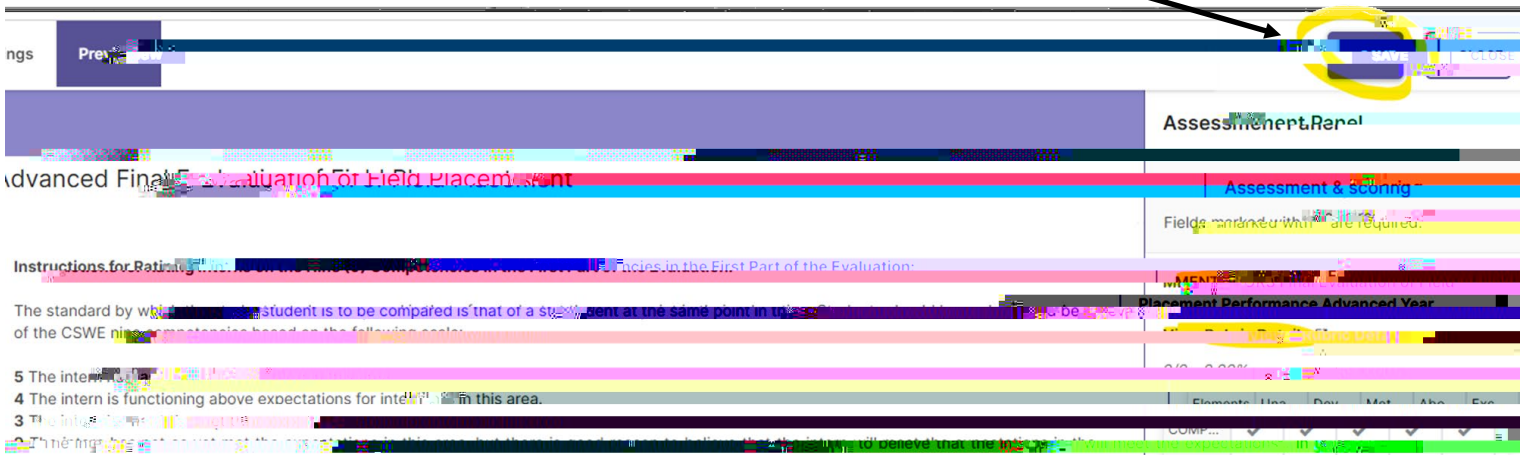
- Both above listed evaluations are filled out by the Mentor as designated
  - There is a rubric attached and they must fill this out
    - There is an area to give feedback
  - A space to give a grade recommendation

Evaluation Process Step 1

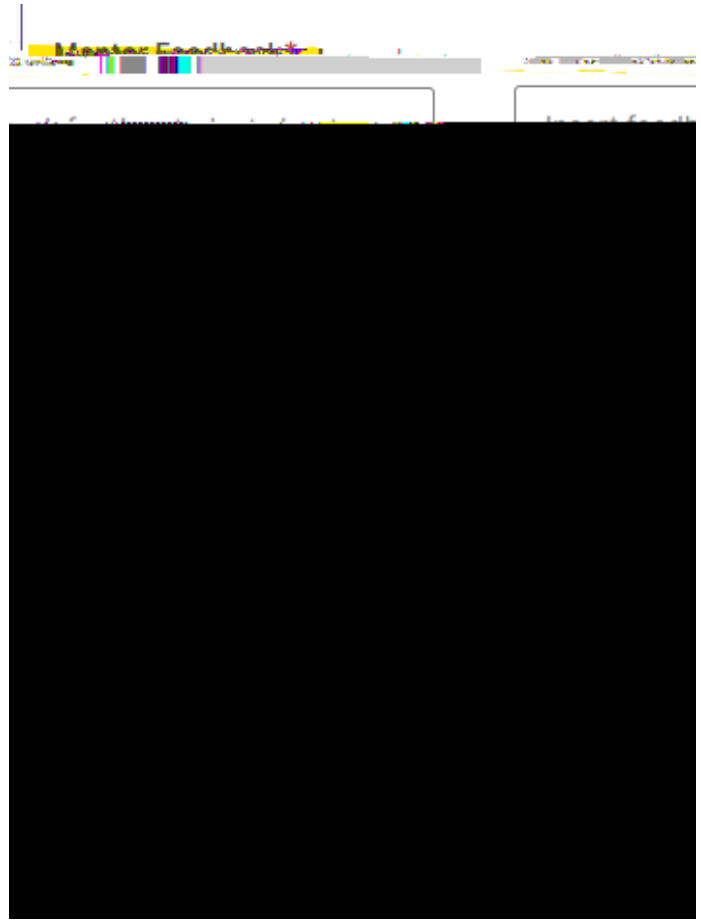
When you go into the Activities
Click on View details
Click on your assigned student

Evaluation Process Step 2

When in the assessment
Make sure MENTOR is in the title
Click View Rubric Details
Here you can evaluate, and comment
DO NOT EXIT WITHOUT HITTING SAVE & CLOSE AND
ALSO HIT SAVE WHEN YOU ARE OUT
Hit SUBMIT when it is ALL completed



Mentor feedback and recommended grade are below the rubric on the right side



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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