Getting Started in the DREAM ASSESSMENT SYSTEM:

Educational Leadership 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
- 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 (leave off leading zeros), and university 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.

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

Enrollments and instrument submissions cannot be completed until an account is linked. It takes approximately 24 hours for new accounts to be correctly linked in the system.
For legal/ethical reasons and the security of the assessment system, it is important that you do not share your password with anyone.
Update Your Personal Profile

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.

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.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Course</th>
<th>Semester</th>
<th>Section</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather</td>
<td>Educational Leadership Student</td>
<td>EDLD 618</td>
<td>Spring 2021</td>
<td>Section 1 Oxford</td>
<td></td>
</tr>
<tr>
<td>Stacy Niemeyer</td>
<td>Faculty/University Supervisor</td>
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<td>EDLD 618</td>
<td>Spring 2021</td>
<td>Section 1 Oxford</td>
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<tr>
<td>Mary</td>
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<td>Ed.S. In Educational Leadership</td>
<td>Spring 2021</td>
<td>Section 1 Oxford</td>
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<tr>
<td>Stacy Niemeyer</td>
<td>Faculty/University Supervisor</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

To complete assessment instruments for a particular student, click “Enter Data.”
The assessment instruments associated with the course in which the educational leadership student is enrolled will be displayed. Click “Submit” to fill out the assessment instrument.

Note: Only the statewide instruments associated with the course will appear on this page.

The following statewide instruments are accessed through the student’s enrollment page (above image):

EDLD 613: Professional Growth System
EDLD 614: Community Relations & Management
EDLD 618: School Safety
EDLD 619: Leadership for School Improvement
To complete the assessment, click the button next to the rating for each item.

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.

Students will be able to see the ratings when the assessment is complete.

After submitting, to complete another assessment for the same student, click “Return to Enrollment.”

To complete an assessment for a different student in your course, click “Return to Course Roll.”
Due Dates for Entering Data

- It is extremely important that the assessment scores are entered on or before the set due dates.
- All final scores must be submitted by December 5 (fall), May 5 (spring), and July 30 (full summer).

QUESTIONS?

Email the Assessment Office at assess@olemiss.edu