

# EDRD 355 Confirming Field Experience Hours

All EDRD 355 students will be required to log placement hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of field placement hours. Instructors will need to log in to the assessment system to confirm these hours. Below are steps for **instructors** on how to successfully confirm field experience hours in the assessment system.

## Instructors: Steps for confirming field placement hours in the Assessment System

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

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### School of Education Assessment System

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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, study centers, 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 improving the unit and its educator preparation programs.

Sign In Register Here

First time users should click "Register Here" to create an account. If you already have an Assessment System account click "Sign In."

Logged in as: K-12 Clinical Instruc

Home

- Personal
- Content Management
- Enrollments Management**
- Supervised Enrollments**

Logout

Click "Enrollments Management" in the Navigation Menu.

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

### Supervised Enrollment Courses

Showing courses which you have a supervisory role in for August Intersession 2018, Fall 2018 semesters.

You are a supervisor for 1 course.

Course ID	Course Name	Action
EDSE 400	Principles of Education	<a href="#">View Roll</a>

On your "Supervised Enrollment Courses" page an EDRD 355 section should be listed. Click "View Roll" for EDRD 355.

### Supervised Enrollment Course Roll

Showing enrollments which you have a supervisory role in for August Intersession 2018, Fall 2018 semesters and the course EDSE 400.

You are supervising 1 student.

Student Name	Student ID	Student Type	Section
[Redacted]	[Redacted]	Secondary Ed. Undergraduate Student	B.A.Ed. In Secondary
Fall 2018 (2018-2019)	[Redacted]	EDSE 400	Section 4 Ox
Rosemary Ingham	[Redacted]	Coordinator	N/A
Sara Irby (sara.irby@gocommodores.org)	[Redacted]	K-12 Clinical Instructor	Lafayette Hi

[Enter Data](#)

On the following page, "Supervised Enrollment Course Roll," find the student whose hours you are confirming. Click "Enter Data" in the box with their name listed.

Placement Information

Clinical Instructor:	Sara [redacted]
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Lafayette High
Type:	School
<a href="#">View Clinical Instructor Info</a> <a href="#">View Site Details</a>	

Assessment Instruments

Math TIAI-B	<a href="#">Submit</a>
Science TIAI-B	<a href="#">Submit</a>
Social Studies TIAI-B	<a href="#">Submit</a>
Field Experience Timesheet	<a href="#">Submit</a>

**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.”**

Assessment Instrument

### Field Experience Timesheet

**Enrollment Information:**  
Fall 2016 - EDSE 400 - Section 4 Oxford

**Personnel Information:**  
Rosemary Ingham - Coordinator  
Luke [redacted] - Secondary Ed. Undergraduate Student

**Placement Information:**  
Sara [redacted] - K-12 Clinical Instructor  
Lafayette High

**Evaluation By:** Sara [redacted] - K-12 Clinical Instructor for Luke [redacted]

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**Instructions**  
Please submit the correct hours.

The top of the “Field Experience Timesheet” page will list the Enrollment, Personnel, and Placement information for the student.

Review Hours

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

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

All field placement hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click “Confirm.” If you believe the hours logged are inaccurate click “Doubt.”

Hours that have yet to be verified by the instructor will be listed as “Pending” and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.