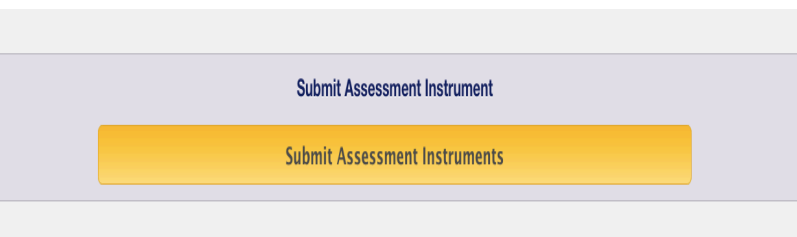
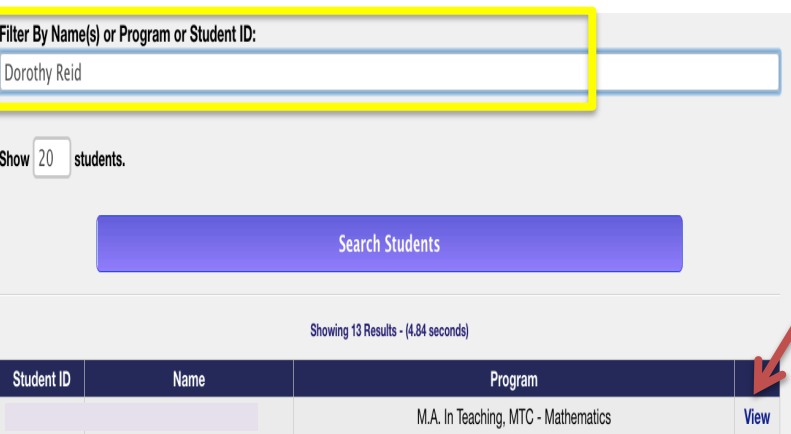
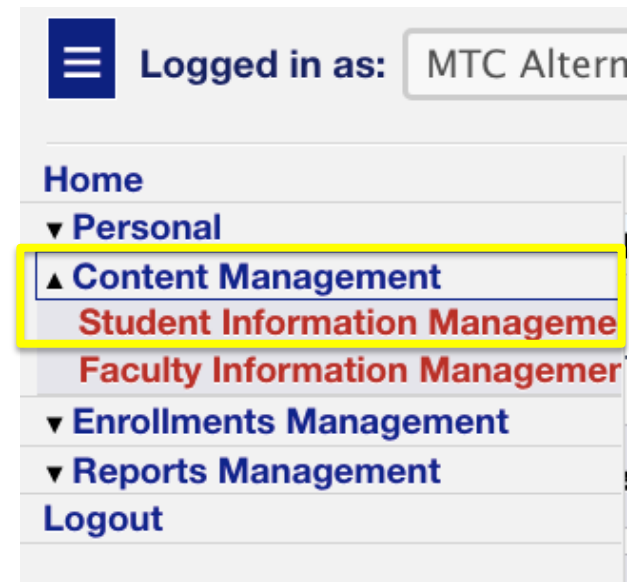
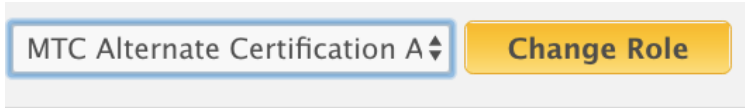
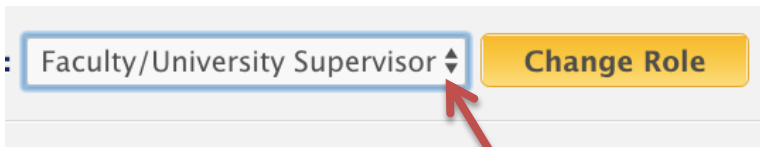


Submitting EDSE 627 MAT Instrument Scores

Follow the steps below to successfully submit the MAT (EDSE 627) instrument scores in the Assessment System:



After logging in to the SOE Assessment System, change your role from Faculty/University Supervisor to MTC Alternate Certification Activities Assistant or MAT Faculty at the top left side of the screen.

Click the arrows to switch the role. Then, click the "Change Role" button.

To submit scores for a student, click "Content Management" in the navigation menu.

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.

Assessment Instruments

Standard Instruments	
CEI Revised 2018	Submit
TIAI Revised 2018	Submit
Alt. Cert. CKA - English	Submit
Alt. Cert. CPA - English	Submit
Alt. Cert. Portfolio - English	Submit
Alt. Cert. CKA - Math	Submit
Alt. Cert. CPA - Math	Submit
Alt. Cert. Portfolio - Math	Submit
Alt. Cert. CKA - Science	Submit
Alt. Cert. CPA - Science	Submit
Alt. Cert. Portfolio - Science	Submit
Alt. Cert. CKA - Social Studies	Submit
Alt. Cert. CPA - Social Studies	Submit
Impact on Student Learning	Submit

Submit Impact on Student Learning Instrument

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

[Submit New Instrument Submission](#)

Exceeds Standard - In addition to meets standard, the assignment is free with no spelling, punctuation, capitalization, grammar, and paragraphing errors. Writing exemplifies professionalism and effective writing skills.

[Submit New](#)

[Return Home](#)

[Return To Instrument Submissions](#)

The “Submit Assessment Instruments” page will open.

In the “Standard Instruments” box all the MAT program instruments will be listed. Click submit on the right side of the box for the instrument scores you wish to submit.

Then, a “Submissions” box will appear. Any previous submissions will be listed here.

Click the yellow “Submit New Instrument Submission” box.

The selected 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.

To submit scores for a different MAT instrument for the same student, click the yellow “Return to Instrument Submissions” button.

To submit scores for a new MAT instrument, click “Return Home” and follow the previous steps in the quick guide.