Getting Started in the DREAM ASSESSMENT SYSTEM: Counselor Education Faculty
USING THE ASSESSMENT SYSTEM

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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.”
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.
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.

After you account has been activated, the link in the email no longer works. You should go to 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
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

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.

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.
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.
Enrolling Students in Your Course Section
For courses using the CE Skills Practice Evaluation

Counselor Education faculty will need to enroll students in their course sections through the assessment system in order to use the CE Skills Practice Evaluation.

To enroll students, first click “Enrollments Management” and then click, “Enrollment Management” in the drop-down menu.

Then, the Enrollments Management page will open.

When you see the top of this page (left) scroll down to the bottom of the page.

Then, click the “Create New Enrollment Information” button at the bottom of the page.
Enrolling Students in Your Course Section

The “Create New Enrollment Details” page will open. You will need to enter information for the Term, Course, Section, Student, Student Role, Program, Faculty, Faculty Role, Site, Clinical Instructor, and Clinical Instructor Role. This information will generate from the drop-down menu for each field. The “Faculty Role” will match the role for your own account which will appear at the top of the page next to “Logged in as.” The “Clinical Instructor Role” will be “Counselor Ed Site Supervisor.”

Before submitting, be sure to complete the last field. Change the “Enrollment Status” from Not Enrolled to Enrolled. Then, click the “Create New Enrollment” button.

You will need to do this for each student in the course. After this process is completed, the student will appear in your course roll under “Supervised Enrollments.”
Adding a New Placement Site and Site Supervisor

Click on the link below for steps on adding a new placement site or site supervisor.

**Video link:**
[https://streamable.com/5w667](https://streamable.com/5w667)
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

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.
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” button. If you do not click “Submit” 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.
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.
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.
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, “Save Changes” in order to submit the instrument.
Due Dates for Entering Data

- Mid-Point Assessments must be entered between October 1 and October 31 for Fall semester and between March 1 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