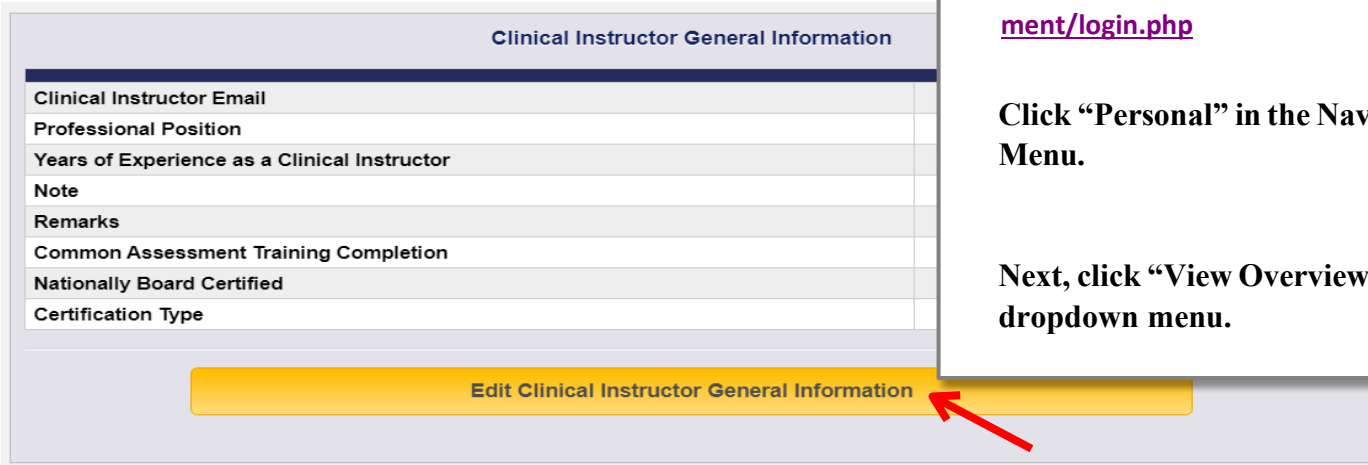# Clinical Instructor Overview Page Quick Guide

Clinical Instructors needing to update their *Overview* page information in the School of Education Assessment System can do so by following the steps below:

Log into the SOE Assessment System.

https://olemiss.edu/depts/education/assessment/login.php

Click "Personal" in the Navigation Menu.

Next, click "View Overview" from the dropdown menu.

The first section of the *Overview* page to update is Clinical Instructor General Information. Click the "Edit Clinical Instructor General Information" button to update any information in the section.

Clinical Instructor General Information

Professional Position:

| Teacher | ⌄ |

Clinical Instructor Email:

| |

Year Began as a Clinical Instructor:

| 2016 | ⌄ |

Years of Teaching Experience:

| | ⌄ |

Grade Taught:

| |

Subject Area:

| |

Subject Concentration:

| |

Relevant Notes

| |

Remarks

| |

Common Assessment Training Completion:

| 2018 - 2019 | ⌄ |

Nationally Board Certified:

| No | ⌄ |

Certification Type:

| Traditional | ⌄ |

| Save Changes to Clinical Instructor |

Complete all the General Information fields. For the *Nationally Board Certified* and *Certification Type* fields you will need to make a selection from the drop-down menu. Click the "Save Changes to Clinical Instructor" button to update the information in this section.

Clinical Instructor Title Information

Title
There is no title information associated with this clinical instructor.

Edit Professional Title Information

The next section of the *Overview* page is Clinical Instructor Title Information. Click the "Edit Professional Title Information" button to update any information in the section.

Title:

Add Title Information

Title	
There is no title information associated with this clinical instructor.	

Return to Clinical Instructor Overview

Enter your title information by typing it in the bar. Click the "Add Title Information" button to update the information in the section. The title information will appear in the *Title* box. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor Site Information

Clinical Instructor School Information

District Name	School Name	Grade Taught	Subject Area	Years Experience	Active
Oxford	Oxford Middle Sch	7th-8th	Seconday	4 Years (2016-Current)	Active

View School Details

Clinical Instructor Institute Information

This clinical instructor does not belong to any institutes.

Edit Site Information

The next section of the *Overview* page is Clinical Instructor Site Information. Click the "Edit Site Information" button to update any information in the section.

At what school(s) does this clinical instructor work?

School:

9th Grade Acad-hhs ⌄

Grade(s) Taught:

Subject Area:

Subject Concentration:

Year Started:

1920 ⌄

Year Ended:

Current ⌄

Add School

School			
Oxford Middle Sch	Deactivate	Remove	Edit

The clinical instructor's current site information can be found below the yellow "Add School" button. Click the red "Edit" button to update the any additional fields related to your current site (*Grade(s) Taught, Subject Area/Concentration, Year Started*). The *Year Ended* field will default to "current" if you are still teaching at the selected site. Click the yellow "Add School" button after updating any of the current site information. As a clinical instructor, you do NOT need to add any institute information. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor Certification Information

Certification	Date Issued	Date Expired
There is no certification information associated with this clinical instructor.		

Edit Clinical Instructor Certifications

The next section of the *Overview* page is Clinical Instructor Certification Information. Click the "Edit Clinical Instructor Certifications" button to update any information in the section.

User Certification Information

Certification Details

Choose An Existing Certification:

National Board Certified Teacher	⌄

Or Add A New Certification:

Date Issued:

Date Expired:

Add Certification Information

Certification	Date Issued	Date Expired	
There is no certification information associated with this user.			

Return to Clinical Instructor Overview

Add your certification information by selecting one of the options from the drop-down menu or typing a new certification. Then, click the "Add Certification Information" button. The certification information will appear in the *Certification* box. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor License Information

License	License Number	Date Issued	Date Expired
There is no license information associated with this clinical instructor.			

Edit Clinical Instructor Licenses

The next section of the *Overview* page is Clinical Instructor License Information. Click the "Edit Clinical Instructor Licenses" button to update any information in the section.

License Details

Choose An Existing License:

| AL Licensed Supervising Counselor | ⌄ |

Or Add A New License:

License No:

License Area:

Agriculture
Administration
Biology
Chemistry
Child Development
Dance
Elementary Education
English
French
Mathematics

Date Issued:

Date Expired:

| Add License Information |

License	License No.	Date Issued	Date Expired	
There is no license information associated with this user.				

| Return to Clinical Instructor Overview |

Select a license from the drop-down menu. If your specific license does not appear in the drop-down menu, you can type your license information under the "Or Add A New License" field. To select multiple license areas (highlighted in yellow above), hold down the CTRL key (PC users) or COMMAND key (Mac users) when clicking on the subject areas. Click the "Add License Information" button to update the information in this section. Your license information will appear in the *License* box. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor Completed Degree Information

Degree	School	Year Completed
There is no completed degree information associated with this clinical instructor.		

<div>Edit Clinical Instructor Completed Degrees →</div>

The next section of the *Overview* page is Clinical Instructor Completed Degree Information. Click the "Edit Clinical Instructor Completed Degrees" button to update any information in the section.

Completed Degree Details

Degree:

School:

Year Completed:

1920

<div>Add Degree Information →</div>

Degree	School	Year Completed	
There is no degree information associated with this user.			

<div>Return to Clinical Instructor Overview →</div>

Add your completed degree information by typing into the Degree and School fields. Select the year completed from the drop-down menu. Then, click the "Add Degree Information" button. The degree information will appear in the *Degree* box. Repeat the same process to add additional degrees. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor Organization Information

Organizations Belonged To

There is no organization information associated with this clinical instructor.

Edit Clinical Instructor Organizations

The next section of the *Overview* page is Clinical Instructor Organization Information. Click the "Edit Clinical Instructor Organizations" button to update any information in the section.

Organization Details

Choose An Existing Organization:

Mississippi Profession of Educators

Or Add A New Organization:

New Organization Abbreviation(If Applicable):

Add Organization Information

Organization

There is no organization information associated with this user.

Return to Clinical Instructor Overview

Select your affiliated organization(s) from the drop-down menu. If your specific organization does not appear in the drop-down menu, you can type your organization information under the "Or Add A New Organization" field. Click the "Add Organization Information" box. Your organization information will appear in the *Organization* box. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Contact assess@olemiss.edu for help with the assessment system.