

Educator Preparation Metrics Reporting System

IHE User Manual



Version 2.1
August 2013

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PART I: System Access

Metric Reporting System Login

The Metric Reporting System is located at <https://metricreportingsystem.ohiohighered.org>

The first time you log in you will need to select **Request User**.



Metrics Reporting System Login

Email

Password

[Forgot your password?](#) | [Request User](#)

The form below will appear. Complete the form and select **Submit Request**.

The screenshot shows the "Request User" form on the OhioHigherEd website. The form has a title bar with "Request User" on the left and "Cancel" and "Submit Request" buttons on the right. The form contains five input fields: "Email Address", "First Name", "Last Name", "Phone", and "Institution". The "Institution" field has a small "x" icon and a dropdown arrow on its right side. The "Submit Request" button is highlighted in red.

If the name and email match the name and email submitted by the institution as one of two authorized users, a **User Profile** will be created and an email will be sent to the authorized user with a temporary password. Once you have received your confirmation email, return to the login page and enter your User Name (email address) and the temporary password. Most users will prefer to change their password upon login to the system.

A successful login will produce the **Site Agreement Terms**. You must select “I Accept” to enter the MRS site.

Site Agreement Terms

By moving forward I agree to the following items:

- My password cannot be shared with any other person, nor can I use the password of an account not issued to me.
- I must inform my campus liaison when I no longer need restricted access to OBR Information systems.
- Any data retrieved from restricted queries are to be used primarily for institutional planning purposes and any dissemination of these data to public settings must occur within the policy of responsible data dissemination described in the [OBR policy](#) document I reviewed upon obtaining my account.
- The records to which I will have access may contain individually identifiable student information, the disclosure of which is prohibited by the Family Educational and Rights and Privacy Act of 1974 (FERPA). I have read and understand my institution’s written policy statement under FERPA and am aware that the penalties for violation of FERPA can be the withdrawal of federal funds from my institution, as well as, criminal and/or civil charges brought against me. I am also aware of all other institutional procedures pertaining to the security, use, and release of confidential information.
- When submitting data, I am submitting data on behalf of the institution and that when I request load for data, I am certifying that data accurately represents the institution. I understand that those data will be used for the distribution of state funds and for research and reports. Additionally these data will be loaded into longitudinal state databases for longitudinal data research. Once deadlines for data submission have passed, data may not be corrected.

After clicking on “I Accept,” you will see the **User Profile** and **Institution Profile** menus.

HOME	USER ADMINISTRATION
-------------	----------------------------

User Profile

View your User Profile.

To view this information, [click here](#)

Institution Profile

View your Institution’s Profile, request to make changes to your institution’s information, and create, view and edit reporting period data.

To view this information, [click here](#)

To change a password, under **User Profile** click on the link after **To view this information**. A list of users will appear on the next screen. Click on “**Edit My User**,” located in the upper right corner. Enter information into the new password fields, update other information as you choose, and select **Apply Changes**.

Maintain User		Cancel	Apply Changes
Email Address *	<input type="text" value="kherrington@uakron.edu"/>		
First Name	<input type="text" value="Karen"/>		
Last Name	<input type="text" value="Herrington"/>		
Phone	<input type="text"/>		
Password	<input type="password"/>	<input type="checkbox"/> Reset Password?	
Confirm Password	<input type="password"/>		
Password Expired	<input type="text" value="01-JAN-13"/>		
Institution *	University of Akron		
User Status	Approved (Active)		
User Role(s)	IHE		

The new password must meet the OH-TECH policy criteria below:

- Must be at least **10** characters long
- Must contain a character from three out of five of the following groups:
 - **Uppercase letters** A-Z
 - **Lowercase letters** a-z
 - **Numbers** 0-9
 - **Symbols** ~ ! @ # \$ % ^ & * _ - + = ` () { } [] ; : ; " ' < > , . ? /
 - **Unicode** – Any Unicode character that is categorized as an alphabetic character but not uppercase or lower case. This includes Unicode characters from Asian languages.
- Must **not** contain your name (account name or real name) or any part of it.
- Should not be found in a dictionary.

After supplying and confirming the new password, it should be used to log in to the system.

PART II: Institution Profile – Description of the Institution

Subsequent successful logins will produce **User Administration** dashboard screen as before. To continue the entry process, select the **Institution Profile**.

HOME	USER ADMINISTRATION
User Profile	
View your User Profile.	
To view this information, click here	
Institution Profile	
View your Institution's Profile, request to make changes to your institution's information, and create, view and edit reporting period data.	
To view this information, click here	

The **Institution Profile** section consists of two sections: the profile description of the institution and metrics data for the reporting period. To begin the data entry for this section, click on the link after **To view this information.**

This page will display the **Institution Submission Dashboard and the Institution Profile information.** The dashboard provides a summary of complete and incomplete data pages.

HOME USER ADMINISTRATION

Edit Institution Profile Cancel

Institution: Ohio Board of Regents

Reporting Period: 2013

Submission Data

Reporting Period Data

Collection Status: **Draft**

- Unit-Level Teacher Candidate Academic Measures [Edit](#) ⚠
- Program-Level Teacher Candidate Academic Measures [Edit](#) ⚠
- Program-Level Teacher Field/Clinical Experiences [Edit](#) ⚠
- Unit-Level Teacher Field/Clinical Experiences [Edit](#) ⚠
- Unit-Level Excellence and Innovation Initiatives [Edit](#) ⚠
- Principal Candidate Academic Measures [Edit](#) ⚠
- Principal Licensure Exam [Edit](#) ⚠
- Principal Internship Experiences [Edit](#) ⚠
- Principal Excellence and Innovation Initiatives [Edit](#) ⚠

Submit Data

View/Download Reporting Period Data

Institution Description

Enter the data elements as requested. After the data are entered, select **Apply Changes**. This will cause a return Institution Profile page. Some data elements are populated by the Board of Regents and cannot be changed.

Institution Data

Institution Code: **NONE**
 IRN Code: **123456**
 Praxis Code: **1234**
 Address: **25 S. Front Street**
 City: **Columbus**
 State: **OH**
 Zip Code: **43215**
 Phone: **(614) 387-5690 ext.**

Institution Profile: **The Ohio Board of Regents, a nine-member advisory board to the Chancellor with two ex-officio representatives from the state legislature, was created in 1963 by the General Assembly. Members of the Board of Regents are appointed by the Governor with the advice and consent of the Senate.**

Unit Name: **OBR Academic Quality Assurance**
 Unit Profile: **Ohio recognizes that high-quality teachers and principals are developed through high-quality educator preparation programs. To improve the quality of preparation programs in Ohio, H.B. 1 of the 128th General Assembly directed the Chancellor of the Board of Regents to develop a system for evaluating Ohio's educator preparation programs and holding institutions of higher education accountable for their graduates' success.**

[Edit](#)

PART III: Institution Profile – Reporting Period Data

The **Reporting Period Data** section is found at the top of the **Institution Profile** dashboard.

HOME USER ADMINISTRATION

Edit Institution Profile Cancel

Institution: Ohio Board of Regents
 Reporting Period: 2013

Submission Data

Reporting Period Data

Collection Status: **Draft**

- Unit-Level Teacher Candidate Academic Measures [Edit](#) 
- Program-Level Teacher Candidate Academic Measures [Edit](#) 
- Program-Level Teacher Field/Clinical Experiences [Edit](#) 
- Unit-Level Teacher Field/Clinical Experiences [Edit](#) 
- Unit-Level Excellence and Innovation Initiatives [Edit](#) 
- Principal Candidate Academic Measures [Edit](#) 
- Principal Licensure Exam [Edit](#) 
- Principal Internship Experiences [Edit](#) 
- Principal Excellence and Innovation Initiatives [Edit](#) 

Submit Data

View/Download Reporting Period Data

Click on **Unit-Level Teacher Candidate Academic Measures.**”

Institution Reporting Period Profile Data

OBR will initiate the data collection process by assigning educator preparation programs to each institution based on data received from each EPP. These data must be entered prior to continuing on to the other sections of the Reporting Period Data.

Unit-Level Teacher Candidate Academic Measures

Users must select which degree types they will report at the Unit level – Undergraduate, Post-Baccalaureate, Graduate. These steps must be repeated for every level selected.

Unit-Level Teacher Candidate Academic Measures

Unit-Level Data

- Click on the Edit link to enter or modify the Unit-Level Teacher Academic Measures corresponding to each level for your institution
- If your institution does not offer any Programs for a specific level, click the Edit link and select the option to indicate that no Programs are offered
- If your institution has previously indicated that you do not offer any Programs for a specific level, click on the Not Offered link to change this response
- If your institution has already submitted this data for the reporting period, then it cannot be edited. Click on the View link to view the data

Undergraduate	Post-Baccalaureate	Graduate
Edit	Edit	Edit

[Return](#)

Click Edit and indicate if this degree level is offered by the EPP. If you select “Yes,” the following screen will appear. Select which academic measures are used in admissions decisions. Click “**Save and continue.**”

Candidate Academic Measures

Cancel

Unit-Level Teacher Candidate Academic Measures for Undergraduate Programs

Undergraduate Programs Offered? * Yes No

Admissions Data

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Academic Measures Used in Admission Decisions (Choose all that apply): *

- Undergraduate GPA
- High School GPA
- Transfer GPA
- ACT Composite
- ACT Math Subscore
- ACT Reading Subscore
- ACT English Subscore
- SAT Composite Subscore
- SAT Quantitative Subscore
- SAT Verbal Subscore
- SAT Writing Subscore
- Praxis I Reading
- Praxis I Math
- Praxis I Writing
- Portfolio
- Interview
- Letter of Recommendation
- Essay
- High School Class Rank
- Prerequisite Courses
- Dispositional Assessment
- Letter of Commitment
- EMPATHY/Omaha Interview

Dispositional Assessments Used in Admission Decisions (Choose all that apply): *

- Portfolio
- Interview
- Letter of Recommendation
- Essay
- High School Class Rank
- Prerequisite Courses
- Dispositional Assessment
- Letter of Commitment
- EMPATHY/Omaha Interview

Unit-Level Grade Point Average Data

This section reflects all measures applicable to the specific institution. Some institutions admit candidates to teacher preparation programs at the point of admission to the institution. Others admit students to the institution and after completion of some coursework admit them to a teacher preparation program. The first section requests aggregate **unit level** data for high school GPA at the undergraduate level if it is selected. Two decimal points are accommodated for GPAs.

Admission Data **GPA Data** ACT Data SAT Data Praxis Data

[Cancel](#)

GPA Candidate Academic Measures

Unit-Level Teacher Candidate Academic Measures for Undergraduate Programs

High School GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum High School GPA for Undergraduate Admission *

Average (Mean) High School GPA for All Undergraduate Admissions *

Average (Mean) High School GPA for All Undergraduate Enrollees *

Average (Mean) High School GPA for All Undergraduate Completers *

Undergraduate GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum Undergraduate GPA for Undergraduate Admission *

Average (Mean) Undergraduate GPA for All Undergraduate Admissions *

Average (Mean) Undergraduate GPA for All Undergraduate Enrollees *

Average (Mean) Undergraduate GPA for All Undergraduate Completers *

Transfer GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum Transfer GPA for Undergraduate Admission *

Average (Mean) Transfer GPA for All Undergraduate Admissions *

Average (Mean) Transfer GPA for All Undergraduate Enrollees *

Average (Mean) Transfer GPA for All Undergraduate Completers *

[Return to Previous Page](#) [Save and Exit](#) [Save and Continue](#)

When all applicable data have been entered, select **Save and Continue**.

Unit-level Teacher Test Scores

This section should provide admission and completion test data available at the specific institution.

Admission Data GPA Data **ACT Data** SAT Data Praxis Data

Cancel

Unit-Level Teacher Candidate Academic Measures for Undergraduate Programs

ACT Composite Scores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum ACT Composite Score for Undergraduate Admission *

Average (Mean) ACT Composite Score for All Undergraduate Admissions *

Average (Mean) ACT Composite Score for All Undergraduate Enrollees *

Average (Mean) ACT Composite Score for All Undergraduate Completers *

ACT Math Subscores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum ACT Math Subscore for Undergraduate Admission *

Average (Mean) ACT Math Subscore for All Undergraduate Admissions *

Average (Mean) ACT Math Subscore for All Undergraduate Enrollees *

Average (Mean) ACT Math Subscore for All Undergraduate Completers *

ACT Reading Subscores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum ACT Reading Subscore for Undergraduate Admission *

Average (Mean) ACT Reading Subscore for All Undergraduate Admissions *

Average (Mean) ACT Reading Subscore for All Undergraduate Enrollees *

Average (Mean) ACT Reading Subscore for All Undergraduate Completers *

ACT English Subscores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum ACT English Subscore for Undergraduate Admission *

Average (Mean) ACT English Subscore for All Undergraduate Admissions *

Average (Mean) ACT English Subscore for All Undergraduate Enrollees *

Average (Mean) ACT English Subscore for All Undergraduate Completers *

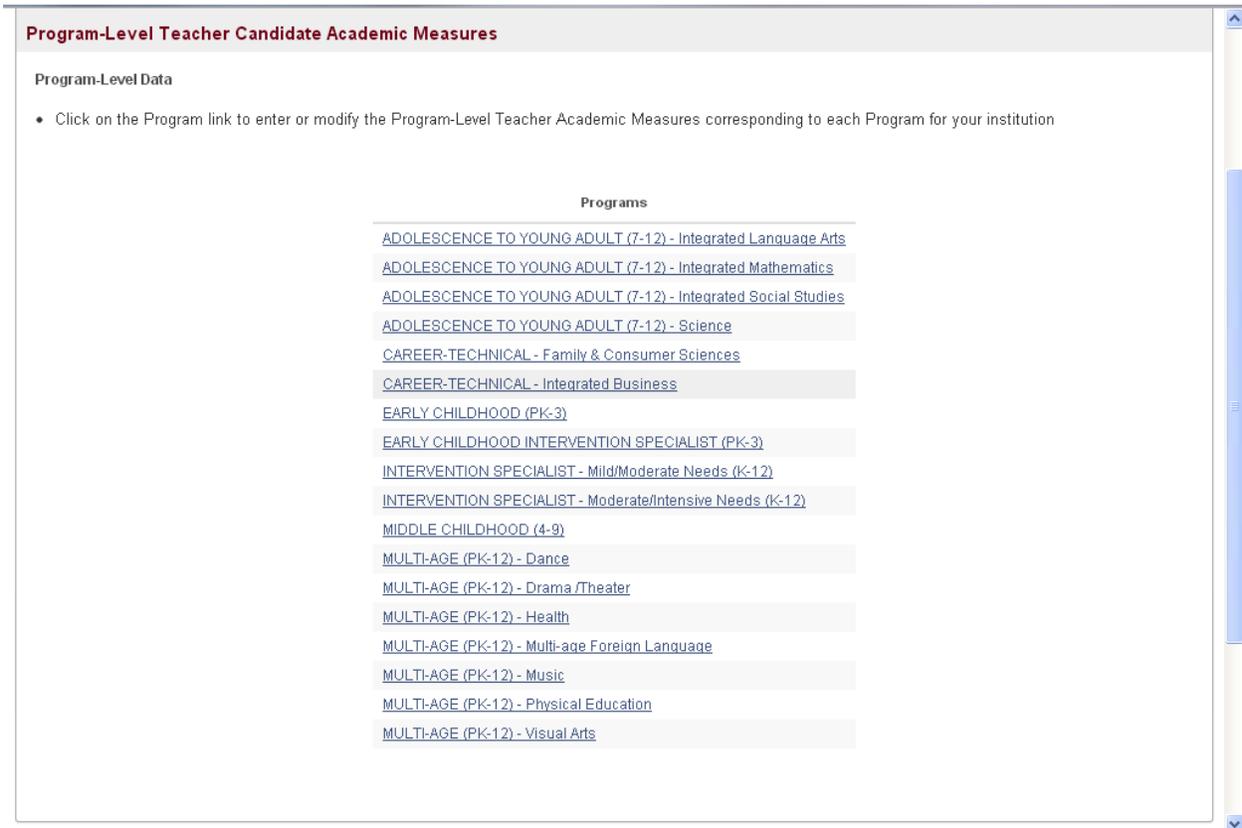
[Return to Previous Page](#) [Save and Exit](#) [Save and Continue](#)

NOTE: The following range limits are applied to test scores entered: ACT Composite (1-36), SAT Composite (600-2400), SAT Writing (1-12), Praxis I Reading (150-190), Praxis I Mathematics (150-190), Praxis I Writing (150-190), GRE Verbal (130-170), GRE Quantitative (130-170), GRE Writing (0-6 with half-point increments), and MAT (200-600). One decimal is accommodated for average scores.

When all applicable data have been entered, select **Save and Continue**.

Program-Level Teacher Candidate Academic Measures

Selecting Program-Level Teacher Candidate Academic Measures will open a screen listing all programs selected in the **Unit Reporting Period Profile Data**.



Program-Level Teacher Candidate Academic Measures

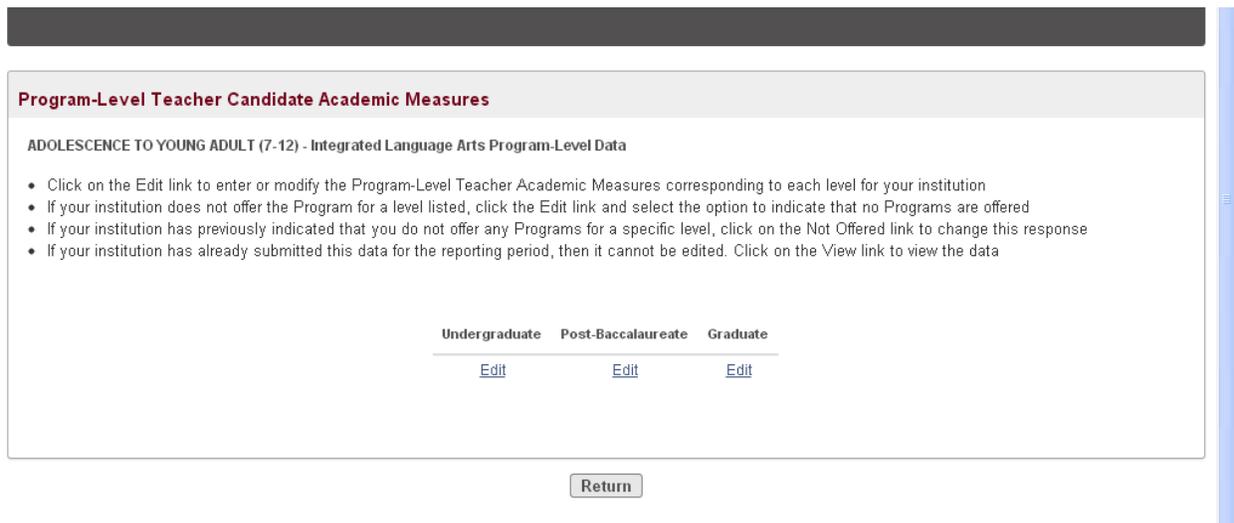
Program-Level Data

- Click on the Program link to enter or modify the Program-Level Teacher Academic Measures corresponding to each Program for your institution

Programs

- [ADOLESCENCE TO YOUNG ADULT \(7-12\) - Integrated Language Arts](#)
- [ADOLESCENCE TO YOUNG ADULT \(7-12\) - Integrated Mathematics](#)
- [ADOLESCENCE TO YOUNG ADULT \(7-12\) - Integrated Social Studies](#)
- [ADOLESCENCE TO YOUNG ADULT \(7-12\) - Science](#)
- [CAREER-TECHNICAL - Family & Consumer Sciences](#)
- [CAREER-TECHNICAL - Integrated Business](#)
- [EARLY CHILDHOOD \(PK-3\)](#)
- [EARLY CHILDHOOD INTERVENTION SPECIALIST \(PK-3\)](#)
- [INTERVENTION SPECIALIST - Mild/Moderate Needs \(K-12\)](#)
- [INTERVENTION SPECIALIST - Moderate/Intensive Needs \(K-12\)](#)
- [MIDDLE CHILDHOOD \(4-9\)](#)
- [MULTI-AGE \(PK-12\) - Dance](#)
- [MULTI-AGE \(PK-12\) - Drama /Theater](#)
- [MULTI-AGE \(PK-12\) - Health](#)
- [MULTI-AGE \(PK-12\) - Multi-age Foreign Language](#)
- [MULTI-AGE \(PK-12\) - Music](#)
- [MULTI-AGE \(PK-12\) - Physical Education](#)
- [MULTI-AGE \(PK-12\) - Visual Arts](#)

After selecting a program, the following screen will appear. Select a degree level to edit



Program-Level Teacher Candidate Academic Measures

ADOLESCENCE TO YOUNG ADULT (7-12) - Integrated Language Arts Program-Level Data

- Click on the Edit link to enter or modify the Program-Level Teacher Academic Measures corresponding to each level for your institution
- If your institution does not offer the Program for a level listed, click the Edit link and select the option to indicate that no Programs are offered
- If your institution has previously indicated that you do not offer any Programs for a specific level, click on the Not Offered link to change this response
- If your institution has already submitted this data for the reporting period, then it cannot be edited. Click on the View link to view the data

Undergraduate	Post-Baccalaureate	Graduate
Edit	Edit	Edit

[Return](#)

Data should be entered following the same procedures as those employed for the **Unit-Level Teacher Candidate Academic Measures** for each program.

The screenshot shows a web browser window with the URL https://metricreportingsystem.ohiohighered.org/ap:7:208451322756863::NO::P7_CAND_ACAD_MEASUREID,P7_EN. The page title is "Candidate Academic Measures".

Program Offered at Undergraduate Level? * Yes No

Admissions Data

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Academic Measures Used in Admission Decisions (Choose all that apply): *

<input type="checkbox"/> Undergraduate GPA	<input type="checkbox"/> High School GPA	<input type="checkbox"/> Transfer GPA	<input type="checkbox"/> ACT Composite
<input type="checkbox"/> ACT Math Subscore	<input type="checkbox"/> ACT Reading Subscore	<input type="checkbox"/> ACT English Subscore	<input type="checkbox"/> SAT Composite Subscore
<input type="checkbox"/> SAT Quantitative Subscore	<input type="checkbox"/> SAT Verbal Subscore	<input type="checkbox"/> SAT Writing Subscore	<input type="checkbox"/> Praxis I Reading
<input type="checkbox"/> Praxis I Math	<input type="checkbox"/> Praxis I Writing	<input type="checkbox"/> Portfolio	<input type="checkbox"/> Interview
<input type="checkbox"/> Letter of Recommendation	<input type="checkbox"/> Essay	<input type="checkbox"/> High School Class Rank	<input type="checkbox"/> Prerequisite Courses
<input type="checkbox"/> Dispositional Assessment	<input type="checkbox"/> Letter of Commitment	<input type="checkbox"/> EMPATHY/Omaha Interview	

Dispositional Assessments Used in Admission Decisions (Choose all that apply): *

- Portfolio
- Interview
- Letter of Recommendation
- Essay
- High School Class Rank
- Prerequisite Courses
- Dispositional Assessment
- Letter of Commitment
- EMPATHY/Omaha Interview

Please Describe the Admissions Requirements and Practices for the Unit: *

Enter data in the appropriate pages as you did for the Unit-level pages.

Admission Data **GPA Data** ACT Data SAT Data Praxis Data

GPA Candidate Academic Measures

Program-Level Teacher Candidate Academic Measures for Undergraduate Program:
ADOLESCENCE TO YOUNG ADULT (7-12) - Integrated Language Arts

High School GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum High School GPA for Undergraduate Admission *

Average (Mean) High School GPA for All Undergraduate Admissions *

Average (Mean) High School GPA for All Undergraduate Enrollees *

Average (Mean) High School GPA for All Undergraduate Completers *

Undergraduate GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

NOTE: The following range limits are applied to test scores entered: ACT Composite (1-36), SAT Composite (600-2400), SAT Writing (1-12), Praxis I Reading (150-190), Praxis I Mathematics (150-190), Praxis I Writing (150-190), GRE Verbal (130-170), GRE Quantitative (130-170), GRE Writing (0-6 with half-point increments), and MAT (200-600). One decimal is accommodated for average scores.

When all applicable data have been entered, select **Save and Continue**.

Unit-Level Teacher Field Clinical Experiences

It is recognized that requirements may vary from program to program. For this section, however, data should be reported for teacher preparation programs in aggregate. For the Unit Level Field Experiences, the system will calculate a percentage and averages based on information entered at the program level.

Field/Clinical Experiences Cancel

Minimum number of field hours required of candidates in teacher preparation programs prior to student teaching: *	500
Maximum number of field hours required of candidates in teacher preparation programs prior to student teaching: *	500
Average number of weeks required of candidates in the student teaching experience: *	12
Number of candidates admitted to student teaching (current year): *	80
Number of candidates who satisfactorily completed student teaching (current year): *	60
Percent Complete:	75%

Save and Exit

*NOTE: The following Unit-Level Field/Clinical data points are calculated based on the values entered at the Program-Level:
Minimum Hours, Maximum Hours, Average Weeks*

When all applicable data have been entered, select **Save and Exit**, and the system will return to the **Reporting Period Data** menu where another measure may be selected for data entry. Unit-level field/clinical data points are calculated based on the values entered at the Program-level: Minimum hours, Maximum hours, and Average weeks. The MRS system will compute the “Percentage Complete” based on your entries.

Program-Level Teacher Field and Clinical Experiences

Data for each of the programs identified in the **Unit Reporting Period Profile Data** should be in this section. Note that rather than the average required at the institution level, specific numbers of weeks are required to be reported for the number of weeks required in the student teaching experience.

Field/Clinical Experiences Cancel

Minimum number of field hours required of candidates in the preparation program prior to student teaching: *	500
Maximum number of field hours required of candidates in the preparation program prior to student teaching: *	500
Total number of weeks required of candidates in the student teaching experience: *	12
Number of candidates in the preparation program admitted to student teaching (current year): *	85
Number of candidates in the preparation program who satisfactorily completed student teaching (current year): *	75
Percent Complete:	88.24%

Save and Exit

When all applicable data have been entered, select **Save**. The MRS system will compute the “Percentage Complete” based on your entries.

Unit-Level Excellence & Innovation Initiatives

All Excellence & Innovation Initiatives are to be submitted at the **Unit-level**. All fields are required with the exception of **Outside Recognition**. When all applicable data have been entered, select **Save**. A maximum of three initiatives can be reported for the entire unit. If you have entered an initiative and have no others to report for the program or if you do not have any Excellence & Innovation Initiative to report, select **No Initiatives to Report**.

Enter Mild/Moderate Needs (K-12) Excellence and Innovation Initiatives Cancel

No initiatives to report:

Title

Purpose

Goal

Number of Participants

Description of Strategies/Processes/Procedures

Data to Demonstrate Impact

Outside Recognition for Initiative

Save

Example of one initiative submitted with the option of submitting another:

 Excellence and Innovation Initiative saved successfully! 

MIDDLE CHILDHOOD (4-9) Excellence and Innovation Initiatives

You may enter up to three Excellence and Innovation Initiatives for each License Type

Initiative	Entry Status
------------	--------------

Math and Science Middle School Teachers	
---	---

Add an Initiative to this Program

Submit

Return

Example of no initiatives to submit

Integrated Language Arts Excellence and Innovation Initiatives

You may enter up to three Excellence and Innovation Initiatives for each License Type

Initiative	Entry Status
------------	--------------

None to Report	
--------------------------------	---

Submit

Return

Requesting a Teacher Submission be Opened for Editing

If a section is inadvertently submitted before it is complete or additional information becomes available after submission, you may submit a **Request Ability to Edit**. The OBR Administrator will review the request and open the item so that additional editing may be done within 1 business day.

Excellence & Innovation Initiatives Cancel

Reporting Period: 2012
Submission Status: **Submitted**
Institution: **University of Akron**
License/Program: **Integrated Language Arts**
License Code: 050145

Initiatives to Report: **No**

Title:
Purpose:
Goal:
Participants:
Strategy, Processes & Procedures:
Demonstration of Impact:
Outside Recognition:

row(s) 1 - 1 of 1

Request Ability to Edit

All data must be provided before submission. Below is an example of an error message when data are missing.

HOME USER ADMINISTRATION

 22 errors have occurred

- Unit-Level Undergraduate Praxis Data: Enter Number Admitted
- Unit-Level Undergraduate Praxis Data: Enter Number Enrolled
- Unit-Level Undergraduate Praxis Data: Enter Number Completed
- Unit-Level Undergraduate Praxis Data: Enter Required Score
- Unit-Level Undergraduate Praxis Data: Enter Admission Average
- Unit-Level Undergraduate Praxis Data: Enter Enroll Average
- Unit-Level Undergraduate Praxis Data: Enter Complete Average
- Unit-Level Undergraduate Praxis Data: Enter Number Admitted
- Unit-Level Undergraduate Praxis Data: Enter Number Enrolled
- Unit-Level Undergraduate Praxis Data: Enter Number Completed
- Unit-Level Undergraduate Praxis Data: Enter Required Score
- Unit-Level Undergraduate Praxis Data: Enter Admission Average
- Unit-Level Undergraduate Praxis Data: Enter Enroll Average
- Unit-Level Undergraduate Praxis Data: Enter Complete Average
- Unit-Level Undergraduate Praxis Data: Enter Number Admitted
- Unit-Level Undergraduate Praxis Data: Enter Number Enrolled
- Unit-Level Undergraduate Praxis Data: Enter Number Completed
- Unit-Level Undergraduate Praxis Data: Enter Required Score
- Unit-Level Undergraduate Praxis Data: Enter Admission Average
- Unit-Level Undergraduate Praxis Data: Enter Enroll Average

Principal Candidate Academic Measures

The academic measures must be selected before entering data.

Principal Candidate Academic Measures

Principal Data

- Click on the Edit link to enter or modify the Principal Candidate Academic Measures
- If your institution does not offer a Principal Program, click the Edit link and select the option to indicate that no Program is offered
- If your institution has previously indicated that you do not offer a Program, click on the Not Offered link to change this response
- If your institution has already submitted this data for the reporting period, then it cannot be edited. Click on the View link to view the data

Principal

[Edit](#)



Candidate Academic Measures

Principal Candidate Academic Measures

Admissions Data

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Academic Measures Used in Admission Decisions (Choose all that apply): *

<input checked="" type="checkbox"/> Undergraduate GPA	<input checked="" type="checkbox"/> Graduate GPA	<input checked="" type="checkbox"/> Praxis II	<input checked="" type="checkbox"/> GRE Composite
<input checked="" type="checkbox"/> GRE Verbal	<input checked="" type="checkbox"/> GRE Quantitative	<input checked="" type="checkbox"/> GRE Writing	<input type="checkbox"/> MAT
<input checked="" type="checkbox"/> Portfolio	<input checked="" type="checkbox"/> Interview	<input checked="" type="checkbox"/> Letter of Recommendation	<input checked="" type="checkbox"/> Essay
<input checked="" type="checkbox"/> Prerequisite Courses	<input checked="" type="checkbox"/> Dispositional Assessment	<input checked="" type="checkbox"/> Letter of Commitment	<input checked="" type="checkbox"/> Superintendent Statement of Sponsorship
<input type="checkbox"/> Myers-Briggs Type Indicator	<input checked="" type="checkbox"/> SRI Teacher Perceiver	<input type="checkbox"/> Teacher Insight	<input checked="" type="checkbox"/> EMPATHY/Omaha Interview

Dispositional Assessments Used in Admission Decisions (Choose all that apply): *

<input checked="" type="checkbox"/> Portfolio
<input checked="" type="checkbox"/> Interview
<input checked="" type="checkbox"/> Letter of Recommendation
<input checked="" type="checkbox"/> Essay

Submit should only be selected when data entry is complete. Selecting **Submit** will lock the entry from further editing.

Principal Program Grade Point Averages

Since the institution-level data and the program-level data are the same for principal programs, there is only one set of templates for data entry. The following sections reflect all measures applicable to the specific institution. Please provide data for as many as apply

Admission Data **GPA Data** Praxis Data GRE Data

● — ● — ● — ●

Cancel

GPA Candidate Academic Measures

PRINCIPAL

Undergraduate GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum Undergraduate GPA for Admission *

Average (Mean) Undergraduate GPA for All Admissions *

Average (Mean) Undergraduate GPA for All Enrollees *

Average (Mean) Undergraduate GPA for All Completers *

Graduate GPA

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum Graduate GPA for Admission *

Average (Mean) Graduate GPA for All Admissions *

Average (Mean) Graduate GPA for All Enrollees *

Principal Program Test Scores

This section should provide admission and completion test data available at the specific institution.

NOTE: The following range limits are applied to test scores entered: GRE Verbal (130-170), GRE Quantitative (130-170), GRE Writing (0-6 with half-point increments), and MAT (200-600). One decimal is accommodated for average scores.

When all applicable data have been entered, select **Save**.

GRE Candidate Academic Measures Cancel

PRINCIPAL

GRE Composite Scores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum GRE Composite Score for Admission *

Average (Mean) GRE Composite Score for All Admissions *

Average (Mean) GRE Composite Score for All Enrollees *

Average (Mean) GRE Composite Score for All Completers *

GRE Quantitative Subscores

Number of Students Admitted *

Number of Students Enrolled *

Number of Students Completed *

Required Minimum GRE Quantitative Subscore for Admission *

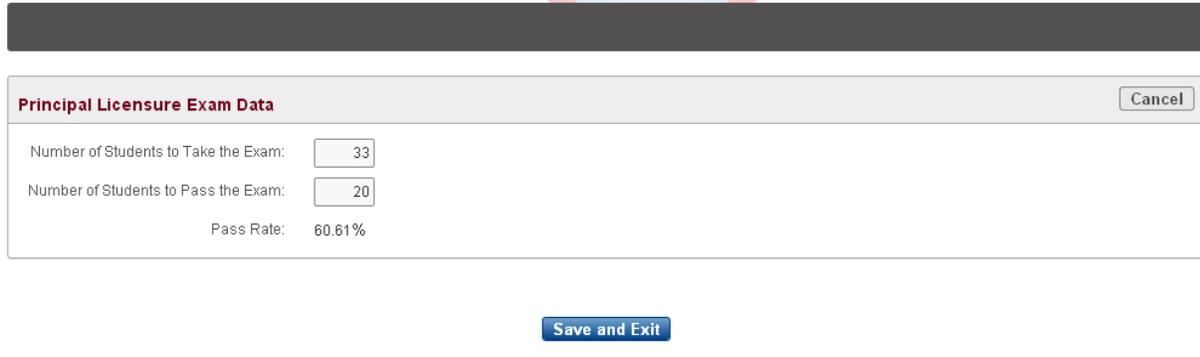
Average (Mean) GRE Quantitative Subscore for All Admissions *

Average (Mean) GRE Quantitative Subscore for All Enrollees *

Average (Mean) GRE Quantitative Subscore for All Completers *

Principal Licensure Exam

Enter the data for the Principal Licensure Exam. The MRS system will compute the pass rate. Select **Save and Exit**.



The screenshot shows a web form titled "Principal Licensure Exam Data" with a "Cancel" button in the top right corner. The form contains three input fields: "Number of Students to Take the Exam:" with a value of 33, "Number of Students to Pass the Exam:" with a value of 20, and "Pass Rate:" with a value of 60.61%. A "Save and Exit" button is located at the bottom center of the form.

Number of Students to Take the Exam:	33
Number of Students to Pass the Exam:	20
Pass Rate:	60.61%

Principal Field/Clinical Experiences

Supply the data for the principal program. One decimal point is accommodated in the average hours per week field. The MRS system will compute the percent complete. Select **Save and Exit**.

When all applicable data have been entered, select **Save and Exit**, and the system will return to the **Reporting Period Data** menu where another measure may be selected for data entry.



The screenshot shows a web form titled "Field/Clinical Experiences" with a "Cancel" button in the top right corner. The form contains three input fields: "Total number of weeks required of candidates in internship: *" with a value of 16, "Number of candidates admitted to internship (current year): *" with a value of 4, and "Number of candidates completing internship (current year): *" with a value of 3. The "Percent Complete:" is calculated as 75%. A "Save and Exit" button is located at the bottom center of the form.

Total number of weeks required of candidates in internship: *	16
Number of candidates admitted to internship (current year): *	4
Number of candidates completing internship (current year): *	3
Percent Complete:	75%

Principal Excellence & Innovation Initiatives

The Principal Excellence & Innovation Initiatives are to be submitted at the program level. All fields are required with the exception of **Outside Recognition**. When all applicable data have been entered, select **Save**. A maximum of three initiatives can be reported. If an initiative has been entered and there are no others to report for the program or if there are no Excellence & Innovation Initiatives to report for the Principal Program, select **No Initiatives to Report**.

Enter PRINCIPAL Excellence and Innovation Initiatives Delete Cancel

No initiatives to report:

Title

Purpose

Goal

Number of Participants

Description of Strategies/Processes/Procedures

Data to Demonstrate Impact

Outside Recognition for Initiative

Save

PRINCIPAL Excellence and Innovation Initiatives

You may enter up to three Excellence and Innovation Initiatives for each License Type

Initiative	Entry Status
Principalship Academy	

Return

Requesting a Principal Submission be Opened for Editing

If a section is inadvertently submitted before it is complete or additional information becomes available after submission, you may submit a **Request Ability to Edit**. The OBR Administrator will review the request and open the item so that additional editing may be done within 1 business day.

Excellence & Innovation Initiatives Cancel

Reporting Period: 2012
Submission Status: Submitted
Institution: University of Akron
License/Program: PRINCIPAL
License Code: N/A

Initiatives to Report: Yes

Title: **Principalship Academy**
Purpose: xx
Goal: xx
Participants: 25
Strategy, Processes & Procedures: xxx
Demonstration of Impact: xxx
Outside Recognition:

row(s) 1 - 1 of 1

Request Ability to Edit

Appendix A

LICENSURE TYPE AND TEACHING FIELD CODES

Licensure Type #	Licensure Type	Teaching Field Code	Teaching Field Name
62	Middle Childhood (4-9)		
63	Adolescent to Young Adult (7-12)	050145	Integrated Language Arts
63	Adolescent to Young Adult (7-12)	110094	Integrated Mathematics
63	Adolescent to Young Adult (7-12)	150004	Integrated Social Studies
63	Adolescent to Young Adult (7-12)		Science
64	Multi-Age (PK-12)	080302	Dance
64	Multi-Age (PK-12)	050338	Drama/Theater
64	Multi-Age (PK-12)	080115	Health
64	Multi-Age (PK-12)		Multi-age Foreign Language
64	Multi-Age (PK-12)	120050	Music
64	Multi-Age (PK-12)	080305	Physical Education
64	Multi-Age (PK-12)	020012	Visual Arts
65	Intervention Specialist	196212	Gifted (K-12)
65	Intervention Specialist	196140	Mild/Moderate Needs (K-12)
65	Intervention Specialist	196142	Moderate/Intensive Needs (K-12)
66	Career Technical	140550	Integrated Business
66	Career Technical	090120	Family & Consumer Sciences
71	Early Childhood (PK-3)		
72	Early Childhood Intervention Specialist (PK-3)		
73	Principal		

LICENSURE TYPE AND TEACHING FIELD CODES

(62) MIDDLE CHILDHOOD (4-9)

050150 Language Arts and Reading (4-9)
 110100 Mathematics (4-9)
 130102 Science (4-9)
 150003 Social Studies (4-9)



Combine as
Middle Childhood (4-9)

(63) ADOLESCENCE TO YOUNG ADULT (7-12)

050145 Integrated Language Arts
 110094 Integrated Mathematics
 150004 Integrated Social Studies
 132010 Integrated Science
 132020 Physical Science (Physics & Chemistry)
 132150 Physical Sciences: Chemistry
 132160 Physical Sciences: Physics
 132030 Life Sciences
 132034 Life Sciences/Earth Sciences
 132035 Life Sciences/Physics
 132036 Life Sciences/Chemistry
 132040 Earth Sciences
 132045 Earth Sciences/Physics
 132046 Earth Sciences/Chemistry



Combine as
AYA Science

(64) MULTI-AGE (PK-12)

080302 Dance
050338 Drama/Theater
080115 Health
060101 Arabic
060102 Chinese
060230 French
060235 German
060150 Greek
060245 Italian
060135 Hebrew
060250 Japanese
060107 Latin
060625 Russian
060265 Spanish
060225 Swahili
120050 Music
080305 Physical Education
020012 Visual Arts

—



Combine as *Multi-age
Foreign Language*

(65) INTERVENTION SPECIALIST

196212 Gifted (K-12)
196140 Mild/Moderate Needs (K-12)
196142 Moderate/Intensive Needs (K-12)

(66) CAREER-TECHNICAL

140550 Integrated Business
090120 Family & Consumer Sciences

(71) EARLY CHILDHOOD (PK-3)

72) EARLY CHILDHOOD INTERVENTION SPECIALIST (PK-3)

(73) PRINCIPAL

280100 Principal (grades PK-6)
280200 Principal (grades 4-9)
280300 Principal (grades 5-12)



Combine as
Principal

Appendix B

Overview of All Metrics Data Being Collected

	Teacher	Principal	Data Source
Praxis II	X	X	ETS
TPA	X		Pearson
Value-Added	X	X	ODE
Candidate Academic	X	X	Metrics Reporting System
Field / Clinical	X	X	Metrics Reporting System
Pre-Service Survey	X	X	OBR
Alumni Survey	X		OBR
Internship Mentor Survey		X	OBR
Employer Survey	X	X	OBR
Residency Data	X		ODE
Ohio Evaluations System	X	X	ODE
National Accreditation	X	X	OBR
Excellence / Innovation	X	X	Metrics Reporting System