



THE UNIVERSITY OF MISSISSIPPI
School of Education

**Getting Started in the
DREAM
ASSESSMENT
SYSTEM:
Counselor Education
Faculty**

USING THE ASSESSMENT SYSTEM

- ❑ Where to find the link
- ❑ Register a User Account (legal name/email address)
- ❑ Update your profile (use of information)
- ❑ Supervised Enrollments (Courses)
- ❑ Completing the CE Skills Practice Evaluation
- ❑ Completing the CE Dispositions Assessment Instrument
- ❑ Meeting due dates for entering assessment scores

GETTING STARTED

The screenshot shows the website for the School of Education at the University of Mississippi. The top navigation bar includes links for About, Future Students, Academics, Departments & Centers, Faculty & Staff, Current Students, and Alumni. The 'Faculty & Staff' link is highlighted with a red box, and a red arrow points to the 'Assessment System' option in the dropdown menu. Other options in the dropdown include Assessment System Help, Common Assessments Training, Directory, Documents & Forms, Journal of Contemporary Research in Education, Links, Schedule Formset.asp, SOE Support, and QuickSupport. The page also features a 'Follow Us' YouTube video player and a 'Recent Reality' banner with the text 'TEACHING YOU ABOUT OLE MISS'. At the bottom, there are sections for 'SOE, What's New?' and 'Poll'.

To access the Assessment System from the School of Education website, click the “Faculty & Staff” tab. Then, click the “Assessment System” button.

<http://education.olemiss.edu/assessment/>

School of Education Assessment System

[About](#)[Academics](#)[Departments, Centers, & Outreach](#)[Faculty & Staff](#)[Students](#)

Welcome to the SOE Assessment System

This system is implemented at three levels:

1. Individual candidate level to ensure that our candidates exit our programs with the appropriate skills, knowledge, and dispositions to be effective professionals.
2. Program level to determine the effectiveness and cohesiveness of candidates' courses of study.
3. Unit level to monitor the connectivity of programs and their alignments with professional standards; unit's mission, vision, and goals; the conceptual framework and articulated needs from the field, and dispositions to be effective professionals.

Assessment data are collected from multiple sources including candidates, recent graduates, faculty, clinical instructors, principals, and external reviewers. These data are systematically compiled, summarized, and analyzed annually to assist in making improvements that have a positive impact on candidate performance, program quality, and unit operations. The process provides an empirical basis for informing, evaluating, and continuously improving the unit and its educator preparation programs.

[Sign In](#)[Register Here](#)

First time users should click “Register Here” to create an account.

If you already have an Assessment System account click “Sign In.”

Register your assessment system account.

Already registered? [Click here to login.](#)

Title:

Enter the following information as it would appear on your driver's license.

First Name:

Middle Name:

Last Name:

Enter the following information as it would appear on your university ID card, if applicable.

Faculty ID:

Student ID:

The following information will be your login credentials.

Email Address:

Passwords must be between 6 to 20 characters.

Password:

Confirm Password:

Register



Register using your legal name, Faculty ID number, and Ole Miss email address. We use legal names to ensure there are no duplicates in the system.

Choose your own password. You can reset it by clicking “Forgot Password” on the Login page.

Click “Register” once you have filled in all the information.

You have successfully registered your account.

Thank you for registering. A confirmation email has been sent to your address. Please click on the link in that email in order to activate your account. Once you have clicked on the link and logged in, your account will be activated.

[Click Here To Sign In](#)

Once you have successfully registered, this page will appear asking for you to activate your account. You will receive an email at the email address provided in the form to confirm your account. Click the hyperlink in the email to activate your account. The hyperlink will direct you to this page below.

[About](#)

[Academics](#)

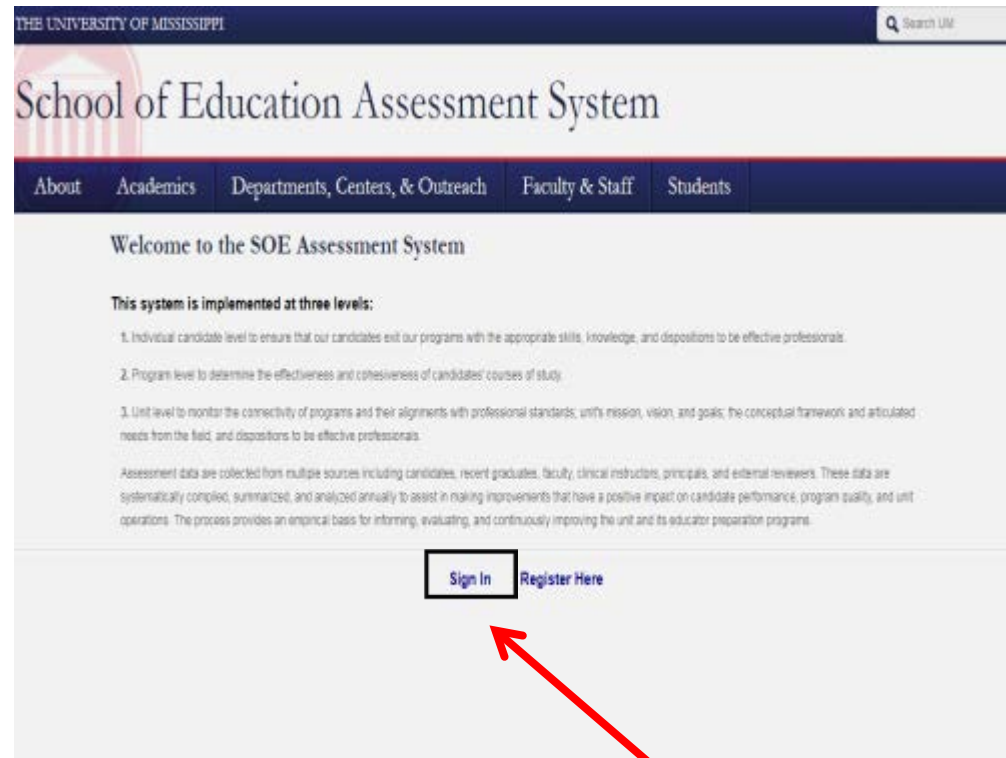
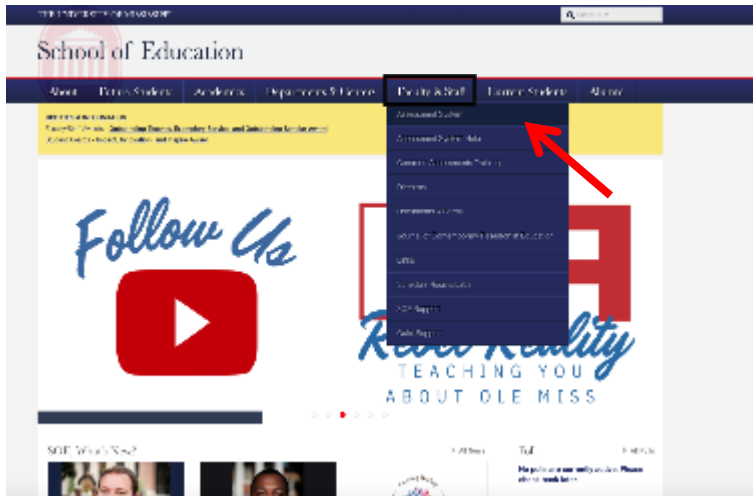
[Departments, Centers, & Outreach](#)

[Faculty & Staff](#)

[Students](#)

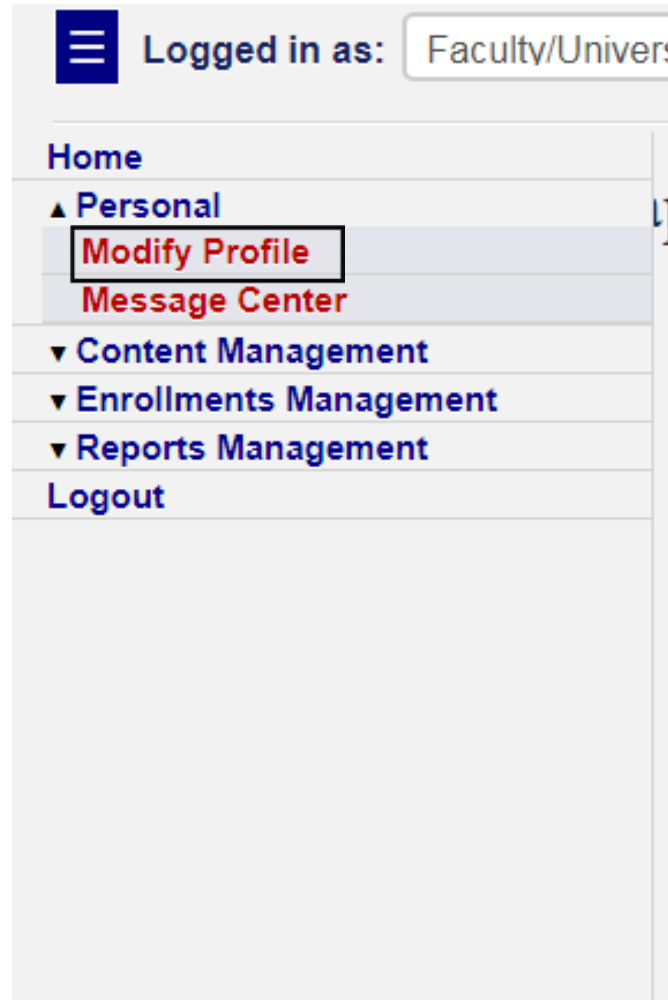
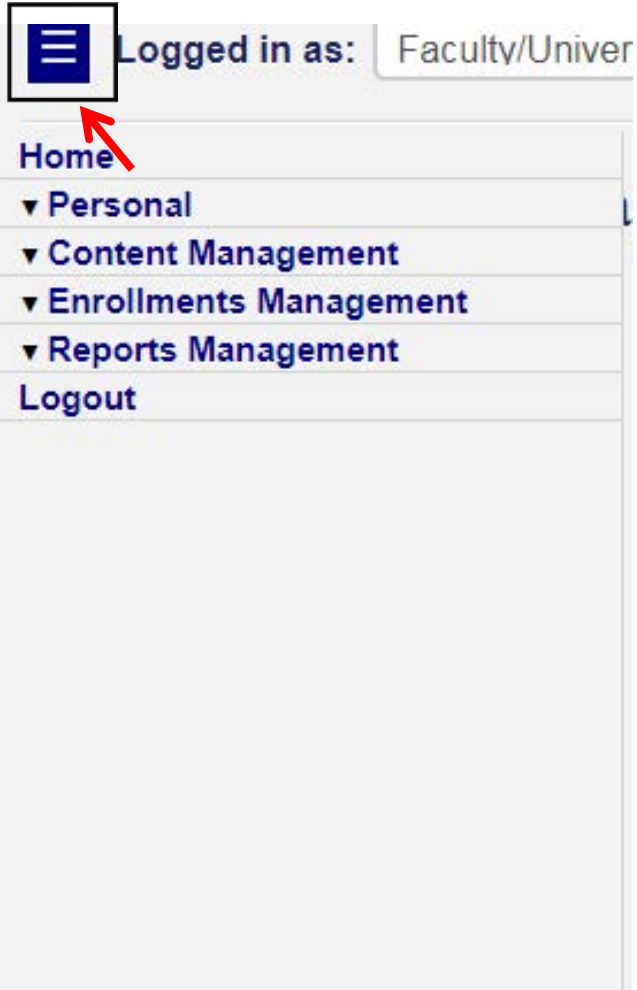
Your account is now active. You may log in [here](#).

After you account has been activated, the link in the email no longer works. You should go to <http://education.olemiss.edu/assessment/> from this point on to login to the assessment system. You may also login from the main page <http://education.olemiss.edu>



For legal/ethical reasons and the security of the assessment system, it is important that you do not share your password with anyone.

Update Your Personal Profile



To update your profile, first click the blue square on the top left side of the screen to open the Navigation Panel.

Once the Navigation Panel is open click "Personal." Then click the "Modify Profile" button.

It is important to keep your personal profile up to date. We use this information to provide evidence of the quality of universal personnel who work with our teacher education students.

Edit Account Information for Usagetestguy Johnson [UID5a09aee8b27ff]

Account Registered

2017-11-13 08:40:50

Last Login

Title:

Mr.

First Name:

Usagetestguy

Middle Name:

Jamey

Last Name:

Johnson

Faculty ID:

55865545

Student ID:

45435456

Email Address:

no1me@emailholmail@yahoo.com

Change Password

Password:

Confirm Password:

Update Account

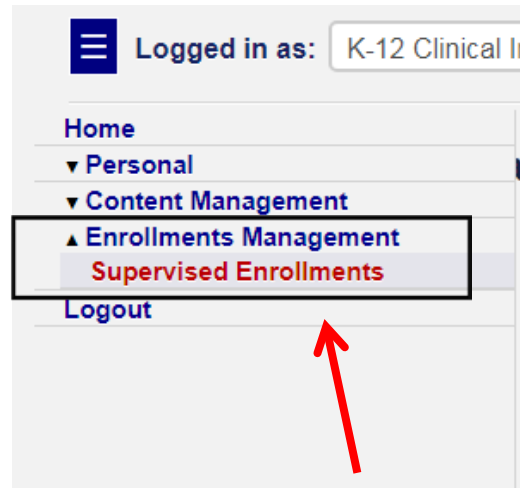
Please update any missing/ incorrect information.

If information is incorrect and you are unable to change it yourself, contact the systems administrator at assess@olemiss.edu to make the corrections for you.

You can also change your assessment system password from this page.

Be sure to click on the “Update Account” button at the bottom of the page when you are finished.

Supervised Enrollments (Courses)



To locate your class rolls and the CE Skills Practice Evaluation to be completed on the students in your class, click on “Enrollments Management” in the Navigation Menu. Then, click “Supervised Enrollments.”

Supervised Enrollment Courses

Showing courses which you have a supervisory role in for Spring 2013 semester.

You are a supervisor for 1 course.

EDLE 464

Student Teaching: Elementary Education

View Roll

On this page, you see the course(s) listed. Click “View Roll” to see the roll for the course (you may have one or two courses available depending on the number of counselor education students on your roll.)

Supervised Enrollment Course Roll

Showing enrollments which you have a supervisory role in for Spring 2018, First Summer 2018, Full Summer 2018 semesters and the course EDCI 353.

You are supervising 31 students.

Brittany Williams [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Linda Neeley (lneeley@wvsd.k12.ms.us)	K-12 Clinical Instructor	Davidson Elem
View Details	Enter Data	
Bailey Ellis [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Sonja Hobson (shobson@pontotoc.k12.ms.us)	K-12 Clinical Instructor	Pontotoc Elementary
View Details	Enter Data	
Shelby Winstead [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Christi Hill (christina.hill@gocommodores.org)	K-12 Clinical Instructor	Lafayette Elem
View Details	Enter Data	
Mary Peterson [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Amanda Little (alittle@pcsd.ms)	K-12 Clinical Instructor	N Pontotoc Elem
View Details	Enter Data	
Caroline Lunn [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A

The list of students enrolled in your class will be displayed with the assessment instruments associated with the course you are teaching.

To complete assessment instruments for the counselor education student you are working with, click “Enter Data.”

Completing the CE Skills Practice Evaluation

Enter Data for Enrollment

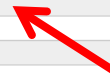
General Enrollment Information	
Term:	Spring 2018 View Details
Academic Year:	2017 - 2018
Course:	EDLE 464 View Details
Course Title:	Student Teaching: Elementary Education
Section:	Section 1 Oxford
Student:	Hiu Laam Chow XXXXXXXXXX View Details
Student Role:	Undergraduate Student
Program:	B.A.Ed. in Elementary Education View Details
Classification:	Undergraduate
Faculty:	Valerie Mathis (2673) View Details
Faculty Role:	Faculty/University Supervisor
Grade:	N/A
Status:	Enrolled
Enrollment Application:	Not Available
Hours	
Field Experience (FE)	560
Credit (Credit)	9
Placement Information	
Clinical Instructor:	Katie Pearson
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Oxford Elementary
Type:	School
View Clinical Instructor Info View Site Details	

Assessment Instruments

CEI 2015	Submit
CEI 2015	Submit
TIAI	Submit
TIAI	Submit

On the Enter Data for Enrollment page scroll down to the heading **Assessment Instruments**.

The CE Skills Practice Evaluation instrument will be displayed. Click **“Submit”** to fill out the assessment instrument.



Midterm

Attending skills

Rubric Information

¹ Below Expectations ² Meets Expectations ³ Exceeds Expectations

Overall Attending Skills Score

- 1 - Below Expectations
- 2 - Meets Expectations
- 3 - Exceeds Expectations

Body Language and Appearance

Eye Contact

Use of Encouragers

Vocal Tone

Verbal Tracking

Supports efforts for addiction prevention and intervention

Advocates for violence prevention

Submit New

To complete the CE Skills Practice Evaluation, click the button next to the rating for the counselor education student.

Under each indicator you will need to select “Meets Expectations” or “Unsatisfactory” from the drop-down menu.

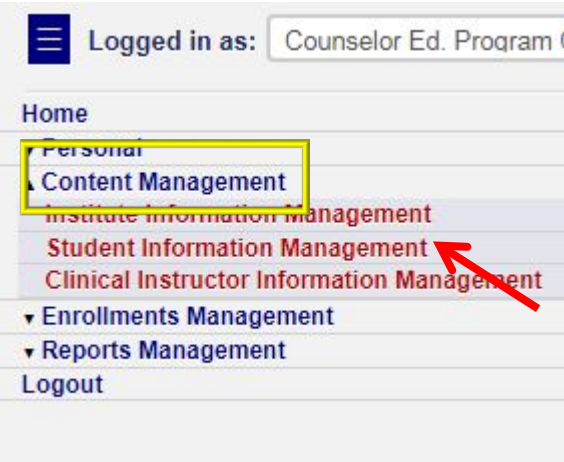
You will also be able to provide feedback comments at the end of each indicator.

When you are satisfied that all ratings and indicators are correct, click on the “Submit New” button. If you do not click “Submit New” it is not submitted.

If all items have not been completed, you will get a message directing you to the items that need further attention.

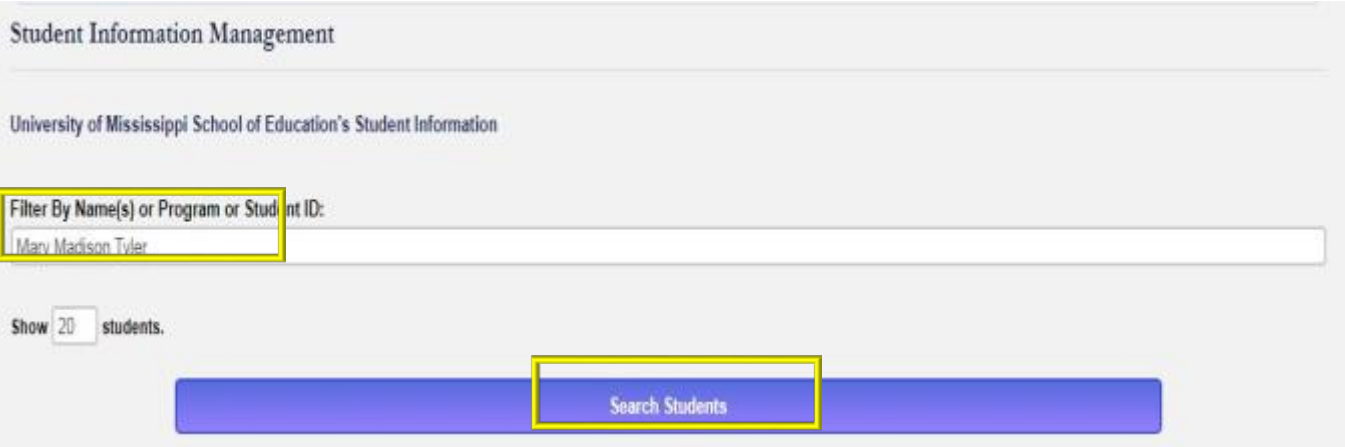
Students will be able to see the ratings when the assessment is complete.

Completing the CE Dispositions Assessment Instrument



To complete the CE Dispositions Assessment Instrument for a student open the main navigation menu.

Click “Content Management.” Then click, “Student Information Management.”



The Student Information Management page will open. In the “Filter by Name(s)” bar type either the students’ name or ID number.

Then click, “Search Students.”

Student ID	Name	Program	
10456228	Mary Madison Tyler	M.Ed. In Counselor Education - School Counseling	View
10495891	Mary Madison Mcnair	B.A.Ed. In Elementary Education	View
10595873	Tyler Abney Abney	B.A.Ed. In Secondary Education - Social Studies	View

The student will generate below. Next, click “View” on the line corresponding to the student.

Email assess@olemiss.edu if you encounter any issues or if you have any questions.

Student Information for Mary Tyler

Student Demographic Information

Name	Mary Tyler
Gender	Female
Race	White
Age	23 Years - 1995-08-11
Email	mtyler@go.olemiss.edu

[Edit Demographic Information](#)

Student General Information

Student ID	10496228
Student Email	mtyler@go.olemiss.edu
Full Time/Part-Time	Full-Time
Teacher Assistant?	Yes
Background Check	2015-01-20
Insurance Expiration	2017-10-31

[Edit Student General Information](#)

Submit Assessment Instrument

[Submit Assessment Instruments](#)

Submit Assessment Instruments for Mary Tyler

Assessment Instruments

Standard Instruments

CE Dispositions Assess. Instrument

[Submit](#)

Submit Assessment Instruments for Mary Tyler

Submit Counselor Education Assessment of Professional Dispositions Instrument

Submission

There has been no submissions for this instrument thus far.

[Submit New Instrument Submission](#)

The students' overview page will open.

Scroll down the page until the heading **Submit Assessment Instrument** appears. Click the **“Submit Assessment Instruments”** button.

Then, the **Submit Assessment Instruments** page will open. The **CE Dispositions Assessment Instrument** will be listed on this page.

To complete the **CE Dispositions Assessment Instrument** click **“Submit.”**

Next, click **“Submit New Instrument Submission.”** If the instrument has already been submitted it will appear on this page.

Counselor Education Assessment of Professional Dispositions

Evaluation By: Richard Ballin (Counselor Ed. Program Coordinator)
Evaluation For: Nary Tyler (10456228) - Counselor Ed. M.Ed. Student

Instructions

Fill out the indicators correctly

CE Dispositions Instrument

Course/Experience in which assessment occurred (e.g., Basic Skills, Practicum, Internship, other)

Impact (The Candidate)

Rubric Information

0 **N/O** 1 **Needs Improvement** 2 **Meets Expectations** 3 **Exceeds Expectations**

Demonstrates awareness of own impact on others.

- N/O
- Needs Improvement
- Meets Expectations
- Exceeds Expectations

Rubric Information

0 **N/O** 1 **Needs Improvement** 2 **Meets Expectations** 3 **Exceeds Expectations**

PhD Candidates ONLY: Understands limits of confidentiality when acting in role of instructor or supervisor

- N/O
- Needs Improvement
- Meets Expectations
- Exceeds Expectations

Comments

Submit New

To complete the CE Dispositions Assessment Instrument, select the rating for each indicator.

At the bottom of the page, you will also be able to leave comments.

When you are satisfied with the ratings click, "Submit New" in order to submit the instrument.

Due Dates for Entering Data

- Mid-Point Assessments must be entered between October 15 and October 31 for Fall semester and between March 15 and March 31 for Spring semester.
- All final instrument scores should be submitted by December 5 for fall semester and May 5 for spring semester.

QUESTIONS?

Email the Assessment Office at

assess@olemiss.edu