

UNIVERSITY SUPERVISOR VERSION

Bearcat Informational Sheet Spring 2026

New Substitute Support Letter <https://www.nwmissouri.edu/education/peu/pdf/studentteach/Letter-of-Support-for-Payment.pdf>

University Supervisor Forms

- Dynamic Forms login (scroll down and click on the Dynamic Forms icon):
 - <https://www.nwmissouri.edu/login/>
- To access specific forms, click on their links listed below.

- **MEES Assessments**
 - Due Date:
 - Five formative versions should be completed once every 2-3 weeks.
 - The summative assessment, a certification requirement, is due **April 24, 2026**
 - Form Link, for all formative and summative versions of MEES assessment (if you have already completed one, you will need to click "Complete New Form"):
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb124fd08-2b45-459f-a176-00e3aaa57fa6>
 - MEES Artifacts
 - These are assignments completed by teacher candidates and sent to you.
 - You will need these artifacts to score the MEES Summative form, specifically items for Standards 7, 8 and 9
 - USs will receive a link to these artifacts from this email address: forms@nwmissouri.edu
 - Candidates may email you these documents before they are submitted to get feedback. You do not need to read the entire document and give in-depth feedback, but please respond to specific questions candidates ask.
 - 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 they submit their unofficial score, the artifact will be forwarded to the university supervisor.
 - After you view the artifacts, please give the student an unofficial score on the partial MEES rubric attached to the artifact, and submit your electronic signature, so the form will be routed to the teacher candidate for review.
 - 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 cooperating teacher agree to change them. However, you must review the final versions to assess the summative MEES form, which is due **April 24**
 - MEES Artifact 8: **March 13**
 - MEES Artifact 7: **March 20**

- MEES Artifact 9: **April 3**
 - To learn more about the MEES Artifacts, see this page:
 - <https://www.nwmissouri.edu/education/peu/studentteach/forms/mees.htm>
- Disposition
 - Due Date: **February 20**
 - 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
 - Form Link:
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f5c722b81-a18c-4083-bc4d-fa49e28614b4>
 - Training: <https://nwmissouri.instructuremedia.com/embed/a76f1cce-f011-4d97-a550-f70a03ba5226>
 - In addition, you will now be able to review disposition results from Cooperating Teachers, before they are sent to the candidate. You will receive an email from forms@nwmissouri.edu about these. Cooperating teachers will submit these by **February 20** as well.
- Student Teaching Placement (STP) Form
 - Due Date: **April 24**
 - Form Link:
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fe59b5563-5860-4a1d-83e9-2b32ef35b0c0>
 - Training: <https://nwmissouri.instructuremedia.com/embed/49c9266c-64a9-4b52-92fb-f2d056db07fb>
- Educator Improvement Plan (EIP)
 - Due Date: only if needed
 - Form Link:
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb84d3d22-5796-4f5f-ac39-840fe1966394>
- Surveys
 - Due Date: **April 24**

- Expect email from this address: surveys@nwmissouri.edu

Content Supervisor Forms

- MEES Assessments: CS has been asked to complete one formative
 - Due Date: One formative assessment is due before **April 24**
 - Form Link*
 - <https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/7335011f-1748-4902-8dee-6f4dac036859/&SpSessionAuthnAdapterId=nwmissouriDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb124fd08-2b45-459f-a176-00e3aaa57fa6>
 - Requires review of the candidate's MEES Artifacts. US will receive a link to these artifacts from an email address: forms@nwmissouri.edu
 - Training Link: <https://nwmissouri.instructuremedia.com/embed/337198b2-3e81-41f9-b05f-dce7f2b47734>

UNIVERSITY SUPERVISOR DYNAMIC FORMS FAQ

- What do other users want most from the University Supervisor regarding assessments?
 - Cooperating teachers and candidates reported that they want steady communication from their university supervisor, and reminders about due dates.
- Trouble logging into Dynamic Forms
 - If you have difficulty logging in, some of the following tips may help:
 - Wait
 - Try a different wifi network and/or device
 - Use Google Chrome as the browser
 - Refresh website
 - Delete history
 - Login using an incognito browser window
 - If you still cannot login, please contact STEACH@nwmissouri.edu
- Is the BIS the only way to access dynamic forms?
 - You can login to dynamic forms anytime through the Northwest login home page <https://www.nwmissouri.edu/login/>
 - To complete a form, you will need to click on the direct link to that form listed above.
- Is there a way to see how the CT scores my candidate?
 - Yes, when the cooperating teacher now completes a MEES or disposition form, it will be routed to you for review before it is sent to the candidate
 - You will receive an email from forms@nwmissouri.edu with a link to this form

- Be sure to submit your electronic signature to the form so it will be routed on to the candidate
- STP forms
 - Q: Do I need to include my student's 919 number on this form?
 - Yes, please include the student's 919 number. If you do not know your student's 919, please request it via email. This is not a privacy issue, as the 919 is not officially a personal identification number (as opposed to SSN).
 - Please complete one STP form for every placement.
- MEES Forms:
 - Q: I have completed a MEES formative assessment but can't access it.
 - In your dashboard, you should be able to click on "PDF" or "HTML" links to the form.
 - You will not be able to modify it after you have submitted it.
 - Q: Can I modify a MEES form (or any form) I have already submitted?
 - To modify a form, you will need to revise it.
 - First contact steach@nwmissouri.edu or mam77@nwmissouri.edu to send the form back to you.
 - If any form has a status of "pending" that means your work with it is done.
- MEES Artifacts:
 - Be sure to open these forms using the link you receive via email
 - Then, download the artifact and any supporting documentation
 - Be sure to sign and submit the artifact form in dynamic forms! This way the CT can view the artifacts as well.
- Pending statuses
 - Q: When forms show pending as a status, who is responsible for the completion of the submission?
 - When forms are "pending", typically it means that you have completed all you need to do. It's "pending review" by the next person in line. Depending on the form, that can be the candidate, the CT or Dr. Rich. The only forms that may need your follow up will send via link on an email from the "forms" email address.

