Getting Started in the DREAM ASSESSMENT SYSTEM: Site Supervisors
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.

Site Supervisors should omit the 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.

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 site supervisors who work with our 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.

Site Supervisors should omit the 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 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 a student (you may have one or two courses available depending on the number of students at your site).
To complete assessment instruments for the student you are working with, click “Enter Data.”

The assessment instruments associated with the course in which the student is enrolled will be displayed. Click “Submit” to fill out the assessment instrument.
To complete the assessment, click the button next to the rating for the student.

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

With each communication, please provide:

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