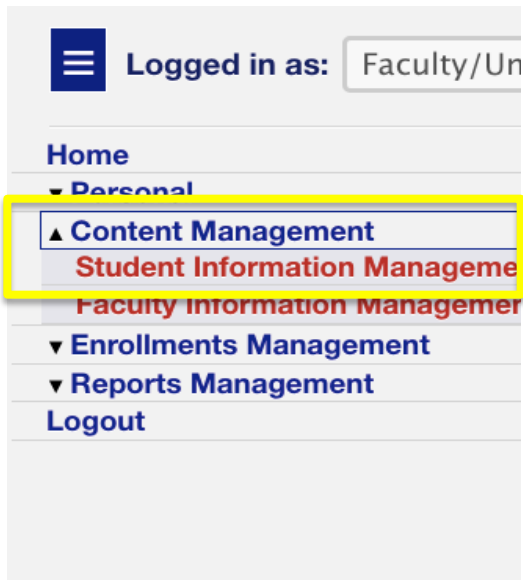# M.Ed. Capstone Coordinator Quick Guide
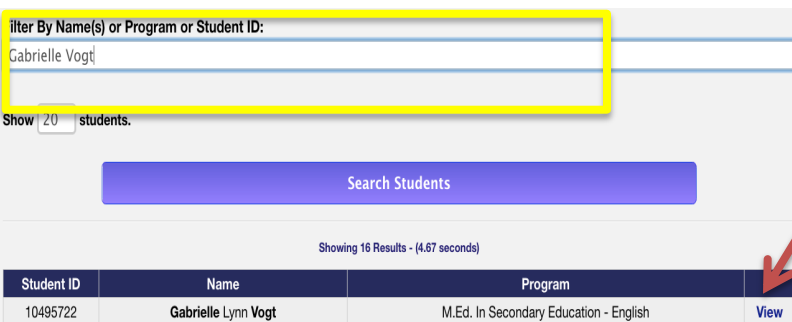
Follow the steps below to successfully submit the M.Ed. Capstone Paper Rubric scores in the Assessment System:

To submit scores for a student, click "Content Management" in the navigation menu.
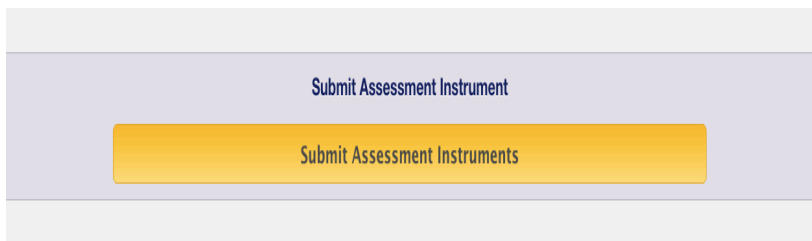https://olemiss.edu/depts/education/assessment/login.php

Then, click "Student Information Management" from the drop-down menu.

Next, search for a student by typing either their name or Student ID into the search bar.
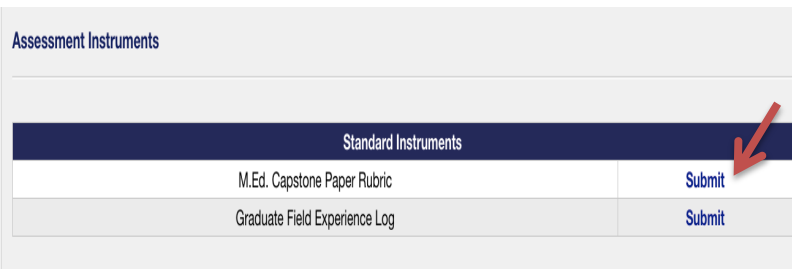Then, click the purple "Search Students" button.
After the results load, locate the student and click "View" to the right of their program.

The student's "Overview" page will open. Scroll down the page until the heading "Submit Assessment Instrument" appears.

Click the yellow, "Submit Assessment Instruments" button.

The "Submit Assessment Instruments" page will open.

In the "Standard Instruments" box the M.Ed. Capstone Paper Rubric will be listed. Click submit on the right side of the box.

Submit M.Ed. Capstone Paper Rubric Instrument

Submission	
There has been no submissions for this instrument thus far.	

Submit New Instrument Submission

Next, click "Submit New Instrument Submission" to submit a new rubric.

Any previous submissions will be listed under the "Submission" box.

M.Ed. Capstone Paper Rubric

Attempt

▲▼

Score Ranges from 0 to 5

Score Range: 0 - 5

Question

Submit New

Return Home

The Capstone Paper Rubric instrument will open. Complete each item on the instrument.

To submit the instrument, scroll down and click the "Submit New" button.

The instrument submission may be edited if necessary. Follow the same steps in this guide to return to and edit the instrument.

Click "Return Home" and follow the previous steps in the quick guide to submit the Capstone Paper Rubric scores for another student.