

Via by Watermark Instructions

DCT Version

Via by Watermark is a system that we use at UCR to keep track of student hours in the field, formative lesson observations conducted by DCTs and Supervisors, and summative quarterly observations conducted by DCTs and Supervisors. We are required by the CTC to keep track of all of these items and we also use this information to evaluate the UCR Teacher Education Program from year to year. What follows is a set of instructions and guidelines that will help you get started with using the system.

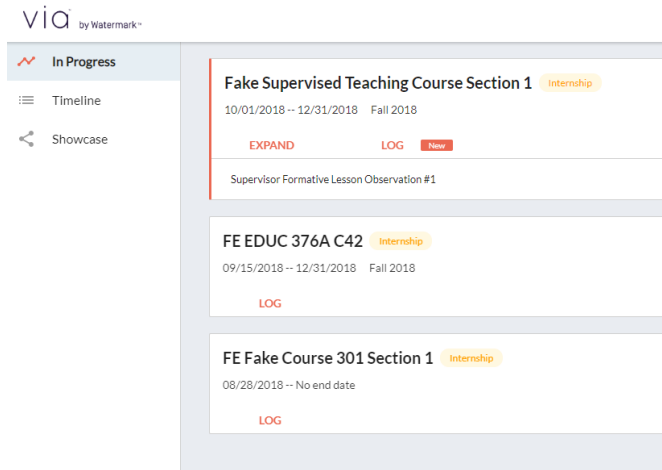
Logging into Via:

In order to enter the system you will need to log in and change your password. You will receive your login email and initial password from the Faculty Supervisor. Here is the process you will follow:

1. Go to www.vialivetext.com
2. Input the email address (it should be your email address) and password that was provided to you and click sign in.
3. You will be prompted to agree to some Terms of Service.
4. You will also be asked to change your password since this is your first time logging in.
5. Once completed, you will be taken to your Main Page.

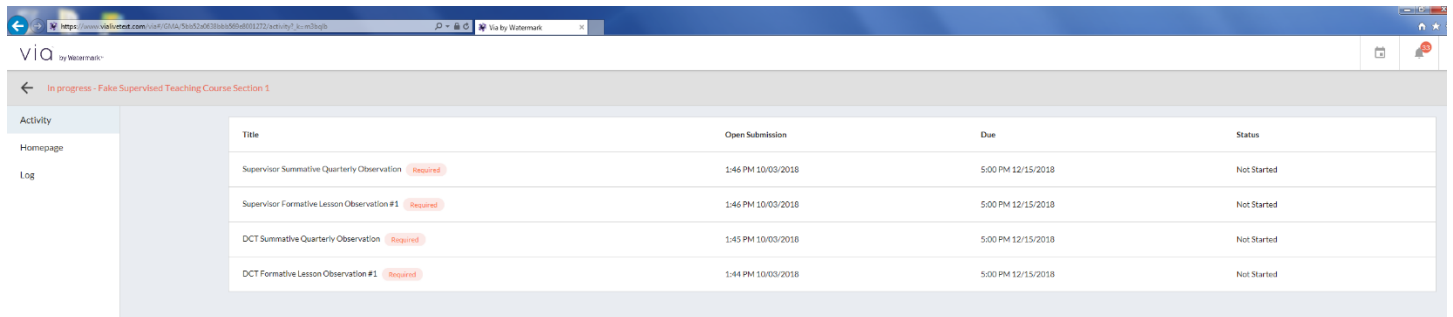
Your Main Page and Course Specific Pages (an Overview):

Once you log into Via, you will see a main page with the courses that your student teacher is enrolled in and tied to student teaching. This main page is where you can get a quick overview of everything that is going on with your student teacher relevant to student teaching (they do more than just student teaching). It will look like this:

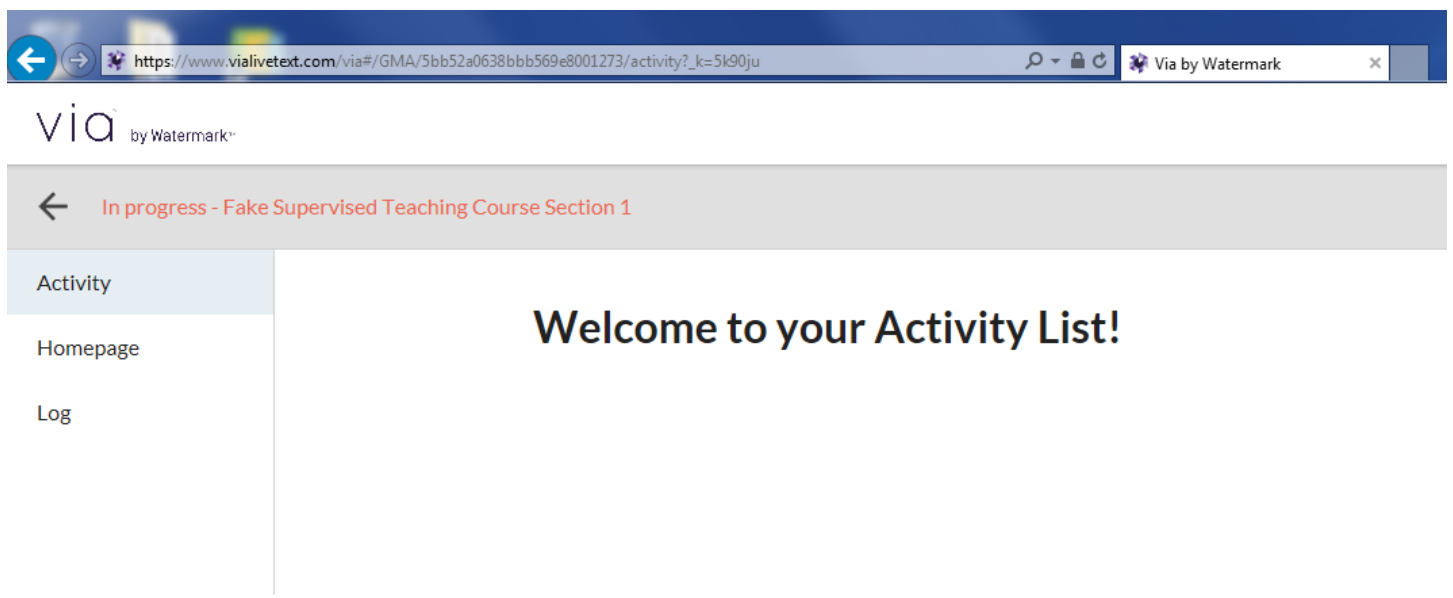


Activity (Course Page):

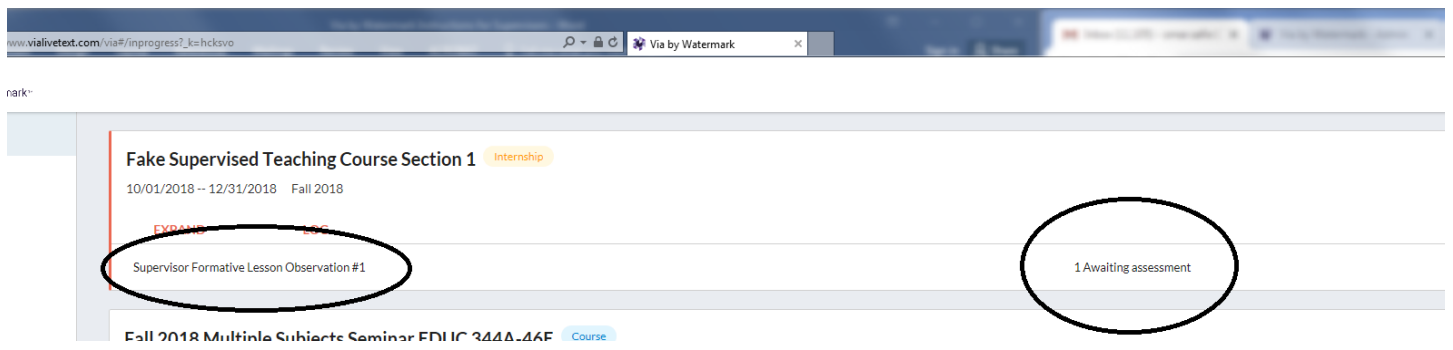
When students click on a course, they will see a set of “Activities” or assignments that they are required to do for each course. Their screen will look like the following:



When you enter a course for the first time, you will not see anything, and it will look like the image below. You will only see something here if a student has submitted an observation or an assignment for scoring.



If a student has submitted an assignment for review, it will look like the image below on your main page. Notice in the circles where it indicates if anything is awaiting for you to assess it.



If you click on a course, you will see all of the “Activities” required for the course, and if anything is waiting for you to assess. In the picture below, anything with a red line next to it indicates that it is waiting for assessment, either from you or the Supervisor. As the DCT, you will only be able to assess the DCT assignments, but you will be able to see if the Supervisor has completed any work as well.

ing Course Section 1

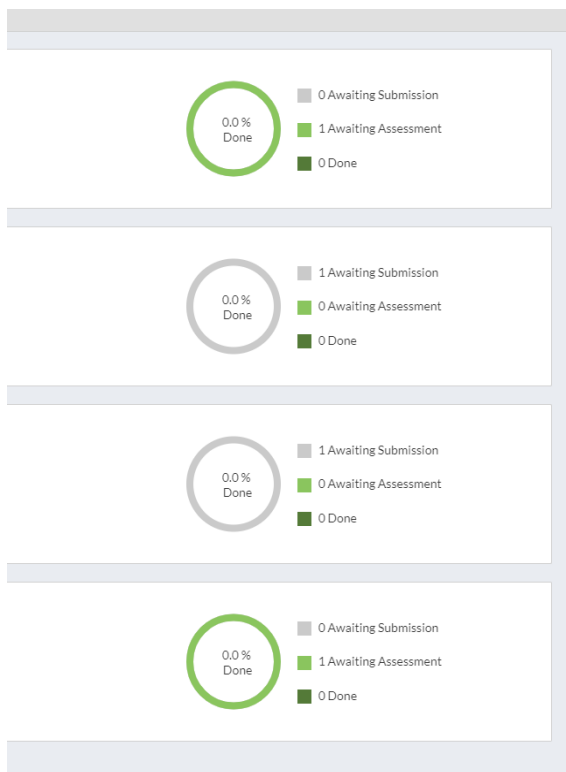
Supervisor Formative Lesson Observation #1 Allow withdraw Required
Visible On: 10/03/2018 Due On: 12/15/2018
Template : Supervisor Formative Lesson Observation/Internship workflow

Supervisor Summative Quarterly Observation Allow withdraw Required
Visible On: 10/03/2018 Due On: 12/15/2018
Template : Supervisor Summative Quarterly Observation/Internship workflow

DCT Summative Quarterly Observation Allow withdraw Required
Visible On: 10/03/2018 Due On: 12/15/2018
Template : DCT Summative Quarterly Observation/Internship workflow

DCT Formative Lesson Observation #1 Allow withdraw Required
Visible On: 10/03/2018 Due On: 12/15/2018
Template : DCT Formative Lesson Observation/Internship workflow

You can also check on the status of an assigned assignment by looking at the right hand side of the screen after clicking on a course. As can be seen in the picture below, you can see how many assignments are awaiting submission (light grey), assessment (light green), or are done (dark green).



You can also see the same information by clicking on the specific assignment. As can be seen below, by clicking on an assignment, you can see who has submitted assignments, who is waiting to be assessed, and who is done with a specific assignment.


✕ **DCT Formative Lesson Observation #1**

Visible On: 10/03/2018 Open for Submission On: 10/03/2018 Due On: 12/15/2018

Template: DCT Formative Lesson Observation/Internship workflow

Rubrics: 2018 Formative Lesson Observation - Final

1

Intern Name	● Awaiting Submission	● Awaiting Assessment	● Done
 Student, TEP		0/1 Submitted at: 10/03/2018 4:20 PM	

You will also notice that for the Supervised Teaching course, there is a “Log” area, as can be seen in the green arrow below. We will get more into this next.

via[™] by Watermark[™]

← In progress - Fake Supervised Teaching Course Section 1

Activity

- Homepage
- Log ←

Supervisor Forma
Visible On: 10/03/2018
Template: Supervisor Fc

Supervisor Summ
Visible On: 10/03/2018
Template: Supervisor Su

Approving Student Teaching Hours:

The CTC requires that students complete a total of 600 hours of fieldwork that ranges from observations to student teaching. It is recommended that students input their hours on a regular basis. Simply put, we ask that students make it a habit to input their hours right after their fieldwork or as soon as possible. And we ask that you, as the DCT approve those hours on a regular basis. Please confirm with the Faculty Supervisor the frequency with which you should approve those hours. In order to approve student hours, please follow the steps below:

1. After logging in, click on the Supervised Teaching course.
2. Click on “Log” as identified in the picture below with the green arrow.

via[™] by Watermark[®]

In progress - Fake Supervised Teaching Course Section 1

Activity

Homepage

Log

Supervisor Forma
Visible On: 10/03/2018
Template: Supervisor Fc

Supervisor Summ
Visible On: 10/03/2018
Template: Supervisor Su

3. Once you click on “Log,” you should see the picture below. It will basically be a list of all of your students, their total hours, any hours that are waiting approval from you, the DCT, if anything has been rejected, and when the log was last updated.

se Section 1

Name	Total Entries (Time)	Awaiting Approval	Approved Entries (Time)	Rejected	Last Updated
Student, TEP	0 (00 : 00)	0	0 (00 : 00)	0	

4. If you click on a student, you will see the picture below. You are able to see the date of the log, the time, and the description of the fieldwork with the relevant codes. Once you review the log entry from the student teacher, simply click on “Approve” as noted by the green arrow in the picture below.

Date	Category	Time	Description	Status	Operation
10/04/2018		10 : 25	I observed the classroom (1). Co-taught with the DCT (3). Developed a lesson plan with the DCT (8), and received coaching on my instruction from the DCT (12). Overall, I realized that I was making less eye contact with the students as I would like because I was nervous about getting the lesson just right.		✓ ✕

Conducting and Assessing Observations:


In order to provide students with the formative feedback needed to help them become well prepared first-year teachers, they will be observed multiple times by the Supervisor and DCT during the course of the year. The process below is the same for scoring Formative Lesson and Summative Quarterly Observations in the Supervised Teaching course.

1. After logging in, click on the Supervised Teaching course.
2. You will see a list of "Activities" that students are required to complete by the end of the quarter. Please keep in mind that you are only responsible for the DCT observations/assessments. If there is an assessment waiting for you to review, as described in the previous section, please click on it. You should see a list of students and observations waiting for you to assess/conduct, as in the picture below.

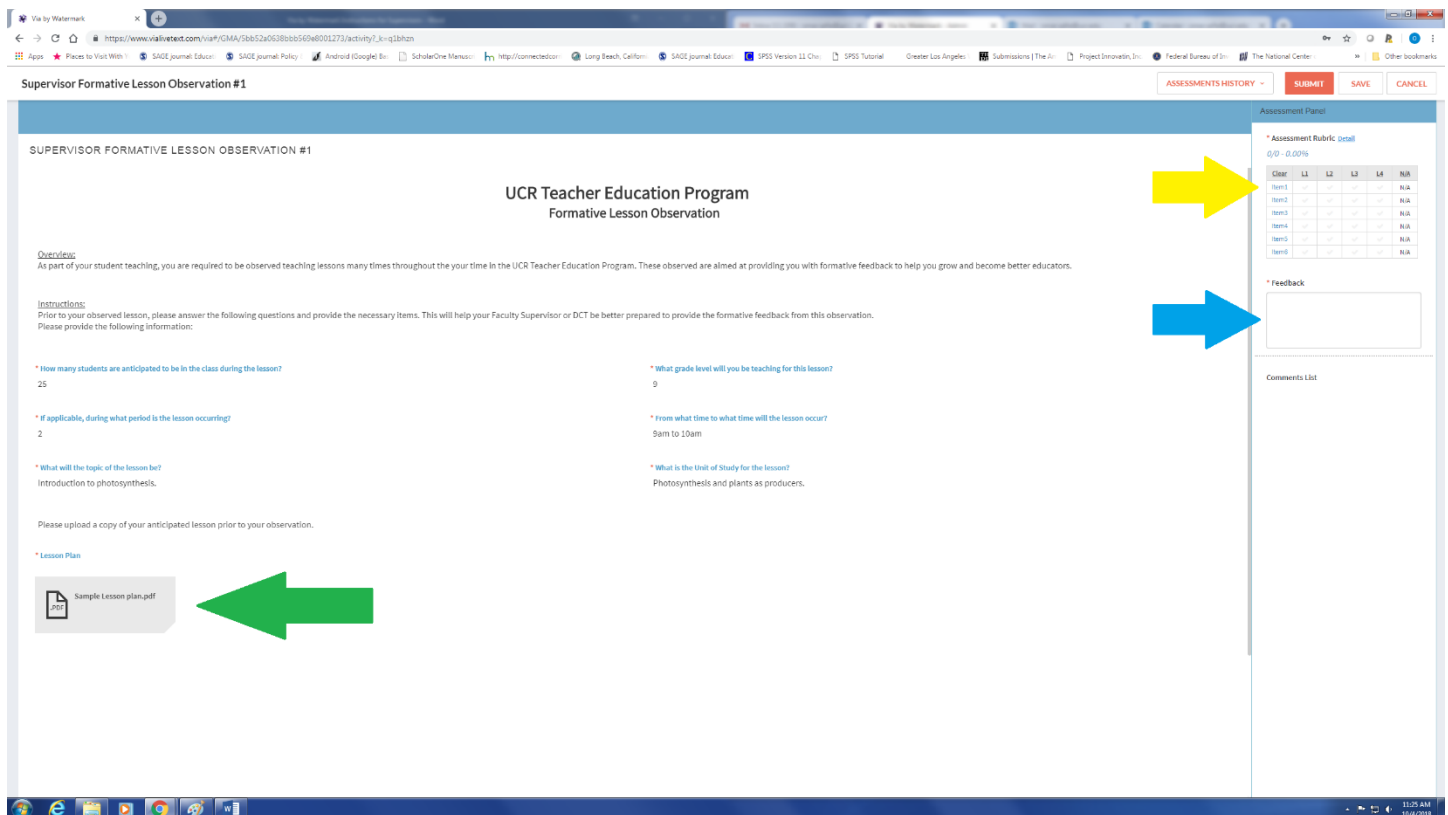
× DCT Formative Lesson Observation #1

Visible On: 10/03/2018 Open for Submission On: 10/03/2018 Due On: 12/15/2018
Template: DCT Formative Lesson Observation/Internship workflow
Rubrics: 2018 Formative Lesson Observation - Final

1

Intern Name	Awaiting Submission	Awaiting Assessment	Done
 Student, TEP		0/1 Submitted at: 10/04/2018 11:56 AM	

3. Click on the specific assessment that is "Awaiting." This will bring up the specific observation/assessment with all of the relevant information and anything that is available for download. For observations, you will see the lesson plan, which you can see identified with the green arrow in the picture below. You will also see the Rubric to the right for scoring (noted with the yellow arrow) and a place for narrative feedback (noted with a blue arrow).



Supervisor Formative Lesson Observation #1

ASSESSMENTS HISTORY SUBMIT SAVE CANCEL

SUPERVISOR FORMATIVE LESSON OBSERVATION #1

UCR Teacher Education Program
Formative Lesson Observation

Overview
As part of your student teaching, you are required to be observed teaching lessons many times throughout the year time in the UCR Teacher Education Program. These observed are aimed at providing you with formative feedback to help you grow and become better educators.

Instructions
Prior to your observed lesson, please answer the following questions and provide the necessary items. This will help your Faculty Supervisor or DCT to be better prepared to provide the formative feedback from this observation.
Please provide the following information:

* How many students are anticipated to be in the class during the lesson?
25

* If applicable, during what period is the lesson occurring?
2

* What will the topic of the lesson be?
Introduction to photosynthesis.

Please upload a copy of your anticipated lesson prior to your observation.

* Lesson Plan

Sample Lesson plan.pdf

Assessment Panel

Assessment Rubric Detail
0/0 - 0.00%

Clear	L1	L2	L3	L4	N/A
Item 1					N/A
Item 2					N/A
Item 3					N/A
Item 4					N/A
Item 5					N/A

* Feedback

Comments List

4. To download any files, simply click on the file and follow the prompts for downloading the files.
5. For scoring, simply click on the score in the Assessment Rubric for each item. You can get a larger version with more detail for the rubric by clicking on "Detail" next to the Assessment Rubric.
6. For any narrative feedback, simply type in your feedback or copy and paste your feedback into the "Feedback" box.

7. If you would like to come back to the assessment, click "Save" in the upper right hand of the screen and come back to it at any time.
8. When you are ready to submit, simply click "Submit" and your score and feedback will go to the student.

- [Still can't access Via by Watermark?](#)

- Please be sure to do the following:

- Check your district email from Michael Fleming's email through Via by Watermark.

- Enter your **district email into watermark**

- Enter this generic **password** (be sure to use the number 0 = zero): **P@ssw0rd**

- Scroll down, click "I have read it" box, then "Agree"

- You will be prompted to change your password, please note this new password

- If this doesn't work, please contact Michael Fleming at: michael.fleming@ucr.edu