



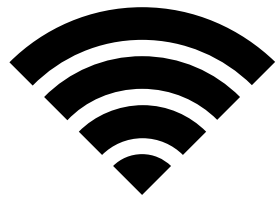
SOUTHWEST
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www.swtxc.edu

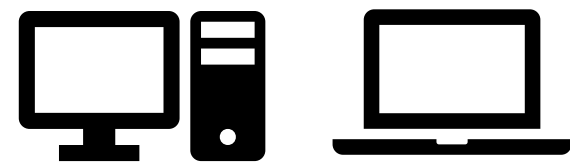
How to Log IE Hours in Faculty Success

Professional Development

What you will need...



1. Internet/WiFi



2. Computer or Laptop

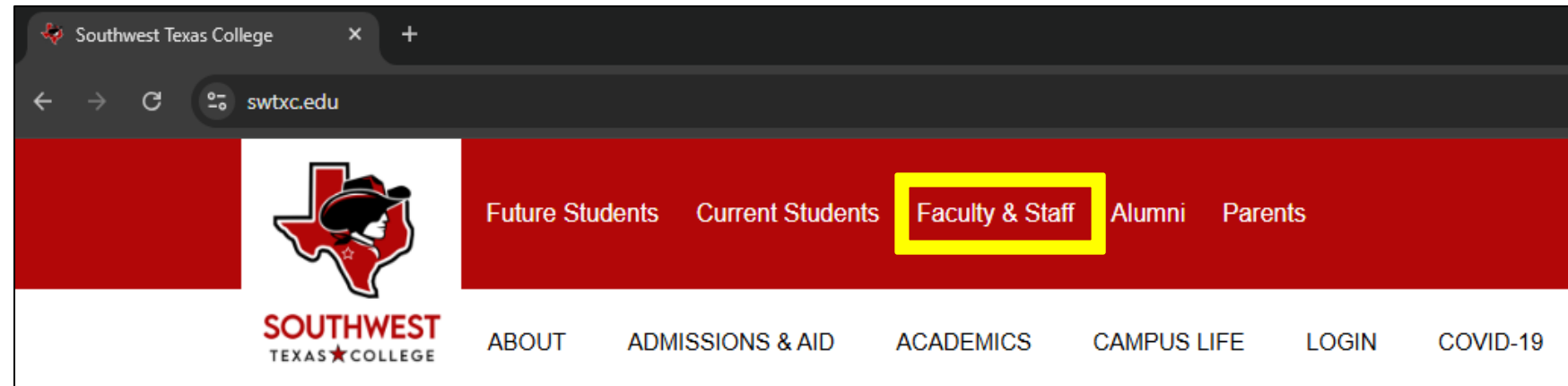


3. SWTX email and

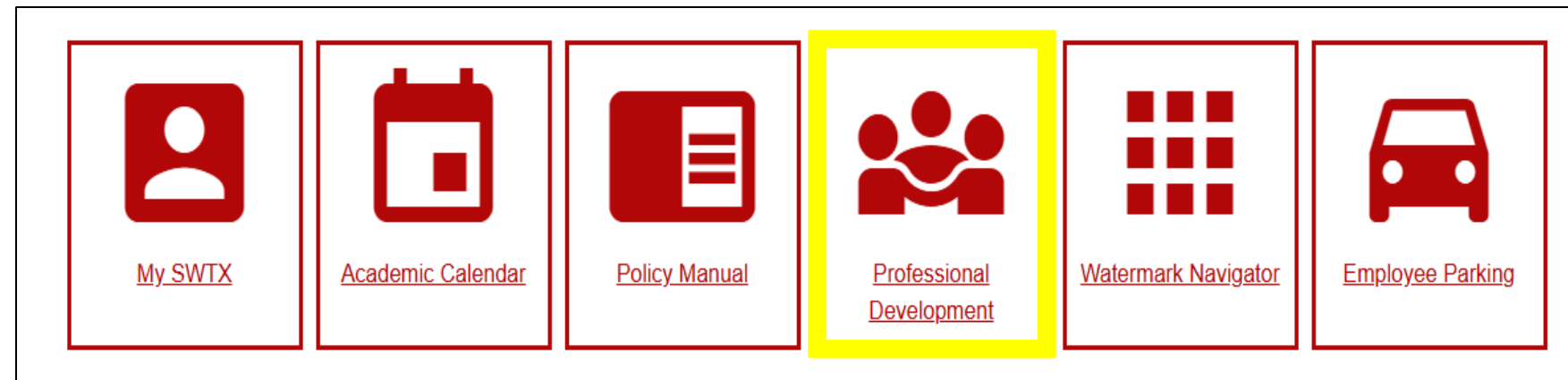
Password

Step One

Go to SWTX home page
and click on **Faculty & Staff**
→

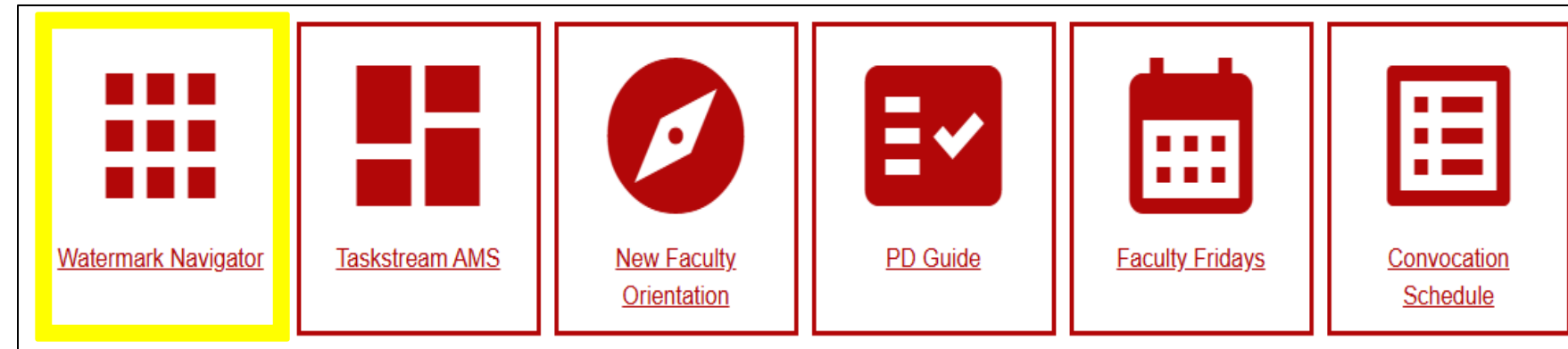


Then scroll down the page
and click on **Professional
Development** →

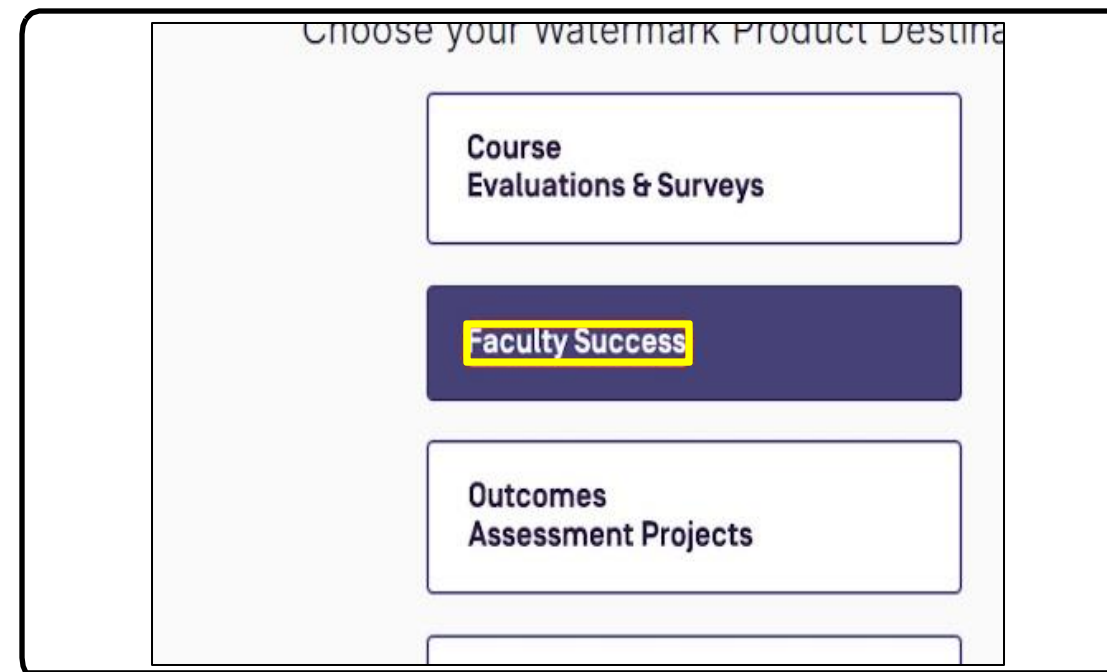


Step Two

Scroll down the Professional Development webpage and click on **Watermark Navigator** →



You will be redirected to Watermark, click on **Faculty Success** →



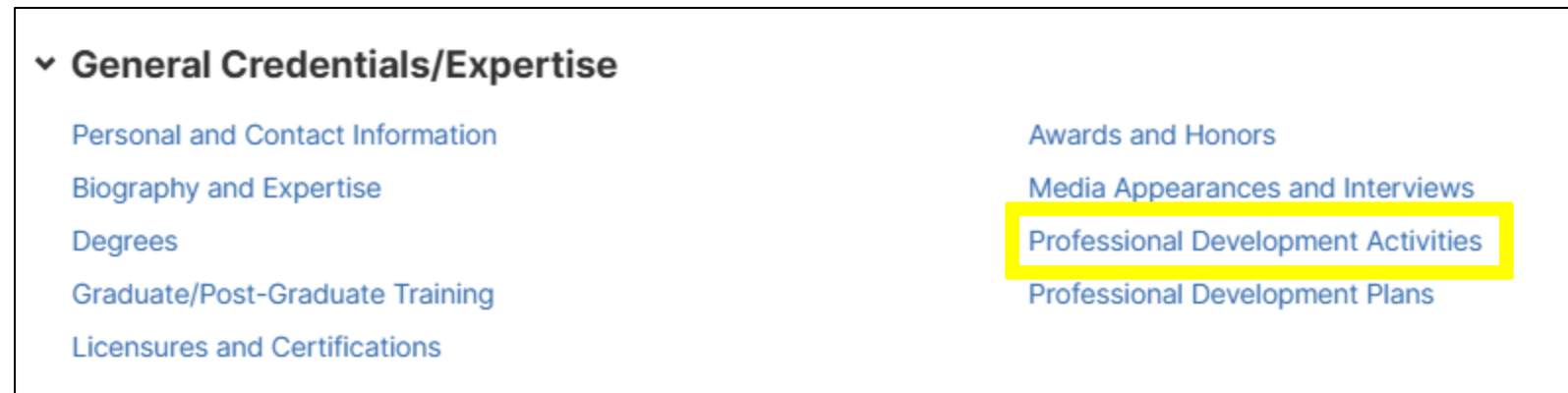
If prompted to sign in, use the first part of your SWTX email and your SWTX email password.

Step Three

Click on Activities →



Then click on Professional Development Activities →



Click on Add New →



Step Four

The screenshot shows a form titled "Edit Professional Development Activities" with a "CANCEL" button and a highlighted "SAVE" button. The form contains the following fields and callouts:

- Activity Type:** A dropdown menu with "Workshop" selected. Callout: "Pick the **Activity Type** from the drop down".
- Activity Institutional Link:** A dropdown menu with "Unit Action Planning" selected. Callout: "Pick an **Activity Institutional Link** from the dropdown. Refer to the [IE Hours Policy](#) to identify the type of activity".
- Title:** A text input field containing "2025-26 SPI Work Session". Callout: "Type in the **Title** of the activity".
- Sponsoring Organization:** A text input field containing "SWTX". Callout: "Type the **Sponsoring Organization** of the activity".
- City, State and Country:** Three input fields for "City", "State", and "Country". Callout: "If the activity was out of town or off-site, fill in the **City, State, and Country**. If not, skip it.".
- Number of Credit Hours or CEUs:** An empty input field.
- Number of Hours Spent Per Year:** An input field containing "2". Callout: "Type in the **Number of Hours** of the activity".
- Brief Description:** A rich text editor with formatting options (B, i, U, x², x₂) and a text area. Callout: "Type in a **description** if the activity was out of town or off-site.".
- Start Date:** Three input fields for "Month", "Day", and "Year". Callout: "If the activity was more than one day, include a **Start Date** and **End Date**. If the activity was only one day, type in an *End Date* only.".
- End Date:** Three input fields for "Month*", "Day", and "Year*", with "August", "14", and "2025" entered respectively.

Additional callouts include: "Click **Save** when all fields have been completed." pointing to the "SAVE" button.