Getting Started in the DREAM ASSESSMENT SYSTEM:

Clinical Instructors
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 assessments
- Meeting due dates for entering assessment scores
GETTING STARTED

To access the Assessment System from the School of Education website, click the “Faculty & Staff” tab. Then, click the “Assessment System” button.

http://education.olemiss.edu/assessment/
First time users should click “Register Here” to create an account.

If you already have an Assessment System account click “Sign In.”
Your legal name and email address must match that provided to the field placement office. We use legal names to ensure there are no duplicates in the system.

Clinical instructors should omit this step for entering a Faculty/Student ID.

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.
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.

Your account is now active. You may log in [here](http://education.olemiss.edu/assessment/).

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

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 clinical instructors who work with our education students.
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.

Clinical instructors should omit this step for entering a Faculty/Student ID.

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 the assessments to be completed on the education student with whom you work, click on “Enrollments Management” in the Navigation Panel. Then, click “Supervised Enrollments.”

On this page, you see the course(s) listed. Click “View Roll” to see information for an education student (you may have one or two courses available depending on the number of education students in your classroom).
To complete assessment instruments for the education student you are working with, click “Enter Data.”

The assessment instruments associated with the course in which the education student is enrolled will be displayed. Click “Submit” to fill out the assessment instrument.

Special Note:
The TIAI for student teaching will open to a screen that links to Formative and the Summative assessments. You’ll click on the appropriate link for the assessment you’re completing.
To complete the assessment, click the button next to the rating for the education student.

When you are satisfied that all ratings are correct, click on the “Save Changes” button. If you don’t click “Save Changes” 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.

When completed, you will receive a “Thank you” message.

Students will be able to see the ratings when the assessment is complete.
Due Dates for Entering Data

- It is extremely important that the assessment scores are entered on or before the set due dates.

- The **CEI** is completed at midpoint of the semester and again at the end of the semester. Specific deadlines for entering data on this assessment will be provided.

- The **TIAI** scores may be entered as soon as the observations have taken place, but must be entered by the deadline to be provided later. Please enter these scores as soon as you have completed the assessment.

- The clinical instructor is required to complete an **Attendance Form** on students in EDCI 353, EDEL 417, EDLE 464, EDLE 467, EDLE 480, METP 101-302. This form is completed electronically in the assessment system.

- Student Teaching Only - The **Field Experience Survey** is to be completed by the last day the teacher education students are in the classrooms (students and university supervisors will NOT see your responses on this survey)
QUESTIONS?

Email the Assessment Office at assess@olemiss.edu

With each communication, please provide:

✓ your legal name
✓ the full name of your school
✓ the full name of the student
✓ student ID #