Submitting a Time Log Entry

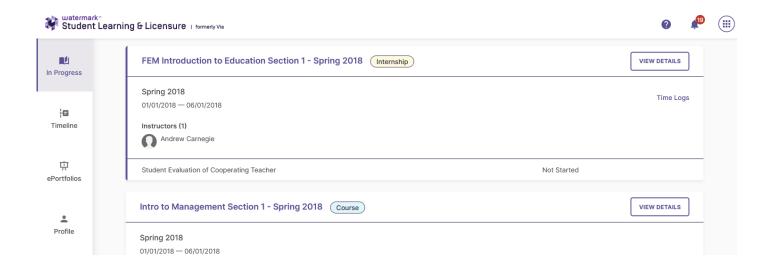
Updated 2 months ago

Accessing Student Learning & Licensure (formerly Via)

To access your Student Learning & Licensure account, visit sll.watermarkinsights.com. Enter your email address and password.

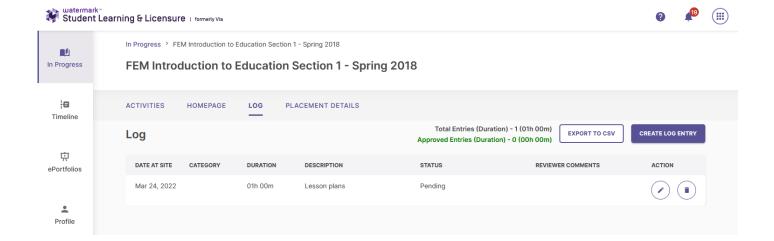
In Progress Tab

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



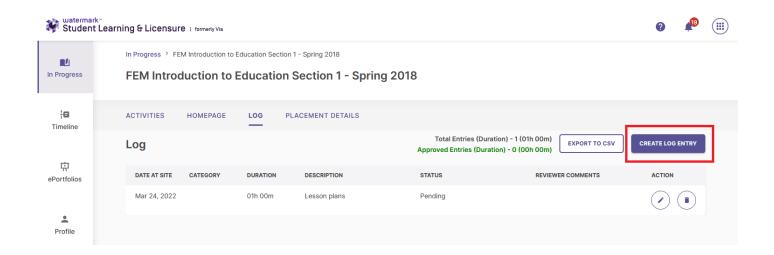
Log

Click on an internship course that is labeled **Internship** or click on the **Time Logs** button that is at the far right of any Internship 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. If a log entry has been approved or rejected, you can also see who approved the hours. The Log Entry page also provides access to the course homepage, activities, and your placement details

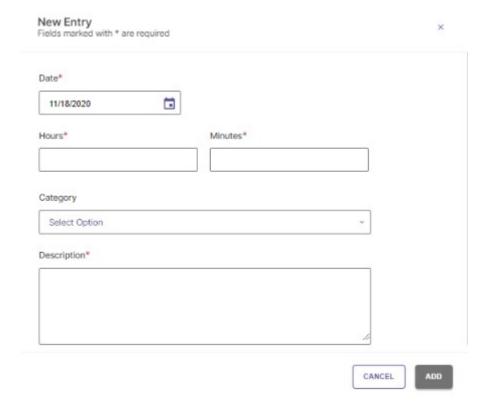


Create Log Entry

On the Log page, selecting the **Create Log Entry** button tab allows you to create a new log of hours for approval.



After clicking **Create Log Entry**, you can enter the date on which you performed those hours, the number of hours and minutes spent, the category in which the time falls, and a description of how you spent the hours.



Submitting the Log Entry

Once you have completed the Log Entry page, click **Save** to submit the log entry. The log entry has now been created, and it can be approved/rejected by your mentor or supervisor.

Can't find what you're looking for?

Let us help you!

Submit A Request