

## Elementary Education/Special Education

### COOPERATING TEACHER (CT)

#### Bearcat Informational Sheet (BIS)

Spring 2025

This sheet is a guide to assessments and responsibilities for Northwest Missouri State University Cooperating Teachers for our Elementary and Special Education majors. These responsibilities are split into a RESIDENCY PRACTICUM SEMESTER (page 1) and STUDENT TEACHING SEMESTER (page 2-7).

### 1. RESIDENCY PRACTICUM SEMESTER

- **Cooperating Teacher Stipend Form**

- Link:
  - <https://dynamicforms.ngwebsolutions.com/Submit/Start/b5c8418b-8e45-44ed-82eb-bf77beef59c2?SSO=N>
- More on this form:
  - <https://www.nwmissouri.edu/education/peu/studentteach/forms/cooperating-teachers.htm>

- **CT Disposition Form (only if needed to log issues related to candidate professionalism)**

- If the candidate displays significant concerns regarding dispositions, please contact Dr. Greg Rich at [grich@nwmissouri.edu](mailto:grich@nwmissouri.edu)
- Form Link: <https://dynamicforms.ngwebsolutions.com/Submit/Start/0f04b717-e1c9-4350-a8f8-e07290be20a9?SSO=N>

## 2. STUDENT TEACHING SEMESTER

### Quick Guide to All Required Cooperating Teacher Assessments

**\*These are only for cooperating teachers with a candidate currently in their student teaching semester.**

Week	Assessment Requirement	Link	Due*:
0	Setup your Dynamic Forms free account and create your login	<a href="https://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F">https://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F</a>	
2-3	MEES Formative 1	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	1/31/25
5-6	MEES Formative 2	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	2/21/25
6	Disposition Assessment	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/0f04b717-e1c9-4350-a8f8-e07290be20a9?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/0f04b717-e1c9-4350-a8f8-e07290be20a9?SSO=N</a>	2/21/25
5-6	MEES Formative 3	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	3/14/25
9	Review Candidate MEES Artifact Standard 8	You will receive an email from <a href="mailto:forms@nwmissouri.edu">forms@nwmissouri.edu</a> with a link	3/14/25
11	Review Candidate MEES Artifact Standard 7	You will receive an email from <a href="mailto:forms@nwmissouri.edu">forms@nwmissouri.edu</a> with a link	3/28/25
11-12	MEES Formative 4	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	4/4/25
13	Review Candidate MEES Artifact Standard 9	You will receive an email from <a href="mailto:forms@nwmissouri.edu">forms@nwmissouri.edu</a> with a link	4/11/25
14-15	MEES Formative 5	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	4/25/25
16	MEES Summative	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N</a>	4/25/25
16	Survey	You will receive a link to your end of semester survey in an email from <a href="mailto:surveys@nwmissouri.edu">surveys@nwmissouri.edu</a>	4/25/25
16	Cooperating Teacher Stipend Form	<a href="https://dynamicforms.ngwebsolutions.com/Submit/Start/b5c8418b-8e45-44ed-82eb-bf77beef59c2?SSO=N">https://dynamicforms.ngwebsolutions.com/Submit/Start/b5c8418b-8e45-44ed-82eb-bf77beef59c2?SSO=N</a>	

**\*All Due Dates are flexible except for MEES Summative and Surveys. MEES Summative and Surveys must be submitted by due dates listed. In general candidates should be assessed every 2-3 weeks.**

#### Responsibilities for Cooperating Teachers by Placement Length:

- **16-week placements:** all the above
- **12-week placements:** all the above and will enter results for the MEES formative 5 with input from the 4-week placement cooperating teacher
- **4-week placements:** Will only use dynamic forms for the Cooperating Teacher Stipend Form. Please contact the 12-week cooperating teacher so both of you may collaborate on the MEES summative results

## Instructions in Detail:

### Cooperating Teacher Forms (12-16 week placements)

- **Dynamic Forms login** (you will need to create a free account if you have not logged in before):
  - <https://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F>
- **MEES Assessments**
  - Due Date:
    - A formative MEES assessment should be completed once every 2-3 weeks. This will allow the candidate to have 5 formatives through their 16 weeks of placements
    - The summative MEES assessment, a certification requirement, is due **April 25**.
  - Form Link, for all MEES formatives and summative:
    - <https://dynamicforms.ngwebsolutions.com/Submit/Start/5a72e6b3-3baa-4b23-8cb7-3242d63311b0?SSO=N>
  - MEES Artifacts
    - These are assignments completed by teacher candidates
    - You will review these to help you score the MEES Summative at the end of the semester. CTs will receive a link to these artifacts from this email address: [forms@nwmissouri.edu](mailto:forms@nwmissouri.edu)
    - Candidates may email you these documents before they are submitted so you can provide them with feedback.
    - The cooperating teacher will be the first to review each artifact and will provide feedback as well as an unofficial score on a partial MEES rubric attached to the artifact. After you submit your unofficial score, the artifact will be forwarded to the university supervisor and then to the teacher candidate.
    - Here are the candidates' suggested due dates to submit the final version of each artifact. These due dates can be modified, if you, the candidate, and the university supervisor agree to change them. However, you must review the final versions to assess the summative MEES form, which is due **April 25**.
      - MEES Artifact 8: **March 14**
      - MEES Artifact 7: **March 28**
      - MEES Artifact 9: **April 11**
    - To learn more about the MEES Artifacts, see this page: <https://www.nwmissouri.edu/education/peu/studentteach/forms/mees.htm>
  - NOTE: Candidates with multiple Cooperating Teachers
    - Often, a student may have multiple cooperating teachers.
    - If this is the case, only one will have a dynamic forms account. This lead cooperating teacher will enter all MEES results into dynamic forms, regardless of who did the observation.
    - All cooperating teachers should collaborate to complete the final MEES summative form
  - **Disposition Assessment**
    - Due Date: **February 21**

- An assessment used to determine how professional the candidates are behaving while in the classroom.
- If the candidate displays significant concerns regarding dispositions, please contact Dr. Greg Rich at [grich@nwmissouri.edu](mailto:grich@nwmissouri.edu)
- Form Link: <https://dynamicforms.ngwebsolutions.com/Submit/Start/0f04b717-e1c9-4350-a8f8-e07290be20a9?SSO=N>
- **Surveys**
  - Due Date: **April 25**
  - Expect email near the end of the semester from this address: [surveys@nwmissouri.edu](mailto:surveys@nwmissouri.edu)
- **Cooperating Teacher Stipend Form**
  - Link:
    - <https://dynamicforms.ngwebsolutions.com/Submit/Start/0f04b717-e1c9-4350-a8f8-e07290be20a9?SSO=N>
  - More on this form:
    - <https://www.nwmissouri.edu/education/peu/studentteach/forms/cooperating-teachers.htm>

#### **Cooperating Teacher Forms (4 week placement)**

- Please be in contact with the Cooperating Teacher from the candidate's 12 week placement so you can contribute to the MEES summative assessment. You will not need to assess the teacher candidates with a MEES formative assessment in the dynamic forms system.

## Cooperating Teacher Dynamic Forms FAQ

- Which Bearcat Information Sheet (BIS) to use?
  - As a cooperating teacher, you must ONLY use the login information and form links on this sheet to assess your teacher candidate.
  - Cooperating teachers login to dynamic form using a different site than other users, so you must use the links on this page.
- Residency Practicum Supervisors
  - Q: I only supervise residency practicum students. Do I need to use dynamic forms?
    - You only need to use dynamic forms to complete the CT Stipend form.
- Difficulty logging in to Dynamic Forms
  - Q: I am having difficulty logging in
    - Wait
    - Try a different wifi and/or device
    - Use Google Chrome as the browser
    - Refresh website
    - Log out of all Northwest Missouri State University sites
    - Delete history
    - Login using an incognito browser window
    - If you still cannot login, please contact [STEACH@nwmissouri.edu](mailto:STEACH@nwmissouri.edu)
  - Q: I can't login, or never received login info
    - You will need to follow the instructions on this document to use the MEES assessment. You'll first need to click a link to the MEES assessment, create a free dynamic forms account and make your own login info. If you have questions on how to do this please let me know.
  - Q: I have logged in to dynamic forms previously, but can't login now
    - Please click on the link to complete any cooperating teacher dynamic form (the MEES, for example). Then, when asked to sign in, click on the "forgot my password" button to get a new password.
- Difficulty completing an assessment in Dynamic Forms:
  - Q: Do I need to login to dynamic forms and then click on the link of an assessment above to complete it?
    - After you have logged into dynamic forms the first time, you should be able to click on the link above to any form. Then, you will be prompted to login, and then brought directly to the form you wish to complete.

- Q: I am trying to complete a form, and I have just logged into the system. I see a page that says “Duplicate Form Found”.

Welcome to Dynamic Forms

**Duplicate Form Found**

You have already submitted or saved a draft of this form. Please check your pending forms and/or your completed form history to see the current status of your form(s)

**Please Note:** If you do not see record of your form template, it could be because:

- A form participant saved the form as a draft
- The form was returned for a revision to another participant

What would you like to do?

- Complete New Form
- Complete Draft/Pending Forms
- Forms History
- Manage your Account

- This means that you have completed one of these forms previously (like a MEES formative)
- You can click on “complete new form” to start your next assessment
- Q: I have tried to reset my password, but it will not work
  - Please contact Mike McBride directly at [mam77@nwmissouri.edu](mailto:mam77@nwmissouri.edu).
- Q: Do the CT and US collaborate on the summative?
  - The CT and US will each complete MEES summative forms separately. If you had a 4-week CT, they and the 12 week CT can work together on their summative.
- Other notes:
  - You will need to retype the candidate’s information for each form. We are attempting to find a work-around to this issue.
  - In the dynamic forms dashboard, there will not be a list of assessments to complete. That list of assessments and the links to them only appears on this sheet, above.
  - Once an assessment is completed and all users have viewed it in dynamic forms, its status will change to “pending”.

- Other questions?
  - The best source for information is your University Supervisor!
  - If you need further assistance, you can reach out to:
    - [steach@nwmissouri.edu](mailto:steach@nwmissouri.edu) (the student teaching help desk)
    - [Mam77@nwmissouri.edu](mailto:Mam77@nwmissouri.edu) (Associate Director of Assessment)