

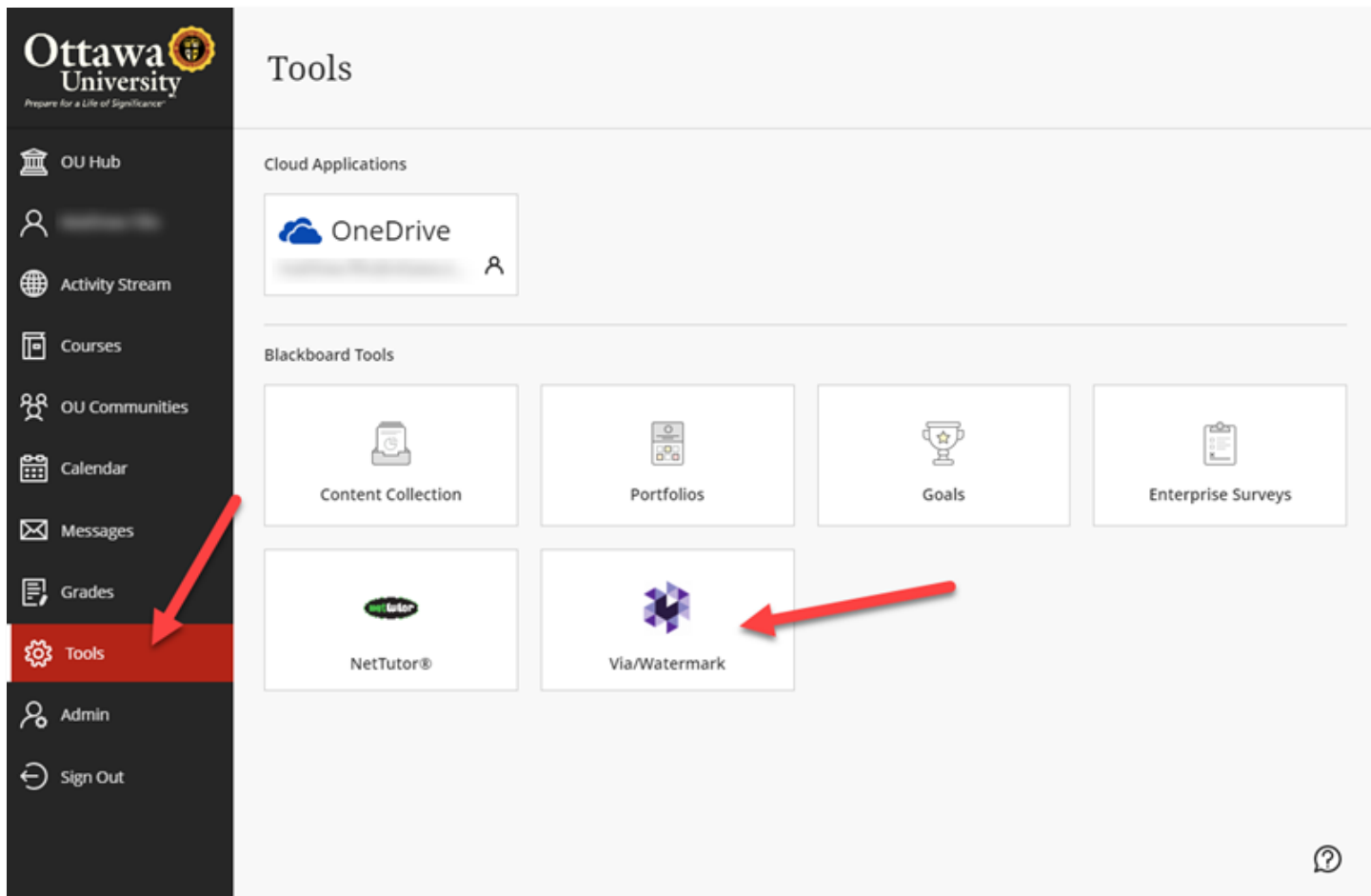
# Accessing and Completing Signature Assignments in Watermark

## Accessing Watermark through Blackboard

There are two ways to access Watermark at Ottawa University. That can be done within a course that uses Watermark, or through the Tools menu on the Blackboard landing page.

### Tools Menu Access

After logging in to Blackboard, click on the **Tools** menu. A **Watermark** link will display. Click on that link and you will be taken to Watermark.



## Course Access

Watermark may also be accessed through a course using Watermark. At the bottom of the course menu, there is an **Access Via/Watermark Here** link. Click on that link, then click on the **Go Directly to Via by Watermark** link.

CHILD-DEVELOPMENT-&-LEARNING-ECE-30200-FA2-2019-SA-Arbore Access Via Here Edit Mode is ON

Access Via Here

Build Content Assessments Tools Partner Content Discover Content

**Go directly to Via by Watermark**

**Attention:** Students who have been accepted into the School of Education and have received an email stating you have been accepted.

You must purchase your **via by Watermark** membership (if you have not done so already) and complete the **Educational Disposition Assessment** and any **Signature Assignments** no later than **September 21st, 2019**.

**Purchasing membership to via**

1. Go Ottawa University online bookstore at <http://oubookstore.ottawa.edu>
2. From the Get Textbooks drop-down menu, choose "Get Textbooks".
3. Choose the current term or coming term.
4. Scroll to the bottom of the list.
5. Select **VIA**.\*
6. Choose a Course: (select **Via Watermark Access**).
7. Choose a Section: (select **Watermark**).
8. Click "COMPARE PRICES ON THESE COURSE MATERIALS" (the green bar).
9. Click "BEGIN PRICE COMPARISON".

Via by Watermark membership is purchased **only once** in your program of study. The membership is good for seven years and is required for **all licensure programs** (please contact your academic advisor for further details).

\*if the term you select doesn't have via on the drop-down menu, go back to step 3 and choose a different term. Via can be purchased from any term drop-down, whether you are currently in that term or not.

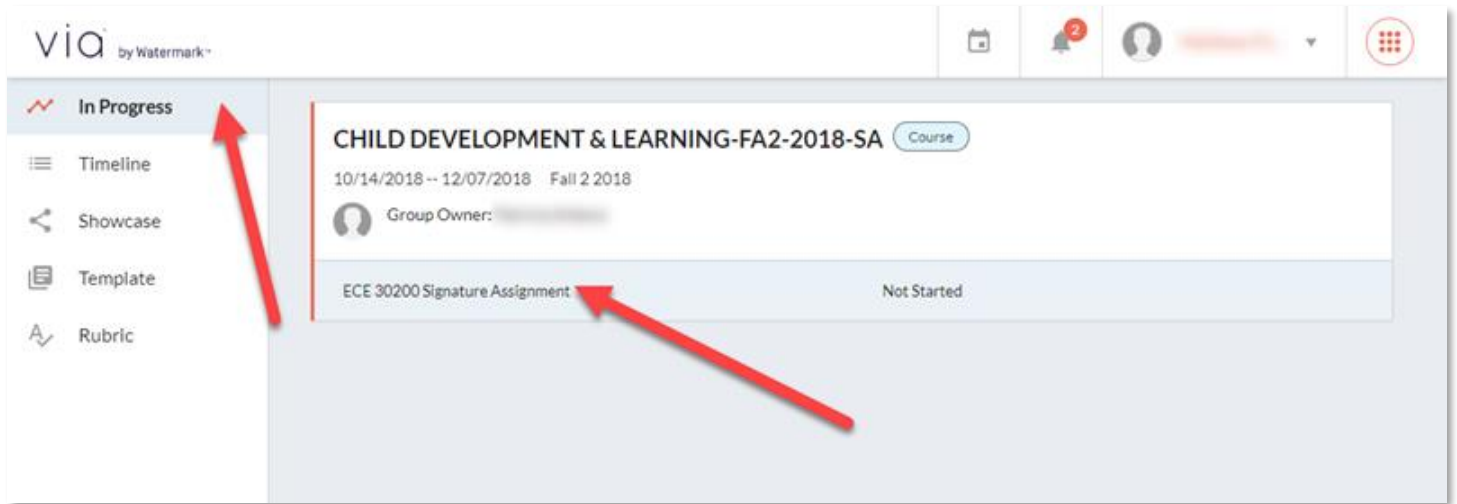
**Submitting materials to via**

Access via through Blackboard. Once you are logged in to Blackboard and are in your education course...

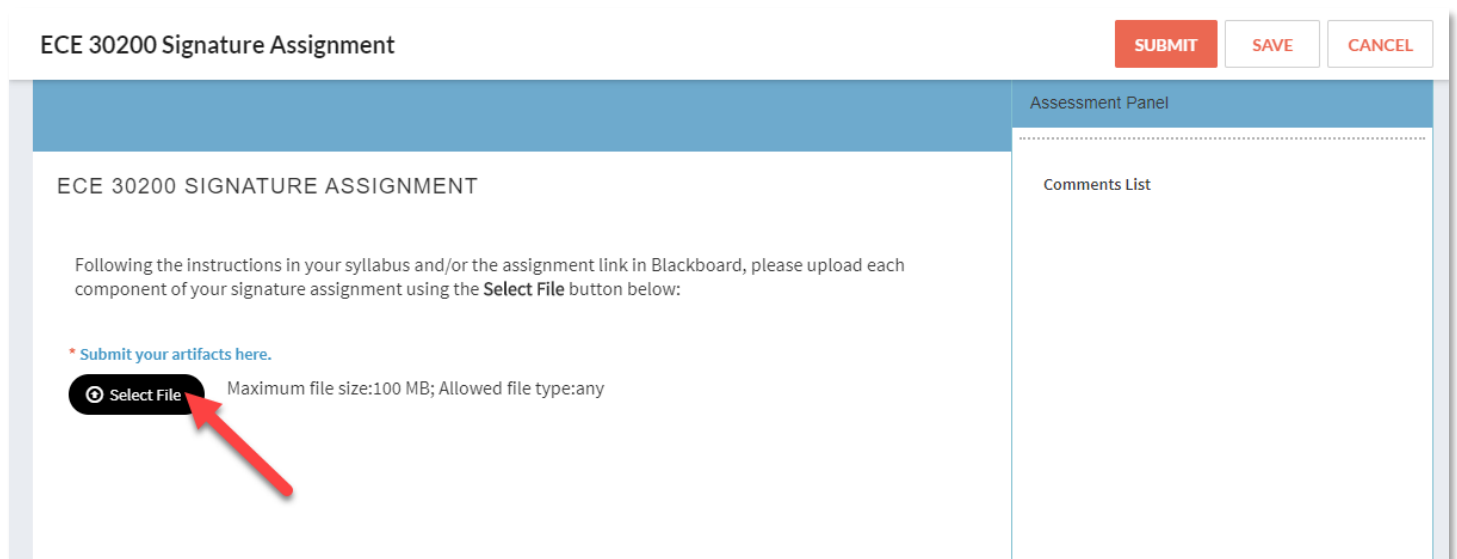
**Educator Disposition Assessment**

1. Click **Access Via Here** from the course menu (near the bottom).

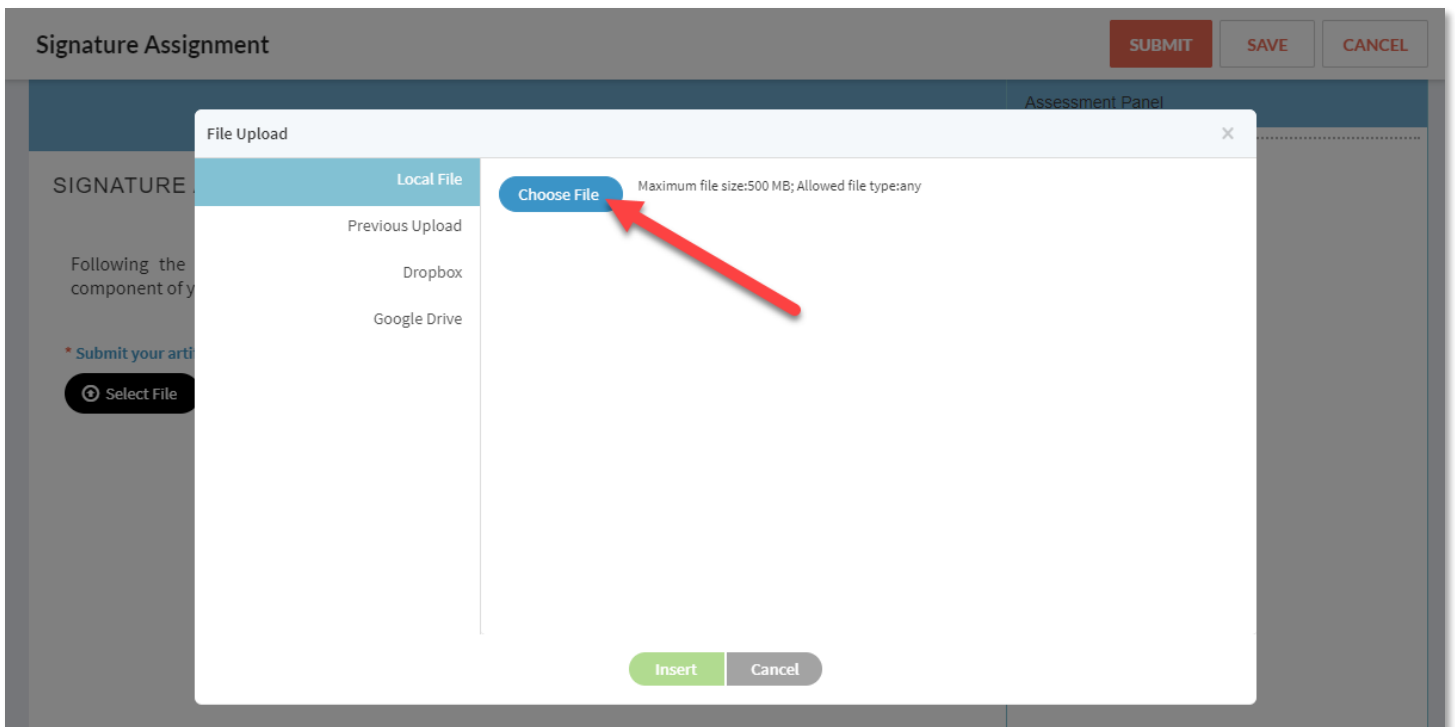
Once on the Watermark side, click **In Progress**. Any activity requiring your attention will display here. Click on the **Signature Assignment** link to begin your submission.



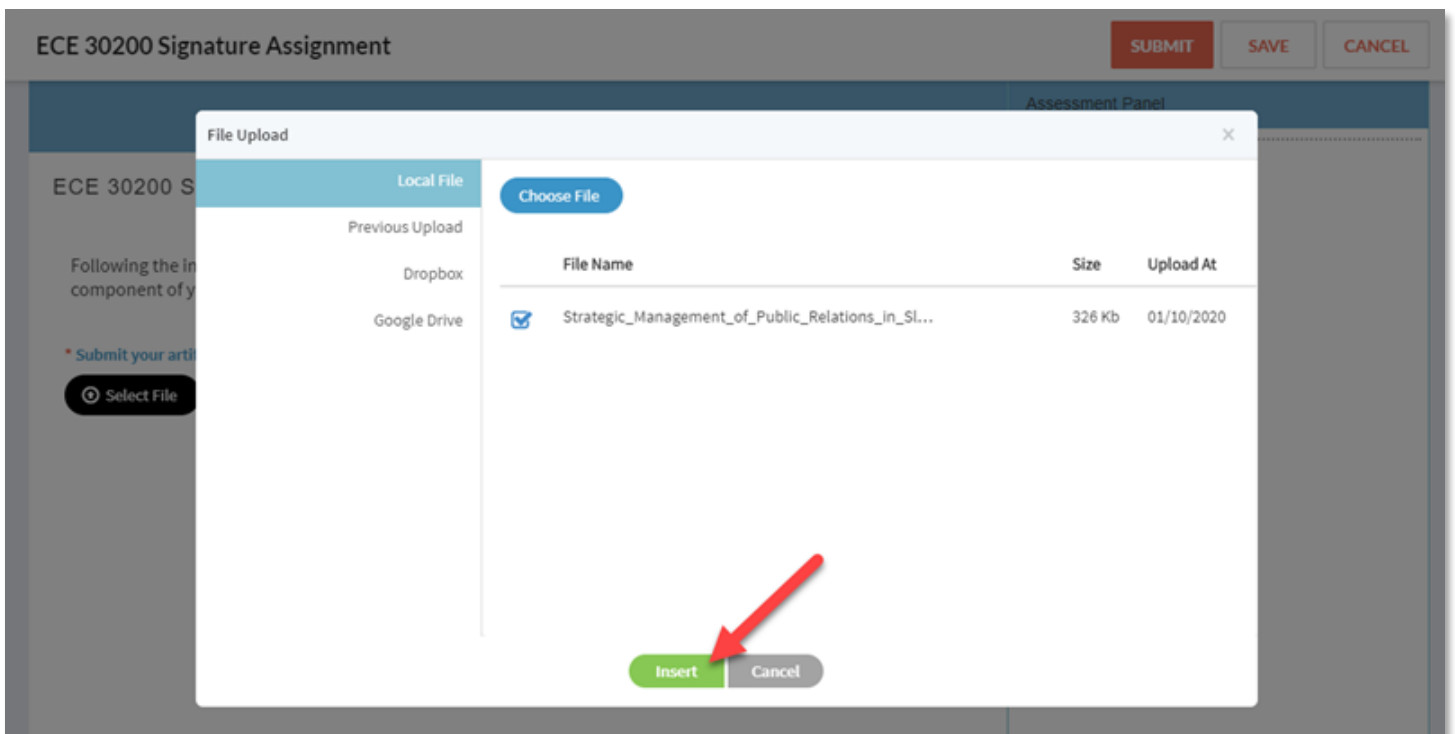
The Signature Assignment component in Watermark only requires that students upload a file. Click on **Select File** to begin the upload process.



Click on **Choose File** to select a file from your local computer.



Click **Insert** after the file is uploaded.



After the file is inserted, click **Submit**.

The screenshot shows a Blackboard assessment submission page. At the top, the title is "ECE 30200 Signature Assignment". In the top right corner, there are three buttons: "SUBMIT" (highlighted in red with a red arrow pointing to it), "SAVE", and "CANCEL". Below the title bar, the main content area is divided into two columns. The left column contains the assignment title "ECE 30200 SIGNATURE ASSIGNMENT" and instructions: "Following the instructions in your syllabus and/or the assignment link in Blackboard, please upload each component of your signature assignment using the **Select File** button below:". Below the instructions, there is a red asterisk and the text "Submit your artifacts here.". A "Select File" button is visible, along with the text "Maximum file size:100 MB; Allowed file type:any". A file preview is shown below the button, displaying a PDF icon and the filename "Strategic\_Management\_of\_Public\_Relations\_in\_Slo.pdf". The right column is titled "Assessment Panel" and contains a "Comments List" section, which is currently empty.

Once this process is complete your instructor will be able to complete their portion of the Watermark assessment.