Clinical Instructor Overview Page Quick Guide

Clinical Instructors needing to update their Overview page information in the School of Education Assessment System can do so by following the steps below:


Click “Personal” in the Navigation Menu.

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

The first section of the Overview page to update is Clinical Instructor General Information. Click the “Edit Clinical Instructor General Information” button to update any information in the section.
Complete all the General Information fields. For the *Nationally Board Certified* and *Certification Type* fields you will need to make a selection from the drop-down menu. Click the “Save Changes to Clinical Instructor” button to update the information in this section.
The next section of the Overview page is Clinical Instructor Title Information. Click the “Edit Professional Title Information” button to update any information in the section.

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 Clinical Instructor Overview” button to return to your Overview page.

The next section of the Overview page is Clinical Instructor Site Information. Click the “Edit Site Information” button to update any information in the section.
The clinical instructor’s current site information can be found below the yellow “Add School” button. Click the red “Edit” button to update the any additional fields related to your current site (Grade(s) Taught, Subject Area/Concentration, Year Started). The Year Ended field will default to “current” if you are still teaching at the selected site. Click the yellow “Add School” button after updating any of the current site information. As a clinical instructor, you do NOT need to add any institute information. Click the “Return to Clinical Instructor Overview” button to return to your Overview page.

The next section of the Overview page is Clinical Instructor Certification Information. Click the “Edit Clinical Instructor Certifications” button to update any information in the section.
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 Clinical Instructor Overview” button to return to your Overview page.

The next section of the Overview page is Clinical Instructor License Information. Click the “Edit Clinical Instructor Licenses” button to update any information in the section.
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 Clinical Instructor Overview” button to return to your Overview page.
The next section of the *Overview* page is Clinical Instructor Completed Degree Information. Click the “Edit Clinical Instructor Completed Degrees” button to update any information in the section.

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 Clinical Instructor Overview” button to return to your *Overview* page.
The next section of the Overview page is Clinical Instructor Organization Information. Click the “Edit Clinical Instructor Organizations” button to update any information in the section.

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 Clinical Instructor Overview” button to return to your Overview page.

Contact assess@olemiss.edu for help with the assessment system.