Submitting an Activity

Student Learning & Licensure (Via)

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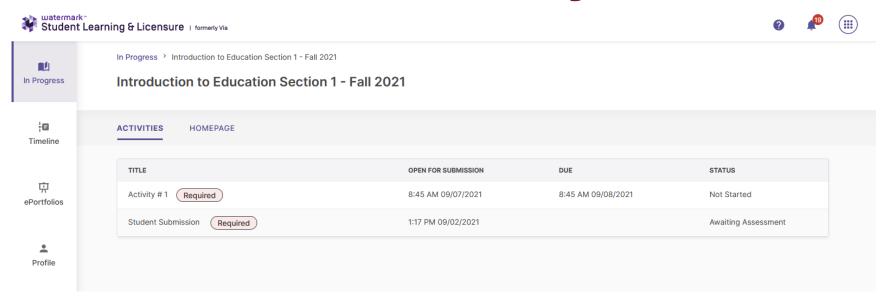# In Progress Tab

- After logging in, the In Progress tab will list all your open courses.
- For each individual course, activities ready to be started or continued will be listed with the course information.
- If you do not see a course you are attempting to submit, please contact Jessica Tucker.
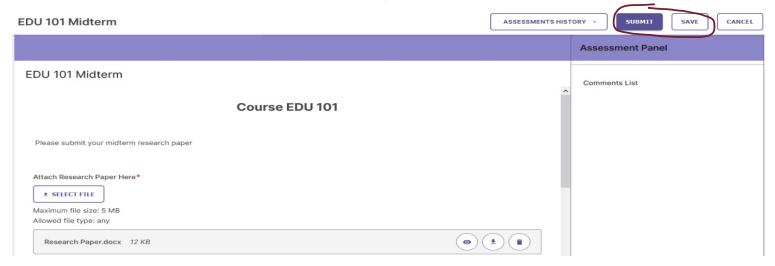
Course Activity Tab

- Click on an individual course to display the course activity tab.
- This tab allows you to view, begin, or continue activities.
- If the activity has been assessed, you can see the results of the assessment.
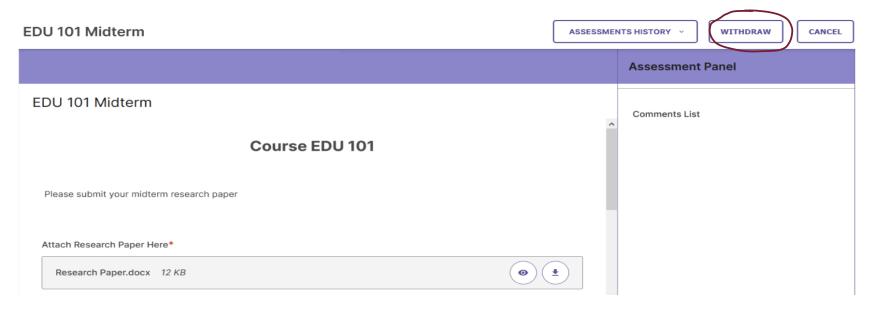- Activities are your Signature Assessment assignments.

Completing an Activity

To begin or continue an activity:

1. From the In Progress tab, click on the activity to be completed.
2. Populate any required fields and provide any necessary information.
3. Click the SAVE button to save all work, and return to activities list *OR*
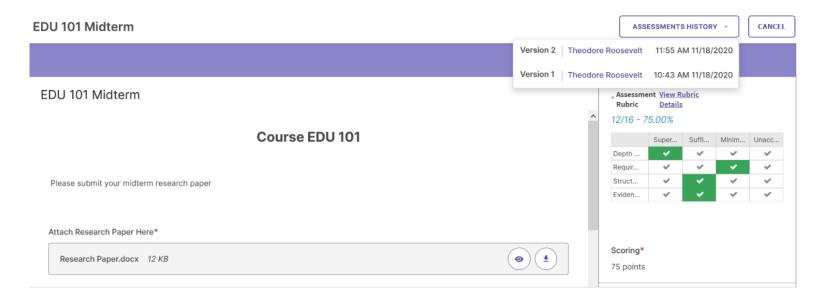4. Click SUBMIT to complete the activity submission.

Withdrawing an Activity

To withdraw a submitted activity:

1. From the In Progress tab, click on the activity to be withdrawn.
2. Click the WITHDRAW button.

NOTE: Not all submitted activities can be withdrawn. If you are unable to withdraw but need to make changes to your submission, please contact your instructor.

Viewing a Completed Assessment

<u>To view a completed assessment:</u>

1. From the In Progress tab, click on an assessed activity to review the assessment results.
2. Any previous submissions can be viewed by selecting it from the Assessments History dropdown.
3. When finished, click cancel.

Additional Support

For additional support in navigating Student Learning & Licensure (Via) and submitting assignments, please review the following videos:

- [Student Navigation Overview Video](#)
- [Student Interface Tutorial – Activities](#)

Contacting Watermark's Customer Support
- Option 1: Watermark Help Center (frequently asked questions)
- Option 2: Submit a Request form (online)
- Option 3: Messaging Chat widget (online)
- Option 4: Email support@watermarkinsights.com
- Option 5: By phone 800.311.5656
  - Business hours are M-F, 8am-7pm

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