

## UNIVERSITY SUPERVISOR VERSION

### Bearcat Informational Sheet Spring 2022

#### University Supervisor Forms

- Dynamic Forms login (scroll down and click on the Dynamic Forms icon):
  - <https://www.nwmissouri.edu/login/>
  - If you have difficulty logging in, some of the following tips may help:
    - Wait
    - Try a different wifi 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](mailto:STEACH@nwmissouri.edu)
  
- MEES Assessments
  - Status: Developed, usable, video directions available
  - Form Link\*
    - <https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1432eb56-43d2-4602-b7a3-66800e04004b&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f0bca8a14-c431-443f-b929-628e94ce0829>
    - Requires review of the candidate's MEES Artifacts. US will receive a link to these artifacts from an email address: [forms@nwmissouri.edu](mailto:forms@nwmissouri.edu)
  - Training Link: <https://use.vg/xVyTot>
  - Due Date:
    - Five formative versions should be completed around once every 2-3 weeks.
    - The final summative assessment, a certification requirement, is due **April 29**.
  
- Disposition
  - Status: Developed, usable, video directions available
  - Form Link:  
<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1432eb56-43d2-4602-b7a3-66800e04004b&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f1fc2a705-b454-4661-81b7-649b9a125b54>
  - Training: <https://use.vg/9qy4Hx>
  - Due Date: **February 25**
  
- Student Teaching Placement (STP) Form
  - Status: Developed, usable, directions in development
  - Form Link

- <https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1432eb56-43d2-4602-b7a3-66800e04004b&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fe59b5563-5860-4a1d-83e9-2b32ef35b0c0>
  - Training: <https://use.vg/AeLfzO>
  - Due Date: **April 29**
- Educator Improvement Plan (EIP)
    - Status: Developed and Usable
    - Form Link: <https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1432eb56-43d2-4602-b7a3-66800e04004b&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb84d3d22-5796-4f5f-ac39-840fe1966394>
    - Due Date: only if needed
  - Surveys
    - Status: In development
    - Expect email from this address: NW\_IR@nwmissouri.edu
    - Due Date: **April 29**

### **Content Supervisor Forms**

- MEES Assessments: CS has been asked to complete one formative
  - Form Link\*
    - <https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1432eb56-43d2-4602-b7a3-66800e04004b&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f0bca8a14-c431-443f-b929-628e94ce0829>
    - Requires review of the candidate's MEES Artifacts. US will receive a link to these artifacts from an email address: [forms@nwmissouri.edu](mailto:forms@nwmissouri.edu)
  - Training Link: <https://use.vg/xVvYTot>
  - Due Date: One formative assessment is due before **April 29**.

## University Supervisor Dynamic Forms FAQ

- 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 official a personal identification number (as opposed to SSN).
  - Please complete one STP form for every placement.
  
- MEES Forms:
  - Q: Is there a way to see how the CT scored my candidate?
    - Currently, there is no way to see what the CT has done, or for them to see how you have scored the candidate. Hopefully that's something we can resolve in the future.
  - 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?
    - No. The only way is if it is returned for corrections from the next person to view it.
  - 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.
  - You should only receive a notification about a submitted artifact via email
  
- 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.