

# Elementary Education Student Learning & Licensure

Workflow Process Defined  
Field I

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# Field I

## Courses- Field Experience I

- 20000/50100

Instructors listed for all the above courses.  
Mary Walker, Jeanmarie Considine, Ann  
O'Brien, Colleen Bessette, Stacy Matson

## Activity Schedule attached to these courses

- ePortfoliouploads  
Visible on the open date and  
Due 14 weeks after the open date
- Field I Summary Evaluation filled out by  
Supervisor and Mentor
- **Placements** enabled in these courses
- **Time logs** enabled

# Field I Evaluation Process

## Fields 1 Summary Evaluation Final

- This is filled out by the Supervisor and the Mentor Teacher
- Once the correct ones are filled out the process is ALWAYS SAVE AND SUBMIT. Once the Mentor hits SUBMIT the eval will be closed
- The title of the evaluator is ALWAYS listed in the title— See to the right in yellow

Assessment Panel

Assessment & scoring

MENTOR MIDTERM Clinical Evaluation Summary

Accept...	Target	Exceeds
ATTENTI...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ATTENTI...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CANCEL

Mentor & Supervisor on the right

If you hit **View Rubric Details** You can comment in each area. Make sure c

# ePortfolio Activity Process

ePortfolios are available for ALL students to see and is owned by students.

This portfolio is how students are admitted to the teacher education program as teacher candidates. It's completion is mandatory before progressing to the 2<sup>nd</sup> semester/Field II.

There are 15 pages in the student ePortfolios for downloads and uploads with directions.

ePortfolio is an activity scheduled that is attached to the course. Once the portfolio is completed by the student, they can then upload in that activity in that class

## Common Errors

Student should NOT submit unless complete

Just because the student updates on their end it DOES NOT update in the activity

What should you do if the student submits an incomplete one? Send back to the students for revisions and to withdraw and resubmit

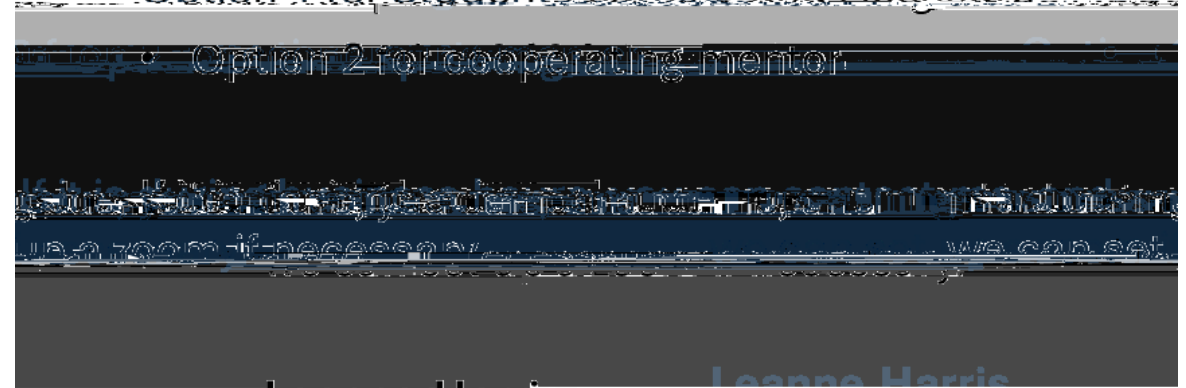
Work around if you have trouble with the above solution. We can add a new activity and ask the student to reupload the new portfolio



# Support

If you have any issues with the system, there are two resources. If no one is available or after business hours, please call Watermark support listed below.

- The number is 1-800-311-5656
- Option 1 for Student Learning and Licensure



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