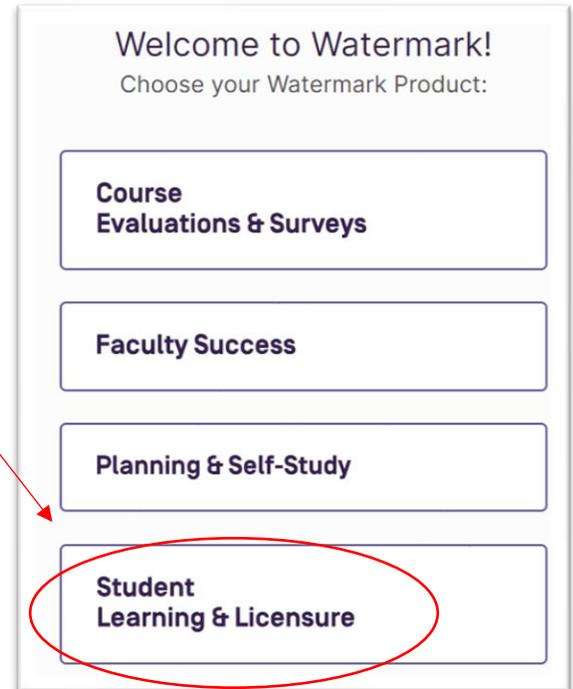


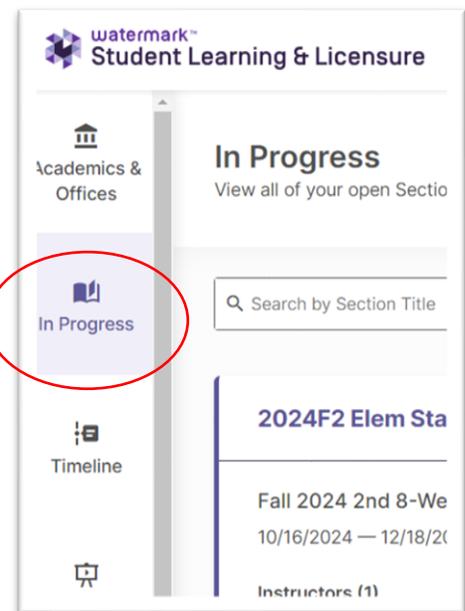
## How to Score Assessments in Watermark (PAPER SUBMISSION)

1. Login to Watermark: <https://login.watermarkinsights.com/connect/weatherford>

2. Click on "Student Learning & Licensure"



3. Click on "In Progress" (left column)



4. Click on the class that you are assessing

The screenshot shows the 'Student Learning & Licensure' interface. On the left is a navigation sidebar with icons for 'Academics Offices', 'Progress', 'Timeline', 'Portfolios', 'Templates', 'Rubrics', 'Reports', and 'Settings'. The main content area displays a list of classes. The first class is '2024F2 Elem Stats & MATH.0342.181E 181L', followed by '2024F1 Dev-Math Non-Stem & MATH.1342 181E', and then '2024FA College Algebra 104', which is circled in red. Below it is 'Fall 2024 16-Week'. Each class entry includes the term, dates, and the instructor 'Emily Yager'. A red arrow points from the instruction '4. Click on the class that you are assessing' to the circled class name.

5. Click on "Create Activity"

The screenshot shows a message box with a document icon at the top. The text reads 'There Are No Activities' and 'Create an Activity for students to complete.' Below the text is a blue button with the text 'CREATE ACTIVITY' in white, which is circled in red. A red arrow points from the instruction '5. Click on "Create Activity"' to the button.

6. Under Title, type in  
"Core Assessment – Critical Thinking – Fall 2024"

7. Under Template, select  
"Critical Thinking – PAPER SUBMISSION"

8. Under Student, select "student"  
(You MUST select the **LOWER CASE** "student",  
NOT the upper case "Student" )

The screenshot shows the 'Activity Details' form. The 'Title\*' field contains 'Core Assessment - Critical Thinking - Fall 2024' with a character count of 47/50. The 'Template\*' dropdown menu is set to 'Critical Thinking - PAPER SUBMISSION' with a 'View Template' link. The 'Student\*' dropdown menu is set to 'student'. A checkbox at the bottom is checked and labeled 'This activity is required'. Red circles and arrows point from the instructions to these three fields.

Critical Thinking: Change according to what rubric you are assessing  
Fall 2024: Change according to which semester/year you are assessing

9. Click on "PUBLISH"  
(top right corner)

The screenshot shows two buttons: 'SAVE AS DRAFT' and 'PUBLISH'. The 'PUBLISH' button is circled in red, and a red arrow points to it from the instruction.

10. Click on the Activity that you just created.  
(it will have the same name as what you  
named it in step #6)

The screenshot shows the '2024FA College Algebra 104' activity page. The 'ACTIVITIES' tab is selected. The 'Filter by' dropdown is set to 'All Activities' and the 'Sort by' dropdown is set to 'Due Date - Descending'. The activity name 'Core Assessment - Critical Thinking - Fall 2024' is circled in red, and a red arrow points to it from the instruction. Below the activity name, there is a 'Required' badge and a 'Submissions by Status' section showing 'Awaiting Assessment (28/28)' and 'Done (0/28)'. A teal bar is visible at the bottom of the activity card.

