Tenure /Promotion Participant Guide to STUDENT LEARNING & LICENSURE (SL&L)

October 2024

IMPORTANT NOTE: When working in the Student Learning & Licensure (SL&L) system, you are encouraged to use *Chrome* or *Firefox* to upload assignments. Browsers like *Safari* or *Edge* do not communicate as well with the SL&L platform.

LOGIN TO THE SL&L SYSTEM

- Login: https://login.watermarkinsights.com/connect/universityoffindlay
- You can also find the login link at https://www.findlay.edu/intranet/ by scrolling down to the "Tools" section. The link is the final item in that section.

TROUBLESHOOTING LOGIN

If you used Taskstream at any time in the past, your browser may contain remnants of previous logins that prevent successful SL&L access. Please clear your browser cache and use Internet Explorer, Google Chrome, or Mozilla Firefox for SL&L login.

Instructions for clearing browser cache:

1. Open browser of choice
2. press **Ctrl + Shift + Delete** simultaneously to open the "Clear browsing data and cookies" window
3. Ensure the following boxes are checked: History, Cookies and site data, Temporary cached files and pages
4. Select Clear
5. Paste https://login.watermarkinsights.com/connect/universityoffindlay into the search bar to access SL&L

Still not able to access the system? Email ir@findlay.edu. Please include your full name as it appears in Workday and your UFID#.
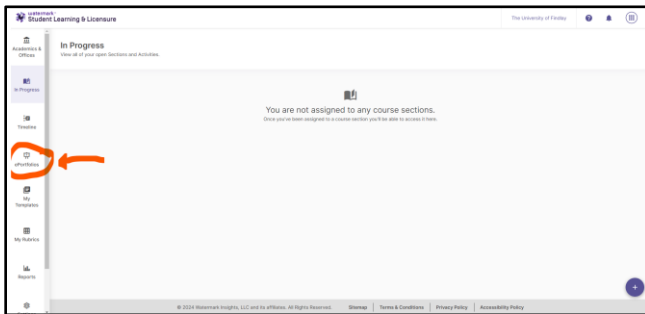
INITIAL SCREEN

Your initial screen in SL&L will display your current and future courses, and be labelled **In Progress**. One of your courses will be **TEPR 1000 Tenure Promotion Process**. Before submitting anything to this course, please create and finalize your ePortfolio.
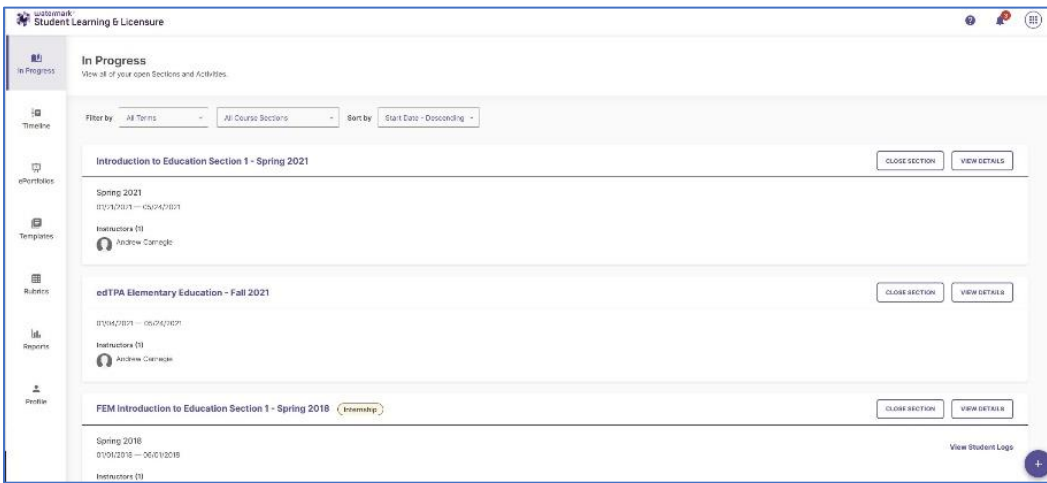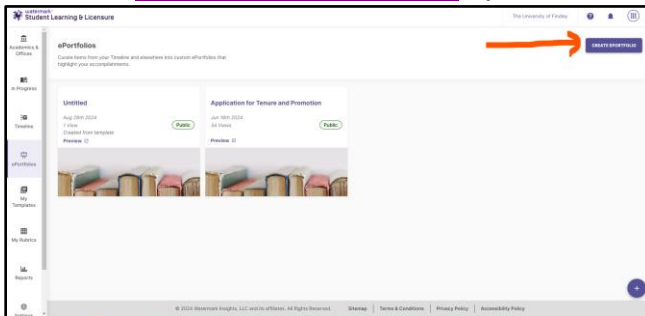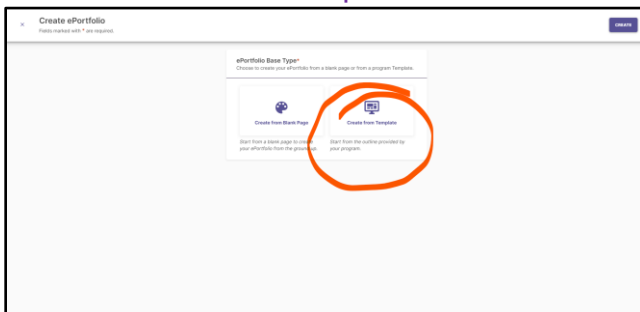
CREATING YOUR ePORTFOLIO

1. Click on "ePortfolios" on the left-hand side of the initial SL&L screen.


2. Click the CREATE PORTFOLIO option.


3. Select Create from Template.

4. On the following screen, enter your ePortfolio Name and Description, then scroll down to select the correct template that corresponds to your application process. NOTE: It is recommended that you include your last name in the ePortfolio title.
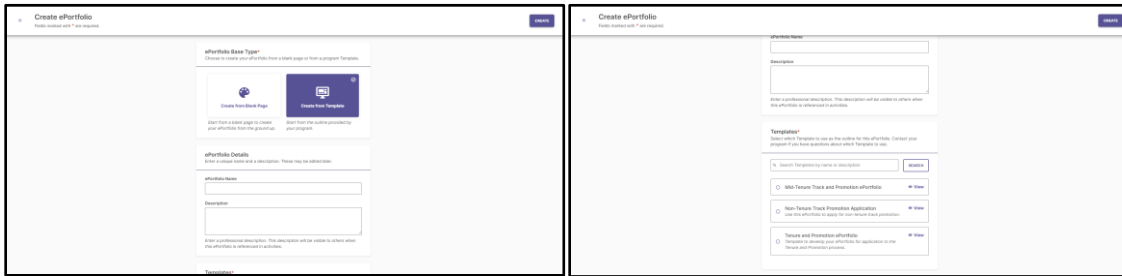
5. Select CREATE in the top right-hand corner.
6. Once your ePortfolio is created, you can access the different sections via the COMPONENTS or PAGES view by clicking those options in the top left corner. The appropriate sections for each type of ePortfolio are prebuilt. Follow along with each page to load your documents and input text. You are encouraged to SAVE frequently.
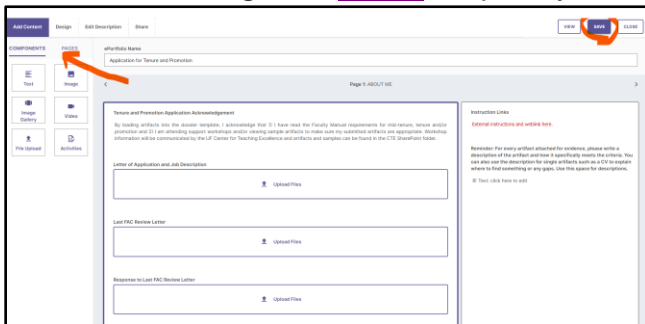

7. You will want to make your ePortfolio visible to others before submission. Click on the Share tab and check the "Public" access option. This option does not publish to the web. Your ePortfolio is only viewable by individuals with whom you choose, either by uploading it to an assignment in SL&L or sending the link (COPY URL) to another individual directly.
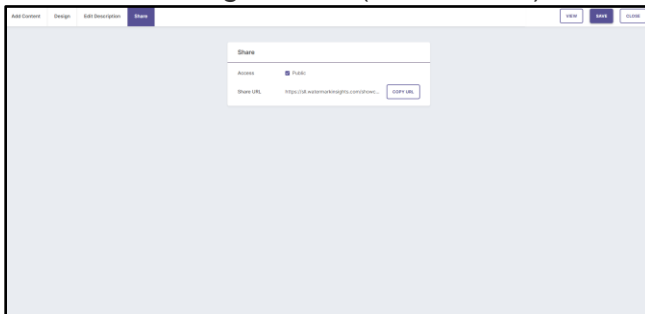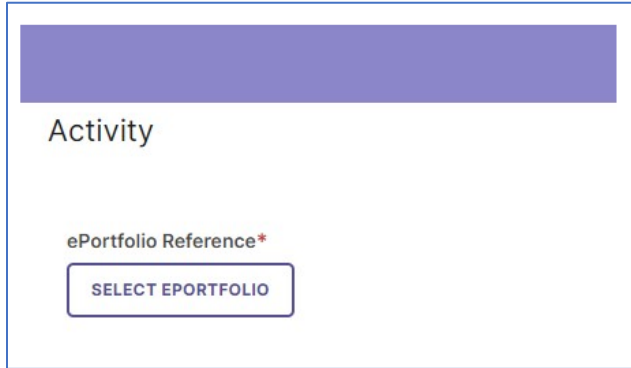

SUBMITTING YOUR ePORTFOLIO

1. Select your course (TEPR 1000) by clicking on the course title.
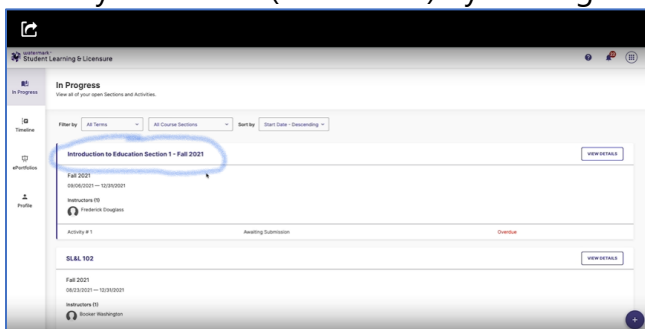
2. Next select the corresponding activity: **ePortfolio Reference***. Click on "**SELECT EPORTFOLIO**" and then choose the ePortfolio you wish to officially submit.

3. After your ePortfolio is uploaded, you should automatically be directed to a screen that includes the course name at the top and a successful upload message for the activity.

LOGGING OUT OF SL&L

1. To keep your information secure, log out at the end of your session. Select the grid icon at the top right corner of the page to access "Sign Out."
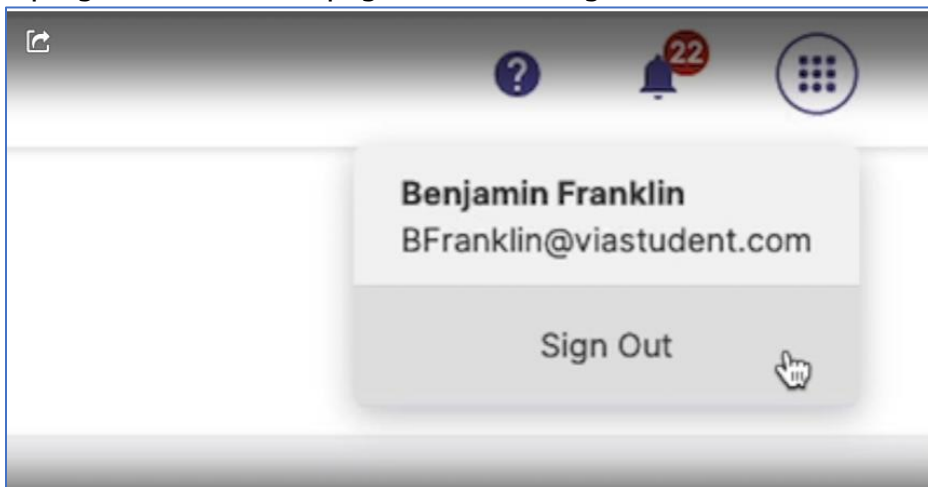
TROUBLESHOOTING SL&L

Send an email to ir@findlay.edu for assistance. Please email from your UF account and include your full name (as it appears in Workday).