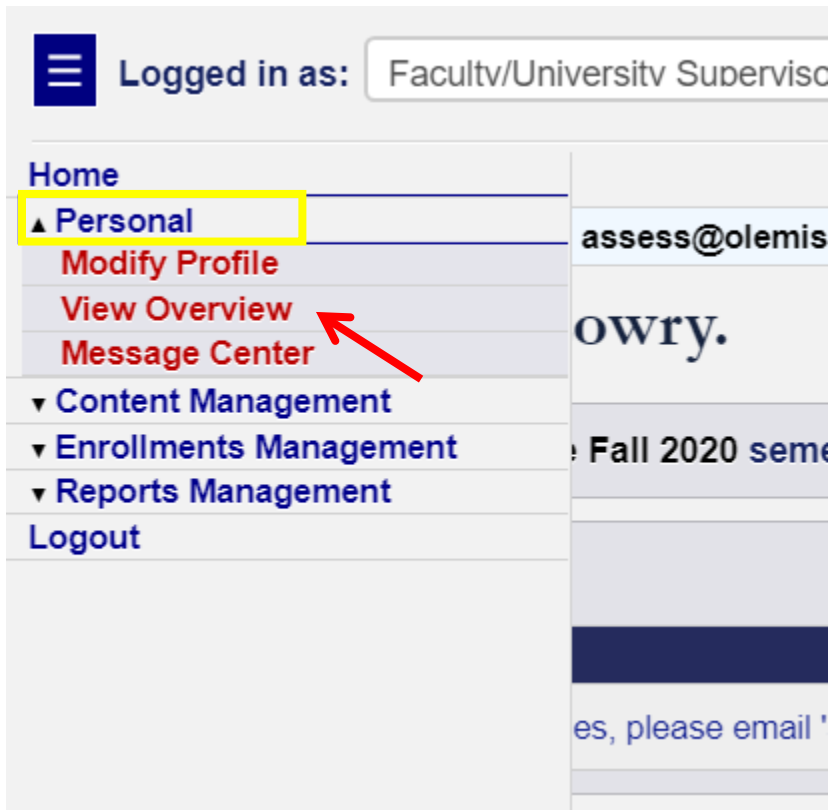


## Faculty/Supervisor Overview Page Quick Guide

Faculty and University Supervisors needing to update their *Overview* page information in the School of Education Assessment System can do so by following the steps below:

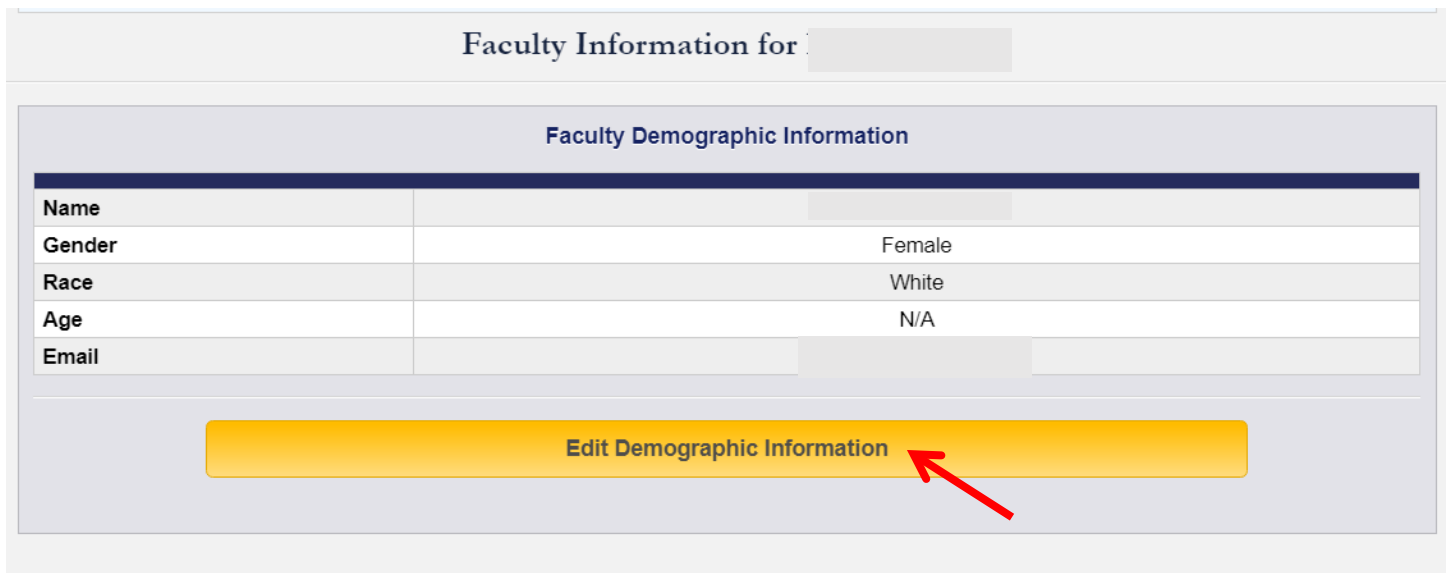


The screenshot shows the navigation menu of the SOE Assessment System. The user is logged in as 'Faculty/University Supervisor'. The 'Personal' menu item is highlighted with a yellow box. A red arrow points to the 'View Overview' option within the 'Personal' dropdown menu. Other menu items include 'Home', 'Content Management', 'Enrollments Management', 'Reports Management', and 'Logout'.

Log into the SOE Assessment System.  
<http://education.olemiss.edu/assessment/home.php>

Click “Personal” in the Navigation Menu.

Next, click “View Overview” from the drop down menu.



The screenshot shows the 'Faculty Demographic Information' section of the 'Overview' page. It contains a table with the following data:

Faculty Demographic Information	
Name	
Gender	Female
Race	White
Age	N/A
Email	

Below the table is a yellow button labeled 'Edit Demographic Information', which is highlighted with a red arrow.

The first section of the *Overview* page is Faculty Demographic Information. Click the “Edit Demographic Information” button to update any information in the section.

**Title:**

**First Name:**

**Middle Name:**

**Last Name:**

**Maiden Name:**

**Email Address:**

**Primary Phone:**

**Secondary Phone:**

**Birthdate**

**Gender:**

**Race:**

[Save Changes to Faculty](#)

**Complete the Demographic Information fields. Click the “Save Changes to Faculty” button to update the demographic information.**

**Faculty General Information**

Employee ID	
Faculty Email	
Current Employment Experience	16 Years (2004-08-17 - Current)
Higher Education Experience	16 Years (2004 - Current)
Tenure	No
Supervisor	Yes
Full Time/Part Time	Full-Time
Campus	Not Listed
Years of K-12 Teaching Experience	
Subject Areas	
Common Assessment Training Completion	2018 - 2019

[Edit Faculty General Information](#)

**The next section of the *Overview* page is Faculty General Information. Click the “Edit Faculty General Information” button to update any information in the section.**

**Employee ID:**

**Faculty Email:**

**Employee Status:**  
Active

**Full-Time or Part-Time:**  
Full-Time

**Employment Start:**  
2004-08-17

**Start Year In Higher Education:**  
2004

**Tenure:**  
No

**Employment End:**

**Primary Employment Campus:**  
Oxford

**Supervisor:**  
Yes

**Supervisor Active:**  
Yes

**Years of K-12 Teaching Experience:**

**Subject Areas:**  
Agriculture  
Administration  
Biology  
Chemistry  
Child Development  
Dance  
Elementary Education  
English  
French  
Mathematics

**Common Assessment Training Completion:**  
2018 - 2019

Save Changes to Faculty



**Complete the General Information fields. To select multiple subject 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 “Save Changes to Faculty” button to update the information in this section.**

**Faculty Program Information**

Program	Department
There is no program information associated with this faculty.	

[Edit Program Information](#)

The next section of the *Overview* page is **Faculty Program Information**. Click the “**Edit Faculty Program Information**” button to update any information in the section.

**Program:**

B.A.Ed. in Elementary Education

[Add Program Information](#)

Program	Department
There is no program information associated with this faculty.	

[Return to Faculty Overview](#)

Select your affiliated program from the drop-down menu and click the “**Add Program Information**” button. The selected program will appear in the *Program* box. Click the “**Return to Faculty Overview**” button to return to your *Overview* page.

**Faculty Title Information**

Title
There is no title information associated with this faculty.

[Edit Title Information](#)

The next section of the *Overview* page is **Faculty Title Information**. Click the “**Edit Faculty Title Information**” button to update any information in the section.

## Faculty Title Information

Title:

Add Title Information



Title
There is no title information associated with this faculty member.

Return to Faculty 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 Faculty Overview” button to return to your *Overview* page.

## Faculty Certification Information

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

Edit Faculty Certifications



The next section of the *Overview* page is Faculty Certification Information. Click the “Edit Faculty Certifications” button to update any information in the section.

### Certification Details

Choose An Existing Certification:

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 Faculty 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 Faculty Overview” button to return to your *Overview* page.

### Faculty License Information

License	License Number	Date Issued	Date Expired
There is no license information associated with this faculty member.			

Edit Faculty Licenses

The next section of the *Overview* page is Faculty License Information. Click the “Edit Faculty 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 Faculty 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 Faculty Overview” button to return to your *Overview* page.

**Faculty Completed Degree Information**

Degree	School	Year Completed
There is no completed degree information associated with this faculty member.		

Edit Faculty Completed Degrees

The next section of the *Overview* page is Faculty Completed Degree Information. Click the “Edit Faculty Completed Degrees” button to update any information in the section.

#### Completed Degree Details

Degree:

School:

Year Completed:

Add Degree Information

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

Return to Faculty Overview

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 Faculty Overview” button to return to your *Overview* page.

#### Faculty Organization Information

Organizations Belonged To

There is no organization information associated with this faculty member.

Edit Faculty Organizations

The next section of the *Overview* page is Faculty Organization Information. Click the “Edit Faculty 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 Faculty 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 Faculty Overview” button to return to your *Overview* page.