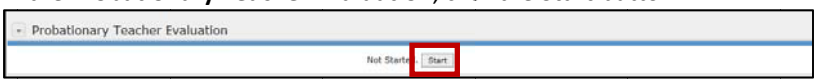
NC Educator Effectiveness System- Teacher's Guide

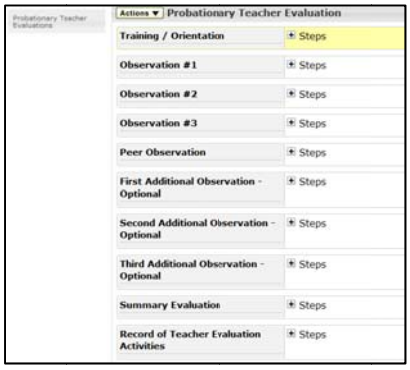
This guide outlines the steps that Teachers must complete in the Probationary Teacher Evaluation Plan in the NC Educator Effectiveness System (EES).

Step 1: Accessing your evaluation

1. Click on the **Evaluation Process** tab.
2. In the **Probationary Teacher Evaluation**, click the **Start** button.



3. If an Evaluation has already started, select **Edit** from the drop down menu.
4. If there is not an evaluation plan assigned to Start, contact your school principal as they will need to assign a plan.
5. The following containers display the steps of the Probationary Teacher Evaluation process:



The steps in the evaluation process require completion of various forms. All forms include some similar steps. See below for explanations.

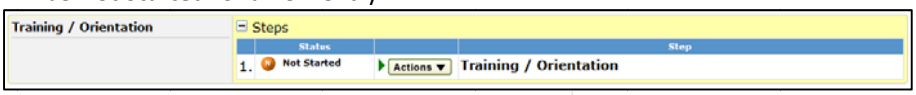
EXPLANATION OF THE STEPS TO COMPLETE FORMS*

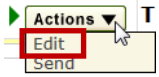
- **Edit** – Start updating a form.
- **Save** – When started, but not complete. In progress.
- **Finalize** – When completed editing. Final version.
- **Share** – Publishes form to others. Default is Not Share. Cannot change after Marking Complete.
- **Mark Complete** – Fully complete. Cannot change/update after clicking. Flags Step as Complete.
- **Send** – Forward work to another (teacher or evaluator) for action.

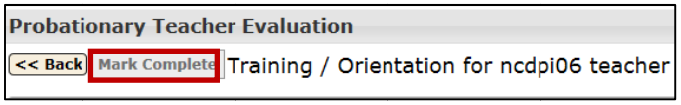
***Note:** Not every step is included in every form.

Step 2: Training/Orientation

1. Click on the **+** sign on the **Steps** button of the **Training / Orientation** container to expand the steps. Status will be **Not Started** for a new entry.



2. Click the **Actions** button and select **Edit**. 

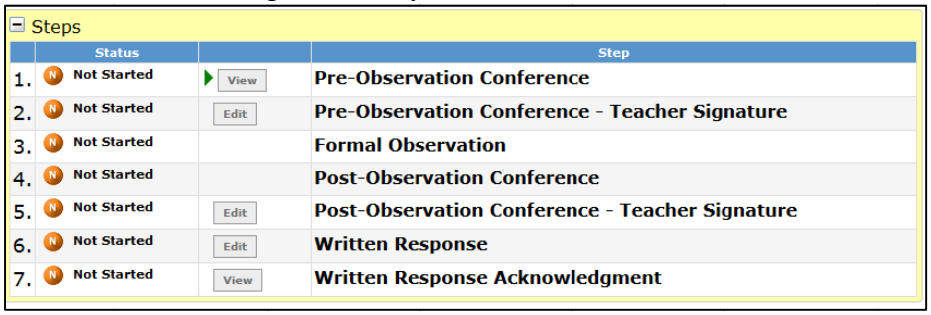
3. In the text box "I have received orientation on:" Enter or select the date from the calendar icon.
4. Select **Save**.
5. Click **Mark Complete.** 

6. Click **Ok** or hit Enter.
7. Click the **Actions** button.
8. Select **Send**.

9. Status will be changed to Completed with the date and time stamp. The green workflow arrow will move forward to the Pre-Observation Conference. The green arrow indicates the step where the user must select 'Send' to advance the process.

Step 3: Observations #1-3*

1. Click on the **+** sign on the **Steps** button of the **Observation #1** container to expand the steps.



Steps

	Status		Step
1.	Not Started	View	Pre-Observation Conference
2.	Not Started	Edit	Pre-Observation Conference - Teacher Signature
3.	Not Started		Formal Observation
4.	Not Started		Post-Observation Conference
5.	Not Started	Edit	Post-Observation Conference - Teacher Signature
6.	Not Started	Edit	Written Response
7.	Not Started	View	Written Response Acknowledgment

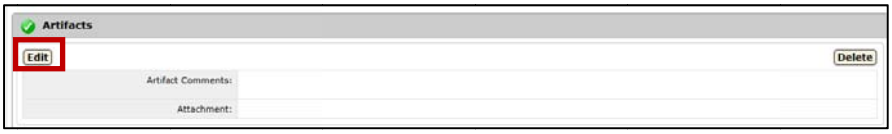
<u>Step 1: Pre-Observation Conference</u>

1. The Observer/Evaluator will complete Step 1: **Pre-Observation Conference.**

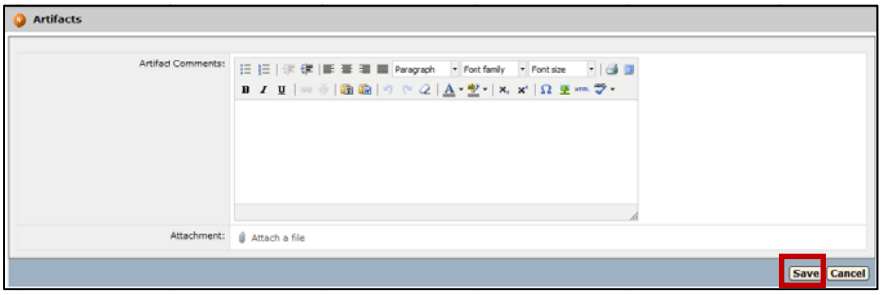
<u>Step 2: Pre-Observation Conference – Teacher Signature</u>

1. Next to the **Pre-Observation Conference – Teacher Signature** step, Select **Edit**.

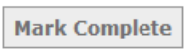
2. The Evaluator/Observer's comments appear in the Pre-Observation Conference section.
3. Teacher can add any Artifacts in this step by clicking **Edit** in the Artifacts sectionand enter any comments related to the attachment.



4. Teachers are able to add comments in the comments box and attach files.



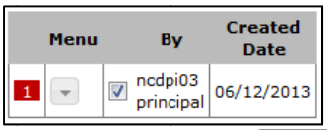
5. Click **Save** if any comments or artifacts were added.
6. Click **Acknowledge** to sign off on the **Pre-Observation Conference**.

7. From the Actions button at the top select **Mark Complete**. 

The following text box will drop down: "The **Pre-Observation Conference - Teacher Signature** step is now complete". Select **OK** or hit Enter key.

<u>Step 3: Formal Observation</u>

1. Observer/Evaluator will complete the Step 3: **Formal Observation**.
2. Select **View** to view the Formal Observation step completed by Observer/Evaluator.
3. The Formal Observation Summary form will be displayed once observation is complete.



Menu	By	Created Date
1	ncdpi03 principal	06/12/2013

4. Select Back once done.

<u>Step 4: Post-Observation Conference</u>

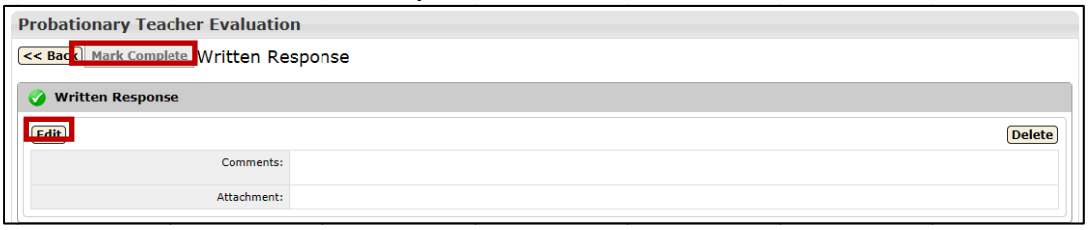
1. The observer/evaluator enters comments for the Post-Observation Conference.

<u>Step 5: Post-Observation Conference – Teacher Signature</u>

1. Select Edit on **Post-Observation Conference - Teacher Signature** section to view and acknowledge evaluator notes.
2. The Evaluator/Observer's comments and attachments entered in Evaluator/Observer's **Post-Observation Conference** are displayed.
3. Click **Acknowledge** to indicate the report has been reviewed with the evaluator.
4. **Mark Complete**
5. Select **OK** or hit the Enter key.
6. The **Post-Observation Conference - Teacher Signature** status is completed, with date and time stamped.
7. Information is available for viewing by the Observer.

Step 6: Written Response (Optional)

1. On the Actions button for **Written Response**, Select Edit.



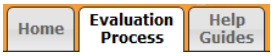
2. To enter a written response, Click **Edit** under **Written Response** to add comments.
3. Enter comments in the comments box and/or add attachments.
4. To attach a file click on Attach a file, Choose file, select the file to attach, click Attach.
5. Click **Edit** under **Artifacts** to add artifact comments
6. Click **Delete** to remove any comments/attachments.
7. Click on Save once done.
8. Once you are finished with your written response, OR if you do **not** want to enter a written response, click **Mark Complete.**
9. Click **OK** on the drop down message box indicating the **Written Response** step is now complete**.**
10. The status for the **Written Response** step is now completed with the date and time stamp.
11. The comments and/or attachments entered here can be viewed by the Observer/Evaluator.

Step 7: Written Response Acknowledgement

1. Evaluator/observer will complete the written response acknowledgement.

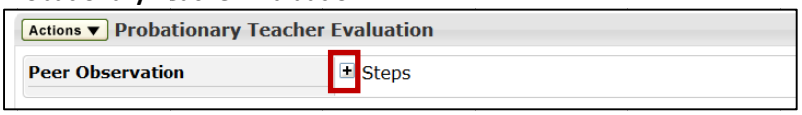
***Follow these same steps for Peer Observations or any Additional Observations.**

Step 4: Completing a Peer Observation of Another Teacher

1. Click on the Evaluation Process tab in your account. 

2. Next to '**My Evaluations'**, click on '**Staff Evaluations'**

3. If your principal has designated you a **Peer Observer,** the names of any teachers assigned to you will display.
4. Click the dropdown arrow next to the name of the Teacher you will be observing and click **Edit Probationary Teacher Evaluation.**

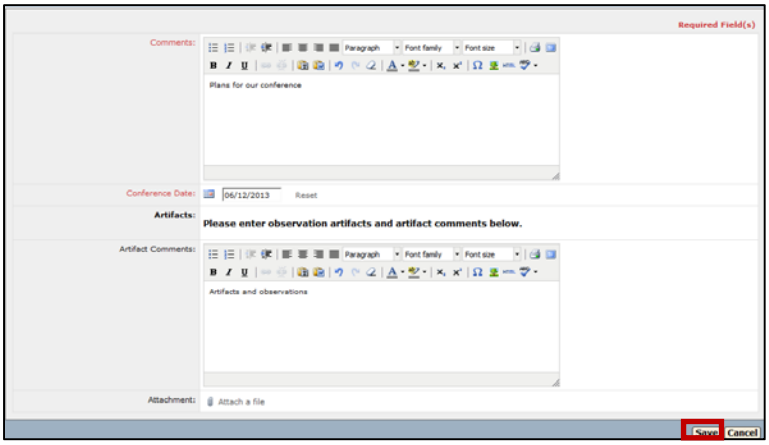


5. Click the **+** button to expand the steps. The steps and processes are the same in the Peer Observation as the Observations #1-3.

Step 1: Pre-Observation Conference

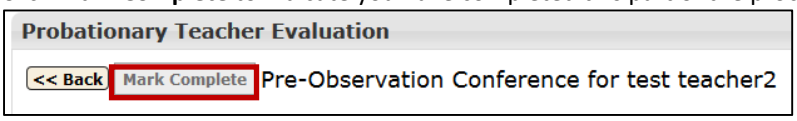
1. Click the **Edit** button next to the Pre-Observation Conference step.
2. Fill out the appropriate pre-observation conference details. Fields in red are required.

3. You can add any **Artifacts** in this step by attaching a file and entering any comments related to the attachment. The teacher can add additional artifacts in the Written Response step, if desired.

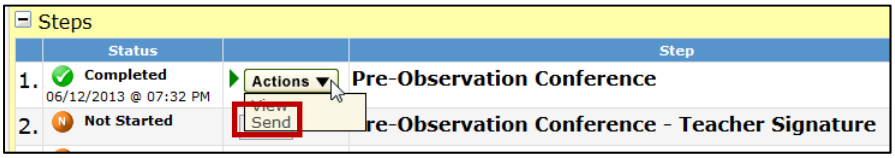


4. Click the **Save** button when you are finished.
5. You will see a summary of the information you entered. To sign off on it, click **Acknowledge**.

6. Click **Mark Complete** to indicate you have completed this part of the process.



7. Click **OK** to indicate the Pre-Observation Conference step is now complete.
8. Select **Send** under the Actions drop-down menu at this step.



9. The green workflow arrow has moved down to the Formal Observation step.

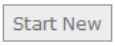
<u>Step 2: Pre-Observation Conference – Teacher Signature</u>

1. The teacher will complete this step. The workflow is not dependent on this step, however, and the green arrow moves on to the **Formal Observation**.

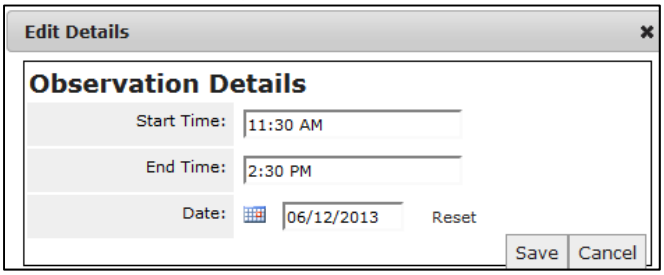
Step 3: Formal Observation

1. Click the **Edit** button.

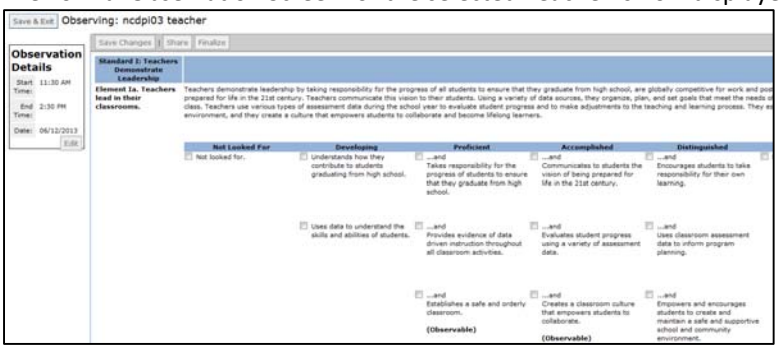
2. Click the **Start New** button



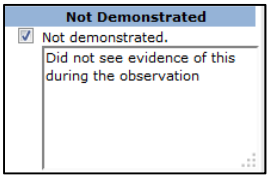
3. Enter the date and begin/end times for the observation and click **Save.**



4. The Formal Observation Screen for the selected Teacher is now displayed.



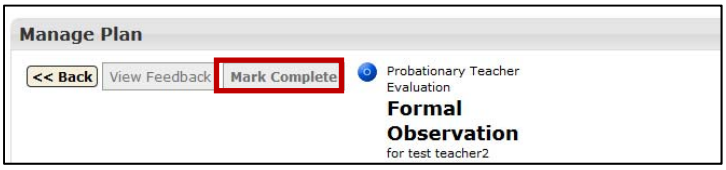
5. Select the applicable **Standards/Elements** checkboxes.
6. If you click the **Not Demonstrated** check box, a text box is displayed to enter comments.
7. Type text into the text box.



8. Click **Save Changes**, **Share**, and **Finalize**

9. Click the **Save & Exit** button

10. The Formal Observation Summary Screen is displayed.
11. Click the **Mark Complete** button.



12. Click **OK** to indicate this step is complete.
13. Select **Send** under the Actions drop-down menu at this step.
14. The **Formal Observation** status is now set to **Complete** with the correct date/time stamp.
15. The green workflow arrow has moved down to the Post-Observation Conference step.

Step 4: Post-Observation Conference

1. Under the Actions drop-down menu, select **Edit**.
2. The **Post-Observation Conference** screen for the selected teacher is displayed.
3. Enter the date of the observation in the **Observation Date** field.
4. Add comments in the **Comments** field.
5. Enter the correct date in the **Post Observation Conference Date** field.
6. Enter **Artifacts** if you wish.
7. Click the **Save** button.
8. Click the **Acknowledge** button to sign the form.
9. Review the summary, and if satisfied, click **Mark Complete**.
10. Click **OK** to indicate this step is complete.
11. Select **S**end under the Actions drop-down menu to notify the teacher that you have completed the step.
12. The **Post-Observation Conference** status is now set to **Completed** with the correct date/time stamp.
13. The green workflow arrow has moved down to the **Observation #2 – Formal Evaluation** step.

Step 5: Post-Observation Conference – Teacher Signature

8. The teacher will complete this step.
9. Information is available for viewing by the Peer Observer.

Step 6: Written Response

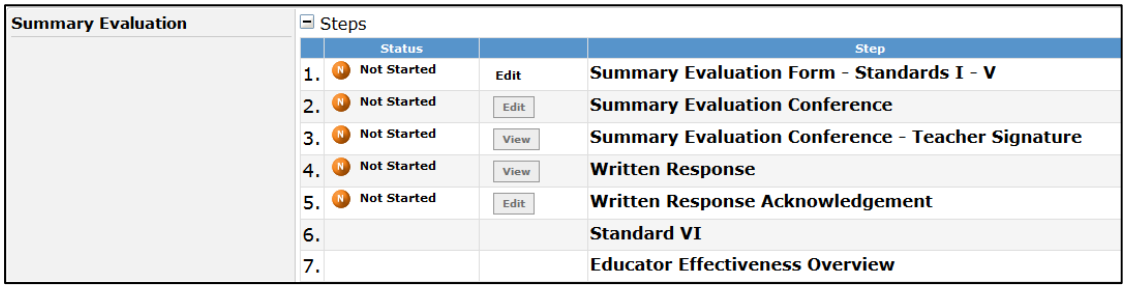
12. This step is optional for the teacher to complete.
13. The comments and/or attachments entered here can be viewed by the Peer Observer.

Step 7: Written Response Acknowledgement

2. If the teacher completes a **Written Response**, the Observer/Evaluator will be notified by email that a **Written Response Acknowledgement** needs to be completed. If the teacher did not write a written response, you can simply click **Edit** and then **Mark Complete.**
3. Select the **Edit** button next to the **Written Response Acknowledgement** step.
4. Click the **Edit** button.
5. Check the check-box indicating you have received the written response.
6. Click the **Save** button.
7. Under the Actions drop-down menu, select **Mark Complete**.
8. Click **OK** to indicate this step is complete.
9. The Written Response Acknowledgment status is now set to Complete with the correct date/time stamp.

Step 5: Summary Evaluation

The Summary Evaluation process includes the following steps:



Summary Evaluation

Steps

	Status		Step
1.	Not Started	Edit	Summary Evaluation Form - Standards I - V
2.	Not Started	Edit	Summary Evaluation Conference
3.	Not Started	View	Summary Evaluation Conference - Teacher Signature
4.	Not Started	View	Written Response
5.	Not Started	Edit	Written Response Acknowledgement
6.			Standard VI
7.			Educator Effectiveness Overview

Step 1: Summary Evaluation Form (Standards I-V)

1. Click **Edit** in this step to view the evaluators' Summary Evaluation Forms for each **Standard/Element** you can see **Comments, Recommended Actions for Improvement**, and **Resources Needed to Complete These Actions** by selecting the **Edit** button under each of these columns. These are only visible if the evaluator has shared their forms. Click **Back** once finished.

Step 2: Summary Evaluation Conference

1. The Evaluator completes this form. Click the **View** button to see the evaluator's forms and signature.

Step 3: Summary Evaluation Conference – Teacher Signature

1. Click the **Edit** button.
2. Click **Acknowledge** to sign.
3. Click **Mark Complete.**

Step 4: Written Response- Optional

1. If you choose to enter a written response, click the **Actions** drop-down menu and select Edit. Follow the instructions outlined in the Observations steps to complete.
2. If you do not choose to enter a written response, click the **Actions** drop-down and select **Mark Complete.**

Step 5: Written Response Acknowledgment

1. This step is completed by the Evaluator.

Standard VI

This step is not editable. This data will be View Only and pulled in from EVAAS.

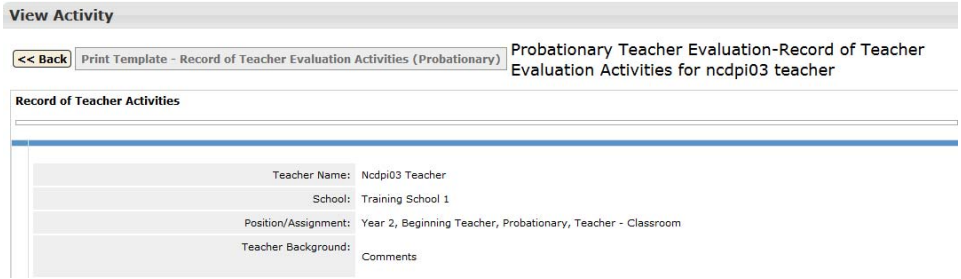
Educator Effectiveness Overview

This step will be available in Spring 2014 once the Professional Learning Management System has been implemented.

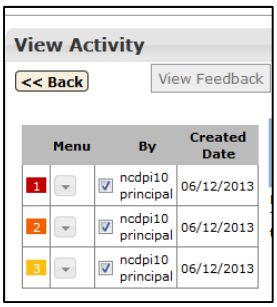
Record of Teacher Evaluation Activities

Step 1: Record of Teacher Evaluation Activities

1. Under the Actions drop-down menu, select **View**
2. If the Evaluator has added any comments, you will see them display.



3. Click the Back button to return to the evaluations screen.

Step 2: Observation Scoring Summary

1. Click **View** to see the **Observation Scoring Summary**.
2. This displays all **Observation**s completed so far in the year for the Teacher. Under the **By** column near the top left, you can select which Observations you would like to see 'tallied' in the summary form on the right.