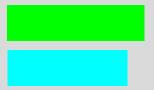
# Special Education Student Learning & Licensure

Workflow Process Defined Field I

## Field I

Activity Schedule attached to these courses

ePortfolio uploads
 Visible on the open date and
 Due 14 weeks after the open date

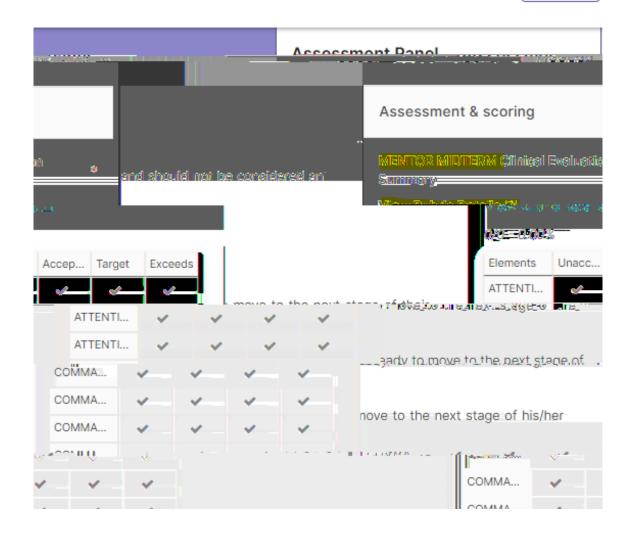


# Field I Evaluation Process

#### Fields 1 Summary Evaluation Final

- This is filled out by 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





### Final Disposition

#### **Disposition Self-Assessment**

- This is filled out by the Student First
- Once the student has filled out the process is ALWAYS SAVE AND SUBMIT.
- Then the supervisor can see and evaluate
- The title of the evaluator is ALWAYS listed in the title – See to the right in yellow

#### Student Self Eval in the body



#### Mentor and Supervisor on the right



## ePortfolio Activity Process

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

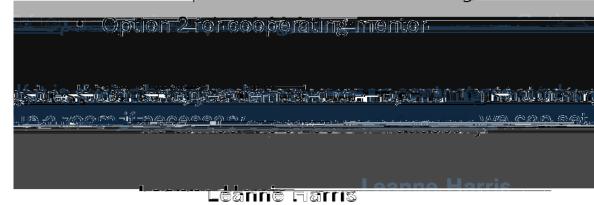
What should you do if the student submits an incomplete one? Send back to the students for revisions and to withdraw and resubmit

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 ours, please call Watermark support listed below.

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



Manager

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