Getting Started in the DREAM ASSESSMENT SYSTEM:

Faculty
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
- Checking for assessment submissions
- 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/
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.

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.

Your account is now active. You may log in here.

After your 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.
It is important to keep your personal profile up to date. We use this information to provide evidence of the quality of university personnel who work with our 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.
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.
Supervised Enrollments (Courses)

To locate your class rolls and the assessments to be completed on the students in your class, 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 the roll for the course(s). You may have more than one course listed if you are teaching multiple courses or sections.
The list of students enrolled in your class will be displayed along with placement information if field placements are part of the course.

To complete assessment instruments for the education student you are working with, click “Enter Data.”
Completing the Assessments

The assessment instruments associated with the course in which the teacher 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 the Formative and 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 teacher 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.
Checking for Assessment Submissions

Supervisors should check to make sure assessment instruments have been submitted by the due date(s) for each student.

To check assessment instruments for the education student you are working with, click “View Details” for the student on the “Supervised Enrollment Course Roll” page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Course</th>
<th>Section</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Stapp</td>
<td>Faculty/University Supervisor</td>
<td>EDCI 353</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Linda Neely</td>
<td>K-12 Clinical Instructor</td>
<td></td>
<td></td>
<td>Davidson Elem</td>
</tr>
<tr>
<td>Sonja Hobson</td>
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<td>Pontotoc Elementary</td>
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<td>Amanda Little</td>
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<td>N Pontotoc Elem</td>
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</tbody>
</table>

Showing enrollments which you have a supervisory role in for Spring 2018, First Summer 2018, Full Summer 2018 semesters and the course EDCI 363.

You are supervising 31 students.
The “Enrollment General Details” page will open.

Scroll down to the “Instrument Submissions” section of the page. If no instruments have been submitted no instruments will be listed in the section. Instead the text “There have been no instrument submissions for this enrollment” will be displayed.
If any instruments have been submitted these instruments will be listed. To view the ratings for the instruments click “View Report.”

A “Practicum Attendance Sheet” or “Capture Hours Instrument” will also be listed once hours have been entered in the assessment system by the student or clinical instructor.
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** ratings 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 ratings as soon as you have completed the assessment.

- For EDCI 352, EDEL 401, EDEL 403, EDEL 404, EDSE 442, EDSE 445, EDSE 446, and EDSE 447 assessment scores are due by December 5 but the system will be open on October 15.

- It is best if you enter the scores on the assessments you are completing as soon as you have completed them.
QUESTIONS?

Email the Assessment Office at assess@olemiss.edu