

# How to Submit a Disposition in the SOE Assessment System

In the School of Education's Assessment System, faculty have access to submitting a disposition infraction form on a teacher candidate.

Follow the steps below to successfully submit a disposition infraction form:

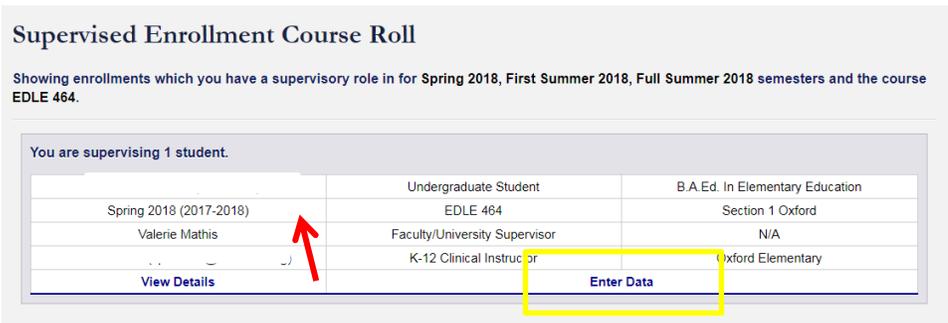
*Option 1: Submitting a Disposition on a teacher candidate currently enrolled in your course(s):*



Click the Navigation Menu button (the blue square) after logging in.

Then, click "Enrollments Management."

Next, click "Supervised Enrollments" from the drop down menu.



The "Supervised Enrollments Course Roll" page will open.

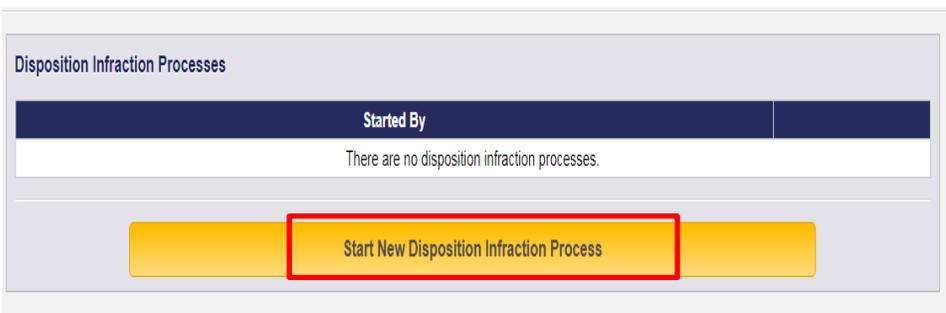
To submit a disposition infraction form for a particular candidate, find the candidate's listing in your course roll and click "Enter Data."



The "Enter Data for Enrollment" page will open.

Scroll down the page to the heading "Disposition Infraction Process."

Then, click the yellow "Start New Disposition Infraction Process" button.



## Disposition Infraction Process

Disposition infraction process for:

Enrollment Information:

Personnel Information:

### Disposition Infraction History

This student has had no prior disposition infractions.

### Disposition Instructions

If a Department of Teacher Education course instructor or University supervisor recognizes disposition related infractions by a candidate, the following procedures will be implemented:

1. The University supervisor or course instructor will complete an online disposition infraction form on a candidate.
2. After review of the form(s) between candidate and instructor or University supervisor, the candidate will be asked to log on to the assessment system and electronically sign the form (within 7 days of the submission of the disposition infraction). The signature is not an agreement with or to the infractions but denotes that the candidate has reviewed the form.
3. Notification of the infraction will be sent to the program coordinator and SAFE office.

### Start A New Disposition Infraction Process

1. The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure. (MCoE 9)

2. The teacher candidate demonstrates maturity and sound judgment in all interactions with peers, university and P-12 personnel, and parents. (MCoE 5)

3. The teacher candidate follows all university and P-12 school policies including but not limited to policies for alcohol, drug, tobacco, and social media use. (MCoE 6)

7. The teacher candidate maintains a professional relationship with all students both inside and outside professional settings. (MCoE 4)

Submit Disposition Infraction

The “Disposition Infraction Process” page will open.

The candidate’s information will be listed and any disposition infraction history will be listed if the candidate has any prior disposition infractions.

Be sure to review the “Disposition Instructions” section of the page.

After reviewing the disposition instructions, scroll down to the heading “Start a New Disposition Infraction Process.”

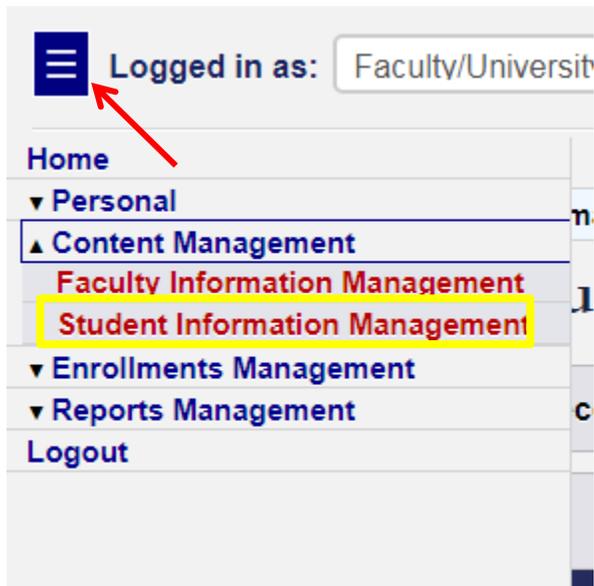
To complete the disposition infraction form, select the box next to disposition(s) for which the candidate is receiving the infraction.

Type any related comments in the box below the disposition(s).

Scroll down to the bottom of the page after completing the form.

Click the yellow “Submit Disposition Infraction” button to submit the disposition infraction form.

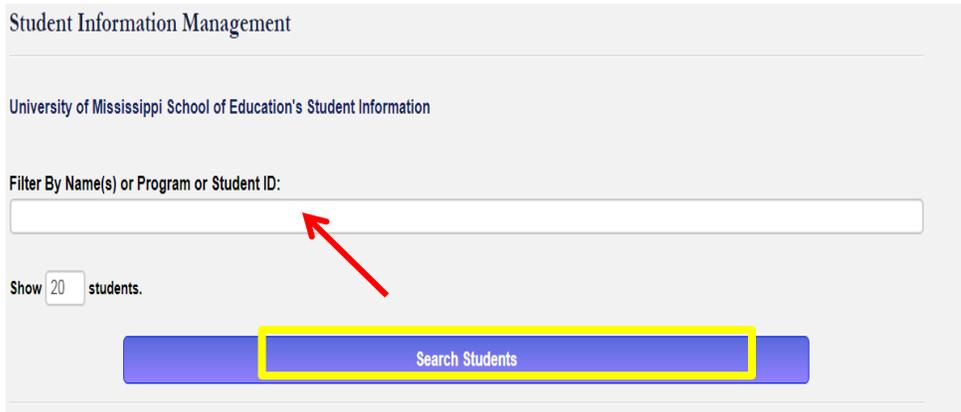
**Option 2: Submitting a Disposition on a teacher candidate NOT currently enrolled in your course(s):**



Click the Navigation Menu button (the blue square) after logging in.

Then, click "Content Management."

Next, click "Student Information Management" from the drop down menu.



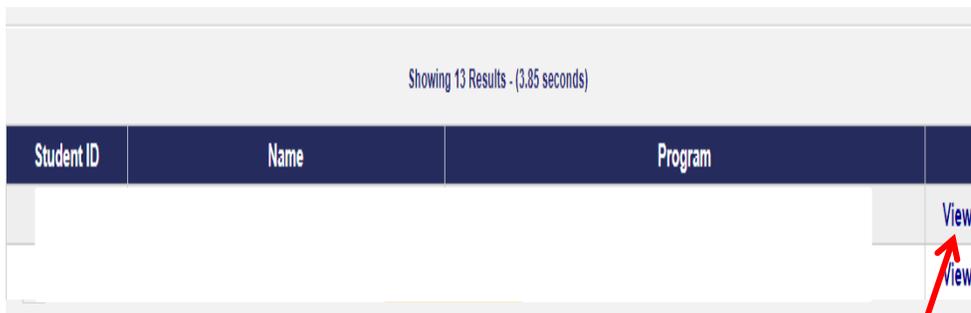
The "Student Information Management" page will open.

To search for a candidate, type their name or student ID number into the white bar.

Next, click the purple "Search Students" button.

The results will generate below the "Search Students" button.

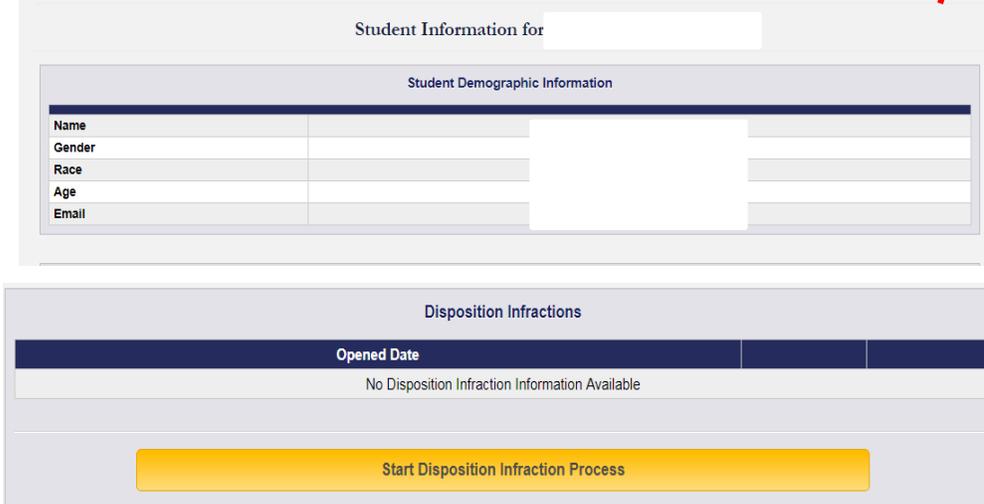
After finding the candidate's name, click "View" on the right.



The "Student Information" overview page will open.

Scroll down the page until the heading "Disposition Infractions." Any previous dispositions will be listed.

Next, click the yellow "Start Disposition Infraction Process" button.



## Disposition Infraction Process

### Disposition infraction process for:

#### Enrollment Information:

Second Summer 2019 - EDEL 404 - Section 1 Oxford

#### Personnel Information:

University Supervisor: [Redacted]

### Disposition Infraction History

This student has had no prior disposition infractions.

### Disposition Instructions

If a Department of Teacher Education course instructor or University supervisor recognizes disposition related infractions by a candidate, the following procedures will be implemented:

1. The University supervisor or course instructor will complete an online disposition infraction form on a candidate.
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The “Disposition Infraction Process” page will open.

The candidate’s information will be listed and any disposition infraction history will be listed if the candidate has any prior disposition infractions.

Be sure to review the “Disposition Instructions” section of the page.

After reviewing the disposition instructions, scroll down to the heading “Start a New Disposition Infraction Process.”

To complete the disposition infraction form, select the box next to disposition(s) for which the candidate is receiving the infraction.

Type any related comments in the box below the disposition(s).

Scroll down to the bottom of the page after completing the form.

Click the yellow “Submit Disposition Infraction” button to submit the disposition infraction form.