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

CLICK ON
RESOURCES AND
SUPPORTS

CLICK ON ASSESSMENT
SYSTEM
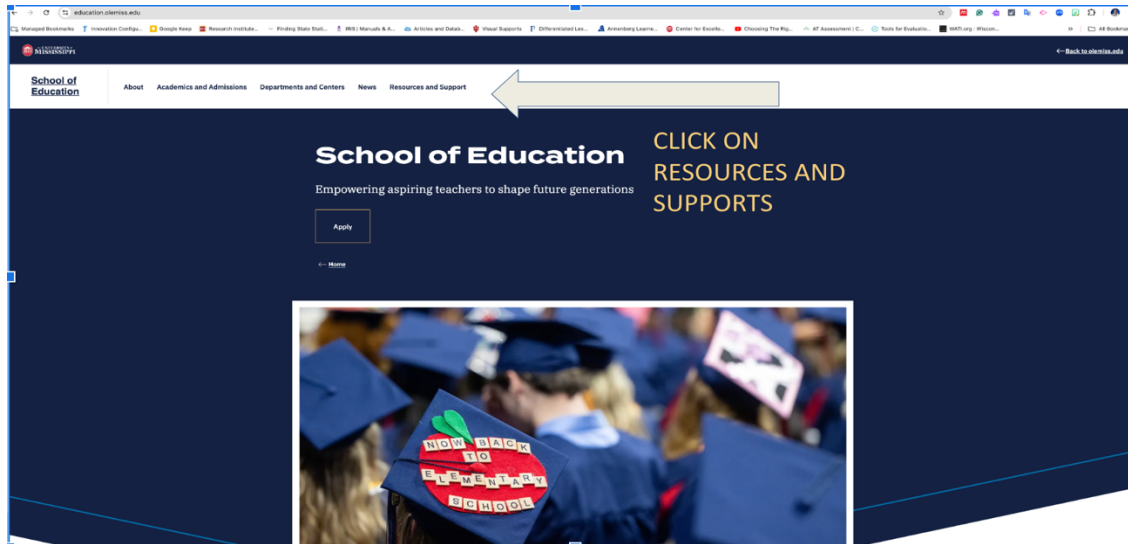
To access the Assessment System from the School of Education website, click the "Resources and Support" tab.
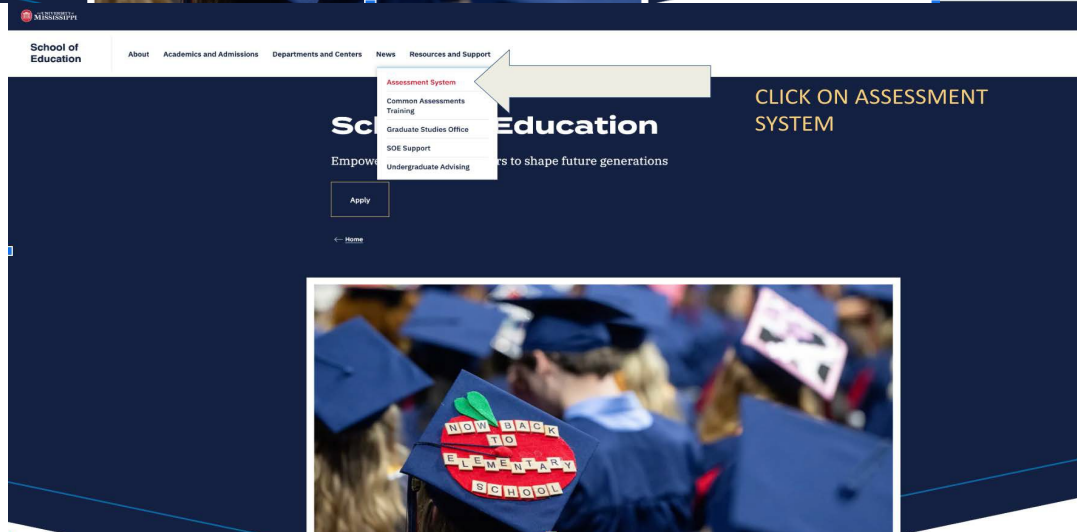
Then, click the "Assessment System" button from the dropdown menu.

https://education.olemiss.edu/resources-support/assessment-system/

ASSESSMENT SYSTEM

← **Resources and Support**

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 is 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.

Click Here to Sign In

Need Help?
Please visit our step-by-step guides.

→ **Help Guides**

Users should click "Click Here to Sign In" to go to the sign in page.

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

If you already have an Assessment System account, type in your valid Ole Miss email address and password, then "submit."

Register your assessment system account.

Already registered? Click **here** to login.

Title:

[dropdown ▼]

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.
DO NOT enter your student or faculty ID if you're registering as a clinical instructor.

Faculty ID (Only if you're registering as a faculty):

[ ]

Student ID (Only if you're registering as a student.):

[ ]

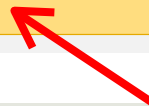The following information will be your login credentials.

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

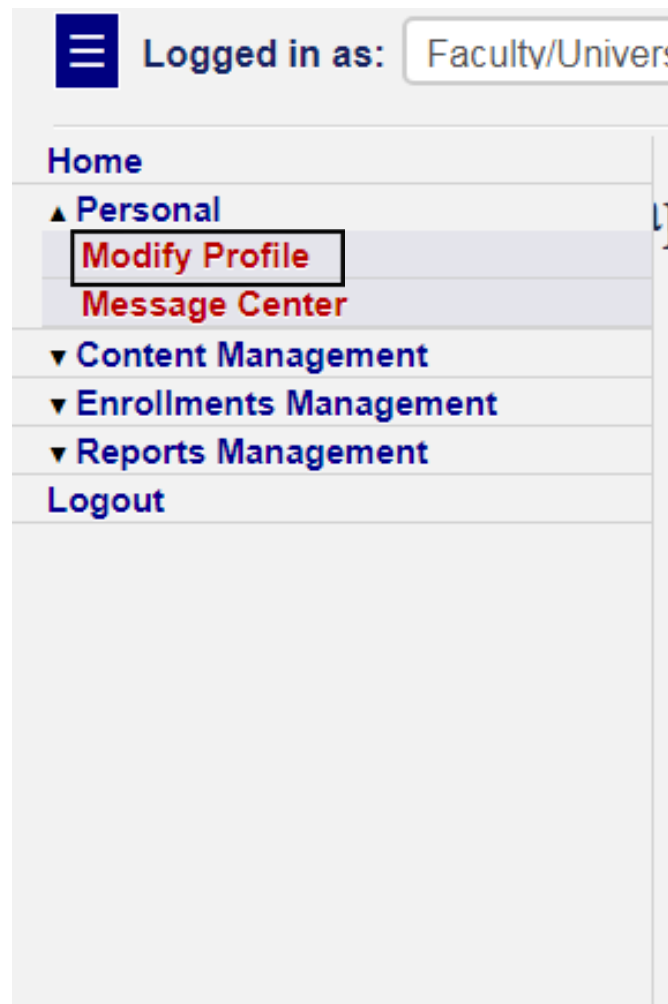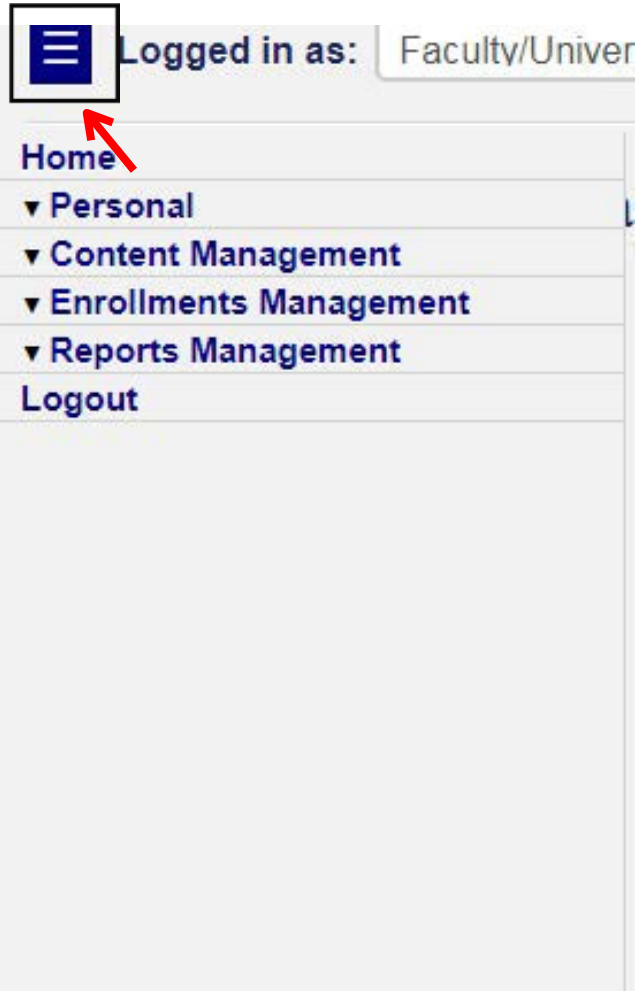Your account is now active. You may log in here.

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

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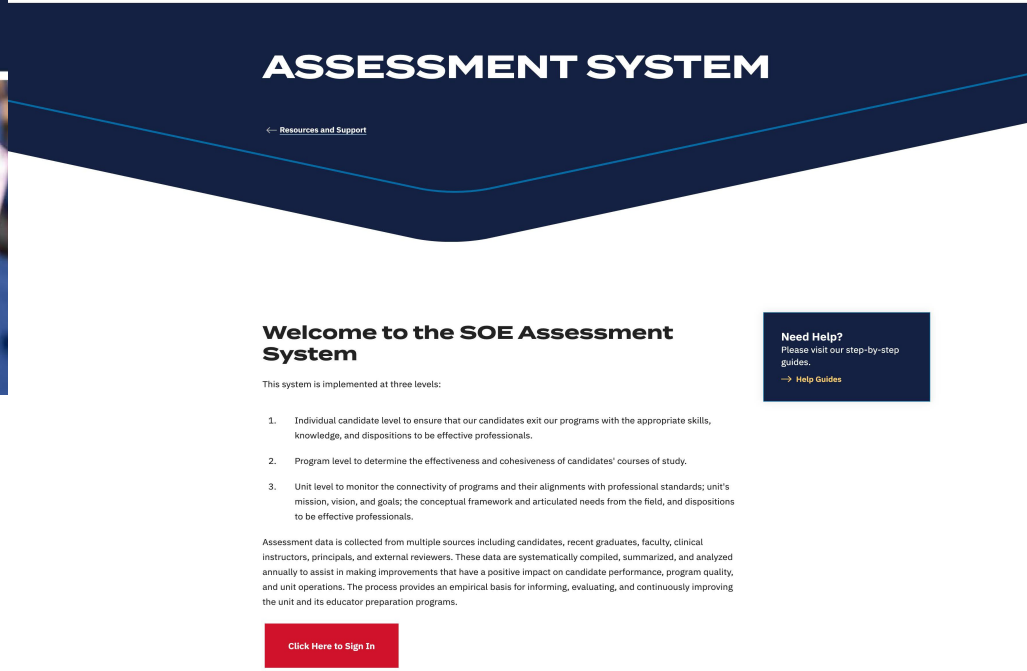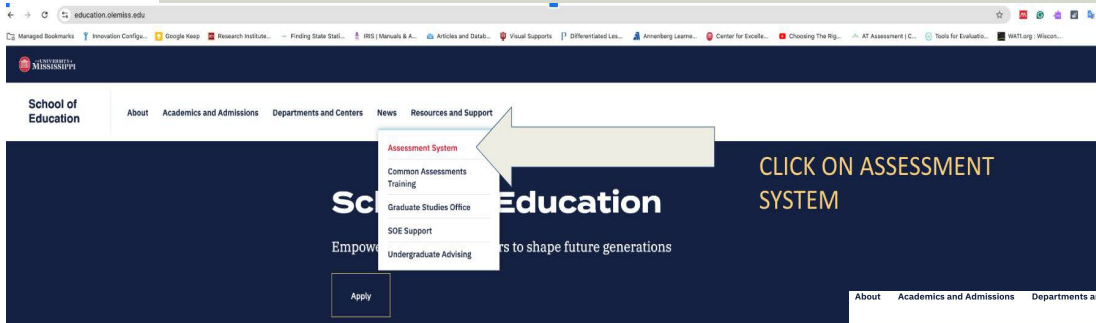
For legal/ethical reasons and the security of the assessment system, it is important that you do not share your password with anyone.

Update Your Personal Profile

Logged in as: Faculty/Univer

Home
▾ Personal
▾ Content Management
▾ Enrollments Management
▾ Reports Management
Logout

Logged in as: Faculty/Univer

Home
▴ Personal
　Modify Profile
　Message Center
▾ Content Management
▾ Enrollments Management
▾ Reports Management
Logout

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 [UID5a09aee8b27f1]

Account Registered
2017-11-13 08:40:50

Last Login

Title:
Mr.   ▼

First Name:
Usagetestguy

Middle Name:
Jamey

Last Name:
Johnson

Faculty ID:
55665545

Student ID:
45435456

Email Address:
notme@emailhotmailyahoo.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)
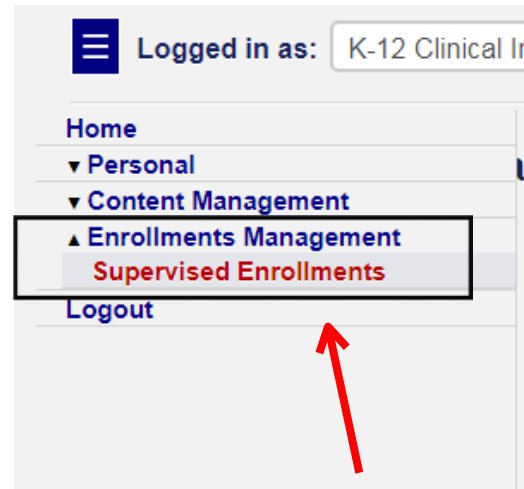
To locate your class rolls and the CE Skills Practice Evaluation to be completed on the students in your class, click on "Enrollments Management" in the Navigation Menu. Then, click "Supervised Enrollments."

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.)

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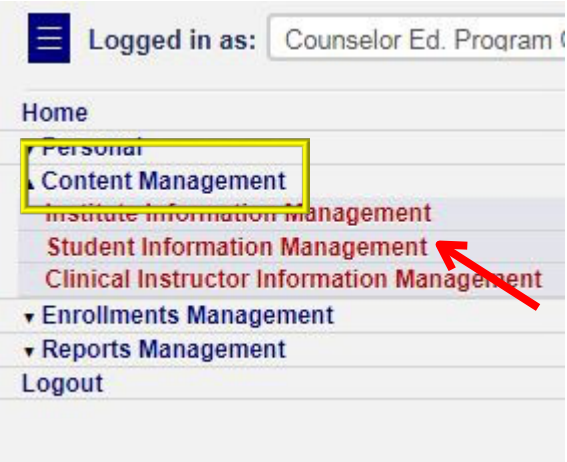
To complete the CE Dispositions Assessment Instrument for a student open the main navigation menu.

Click "Content Management." Then click, "Student Information Management."
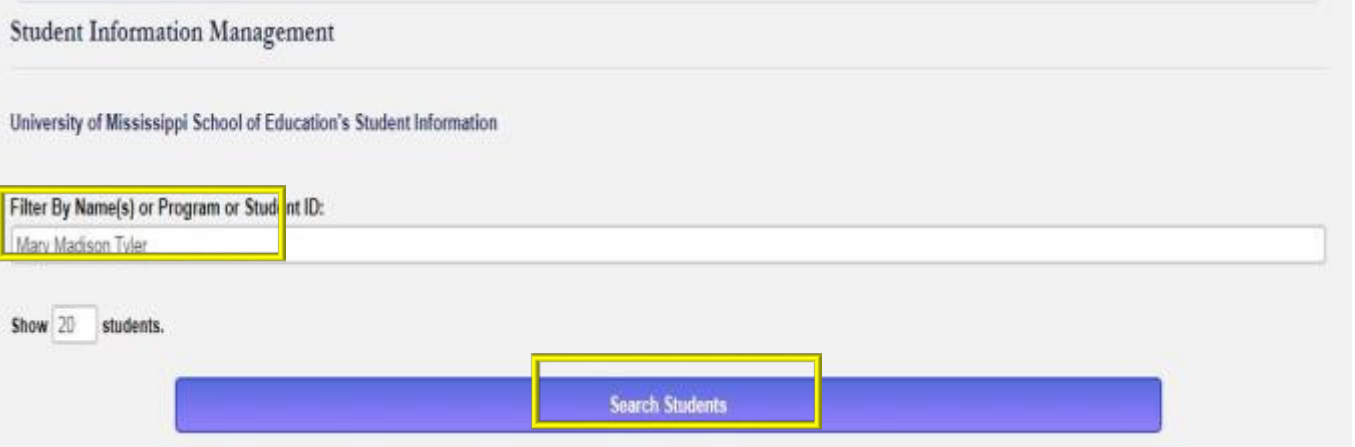
The Student Information Management page will open. In the "Filter by Name(s)" bar type either the students' name or ID number.

Then click, "Search Students."

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

Student Information for Mary Tyler

Student Demographic Information

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

Edit Demographic Information

Student General Information

Student ID	10456228
Student Email	mmtyler@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.

Assessment Instrument

Counselor Education Assessment of Professional Dispositions

Evaluation By: Richard Balkin (Counselor Ed. Program Coordinator)

Evaluation For: Mary Tyler (10456226) - 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   1   2   3
N/O   Needs Improvement   Meets Expectations   Exceeds Expectations

Demonstrates awareness of own impact on others.

○ N/O

○ Needs Improvement

○ Meets Expectations

○ Exceeds Expectations

Rubric Information

Rubric Information

0   1   2   3
N/O   Needs Improvement   Meets Expectations   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