

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.

The screenshot displays the 'watermark Student Learning & Licensure | formerly Via' interface. On the left is a sidebar with icons for 'In Progress', 'Timeline', 'ePortfolios', and 'Profile'. The main content area shows two course entries. The first entry is 'FEM Introduction to Education Section 1 - Spring 2018' with an 'Internship' tag and a 'VIEW DETAILS' button. Below this, it shows 'Spring 2018' with dates '01/01/2018 — 06/01/2018', 'Instructors (1)' listing 'Andrew Carnegie', and a 'Student Evaluation of Cooperating Teacher' section marked 'Not Started'. A 'Time Logs' link is visible on the right. The second entry is 'Intro to Management Section 1 - Spring 2018' with a 'Course' tag and a 'VIEW DETAILS' button. Below this, it shows 'Spring 2018' with dates '01/01/2018 — 06/01/2018'.

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

In Progress

In Progress > FEM Introduction to Education Section 1 - Spring 2018

FEM Introduction to Education Section 1 - Spring 2018



ACTIVITIES HOMEPAGE **LOG** PLACEMENT DETAILS

Log

Total Entries (Duration) - 1 (01h 00m)
Approved Entries (Duration) - 0 (00h 00m)

EXPORT TO CSV

CREATE LOG ENTRY

DATE AT SITE	CATEGORY	DURATION	DESCRIPTION	STATUS	REVIEWER COMMENTS	ACTION
Mar 24, 2022		01h 00m	Lesson plans	Pending		 

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.

In Progress

In Progress > FEM Introduction to Education Section 1 - Spring 2018

FEM Introduction to Education Section 1 - Spring 2018



ACTIVITIES HOMEPAGE **LOG** PLACEMENT DETAILS

Log

Total Entries (Duration) - 1 (01h 00m)
Approved Entries (Duration) - 0 (00h 00m)

EXPORT TO CSV

CREATE LOG ENTRY

DATE AT SITE	CATEGORY	DURATION	DESCRIPTION	STATUS	REVIEWER COMMENTS	ACTION
Mar 24, 2022		01h 00m	Lesson plans	Pending		 

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.

New Entry

Fields marked with * are required



Date*

11/18/2020



Hours*

Minutes*

Category

Select Option



Description*

CANCEL

ADD

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!

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