



THE UNIVERSITY OF MISSISSIPPI  
School of Education

**Getting Started in the  
DREAM  
ASSESSMENT  
SYSTEM:  
Counselor Education  
Faculty**

# USING THE ASSESSMENT SYSTEM

- ▣ Where to find the link
- ▣ Register a User Account (legal name/email address)
- ▣ Update your profile (use of information)
- ▣ Enrolling Students in Your Course Section
- ▣ Adding a New Placement Site and Site Supervisor
- ▣ Supervised Enrollments (Courses)
- ▣ Completing the CE Skills Practice Evaluation
- ▣ Completing the CE Dispositions Assessment Instrument
- ▣ Meeting due dates for entering assessment scores

# GETTING STARTED

School of Education

About Academics Departments, Centers, & Outreach Faculty & Staff Students

Assessment System

Directory

Documents & Forms

EdTech Blog

Journal of Contemporary Research in Education

Links

Schedule Room/Labs

TJW Training

Dr. Monroe Wins Hood Award

Assistant Dean Tom Monroe is the 2018 Elma M. Hood Distinguished Teacher of the Year

Newsworthy



Meet Our 2018 Practitioners of



Seven Inducted Into SOE Alumni Hall



Missed Graduation? We Got It on Video!

Poll

The execution...

- Love it
- Hate it
- Never use it correctly
- I use it all the time every day, but my thoughts together, even if I don't use it correctly!

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/>

# School of Education Assessment System

[About](#)[Academics](#)[Departments, Centers, & Outreach](#)[Faculty & Staff](#)[Students](#)

## Welcome to the SOE Assessment System

### This system is implemented at three levels:

1. Individual candidate level to ensure that our candidates exit our programs with the appropriate skills, knowledge, and dispositions to be effective professionals.
2. Program level to determine the effectiveness and cohesiveness of candidates' courses of study.
3. Unit level to monitor the connectivity of programs and their alignments with professional standards; unit's mission, vision, and goals; the conceptual framework and articulated needs from the field, and dispositions to be effective professionals.

Assessment data are collected from multiple sources including candidates, recent graduates, faculty, clinical instructors, principals, and external reviewers. These data are systematically compiled, summarized, and analyzed annually to assist in making improvements that have a positive impact on candidate performance, program quality, and unit operations. The process provides an empirical basis for informing, evaluating, and continuously improving the unit and its educator preparation programs.

[Sign In](#)[Register Here](#)

**First time users should click “Register Here” to create an account.**

**If you already have an Assessment System account click “Sign In.”**

## Register your assessment system account.

Already registered? [Click here to login.](#)

Title:

Enter the following information as it would appear on your driver's license.

First Name:

Middle Name:

Last Name:

Enter the following information as it would appear on your university ID card, if applicable.

Faculty ID:

Student ID:

The following information will be your login credentials.

Email Address:

Passwords must be between 6 to 20 characters.

Password:

Confirm Password:

Register



**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.**

**You have successfully registered your account.**

Thank you for registering. A confirmation email has been sent to your address. Please click on the link in that email in order to activate your account. Once you have clicked on the link and logged in, your account will be activated.

[Click Here To Sign In](#)

**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.**

[About](#)

[Academics](#)

[Departments, Centers, & Outreach](#)

[Faculty & Staff](#)

[Students](#)

Your account is now active. You may log in [here](#).

**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>**



# School of Education Assessment System

## Welcome to the SOE Assessment System

### This system is implemented at three levels:

1. Individual candidate level to ensure that our candidates exit our programs with the appropriate skills, knowledge, and dispositions to be effective professionals.
2. Program level to determine the effectiveness and cohesiveness of candidates' courses of study.
3. Unit level to monitor the connectivity of programs and their alignments with professional standards, unit's mission, vision, and goals; the conceptual framework and articulated needs from the field, and dispositions to be effective professionals.

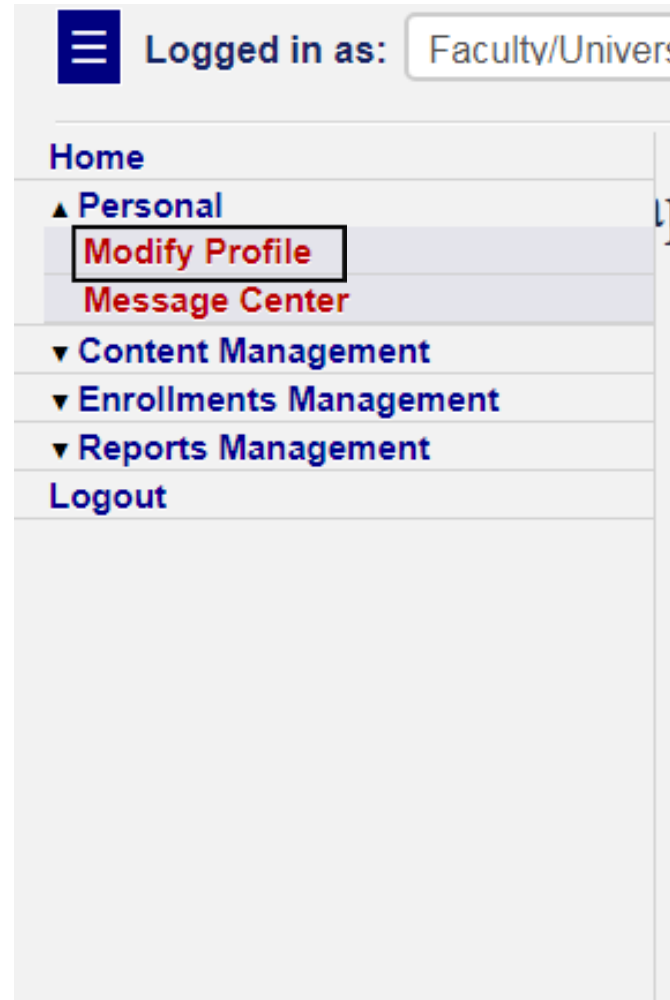
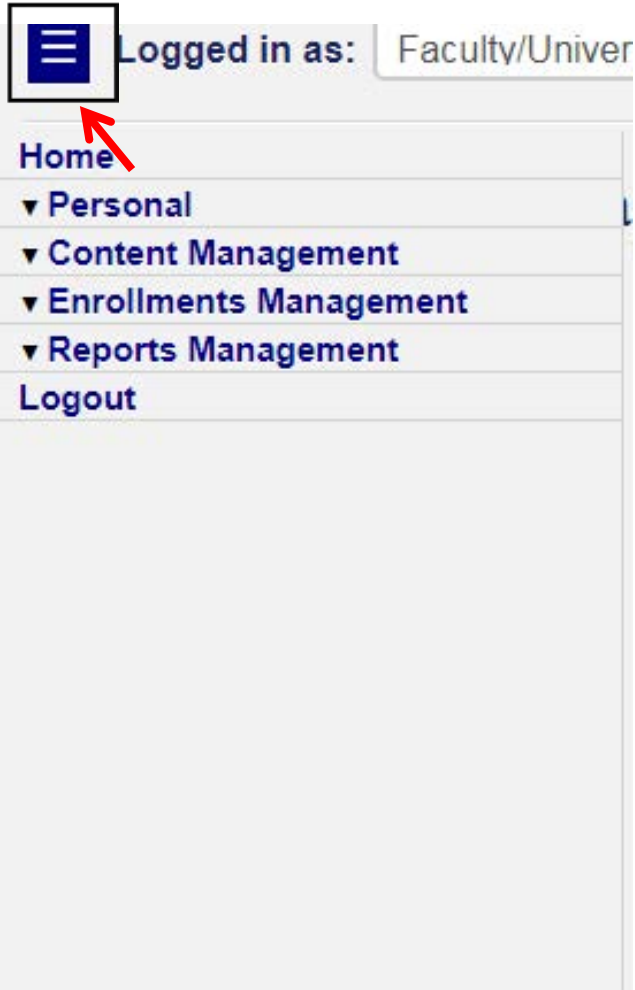
Assessment data are collected from multiple sources including candidates, recent graduates, faculty, clinical instructors, principals, and external reviewers. These data are systematically compiled, summarized, and analyzed annually to assist in making improvements that have a positive impact on candidate performance, program quality, and unit operations. The process provides an empirical basis for informing, evaluating, and continuously improving the unit and its educator preparation programs.

[Sign In](#) [Register Here](#)



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 universal personnel who work with our teacher education students.



Edit Account Information for Usagetestguy Johnson [UID5a09aee8b27ff]

Account Registered

2017-11-13 08:40:50

Last Login

Title:

Mr.

First Name:

Usagetestguy

Middle Name:

Jamey

Last Name:

Johnson

Faculty ID:

55865545

Student ID:

45435456

Email Address:

no1me@emailmail@yahoo.com

Change Password

Password:

Confirm Password:

Update Account

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](mailto: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



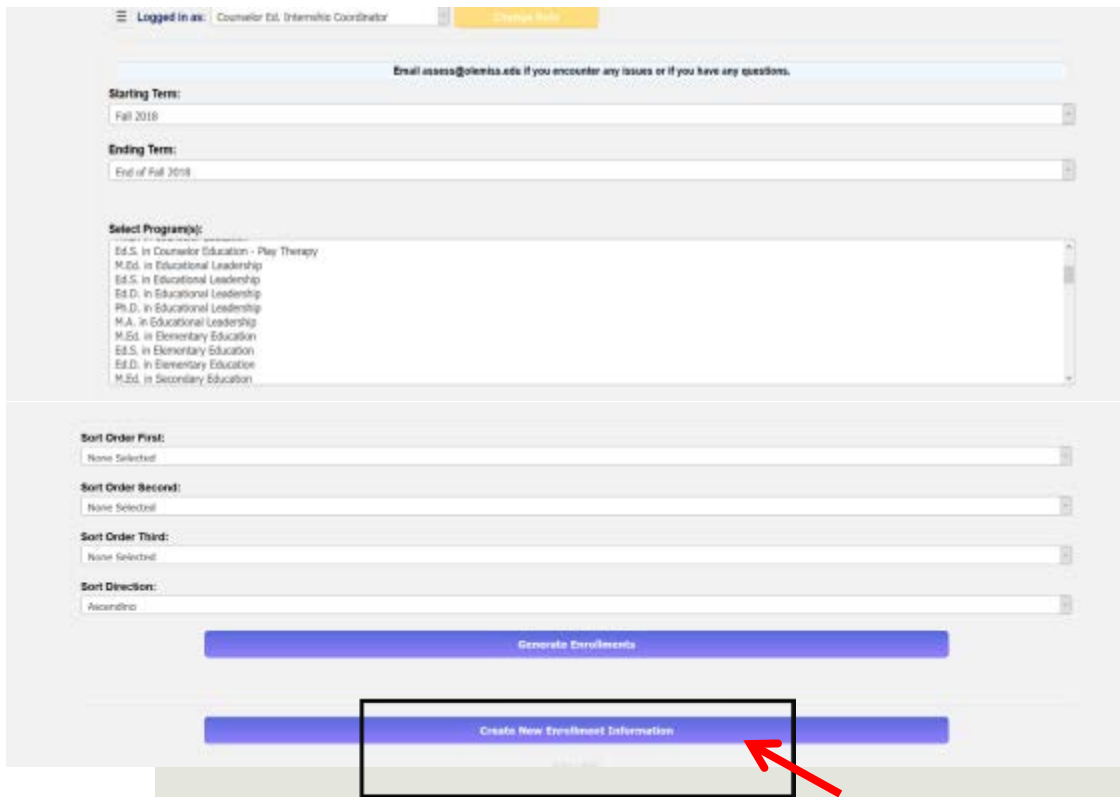
Counselor Education faculty will need to enroll students in their course sections through the assessment system in order to use the CE Skills Practice Evaluation.

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

Email assess@olemiss.edu if you encounter any issues or if you have any questions.

Create New Enrollment Details

Term:  
Fall 2018

Course:  
COUN 539

Section:  
Section 1 Oxford

Student:  
Chesnee Bowdin

Student Role:  
Counselor Ed, M.Ed. Student

Program:  
M.Ed. in Counselor Education

Faculty:  
Amanda Winburn

Faculty Role:  
Counselor Ed, Internship Coordinator

Site:  
Child Advocacy And Play Therapy Institute

Clinical Instructor:  
Tony Michael

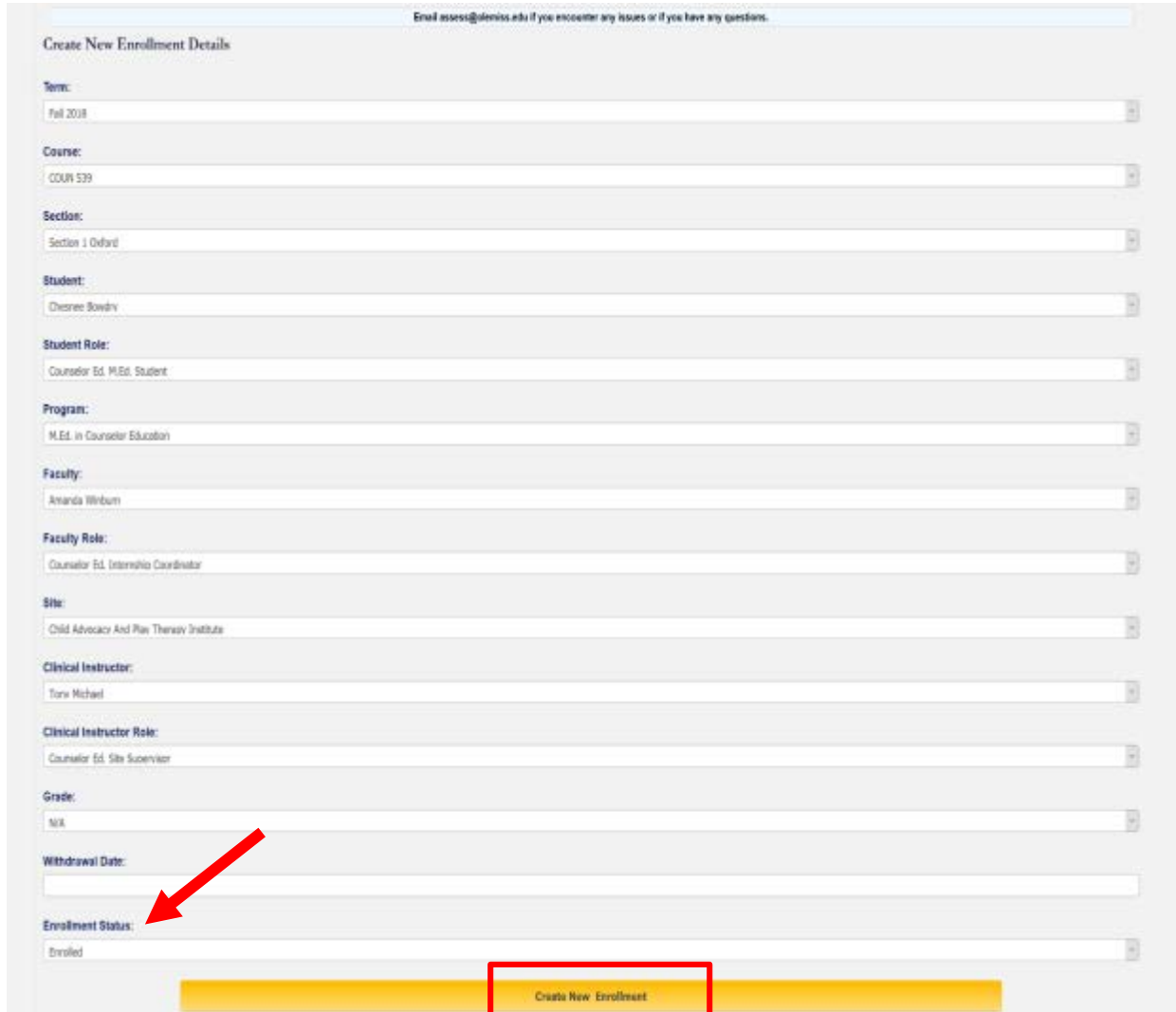
Clinical Instructor Role:  
Counselor Ed, Site Supervisor

Grade:  
N/A

Withdrawal Date:

Enrollment Status:  
Enrolled

Create New Enrollment



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.”

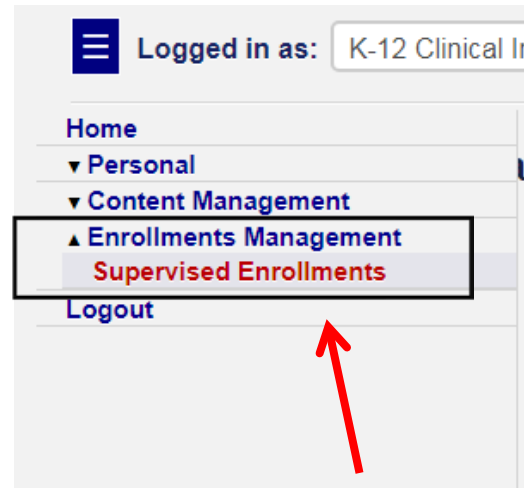
# Adding a New Placement Site and Site Supervisor

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

**Video link:**

<https://streamable.com/5w667>

# 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.”

## Supervised Enrollment Courses

Showing courses which you have a supervisory role in for Spring 2013 semester.

You are a supervisor for 1 course.

EDLE 464	Student Teaching: Elementary Education	<a href="#">View Roll</a>
----------	--	---------------------------

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.)

### Supervised Enrollment Course Roll

Showing enrollments which you have a supervisory role in for Spring 2018, First Summer 2018, Full Summer 2018 semesters and the course EDCI 353.

You are supervising 31 students.

<b>Brittany Williams</b> [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Linda Neeley (lneeley@wvsd.k12.ms.us)	K-12 Clinical Instructor	Davidson Elem
<a href="#">View Details</a>	<a href="#">Enter Data</a>	
<b>Bailey Ellis</b> [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Sonja Hobson (shobson@pontotoc.k12.ms.us)	K-12 Clinical Instructor	Pontotoc Elementary
<a href="#">View Details</a>	<a href="#">Enter Data</a>	
<b>Shelby Winstead</b> [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Christi Hill (christina.hill@gocommodores.org)	K-12 Clinical Instructor	Lafayette Elem
<a href="#">View Details</a>	<a href="#">Enter Data</a>	
<b>Mary Peterson</b> [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A
Amanda Little (alittle@pcsd.ms)	K-12 Clinical Instructor	N Pontotoc Elem
<a href="#">View Details</a>	<a href="#">Enter Data</a>	
<b>Caroline Lunn</b> [REDACTED]	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDCI 353	Section 1 Oxford
Alicia Stapp	Faculty/University Supervisor	N/A

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

## Enter Data for Enrollment

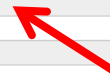
General Enrollment Information	
Term:	Spring 2018 <a href="#">View Details</a>
Academic Year:	2017 - 2018
Course:	EDLE 464 <a href="#">View Details</a>
Course Title:	Student Teaching: Elementary Education
Section:	Section 1 Oxford
Student:	Hiu Laam Chow <span style="background-color: black; color: black;">XXXXXXXXXX</span> <a href="#">View Details</a>
Student Role:	Undergraduate Student
Program:	B.A.Ed. in Elementary Education <a href="#">View Details</a>
Classification:	Undergraduate
Faculty:	Valerie Mathis (2673) <a href="#">View Details</a>
Faculty Role:	Faculty/University Supervisor
Grade:	N/A
Status:	Enrolled
Enrollment Application:	Not Available
Hours	
Field Experience (FE)	560
Credit (Credit)	9
Placement Information	
Clinical Instructor:	Katie Pearson
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Oxford Elementary
Type:	School
<a href="#">View Clinical Instructor Info</a> <a href="#">View Site Details</a>	

## Assessment Instruments

CEI 2015	<a href="#">Submit</a>
CEI 2015	<a href="#">Submit</a>
TIAI	<a href="#">Submit</a>
TIAI	<a href="#">Submit</a>

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.



Midterm

Attending skills

Rubric Information

<sup>1</sup> Below Expectations   <sup>2</sup> Meets Expectations   <sup>3</sup> Exceeds Expectations

Overall Attending Skills Score

- 1 - Below Expectations
- 2 - Meets Expectations
- 3 - Exceeds Expectations

Body Language and Appearance

Eye Contact

Use of Encouragers

Vocal Tone

Verbal Tracking

Supports efforts for addiction prevention and intervention

Advocates for violence prevention

Submit

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.

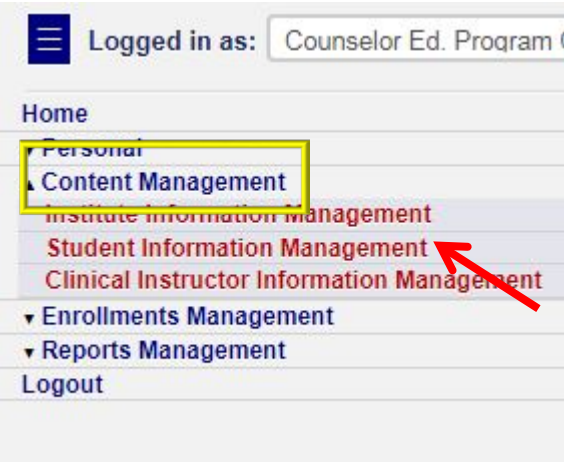
When you are satisfied that all ratings and indicators are correct, click on the “Submit” button. If you do not click “Submit” it is not submitted.

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.

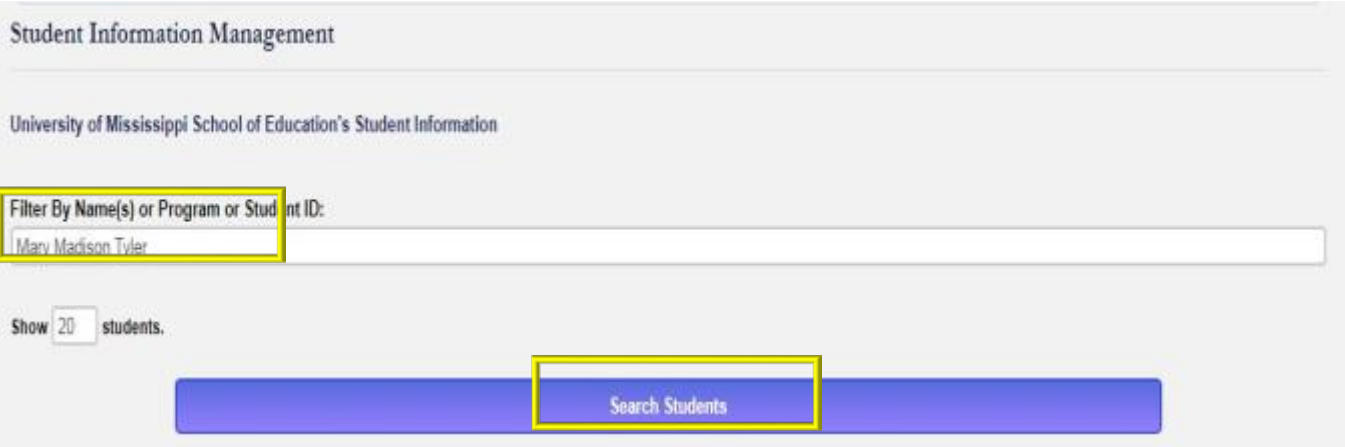


# Completing the CE Dispositions Assessment Instrument



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.”

Student ID	Name	Program	
10456228	<b>Mary Madison Tyler</b>	M.Ed. In Counselor Education - School Counseling	<a href="#">View</a>
10495891	Mary Madison Mcnair	B.A.Ed. In Elementary Education	<a href="#">View</a>
10595873	Tyler Abney Abney	B.A.Ed. In Secondary Education - Social Studies	<a href="#">View</a>

The student will generate below. Next, click “View” on the line corresponding to the student.

Email assess@olemiss.edu if you encounter any issues or if you have any questions.

### Student Information for Mary Tyler

#### Student Demographic Information

Name	Mary Tyler
Gender	Female
Race	White
Age	23 Years - 1995-08-11
Email	mtyler@go.olemiss.edu

[Edit Demographic Information](#)

#### Student General Information

Student ID	10496228
Student Email	mtyler@go.olemiss.edu
Full Time/Part-Time	Full-Time
Teacher Assistant?	Yes
Background Check	2015-01-20
Insurance Expiration	2017-10-31

[Edit Student General Information](#)

#### Submit Assessment Instrument

[Submit Assessment Instruments](#)

### Submit Assessment Instruments for Mary Tyler

#### Assessment Instruments

##### Standard Instruments

CE Dispositions Assess. Instrument

[Submit](#)

### Submit Assessment Instruments for Mary Tyler

#### Submit Counselor Education Assessment of Professional Dispositions Instrument

##### Submission

There has been no submissions for this instrument thus far.

[Submit New Instrument Submission](#)

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.

## Counselor Education Assessment of Professional Dispositions

Evaluation By: Richard Ballin (Counselor Ed. Program Coordinator)  
Evaluation For: Nary Tyler (10456228) - Counselor Ed. M.Ed. Student

### Instructions

Fill out the indicators correctly.

### CE Dispositions Instrument

Course/Experience in which assessment occurred (e.g., Basic Skills, Practicum, Internship, other)

#### Impact (The Candidate)

##### Rubric Information

0 **N/D**    1 **Needs Improvement**    2 **Meets Expectations**    3 **Exceeds Expectations**

Demonstrates awareness of own impact on others.

- N/D
- Needs Improvement
- Meets Expectations
- Exceeds Expectations



##### Rubric Information

0 **N/D**    1 **Needs Improvement**    2 **Meets Expectations**    3 **Exceeds Expectations**

PhD Candidates ONLY: Understands limits of confidentiality when acting in role of instructor or supervisor

- N/D
- Needs Improvement
- Meets Expectations
- Exceeds Expectations

### Comments

Save Changes

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](mailto:assess@olemiss.edu)