# Instructions for Completing the Candidate Evaluation Instrument and Timesheet Forms

As the clinical instructor of a Junior teacher education candidate, you will only complete the Candidate Evaluation Instrument (CEI) **once** *on the candidate at the end of the semester and confirm attendance online for the candidate. The CEI form and timesheet form should be completed online by May 5th. In order to complete the CEI evaluation form and timesheet form follow the directions below.*
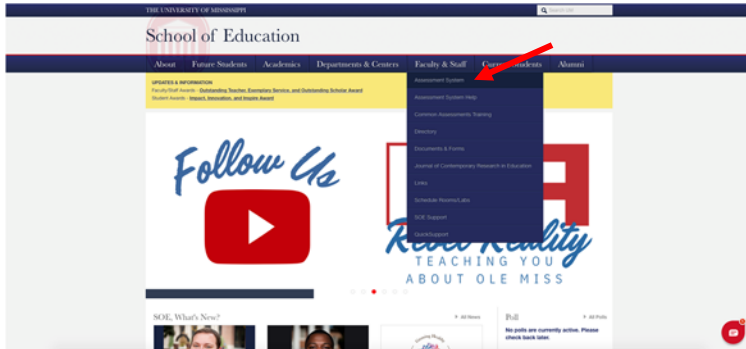
To access the Assessment System from the School of Education website, click the "Faculty & Staff" tab. Then, click the "Assessment System" button.
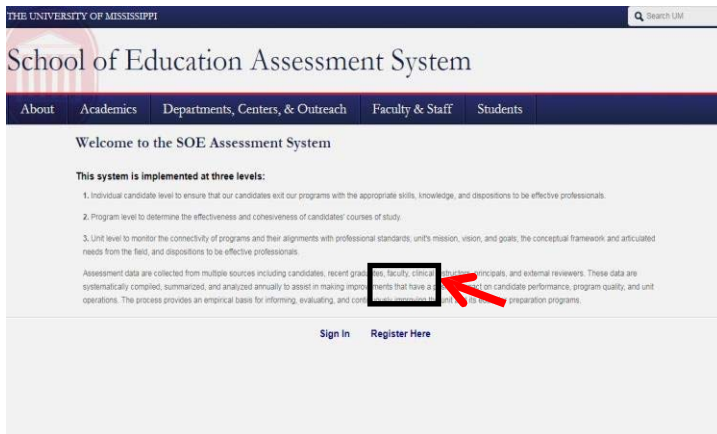
First time users should click "Register Here" to create an account.
If you already have an Assessment System account click "Sign In."
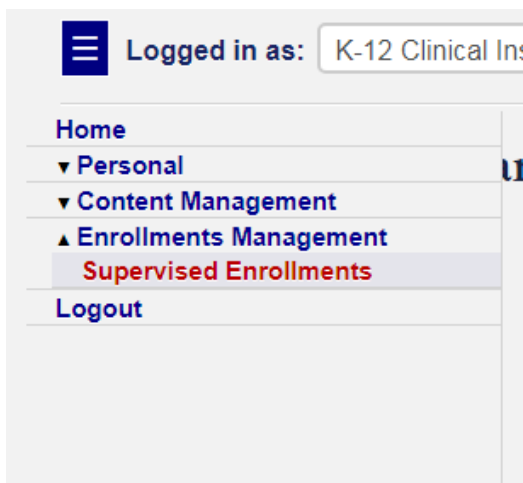
To locate the CEI and Timesheets to be completed on the candidate visiting your classroom click on "Enrollments Management" in the Navigation Panel. Then, click "Supervised Enrollments."

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	View 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 EDLE 464.

You are supervising 1 student.		
Hiu Laam	Undergraduate Student	B.A.Ed. In Elementary Education
Spring 2018 (2017-2018)	EDLE 464	Section 1 Oxford
Valerie Mathis	Faculty/University Supervisor	N/A
Katie Pearson (kpearson@oxfordsd.org)	K-12 Clinical Instructor	Oxford Elementary
View Details		Enter Data

On this page, you will see the EDCI 353 course and any other placement courses your teacher candidate is taking listed. Click "View Roll" to see information for a teacher candidate.

To complete the forms for the candidate you are working with, click "Enter Data."

Assessment Instruments

Math TIAI-B	Submit
Science TIAI-B	Submit
Social Studies TIAI-B	Submit
TIAI Revised 2018	Submit
CEI Revised 2018	Submit
Field Experience Timesheet	Submit

To Confirm Hours

On the "Enter Data for Enrollment Page" scroll down to the heading "Assessment Instruments," and click the "Submit" button to the right of "Field Experience Timesheet." All field placement hours that the candidate has logged into the assessment system for that course will be listed. You will need to verify the hours on the timesheet.

Review Hours

Date	Start Time	End Time	Total Hours	Type	Status		
2018-08-22	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-08-29	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-09-13	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-19	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-24	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-10-17	10:45 AM	02:15 PM	3.50	Standard	Confirmed	Confirm	Doubt
2018-10-25	10:45 AM	02:15 PM	3.50	Standard	Doubt	Confirm	Doubt
2018-11-07	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-08	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-13	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-14	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-16	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-26	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt

Scroll down the "Field Experience Timesheet" page to the heading "Review Hours."

To confirm a set of hours click "Confirm." These will turn green. If you believe the hours logged are inaccurate click "Doubt. These will turn red.

Hours that have yet to be verified by you will be listed as "Pending" and will not be highlighted.

You will need to verify hours for each course listed under "Supervised Enrollments." The number of hours required for each course are listed on page 3 of this packet.

To Enter CEI Scores

EDCI 353 is the only course that requires the CEI to be completed. You will notice at the bottom of the "Enter Data for Enrollment Page" the FE timesheet AND the CEI Revised 2018 for EDCI 353. Click the "Submit" button to the right of "CEI Revised 2018."

Assessment Instruments

Math TIAI-B	Submit
Science TIAI-B	Submit
Social Studies TIAI-B	Submit
TIAI Revised 2018	Submit
CEI Revised 2018	Submit
Field Experience Timesheet	Submit

DOMAIN I. PROFESSIONALISM & ACADEMIC INTEGRITY DISPOSITIONS

Rubric Information

0	1	2	3
Unacceptable	Needs Improvement	Meets Standard	Exceeds Standard

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

- Unacceptable - The teacher candidate reveals confidential information concerning students and/or colleagues.
- Needs Improvement - The teacher candidate unknowingly reveals confidential information concerning students and/or colleagues.
- Meets Standard - The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure.
- Exceeds Standard - The teacher candidate protects confidential information concerning colleagues and/or students unless the law requires disclosure and encourages others to do the same.

Rubric Information

0	1	2	3
Unacceptable	Needs Improvement	Meets Standard	Exceeds Standard

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

- Unacceptable - The teacher candidate exercises poor judgment when dealing with student(s). Inappropriate actions and/or body language, speech, and/or electronic communications result in a student being unsafe, endangered, threatened, or harassed.
- Needs Improvement - The teacher candidate exhibits inappropriate speech, electronic communication, and/or actions that result/may result in a student feeling unsafe, endangered, threatened, or harassed.
- Meets Standard - The teacher candidate maintains a professional relationship with all students both inside and outside professional settings.
- Exceeds Standard - The teacher candidate models professionalism in all interactions with students and encourages students at every opportunity to treat each other with respect.

Submit New

Return Home

To complete the CEI assessment for EDCI 353, click the button next to the rating for the education student.
When you are satisfied that all ratings are correct, click on the "Submit New" button. If you do not click "Submit New" 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.

Anyone having problems with the assessment system should contact the Assessment Administrator at *assess@olemiss.edu*