



## **RAFT Student Handbook: Accessing and Using Your ePortfolio in SL&L**

Your Repository of Artifacts for Teaching (RAFT) is an ePortfolio in Student Learning & Licensure (SL&L) where you will collect and showcase evidence of your critical experiences throughout your education coursework and final internship. This guide will help you access your ePortfolio and understand how to upload and justify your evidence.

### **Step 1: Accessing Your SL&L Account**

Log into your SL&L Account

- Go to <https://sll.watermarkinsights.com>.
- Enter your SU email address and password.
- If it's your first time using SL&L, enter your SU email address, and click *Forgot Password*. Check your email, and follow the prompts to set a new one.

### **Step 2: Creating Your RAFT**

Once logged in:

1. You'll land on your Progress Page.
2. Click on the **ePortfolios** section on the left.
3. Click the Create **ePortfolio** button.
4. Click **Create from Template**.
5. Type a professional name and description. (e.g., Name: Dr. Genareo's RAFT, Description: This is an ePortfolio that demonstrates the knowledge and skills I have learned throughout my education program.
6. Under **Templates**, click the template for your department.
7. Click **Save** at the top.
8. Now, when you log in to SL&L, your RAFT will be saved under the ePortfolios section on the left.

### **Step 3: Creating Your RAFT: Uploading Evidence**

In each course and during your final internship, you will have required evidence pieces to upload. Check your syllabus and instructor to determine the evidence that is required. To create your raft throughout your program:

1. Navigate to the RAFT you created. Click on it.

2. The RAFT defaults to the Add Content button. That's all you need to do. We recommend not changing the design of the RAFT; it will make it harder to follow for your instructors.
3. Click **Pages** (top left).
4. You can click through each of the pages on the left. Each page has evidence piece(s) that are grouped by categories.
5. To upload a piece of evidence, click **Upload Files** under the appropriate evidence section. Click **Upload** again to browse your computer for the file.
6. Select the file.
7. Click **Save** at the top right.

#### **Step 4: Creating Your RAFT: Justifying the Evidence**

Under the evidence you uploaded, you need to provide a short justification. By that, we mean a description of what the evidence is that you uploaded, and why that evidence demonstrates that you participated or demonstrated proficiency in that area. We don't expect more than 2-3 sentences. To add a justification:

1. Under the evidence you uploaded, there is a **Justification** section. Click that section.
2. You're able to type your text in that box. When you are done typing, click outside that box, and your text will be put into the justification section.
3. Click **Save** at the top right to save your progress.
  - An example of a justification would be: *I uploaded a lesson plan I created in ELED 406. This lesson plan demonstrates that I have differentiated instruction because I included individual modifications throughout the lesson based on students' interests and IEP requirement in my 4<sup>th</sup> grade clinical placement class.*

#### **Step 5: Creating Your RAFT: Changing Names of Elective Evidence**

Sometimes, you get to choose what evidence you upload. We call that Elective Evidence. Your RAFT will tell you if evidence is elective, and what you can choose from. When you make your choice, we ask that you change the label of the evidence from Elective Evidence (and the subsequent Elective Evidence Justification) to the specific choice you made. To do this:

1. **Hover** over the Elective Evidence with your mouse. Click the **gear icon** on the right.
2. **Change the label** from Elective Evidence to the evidence you chose.
  - For example, on the Nonteaching Duties page, if your first choice was attending a PTA meeting in your school, follow the directions to change 1. Elective Evidence to 1. PTA Meeting Evidence.
3. Upload your evidence by following the directions in **Step 3**. Then, **change the label** of the Justification to match your evidence choice.

- For example, you would change 1. Elective Evidence Justification to 1. PTA Meeting Evidence Justification.
4. It is especially important to provide a good justification for your elective evidence (refer to **Step 4** for directions). Because you have a choice, you must be clear what you uploaded and why it demonstrates your participation or proficiency in that area.
- For example, if you upload a picture of yourself at a PTA meeting or an agenda from your attendance, you must explain what that is in the justification.
5. Click **Save** at the top right.

### **Step 5: Sharing your RAFT with Instructors**

Instructors need to see that you have completed your RAFT by the end of their course or earlier. To share it:

1. Log into SL&L. (See **Step 1**)
2. **Click on the title** of the course.
  - If you just finished your RAFT, you can click on **Progress** on the left side to see your courses. It will take you to the same page.
3. You will see the course activities that are required of you. Click **RAFT Course Template**.
4. Click the **Select ePortfolio** button.
5. **Click the RAFT** you created and are working on.
6. Click **Save**.
7. Type some directions under your RAFT in the text box for your instructor.
  - For example, we would recommend something like: Attached is my RAFT that has the following evidence pieces completed for your course (then list the ones you did for their course).
8. Click **Submit** at the top right to submit it to your instructor.

### **Optional Step 6: Sharing your RAFT with Others**

You have the option of sharing the RAFT with others (supervisor, mentor teacher, job application). To share it with others:

1. Click on your RAFT (see **Step 2**, #2).
2. Click **Share** on the top left.
3. Next to **Access**, click **Public**.
4. Select **Copy URL** to share the RAFT. Others do not need an SL&L account to view your RAFT.

## RAFT Requirements

You are required to upload evidence for each course and throughout your final internship. Check your course syllabi and consult your instructors to determine what and how many artifacts are required. If you have an idea for an alternative artifact, you must get approval from your instructor before uploading it.

By the end of your final internship, it is a **requirement for passing your seminar and graduating that your RAFT is complete**. If you complete all evidence pieces in your courses, you will not have trouble getting it done. Keep your RAFT organized and reflective—it's a powerful tool for your growth and future career.

## Need Help?

Use the Watermark Support Center (<https://support.watermarkinsights.com/hc/en-us/categories/4409528820635-Student-Learning-Licensure>) for tutorials and troubleshooting.

If you have issues with SL&L or submission, you can use the (?) button at the top for help.

## Instructors: Viewing the RAFT

Instructors can view all students' RAFTs in their course(s). To view them:

1. Log into SL&L (see **Step 1**).
2. Click the **title** of your course.
3. Click **RAFT Course Template**.
  - Before you click it, you'll get a completion bar that gives an overview of the number who have submitted it.
4. Click a **student name** to view their submission.
5. Click on **ePortfolio Reference** to view the RAFT.
6. Click the pages on the left to navigate to the evidence. You will see their justification (what they upload and how it meets the evidence requirement). You will also be able to download the evidence they uploaded to view it.
7. If their RAFT evidence piece(s) for your course are acceptable, you can **give them 1 point** under the ePortfolio Reference section.
  - Giving 1 point doesn't mean anything in particular. Its purpose is to show that you have looked it over. It will change the submission status from Awaiting Assessment to Done. That way, you and the student will know you approved it.
8. Click **Submit** at the top right.