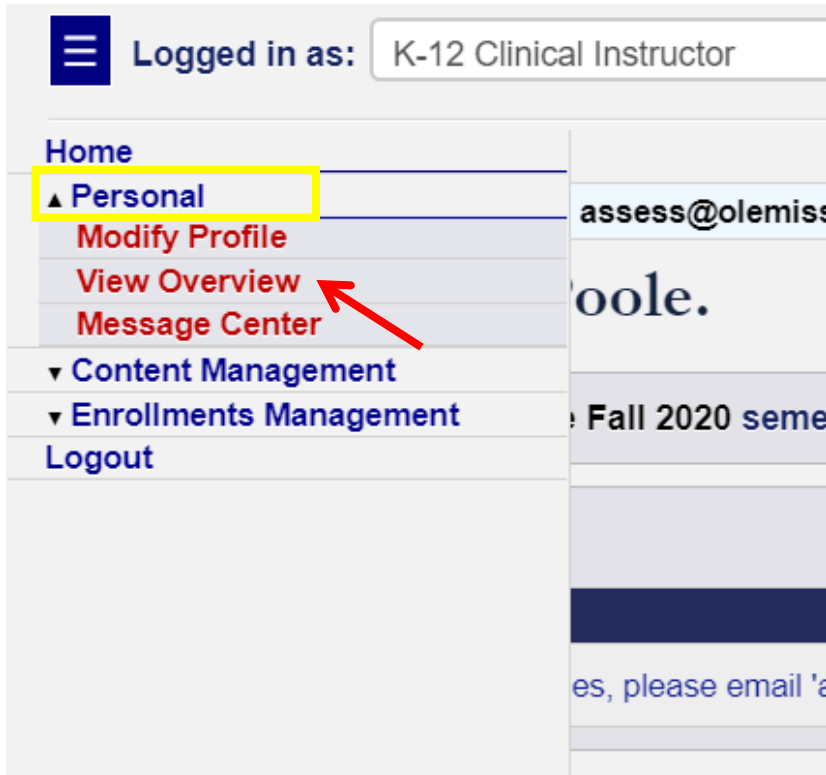


Clinical Instructor Overview Page Quick Guide

Clinical Instructors needing to update their *Overview* page information in the School of Education Assessment System can do so by following the steps below:



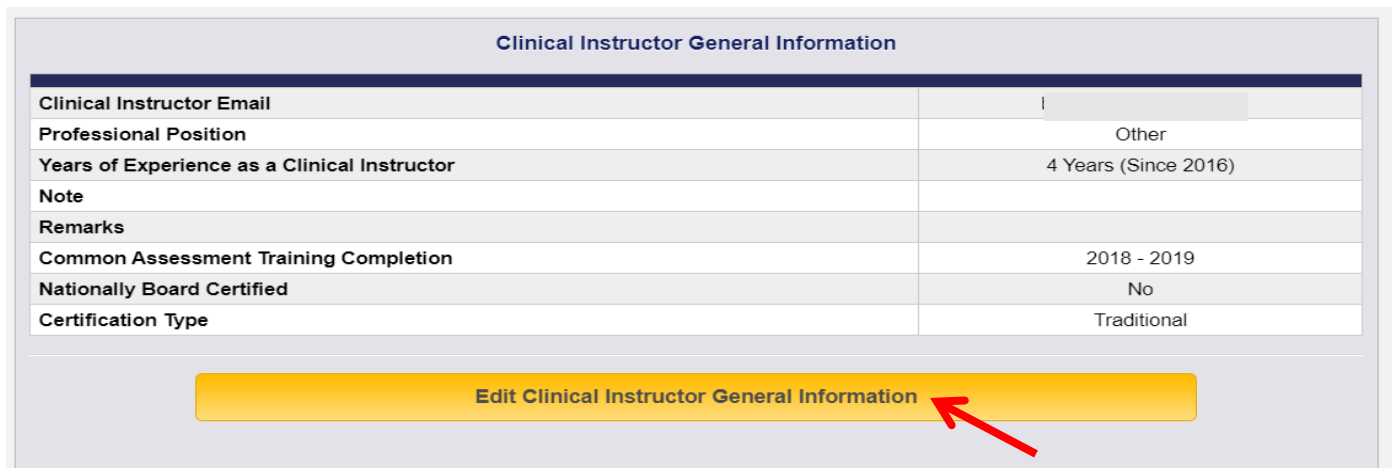
Logged in as: K-12 Clinical Instructor

- Home
- ▲ Personal
 - Modify Profile
 - View Overview
 - Message Center
- ▼ Content Management
- ▼ Enrollments Management
- Logout

Log into the SOE Assessment System.
<http://education.olemiss.edu/assessment/home.php>

Click “Personal” in the Navigation Menu.

Next, click “View Overview” from the drop down menu.



Clinical Instructor General Information

Clinical Instructor Email	
Professional Position	Other
Years of Experience as a Clinical Instructor	4 Years (Since 2016)
Note	
Remarks	
Common Assessment Training Completion	2018 - 2019
Nationally Board Certified	No
Certification Type	Traditional

Edit Clinical Instructor General Information

The first section of the *Overview* page to update is Clinical Instructor General Information. Click the “Edit Clinical Instructor General Information” button to update any information in the section.

Clinical Instructor General Information

Professional Position:

Teacher

Clinical Instructor Email:

Year Began as a Clinical Instructor:

2016

Years of Teaching Experience:

Grade Taught:

Subject Area:

Subject Concentration:

Relevant Notes

Remarks

Common Assessment Training Completion:

2018 - 2019

Nationally Board Certified:

No

Certification Type:

Traditional

Save Changes to Clinical Instructor



Complete all the General Information fields. For the *Nationally Board Certified* and *Certification Type* fields you will need to make a selection from the drop-down menu. Click the “Save Changes to Clinical Instructor” button to update the information in this section.

Clinical Instructor Title Information

Title
There is no title information associated with this clinical instructor.

Edit Professional Title Information

The next section of the *Overview* page is **Clinical Instructor Title Information**. Click the “**Edit Professional Title Information**” button to update any information in the section.

Title:

Add Title Information

Title
There is no title information associated with this clinical instructor.

Return to Clinical Instructor Overview

Enter your title information by typing it in the bar. Click the “**Add Title Information**” button to update the information in the section. The title information will appear in the *Title* box. Click the “**Return to Clinical Instructor Overview**” button to return to your *Overview* page.

Clinical Instructor Site Information

Clinical Instructor School Information

District Name	School Name	Grade Taught	Subject Area	Years Experience	Active
Oxford	Oxford Middle Sch	7th-8th	Secondary	4 Years (2016-Current)	Active

[View School Details](#)

Clinical Instructor Institute Information

This clinical instructor does not belong to any institutes.

Edit Site Information

The next section of the *Overview* page is **Clinical Instructor Site Information**. Click the “**Edit Site Information**” button to update any information in the section.

At what school(s) does this clinical instructor work?

School:

9th Grade Acad-hhs

Grade(s) Taught:

Subject Area:

Subject Concentration:

Year Started:

1920

Year Ended:

Current

Add School

School

Oxford Middle Sch

Deactivate

Remove

Edit

The clinical instructor's current site information can be found below the yellow "Add School" button. Click the red "Edit" button to update the any additional fields related to your current site (*Grade(s) Taught, Subject Area/Concentration, Year Started*). The *Year Ended* field will default to "current" if you are still teaching at the selected site. Click the yellow "Add School" button after updating any of the current site information. As a clinical instructor, you do NOT need to add any institute information. Click the "Return to Clinical Instructor Overview" button to return to your *Overview* page.

Clinical Instructor Certification Information

Certification

Date Issued

Date Expired

There is no certification information associated with this clinical instructor.

Edit Clinical Instructor Certifications

The next section of the *Overview* page is **Clinical Instructor Certification Information**. Click the "Edit Clinical Instructor Certifications" button to update any information in the section.

User Certification Information

Certification Details

Choose An Existing Certification:

National Board Certified Teacher

Or Add A New Certification:

Date Issued:

Date Expired:

Add Certification Information

Certification	Date Issued	Date Expired
There is no certification information associated with this user.		

Return to Clinical Instructor Overview

Add your certification information by selecting one of the options from the drop-down menu or typing a new certification. Then, click the “Add Certification Information” button. The certification information will appear in the *Certification* box. Click the “Return to Clinical Instructor Overview” button to return to your *Overview* page.

Clinical Instructor License Information

License	License Number	Date Issued	Date Expired
There is no license information associated with this clinical instructor.			

Edit Clinical Instructor Licenses

The next section of the *Overview* page is Clinical Instructor License Information. Click the “Edit Clinical Instructor Licenses” button to update any information in the section.

License Details

Choose An Existing License:

AL Licensed Supervising Counselor

Or Add A New License:

License No:

License Area:

Agriculture
Administration
Biology
Chemistry
Child Development
Dance
Elementary Education
English
French
Mathematics

Date Issued:

Date Expired:

Add License Information

License	License No.	Date Issued	Date Expired
There is no license information associated with this user.			

Return to Clinical Instructor Overview

Select a license from the drop-down menu. If your specific license does not appear in the drop-down menu, you can type your license information under the “Or Add A New License” field. To select multiple license areas (highlighted in yellow above), hold down the CTRL key (PC users) or COMMAND key (Mac users) when clicking on the subject areas. Click the “Add License Information” button to update the information in this section. Your license information will appear in the *License* box. Click the “Return to Clinical Instructor Overview” button to return to your *Overview* page.

Clinical Instructor Completed Degree Information

Degree	School	Year Completed
There is no completed degree information associated with this clinical instructor.		

[Edit Clinical Instructor Completed Degrees](#)

The next section of the *Overview* page is **Clinical Instructor Completed Degree Information**. Click the “**Edit Clinical Instructor Completed Degrees**” button to update any information in the section.

Completed Degree Details

Degree:

School:

Year Completed:
1920

[Add Degree Information](#)

Degree	School	Year Completed
There is no degree information associated with this user.		

[Return to Clinical Instructor Overview](#)

Add your completed degree information by typing into the Degree and School fields. Select the year completed from the drop-down menu. Then, click the “**Add Degree Information**” button. The degree information will appear in the *Degree* box. Repeat the same process to add additional degrees. Click the “**Return to Clinical Instructor Overview**” button to return to your *Overview* page.

Clinical Instructor Organization Information

Organizations Belonged To

There is no organization information associated with this clinical instructor.

[Edit Clinical Instructor Organizations](#)

The next section of the *Overview* page is **Clinical Instructor Organization Information**. Click the “**Edit Clinical Instructor Organizations**” button to update any information in the section.

Organization Details

Choose An Existing Organization:

Mississippi Profession of Educators

Or Add A New Organization:

New Organization Abbreviation(If Applicable):

[Add Organization Information](#)

Organization

There is no organization information associated with this user.

[Return to Clinical Instructor Overview](#)

Select your affiliated organization(s) from the drop-down menu. If your specific organization does not appear in the drop-down menu, you can type your organization information under the “**Or Add A New Organization**” field. Click the “**Add Organization Information**” box. Your organization information will appear in the *Organization* box. Click the “**Return to Clinical Instructor Overview**” button to return to your *Overview* page.

Contact assess@olemiss.edu for help with the assessment system.