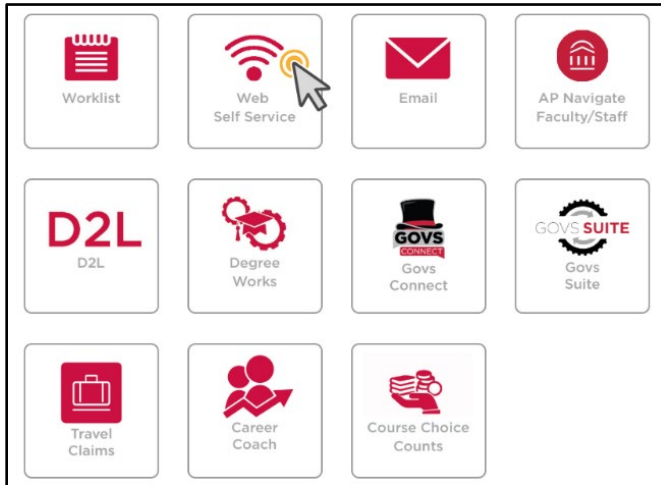


## Distance Education

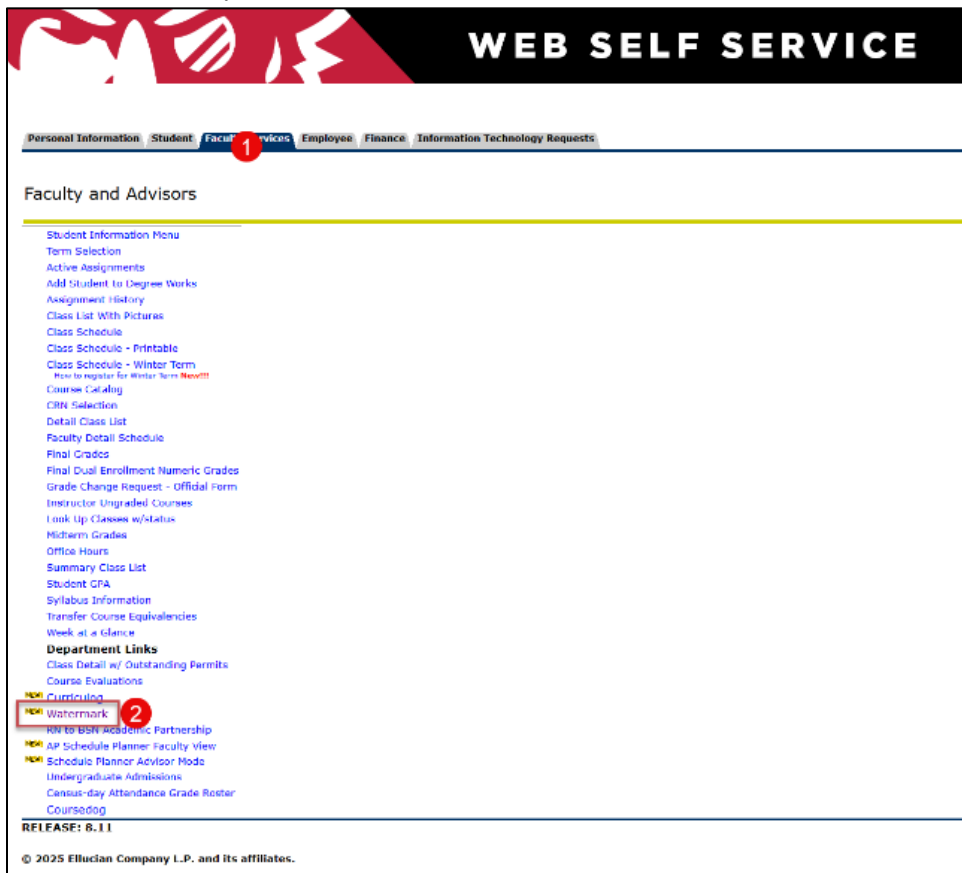
### RSI Forms in Watermark

Beginning in Fall 2025, instructors of online or hybrid courses will upload their completed RSI forms to the Faculty Success module in Watermark. Please follow the steps below to upload an RSI form for each online or hybrid course being taught.

1. Navigate to Onestop and log in using your single-sign-on credentials. Click on the Web Self Service tile.



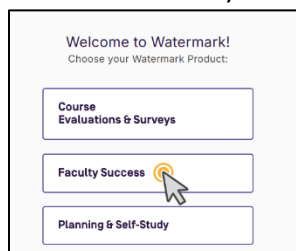
2. Click on the Faculty Services tab and then on Watermark.



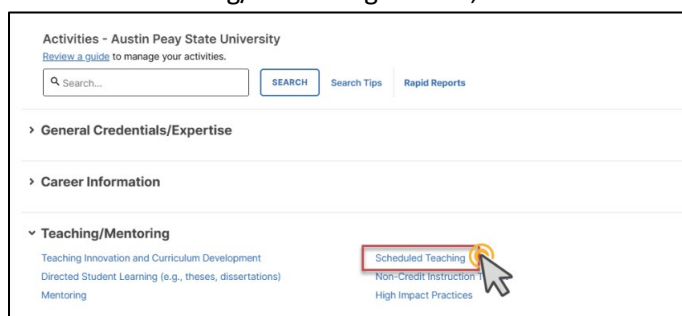
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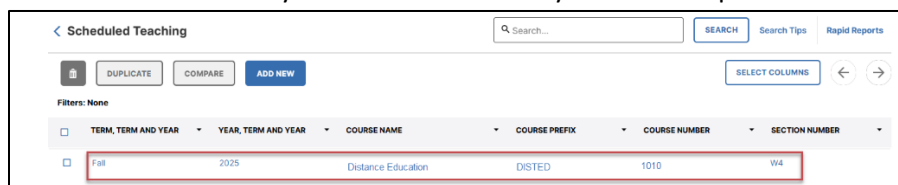
3. Click on the Faculty Success module.



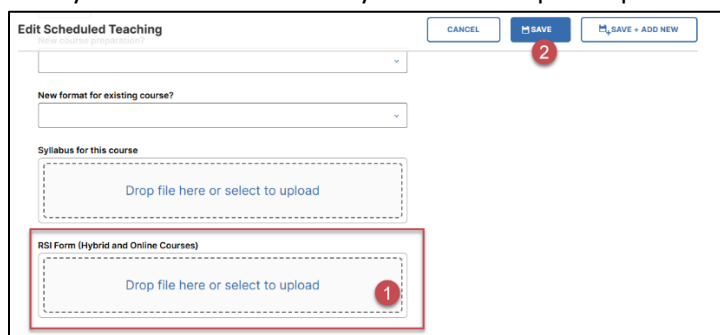
4. Under the Teaching/Mentoring section, click on Scheduled Teaching.



5. Click on the online or hybrid course for which you want to upload the RSI form.



6. Scroll down the page and locate the file upload for RSI Form (Hybrid and Online Courses). Drag and drop the completed RSI form inside the dashed-box area, or click within the dashed-box area to select the completed RSI from your device. When the system has completed processing the file, click SAVE.



**AP** Distance Education

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Monday-Friday, 8:00am-4:30pm (Central)