



**Online Software Manual for the  
North Carolina Educator Evaluation System:  
Peer**

<https://mxweb.media-x.com/home/ncval/>

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The following pages will provide step by step instructions for a teacher to conduct an evaluation on a peer.

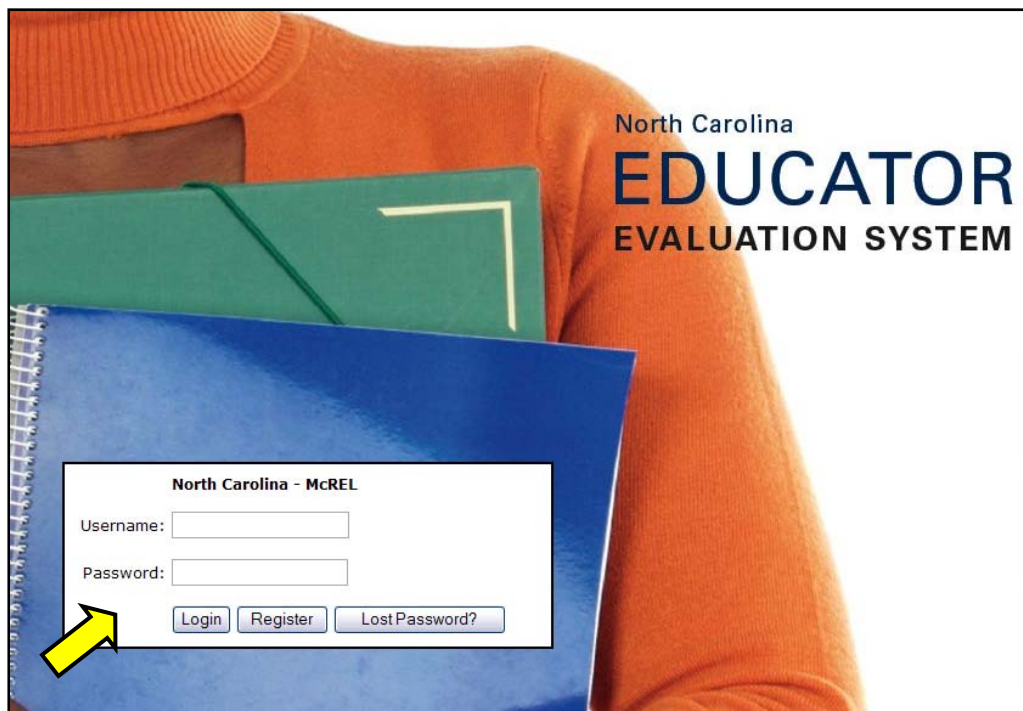
## Login Page

Log into: <https://mxweb.media-x.com/home/ncval/>

Type in the username that was provided to you (all lower case)

Type in the password that was provided to you: 123456

Click **Login**

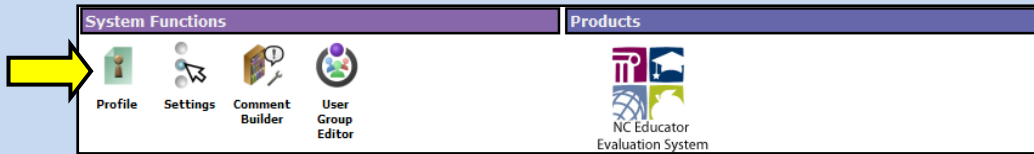


## Profile and Settings

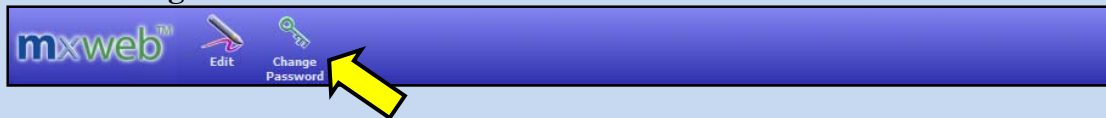


You will only need to complete the profile and settings changes one time. These steps are all completed online.

Click on the **Profile** icon



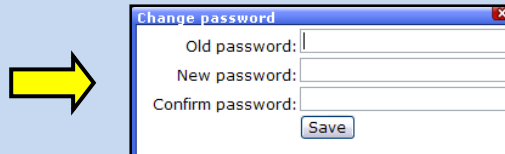
Click on the **Change Password** icon



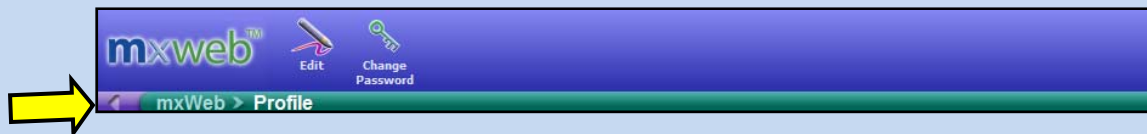
Type in the original password (123456)

Type in a unique password for yourself that is six characters long and contains a number and a capital letter.

Click **Save**



Click on **mxWeb**



Click on **Settings**



Use the drop down menu to choose your **Spell Checker Dictionary** to English (US) and change your **Time Zone**.

Click on the **Save & Exit** icon.



Click on the **NC Educator Evaluation System** icon



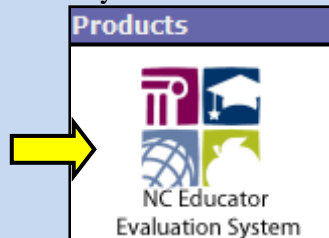
Read and accept the End User License Agreement

*This occurs on your first login only.*

## Directions for Completing a Peer Evaluation

To complete a peer evaluation, you must login to the system. All of the following steps are completed using the online system.

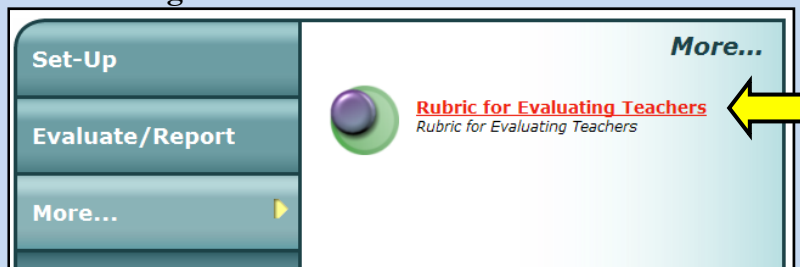
Click on the **NC Educator Evaluation System** icon



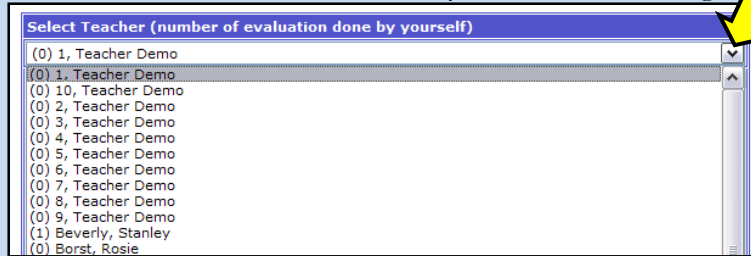
Click on **More**



Click on **Rubric for Evaluating Teachers**

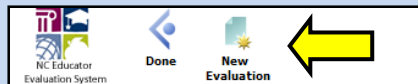


Use the drop down menu to choose the teacher whom you will be evaluating.

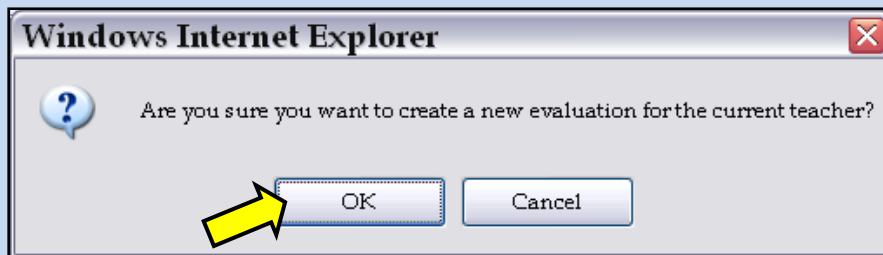


*NOTE: You will ONLY be able to see the evaluations that you have conducted. You cannot see other teachers' self assessments or the principals' evaluations.*

Click on the **New Evaluation** icon



This pop-up box will appear.  
Click **OK**



Click on the **Calendar and Clock** icon that is located next to <No dates set>. The calendar will open (see the next step).



<b>Evaluation Name</b>	Rubric Form by Peer 2009-2010	<b>Form Status</b>	Editing
<b>Teacher Name</b>	Teacher Demo 1	<b>Date</b>	<No dates set>
<b>School</b>	Demo Elementary School	<b>District</b>	Demo District
<b>Evaluator</b>	Peer Demo 1	<b>Title</b>	Peer Teacher
<b>Start Time/End Time</b>	<input type="text"/> <input type="text"/> AM To <input type="text"/> <input type="text"/> AM	<b>Status</b>	<input type="text"/>
<b>School Year</b>	2009-2010		

Choose the date you are completing the peer evaluation and then click **Set**.

<b>Form Status</b>	Editing
<b>Date</b>	Wed Sep 29 2010
<b>District</b>	Demo District
<b>Status</b>	

Clear  2010 **Set**

<< Today >>

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Use the drop downs to choose the **Start Time** (the time you begin the peer evaluation), **Status** (Probationary or Career Status Teacher), and **School Year**.

**Note:** **End Time** will be entered at the end of your evaluation.

<b>Self Assessment Name</b>	Self Assessment 2009-2010	<b>Form Status</b>	Editing
<b>Teacher Name</b>	Teacher Demo 1	<b>Date</b>	<No dates set>
<b>School</b>	Demo Elementary School	<b>District</b>	Demo District
<b>Start Time/End Time</b>	<input type="text"/> <input type="text"/> AM To <input type="text"/> <input type="text"/> AM	<b>Status</b>	<input type="text"/>
<b>School Year</b>	2009-2010		

Begin reading and filling out the rubric by clicking in the appropriate boxes. Once you click in a box, a checkmark will appear (see sample below).

**Note:** A ✓ in the first column (Observation) means that the evaluator should be able to observe the items in that row during routine classroom observations.

Standard I: Teachers demonstrate leadership				
Observation	a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.			
	Developing	Proficient	Accomplished	Distinguished
<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school.  <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	... and <input checked="" type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school.  <input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities.	... and <input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century.  <input type="checkbox"/> Evaluates student progress using a variety of assessment data.	... and <input type="checkbox"/> Encourages students to take responsibility for their own learning.  <input type="checkbox"/> Uses classroom assessment data to inform program planning.	

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, and check the boxes of **Example of Artifacts**.

**Comments**

**File:**

**Link:**

**Examples of Artifacts for Standard I:**

<input type="checkbox"/> Lesson plans	<input type="checkbox"/> Class rules and procedures	<input type="checkbox"/> National Board Certification
<input type="checkbox"/> Journals	<input type="checkbox"/> Participation in The Teacher Working Condition Survey	<input type="checkbox"/> Discipline records
<input type="checkbox"/> Student handbooks	<input type="checkbox"/> Professional Learning Communities	<input type="text"/>
<input type="checkbox"/> Student work	<input type="checkbox"/> Membership in professional organizations	<input type="text"/>
<input type="checkbox"/> School improvement planning	<input type="checkbox"/> Formal and informal mentoring	<input type="text"/>
<input type="checkbox"/> Service on committees	<input type="checkbox"/> Surveys	<input type="text"/>
<input type="checkbox"/> Relevant data		<input type="text"/>

*SUGGESTION: In the event that you will conduct more than one peer evaluation on the teacher, type a date next to any comments that you have included.*

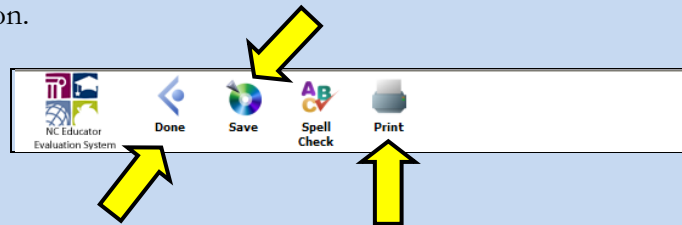
Once you have completed all of the standards in the rubric, use the drop downs to choose your **End Time**.

<b>Self Assessment Name</b>	Self Assessment 2009-2010	<b>Form Status</b>	Editing
<b>Teacher Name</b>	Teacher Demo 1	<b>Date</b>	<No dates set>
<b>School</b>	Demo Elementary School	<b>District</b>	Demo District
<b>Start Time/End Time</b>	<input type="text"/> <input type="text"/> AM <input type="text"/> To <input type="text"/> <input type="text"/> AM <input type="text"/>	<b>Status</b>	<input type="text"/>
<b>School Year</b>	2009-2010		

Click on the **Save** icon.

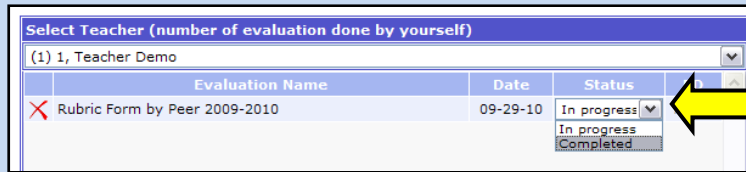
You may click on the **Print** icon to print out the Peer Evaluation. (The print icon opens the peer evaluation in a new window).

Click on the **Done** icon.



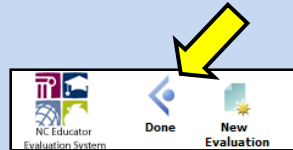
*NOTE: If you do not completely finish the Peer Evaluation, click on the **Save** icon and it will save the information that you have completed. The system will not indicate if you skipped any standards.*

Once you have completed the Peer Evaluation, change the **Status** to **Completed**.



Select Teacher (number of evaluation done by yourself)			
(1) 1, Teacher Demo			
	Evaluation Name	Date	Status
X	Rubric Form by Peer 2009-2010	09-29-10	In progress

Click on the **Done** icon.



You have completed the Peer Evaluation and the teacher that you evaluated may now view the evaluation.

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**Mid-continent Research for Education and Learning**

4601 DTC BLVD., STE. 500, DENVER, CO 80237-2596  
PHONE 800.781.0156 • FAX 303.337.3005  
WEBSITE [WWW.MCREL.ORG](http://WWW.MCREL.ORG) • E-MAIL [INFO@MCREL.ORG](mailto:INFO@MCREL.ORG)