



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

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

DRAFT

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The following pages will provide step by step instructions for a principal to conduct an evaluation on a teacher, conduct a self evaluation, and conduct an evaluation on an assistant principal.

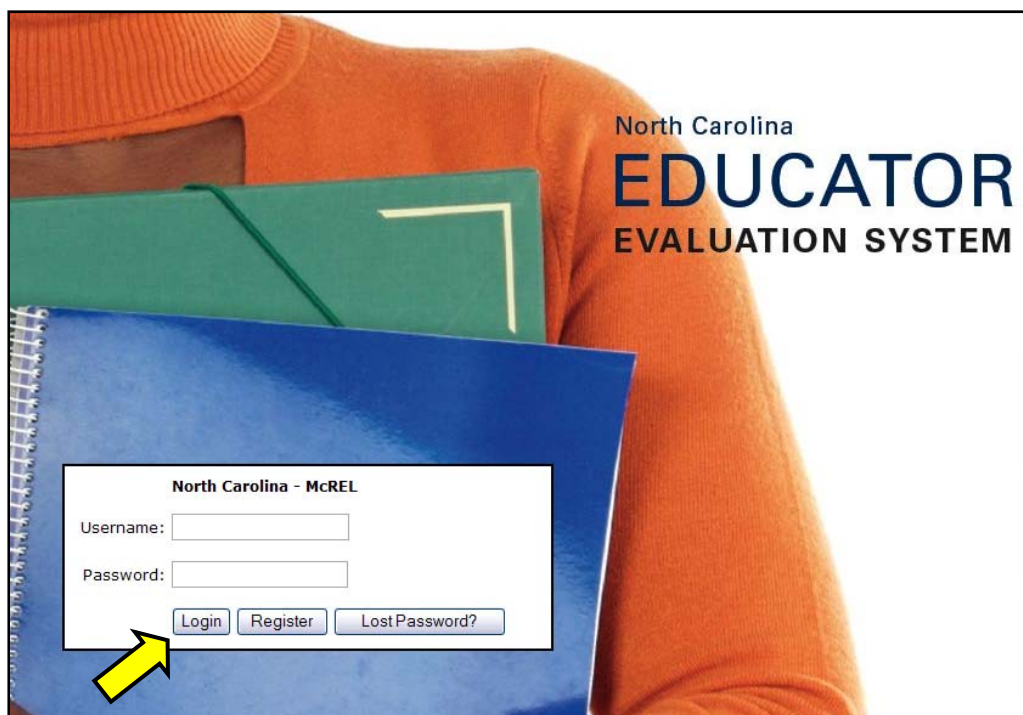
Login Page

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**

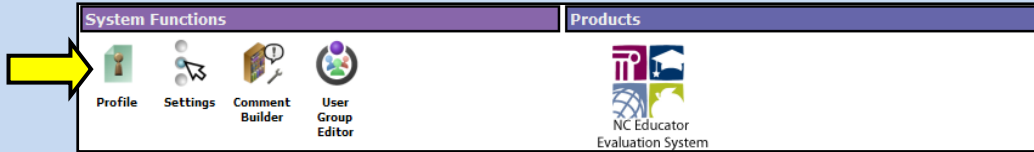


Profile and Settings

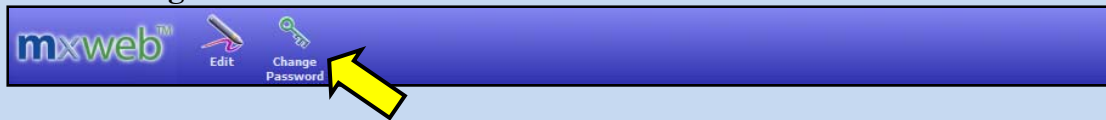


You will only need to complete the profile and settings changes one time. These steps are all completed online.

Click on the **Profile** icon



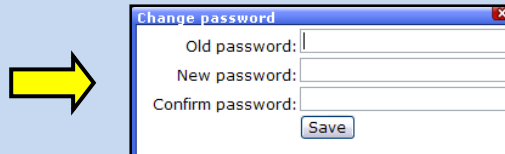
Click on the **Change Password** icon



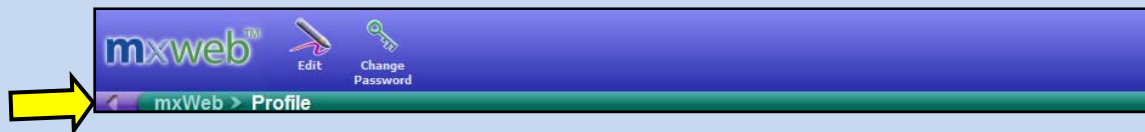
Type in the original password (123456)

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**.

Interface language: English
Note: Only certain sections of mxWeb currently su
Spell Checker Dictionary: English (US)
Records per page: 20
Time zone: Eastern Time (North America)

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.

Please read the following agreement carefully and indicate your acceptance or declination of the agreement by clicking the appropriate box below. By accepting the agreement, you agree to be bound by its terms and conditions.

**Evaluation Tool
Demonstration Version
End User License Agreement**

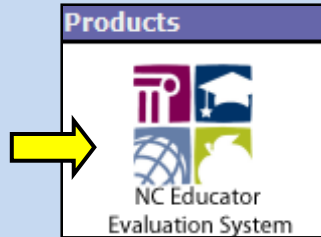
IMPORTANT: This End User License Agreement ("EULA") is a legal agreement between you and McREL regarding the Evaluation Tool. Read

Directions for completing the Teacher Evaluation

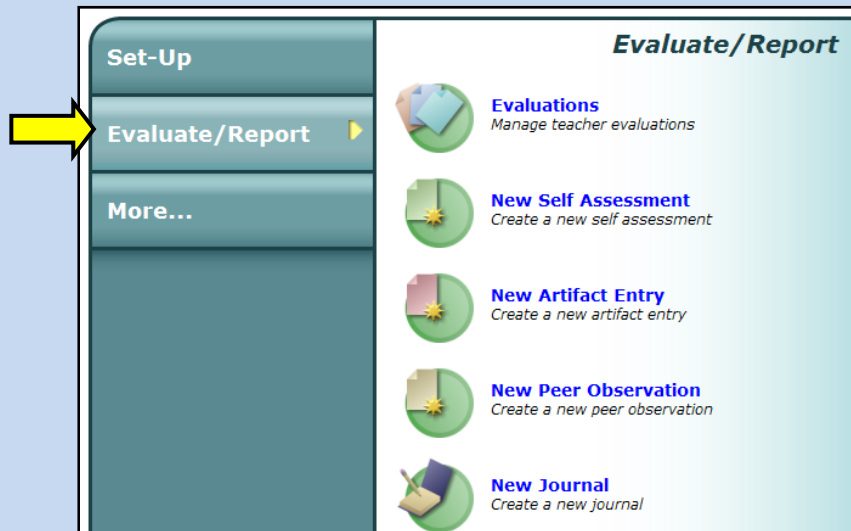
To complete an evaluation on a teacher, you must login to the system. All of the following steps that have the NC Educator Evaluation System icon next to them are completed using the online system.



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



Click on **Evaluate/Report**





Click on **Evaluations**

Set-Up

Plan

Evaluate/Report

More...

Evaluate/Report

- Evaluations**
Manage teacher evaluations
- Plan Evaluations**
Manage which teachers need evaluations and manage groups
- Principal/Assistant Principal Performance Evaluations**
Evaluations for administrative staff
- Reports**
View all reports

Click on the **Evaluatee Task** tab to see if the teacher has completed their Self Assessment and shared it with you.

When the **Evaluatee Task** is viewed, the tab is dark blue and you will see four boxes: Self Assessment, Peer Observation, Artifact, and Journal.

To view a Self Assessment that a teacher shared with you, click on their name in the **Select Teacher** area. Click on the name of the Self Assessment to view it.

NOTE: You may need to use the drop down list in **Select a School** and/or in **Select Group** if the teachers have been assigned to different evaluators.

Select School
Demo Elementary School

Select Group
View All Teachers

Name	Next EV	# EV
1, Teacher Demo	-	1
10, Teacher Demo	-	0
2, Teacher Demo	-	0
3, Teacher Demo	-	0
4, Teacher Demo	-	0
5, Teacher Demo	-	0
6, Teacher Demo	-	0
7, Teacher Demo	-	0
8, Teacher Demo	-	0

Evaluator Task

Self Assessment
X Self Assessment Fall 2010

Evaluatee Task


Peer Observation
No peer observations for the current teacher

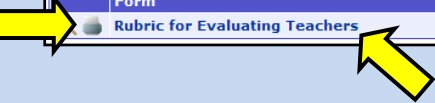
Artifact
No artifacts for the current teacher

Journal
No journals for the current teacher



Click on **Rubric for Evaluating Teachers** to view the Self Assessment.

Teacher Name	Teacher Demo 1
Self Assessment Name	Self Assessment 2010-2011
Set Name	Rubric for Evaluating North Carolina Teachers
Self Assessment Status	<input checked="" type="checkbox"/> I completed my self assessment and now the principal can view it.
Form	
 Rubric for Evaluating Teachers	

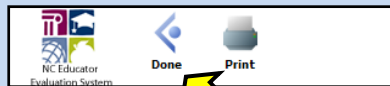


***NOTE:** You can print the Self Assessment by clicking on the printer icon. (The print icon will open the evaluation in a new window.)*

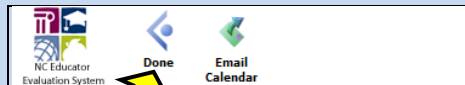
***NOTE:** You cannot make any changes to the Self Assessment.*



Click on the **Done** icon.



To exit the Self Assessment Status, click on the **Done** icon.



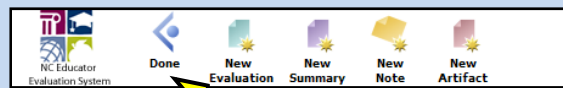


To begin a new evaluation on a teacher, click on the teacher's name in **Select Teacher**.

Select Teacher		
Name	Next EV	# EV
1, Teacher Demo	12-14-2010	1
10, Teacher Demo	-	0
2, Teacher Demo	-	1
3, Teacher Demo	-	0



Click on the **New Evaluation** icon.



NOTE: You may need to change the name of the principal (the names autofill from the school's list of principals).

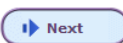
Teacher Name	Teacher Demo 1
Assignment/Title	Teacher
Evaluation Name	Evaluation 1
Copy Evaluation	<New Evaluation>
Principal First Name	Principal Demo
Principal Last Name	1
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>
Notify by email	<input type="checkbox"/> Yes I want to notify the teacher by email

[Next](#)

OPTION: If you want to send an e-mail to the teacher to notify them of the evaluation, you may click in the box next to **Yes I want to notify the teacher by email.**

Note: The e-mail text may be changed by simply typing the e-mail message in the “Email Message Content” box. The text will be sent as an e-mail to the teacher. You may use the generic e-mail that was set up for your convenience.

Teacher Name	Teacher Demo 1
Assignment/Title	Teacher
Evaluation Name	Teacher Demo 1 Evaluation
Copy Evaluation	<New Evaluation>
Principal First Name	Principal Demo
Principal Last Name	1
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>
Notify by email	<input checked="" type="checkbox"/> Yes I want to notify the teacher by email
Content Type	
<input checked="" type="radio"/> HTML <input type="radio"/> TEXT	
Email Title	Email Address
You have a new evaluation	teacherdemo@demo.org
Email Message Content	
Dear Teacher Demo 1,	
This email will confirm with you details regarding the teacher performance evaluation process.	
The process involves a Pre-observation meeting, at which time we will review your current annual learning plan.	
Before the meeting, please take a moment to review the pre-observation form and complete Section A.	
During the pre-observation I will identify what is expected during the lesson to be observed and I	





Click **Next**.



Click **Rubric for Evaluating Teachers** to begin filling out the evaluation.

Teacher Name	Teacher Demo 1			
Principal First Name	Principal Demo			
Principal Last Name	1			
Evaluation Name	Evaluation 1			
Evaluation created by	Principal Demo 1			
Set Name	Rubric for Evaluating North Carolina Teachers			
Evaluation Status	<input type="checkbox"/> Approved by Administrator <input type="checkbox"/> Approved and completed by Principal			
Form	Date	Adm Status	Pri Status	Tea Status
Rubric for Evaluating Teachers	<No dates set>	Not approved	Edit Mode	Edit Mode



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



Evaluation Name	Rubric Form by Principal 2010-2011	Form Status	Editing
Teacher Name	Teacher Demo 1	Date	<No dates set>
School	Demo Elementary School	District	Demo District
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	<input type="text"/> <input type="text"/> <input type="text"/> AM To <input type="text"/> <input type="text"/> <input type="text"/> AM	Status	<input type="text"/>
School Year	2010-2011		



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

Form Status	Editing
Date	Wed Sep 29 2010
District	Demo District
Status	

Calendar popup showing: Sep. 2010, Set button, Today, and a calendar grid with the 29th highlighted.



Use the drop downs to choose the **Start Time** (the time you begin the evaluation), **Status** (Probationary or Career Status Teacher), and **School Year**.
Note: End Time will be entered at the end of your evaluation.

Evaluation Name	Rubric Form by Principal 2010-2011	Form Status	Editing
Teacher Name	Teacher Demo 1	Date	<No dates set>
School	Demo Elementary School	District	Demo District
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	<input type="text"/> <input type="text"/> <input type="text"/> AM To <input type="text"/> <input type="text"/> <input type="text"/> AM	Status	<input type="text"/>
School Year	2010-2011		



Begin reading and filling out the evaluation 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

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.

Observation	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/>	<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 checked="" type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> Establishes a safe and orderly classroom.	... 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. <input checked="" type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	... and <input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning. <input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and	



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 evaluation, type a date next to any comments that you have included.



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

Evaluation Name	Rubric Form by Principal 2010-2011	Form Status	Editing
Teacher Name	Teacher Demo 1	Date	<No dates set>
School	Demo Elementary School	District	Demo District
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	<input type="text"/> AM To <input type="text"/> AM	Status	<input type="text"/>
School Year	2010-2011		

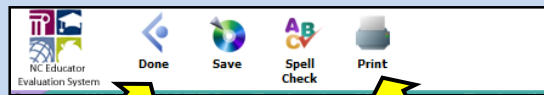


Once you have completed the Evaluation, click on the **Save** icon.

You may click on the **Print** icon to print out the Evaluation.




Click on the **Done** icon.




*Please note, that if you do not completely finish the 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.*

***OPTION:** You can change the name of the evaluation by clicking on the **Pencil** icon, typing in the new name, and then clicking on the **Disc** icon.*



Teacher Name	Teacher Demo 1			
Principal First Name	Principal Demo			
Principal Last Name	1			
Evaluation Name	Rubric Form by Principal 2009-2010			
Evaluation created by	Principal Demo 1			
Set Name	Rubric for Evaluating North Carolina Teachers			
Evaluation Status	<input type="checkbox"/> Approved by Administrator <input type="checkbox"/> Approved and completed by Principal			
Form	Date	Adm Status	Pri Status	Tea Status
Rubric for Evaluating Teachers	Wed Sep 29 2010, 8:00 AM	Not approved	Edit Mode	Completed



Teacher Name	Teacher Demo 1			
Principal First Name	Principal Demo			
Principal Last Name				
Evaluation Name	Rubric Form for Teacher Demo 1, Fall 2010			
Evaluation created by	Principal Demo 1			
Set Name	Rubric for Evaluating North Carolina Teachers			
Evaluation Status	<input type="checkbox"/> Approved by Administrator <input type="checkbox"/> Approved and completed by Principal			
Form	Date	Adm Status	Pri Status	Tea Status
Rubric for Evaluating Teachers	Wed Sep 29 2010, 8:00 AM	Not approved	Edit Mode	Completed

***NOTE:** It is your responsibility to notify the teacher that their evaluation is complete. The teacher will login and view and change the "Tea Status" from Edit Mode to Completed.*

Click on the **Done** icon.



New Summary



If you are not on the **Evaluator Task** tab (dark blue), then click on it. Be sure that the teacher's name is still highlighted.

Evaluator Task		Evaluatee Task	
Select School	View All Evaluations		
Demo Elementary School			
Select Group			
View All Teachers			
Select Teacher			
Name	Next EV	# EV	
1, Teacher Demo	-	1	

Name	Date	Principal	Status
✖ Rubric Form for Teacher Demo 1, Fall 2010	06-14-2010	1, Principal Demo	Completed



Click on the **New Summary** icon.



When you choose the **Teacher Summary Rating Form** (this option takes all of the existing rubrics in the system and puts them into a single view to make a final rating), you are creating two items: *Teacher Summary Rating Form* and the *Professional Development Plan* (three-step plan for professional development).

Note: You have the option of creating the *Professional Development Plan*, without the *Teacher Summary Rating Form*.



Choose **Teacher Summary Rating Form** (if not already highlighted) from the Summary Rating Sheet Type drop down list.



Click **Next**.

Teacher Name	Teacher Demo 1
Assignment/Title	Teacher
Summary Rating Sheet Name	Summary Rating for Teacher Demo 1
Summary Rating Sheet Type	Teacher Summary Rating Form
Principal First Name	<Select Summary Rating Sheet>
Principal Last Name	Teacher Summary Rating Form
	Professional Development Plan



Type the **Evaluator's Title** in the box.



Choose the correct **School Year**. The school year must match the school year of the other forms that have been completed (teacher self evaluation and the rubric form).

Summary Name	Summary Rating Sheet for 2010-2011	Form Status	Editing
Teacher Name	Teacher Demo 1	Teacher Status	Career Status Teacher
School	Demo Elementary School	District	Demo District
Evaluator	Demo 1	Principal	Evaluator's Title
School Year	2010-2011	Date Completed	<Not completed>
View Rubric Form	<Select Rubric Form>	Legend	<input type="checkbox"/> Peer Evaluation <input type="checkbox"/> Principal Evaluation <input type="checkbox"/> Summary



After changing the School Year, click the **Save** icon.

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View Rubric Form gives you a list of the rubrics that have been completed so that you may see the completed evaluations (Principal Rubric and Teacher Self Assessment). Make your selection from the dropdown and then click on the **Magnifying Glass** icon. (The magnifying glass icon will open the evaluation in a new window.)

Summary Name	Summary Rating Sheet for 2010-2011	Form Status	Editing
Teacher Name	Teacher Demo 1	Teacher Status	Career Status Teacher ▼
School	Demo Elementary School	District	Demo District
Evaluator	1 Principal Demo	Evaluator's Title	Principal
School Year	2010-2011 ▼	Date Completed	<Not completed>
View Rubric Form	<Select Rubric Form> 🔍	Legend	<input type="checkbox"/> Peer Evaluation <input type="checkbox"/> Principal Evaluation <input type="checkbox"/> Summary

Standard I: Teachers demonstrate leadership	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
⊞ A. Teachers lead in their classrooms.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ B. Teachers demonstrate leadership in the school.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ C. Teachers lead the teaching profession.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ D. Teachers advocate for schools and students.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ E. Teachers demonstrate high ethical standards.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating for Standard I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>




Click in the radio button that best demonstrates the performance. You must make a selection for every element or you will not be able to sign the form. You will receive an error that says, "Some elements are not rated."



Once you have completed clicking the radio button for each element, then choose the appropriate **Overall Rating** for each of the standards by clicking in the radio button in the Overall Rating line.

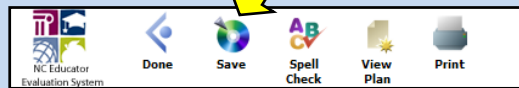
Standard I: Teachers demonstrate leadership	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
⊞ A. Teachers lead in their classrooms.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ B. Teachers demonstrate leadership in the school.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ C. Teachers lead the teaching profession.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
⊞ D. Teachers advocate for schools and students.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
⊞ E. Teachers demonstrate high ethical standards.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating for Standard I	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You may see the ratings from the other evaluations by clicking on the plus symbol. 
 The number next to the check mark indicates how many times the element was checked on evaluations.

Standard I: Teachers demonstrate leadership						
Elements		Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input type="checkbox"/> A. Teachers lead in their classrooms.						
		Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input checked="" type="checkbox"/> 1	Understands how they contribute to students graduating from high school.	<input checked="" type="checkbox"/> 1	Takes responsibility for the progress of students to ensure that they graduate from high school.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1	Uses data to understand the skills and abilities of students.	<input checked="" type="checkbox"/> 1	Provides evidence of data driven instruction throughout all classroom activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/> 1	Establishes a safe and orderly classroom.	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>
Peer		Principal				
		09-29-10 (Proficient)				
		<ul style="list-style-type: none"> Understands how they contribute to students graduating from high school. Uses data to understand the skills and abilities of students. 				



After choosing all of the Overall Ratings for the five standards, click on the **Save** icon.



Click on the **Principal/Evaluator Signature** box.

Electronic Signature	
Teacher Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	Principal/Evaluator Signature <input type="checkbox"/> The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to State Board of Education Policy for the Teacher Evaluation Process.
Teacher's Comments:	

After clicking in the box, you will receive a pop-up box that says: "Are you sure you want to sign the summary rating form? After signing the form you will not be able to modify it anymore."



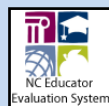
Click **Ok**.



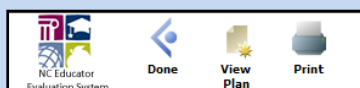
Type in your password to authenticate the form. Click **Authenticate**

A dialog box titled "Principal Signature" with a close button (X) in the top right corner. It contains the following fields and buttons:
Username: principaldemo1
Password: [text input field]
Buttons: Cancel, Authenticate
A yellow arrow points to the Authenticate button.

NOTE: If you do not want to sign the evaluation, click the **Save** icon before leaving the Teacher Summary Rating Form.



Click on the **Done** icon.



After you complete the Teacher Summary Rating Form, you will see that in the “Summary Rating Sheet” box there are now two new items (see below).

The screenshot displays the 'Evaluator Task' and 'Evaluatee Task' sections of the software. On the left, there are dropdown menus for 'Select School' (Demo Elementary School), 'Select Group', and 'View All Teachers'. Below these is a 'Select Teacher' table with columns for Name, Next EV, and # EV. The main area shows a table of evaluation tasks with columns for Name, Date, Principal, and Status. A yellow arrow points to the 'Summary Rating Sheet' section, which contains two items: 'Professional Development Plan based on 2010-2011' and 'Summary Rating Sheet for 2010-2011'. The 'Notes' column for the second item contains the text 'No notes for the current teacher'.

Select Teacher		
Name	Next EV	# EV
1, Teacher Demo	12-14-2010	1
10, Teacher Demo	-	0
2, Teacher Demo	-	0
3, Teacher Demo	-	0
4, Teacher Demo	-	0
5, Teacher Demo	-	0
6, Teacher Demo	-	0

Evaluation		View All Evaluations	
Name	Date	Principal	Status
✗ Rubric Form for Teacher Demo 1, Fall 2010	06-17-2010	1, Principal Demo	Completed

Summary Rating Sheet		Notes
✗ Professional Development Plan based on 2010-2011		No notes for the current teacher
✗ Summary Rating Sheet for 2010-2011		

The Professional Development Plan is automatically generated.



Click on the title to open the plan.



Use the dropdown to select the type of **Plan** for the teacher (Individual, Monitored, Directed).



Fill out the **Goals for Elements, Activities/Actions, Expected Outcomes and Evidence of Completion, Resource Needed, and Timeline** with the teacher.

*The items listed in **Standard(s) to be addressed:** are items that the teacher has been marked with Developing. **Element(s) to be addressed:** are the specific items to use when creating the goals.*

Professional Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Professional Development Plan based on 2010-2011	Form Status	Editing		
Teacher Name	Teacher Demo 1	Position/Subject Area	Teacher		
School	Demo Elementary School	District	Demo District		
Mentor		Position/Subject Area			
School Year	2010-2011	Year:	<Select Year>	Summary Rating Form	(06-19-2010) Summary Rating Sheet for 2010-2011
Lateral Entry	<Select Lateral Entry>	Plan	<Select Plan>		
A. Professional Teaching Standards		Standard(s) to be addressed:			
<ol style="list-style-type: none"> Teachers demonstrate leadership Teachers establish a respectful environment for a diverse population of students Teachers know the content they teach Teachers facilitate learning for their students Teachers reflect on their practice 		3			
		Element(s) to be addressed:			
B. Teacher's Strategies					
Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	

At a later time, you will complete the **Mid-Year Review** and **End-of Year Review** with the teacher.

Professional Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Professional Development Plan based on 2010-2011	Form Status	Editing		
Teacher Name	Teacher Demo 1	Position/Subject Area	Teacher		
School	Demo Elementary School	District	Demo District		
Mentor		Position/Subject Area			
School Year	2010-2011	Year: Career Status	Summary Rating Form	(06-17-2010) Summary Rating Sheet for 2010-2011	
Lateral Entry	<Select Lateral Entry>	Plan	Individual		
Mid-Year Review to be completed by (date) <No dates set>					
C. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced					
D. Narrative					
Teacher's Comments:		Mentor's Comments:		Administrator's Comments:	

End-of-Year Review

Professional Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Professional Development Plan based on 2010-2011	Form Status	Editing		
Teacher Name	Teacher Demo 1	Position/Subject Area	Teacher		
School	Demo Elementary School	District	Demo District		
Mentor		Position/Subject Area			
School Year	2010-2011	Year: Career Status	Summary Rating Form	(06-17-2010) Summary Rating Sheet for 2010-2011	
Lateral Entry	<Select Lateral Entry>	Plan	Individual		
End-of-Year Review to be completed by (date) <No dates set>					
E. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced					
F.					
Goal 1 was successfully completed					
Goal 2 was successfully completed					
Goal 3 was successfully completed					
Goal 4 was successfully completed					
Goal 5 was successfully completed					

Directions for completing the Principal/Assistant Principal Self Evaluation

Principal / Assistant Principal Performance Evaluations



Click on **Principal / Assistant Principal Performance Evaluations**

The screenshot shows a navigation menu with four main sections: Set-Up, Plan, Evaluate/Report, and a fourth unlabeled section. The Evaluate/Report section is expanded, showing four sub-options: Evaluations (Manage teacher evaluations), Plan Evaluations (Manage which teachers need evaluations and manage groups), **Principal/Assistant Principal Performance Evaluations** (Evaluations for administrative staff), and Reports (View all reports). A yellow arrow points to the **Principal/Assistant Principal Performance Evaluations** option.



Use the **Select Group** drop down and choose My Self Assessments



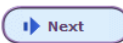

Click on **New Self Assessment**

The screenshot shows the software interface. On the left, there is a 'Select Group' dropdown menu with 'My Self Assessments' selected. Below it is a 'Select Member' table with columns 'Name', 'Title', and '# Eva.'. The table is empty with the text 'No members selection required'. On the right, there is an 'Evaluation List' table with columns 'Evaluation Name', 'Set Name', 'Date', and 'Status'. The table is empty with the text 'No evaluations for the current member'. Below the 'Evaluation List' is a 'Self Assessment List' table with columns 'Self Assessment Name', 'Set Name', 'Date', and 'Status'. The table is empty with the text 'No self assessments for the current member'. A yellow arrow points to the 'New Self Assessment' button in the top right corner of the 'Self Assessment List' section.



Click **Next**. (The fields are pre-populated.)



Member Name	Principal Demo 1
Role	Principal
Assignment/Title	Principal
Self Assessment Name	Self Assessment 1 for Principal Demo 1
Select Set	Rubric for Evaluating North Carolina Principals
Select Form	<input checked="" type="checkbox"/> Evaluation Rubric
Select Checklist	<none>


 



Click on **Evaluation Rubric**


Member Name	Principal Demo 1
Member Role	Principal
Member Assignment/Title	Principal
Self Assessment Name	Self Assessment 1 for Principal Demo 1
Set Name	Rubric for Evaluating North Carolina Principals
Self Assessment Status	<input type="checkbox"/> Approved and completed by evaluator


Form	Date	Form Status
 Evaluation Rubric	 <No dates set>	In progress






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



Self Assessment Name	Self Assessment 2010-2011	Form Status	Editing
Principal Name	Principal Demo 1	Date	 <No dates set>
School	Demo District	District	North Carolina
Start Time/End Time	<input type="text"/> AM To <input type="text"/> AM	School Year	2010-2011





Use the drop downs to choose the **Start Time** and **School Year**.

Self Assessment Name	Self Assessment 2010-2011	Form Status	Editing
Principal Name	Principal Demo 1	Date	 <No dates set>
School	Demo District	District	North Carolina
Start Time/End Time	<input type="text"/> AM To <input type="text"/> AM	School Year	2010-2011



Begin reading and filling out your self assessment by clicking in the appropriate boxes.

Standard I: Strategic Leadership				
Principals will create conditions that result in strategically re-imagining the school's vision, mission, and goals in the 21st century. Understanding that schools ideally prepare students for an unseen but not altogether unpredictable future, the leader creates a climate of inquiry that challenges the school community to continually re-purpose itself by building on its core values and beliefs about its preferred future and then developing a pathway to reach it.				
a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.				
Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	. . . and <input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement that reflect high expectations for students and staff <input type="checkbox"/> Maintains a focus on the vision and strategic goals throughout the school year	. . . and <input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination <input type="checkbox"/> Designs and implements collaborative processes to collect and analyze data about the school's progress for the periodic review and revision of the school's vision, mission, and strategic goals	. . . and <input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and inform the culture of the school <input type="checkbox"/> Initiates changes to the vision and goals based on data to improve performance, school culture and school success	



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:

School Improvement Plan
 NC Teacher Working Conditions Survey
 Evidence of School Improvement Team
 Student achievement and testing data
 Statement of school vision, mission, values, beliefs and goals
 Evidence of stakeholder involvement in development of vision, mission, value, belief and goal statements

Evidence of shared decision making and distributed leadership

SUGGESTION: In the event that you will conduct more than one self assessment, type a date next to any comments that you have included.



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

Self Assessment Name	Self Assessment 2010-2011	Form Status	Editing
Principal Name	Principal Demo 1	Date	<No dates set>
School	Demo District	District	North Carolina
Start Time/End Time	<input type="text"/> <input type="text"/> <input type="text"/> AM <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> AM	School Year	2010-2011

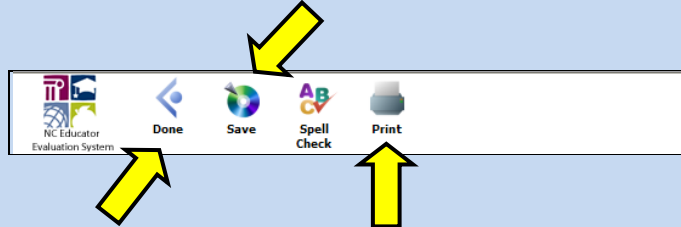


Once you have completed your Self Assessment, click on the **Save** icon.

You may click on the **Print** icon to print your Self Assessment. (The print icon will open the self-evaluation in a new window.)



Click on the **Done** icon.



Once you have completed your Self Assessment, change the **Form Status** to Completed.

Member Name	Principal Demo 1		
Member Role	Principal		
Member Assignment/Title	Principal		
Self Assessment Name	Self Assessment 2010-2011		
Set Name	Rubric for Evaluating North Carolina Principals		
Self Assessment Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
Evaluation Rubric		Wed Sep 29 2010, 8:29 AM	<input type="text" value="Completed"/> In progress Completed



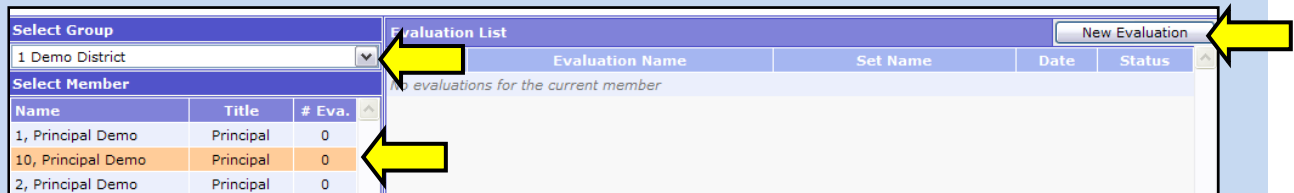
Directions for completing the Principal/Assistant Principal Evaluation



Click on **Principal / Assistant Principal Performance Evaluations**



Use the **Select Group** drop down and choose the school where the principal / assistant principal is assigned. Click on the principal's name. Click on **New Evaluation**.



Click **Next**. (The fields are pre-populated.)

Member Name	Principal Demo 10
Role	Principal
Assignment/Title	Principal
Evaluation Name	Evaluation 1 for Principal Demo 10
Select Set	Rubric for Evaluating North Carolina Principals
Select Form	<input checked="" type="checkbox"/> Evaluation Rubric <input checked="" type="checkbox"/> Summary Evaluation Rating Form <input checked="" type="checkbox"/> Progress Toward Achieving Goals <input checked="" type="checkbox"/> Summary Goal Form
Select Checklist	<none>



Click on **Evaluation Rubric**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	In progress
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	In progress



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



Evaluation Name	Evaluation 1 for Principal Demo 10	Form Status	Editing
Principal Name	Principal Demo 10	Date	<No dates set>
School	Demo District	District	North Carolina
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	[Dropdown] [Dropdown] AM [Dropdown] To [Dropdown] [Dropdown] AM [Dropdown]		



Use the drop downs to choose the **Start Time**.

Evaluation Name	Evaluation 1 for Principal Demo 10	Form Status	Editing
Principal Name	Principal Demo 10	Date	<No dates set>
School	Demo District	District	North Carolina
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	[Dropdown] [Dropdown] AM [Dropdown] To [Dropdown] [Dropdown] AM [Dropdown]		





Begin reading and filling out the evaluation by clicking in the appropriate boxes.

Standard I: Strategic Leadership
 Principals will create conditions that result in strategically re-imagining the school's vision, mission, and goals in the 21st century. Understanding that schools ideally prepare students for an unseen but not altogether unpredictable future, the leader creates a climate of inquiry that challenges the school community to continually re-purpose itself by building on its core values and beliefs about its preferred future and then developing a pathway to reach it.

a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.

Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	. . . and <input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement that reflect high expectations for students and staff <input checked="" type="checkbox"/> Maintains a focus on the vision and strategic goals throughout the school year	. . . and <input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination <input type="checkbox"/> Designs and implements collaborative processes to collect and analyze data about the school's progress for the periodic review and revision of the school's vision, mission, and strategic goals	. . . and <input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and inform the culture of the school <input type="checkbox"/> Initiates changes to the vision and goals based on data to improve performance, school culture and school success	



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:

<input type="checkbox"/> School Improvement Plan	<input type="checkbox"/> Evidence of shared decision making and distributed leadership
<input type="checkbox"/> NC Teacher Working Conditions Survey	<input type="text"/>
<input type="checkbox"/> Evidence of School Improvement Team	<input type="text"/>
<input type="checkbox"/> Student achievement and testing data	<input type="text"/>
<input type="checkbox"/> Statement of school vision, mission, values, beliefs and goals	<input type="text"/>
<input type="checkbox"/> Evidence of stakeholder involvement in development of vision, mission, value, belief and goal statements	

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



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

Evaluation Name	Evaluation 1 for Principal Demo 10	Form Status	Editing
Principal Name	Principal Demo 10	Date	<No dates set>
School	Demo District	District	North Carolina
Evaluator	Principal Demo 1	Title	Principal
Start Time/End Time	<input type="text"/> <input type="text"/> AM <input type="text"/> To <input type="text"/> <input type="text"/> AM <input type="text"/>		

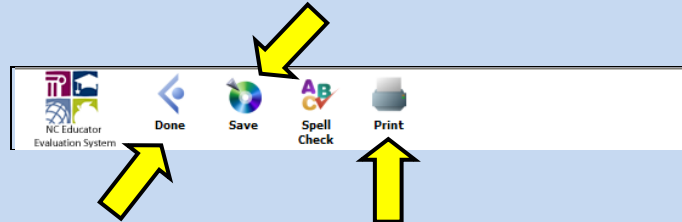


Once you have completed the Evaluation, click on the **Save** icon.

You may click on the **Print** icon to print the Evaluation. (The print icon will open the evaluation in a new window.)



Click on the **Done** icon.



Change the **Form Status** to Completed by using the drop down.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed <input type="text"/>
	Summary Evaluation Rating Form	<No dates set>	In progress <input type="text"/>
	Progress Toward Achieving Goals	<No dates set>	In progress <input type="text"/>
	Summary Goal Form	<No dates set>	In progress <input type="text"/>





Click on the **Summary Evaluation Rating Form**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	In progress



Click in the radio button to choose the performance that was demonstrated for each standard

Standard 1: Strategic Leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input checked="" type="checkbox"/> A. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.		✓			
<input checked="" type="checkbox"/> B. Leading Change: The principal articulates a vision, and implementation strategies, for improvements and changes which result in improved achievement for all students.	✓				
<input checked="" type="checkbox"/> C. School Improvement Plan: The school improvement plan provides the structure for the vision, values, goals and changes necessary for improved achievement for all students.	✓				
<input checked="" type="checkbox"/> D. Distributive Leadership: The principal creates and utilizes processes to distribute leadership and decision making throughout the school.	✓				
Overall Rating for Standard 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



You may see the ratings from the other evaluation by clicking on the plus symbol.

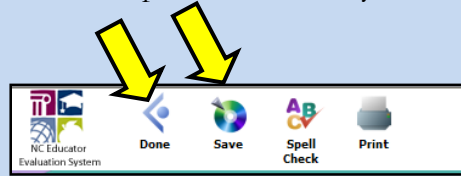
Evaluation Name	Evaluation 1 for Principal Demo 10		Form Status	Editing
Principal Name	Principal Demo 10		Principal Title	Principal
School	Demo District		District	North Carolina
Evaluator	Principal Demo 1		Evaluator's Title	Principal
School Year	2010-2011		Date Completed	<Not completed>
Standard 1: Strategic Leadership				
	Elements	Developing	Proficient	Accomplished
	<input checked="" type="checkbox"/> A. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.		✓	
		Distinguished	Not Demonstrated	
	<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	<input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement	<input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination	<input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and



After clicking in the appropriate radio button for each of the seven standards, click on the **Save** icon.



Click on the **Done** icon to complete the Summary Evaluation Rating Form.



Click on the **Summary Goal Form**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	In progress



Complete the Summary Goal Form with the evaluatee.

Standard	Standard(s) to be addressed:			
1. Strategic Leadership	1, 2, 4, 5, 6			
2. Instructional Leadership	Element(s) to be addressed:			
3. Cultural Leadership	1.B. Leading Change			
4. Human Resource Leadership	1.C. School Improvement Plan			
5. Managerial Leadership	1.D. Distributive Leadership			
6. External Development Leadership	2.A. Focus on Learning and Teaching, Curriculum, Instruction and Assessment			
7. Micro-political Leadership	2.B. Focus on Instructional Time			
	4.A. Professional Development/Learning Communities			
	4.B. Recruiting, Hiring, Placing and Mentoring of staff			
	4.C. Teacher and Staff Evaluation			
	5.A. School Resources and Budget			
	5.B. Conflict Management and Resolution			
	5.C. Systematic Communication			
	5.D. School Expectations for Students and Staff			
	6.A. Parent and Community Involvement and Outreach			
Standard	Goal(s)	Key Activities/Strategies (What you need to do to accomplish the goal)	Outcomes (Measurement)	Time Line For Measuring Goal Outcome



Click the **Save** icon.



Click the **Done** icon.



Change the **Form Status** to Completed.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	Completed
			In progress
			Completed



Click on **Progress Toward Achieving Goals**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	Completed





Complete this form with the evaluatee.

Evaluation Name	Evaluation 1 for Principal Demo 10	Form Status	Editing	
Principal Name	Principal Demo 10	District	North Carolina	
School	Demo District	School Year	2010 - 2011	
Evaluator	Principal Demo 1	Evaluator's Title	Principal	

The evaluator determines whether the principal is making progress toward goal(s) attainment within each standard. Mark this category as **(P) - progressing** or **(NP) - not progressing**

Goal	P	NP	NA
Standard 1: Strategic Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 2: Instructional Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 3: Cultural Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 4: Human Resource Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 5: Managerial Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 6: External Development Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 7: Micro-political Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Goal 1:

Revised Plan/Comment for Goal 1:



Click the **Save** icon.



Click the **Done** icon.



Click on **Summary Evaluation Rating Form**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator		

	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	Completed



Click on the box next to, “The Superintendent/designee and the Principal have developed a Professional Growth Plan.”

Electronic Signature	
<input type="checkbox"/> The Superintendent/designee and the Principal have developed a Professional Growth Plan.	
Principal Signature	Superintendent or Designee Signature
<input type="checkbox"/> The principal's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the principal has reviewed the report with the evaluator and may reply in writing.	<input type="checkbox"/> The signature of the supervisor verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education policy for Principal Evaluation process.
Principal's Comments:	



Click **Ok**

Windows Internet Explorer

Are you sure the superintendent/ designee and the principal have developed a Professional Growth Plan?



Type in your password and click on **Authenticate**.

Superintendent or Designee Acknowledgem

Username: **principaldemo1**

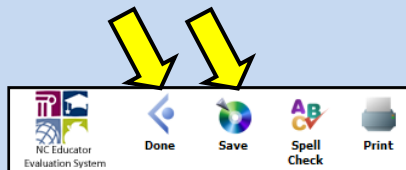
Password:



Click the **Save** icon.



Click the **Done** icon.





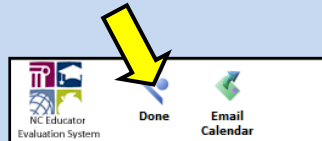
Change the **Form Status** to Completed.

Member Name	Principal Demo 10
Member Role	Principal
Member Assignment/Title	Principal
Evaluation Name	Evaluation 1 for Principal Demo 10
Evaluation created by	Principal Demo 1
Set Name	Rubric for Evaluating North Carolina Principals
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator

	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	In progress
	Progress Toward Achieving Goals	<No dates set>	In progress
	Summary Goal Form	<No dates set>	Completed



Click the **Done** icon.



*Update the **Progress Toward Achieving Goals**.*



When complete, change the **Form Status** to Completed.

Member Name	Principal Demo 10
Member Role	Principal
Member Assignment/Title	Principal
Evaluation Name	Evaluation 1 for Principal Demo 10
Evaluation created by	Principal Demo 1
Set Name	Rubric for Evaluating North Carolina Principals
Evaluation Status	<input type="checkbox"/> Approved and completed by evaluator

	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed
	Summary Evaluation Rating Form	<No dates set>	Completed
	Progress Toward Achieving Goals	<No dates set>	Completed
	Summary Goal Form	<No dates set>	In progress





Then the evaluation process is complete, click on **Approved and completed by evaluator**.

Member Name	Principal Demo 10		
Member Role	Principal		
Member Assignment/Title	Principal		
Evaluation Name	Evaluation 1 for Principal Demo 10		
Evaluation created by	Principal Demo 1		
Set Name	Rubric for Evaluating North Carolina Principals		
Evaluation Status	<input checked="" type="checkbox"/> Approved and completed by evaluator		
	Form	Date	Form Status
	Evaluation Rubric	<No dates set>	Completed <input type="button" value="v"/>
	Summary Evaluation Rating Form	<No dates set>	Completed <input type="button" value="v"/>
	Progress Toward Achieving Goals	<No dates set>	Completed <input type="button" value="v"/>
	Summary Goal Form	<No dates set>	Completed <input type="button" value="v"/>

The evaluation process for the principal/assistant principal is complete.

Evaluate/Report

Plan Evaluations



Plan Evaluation

Choose the school that you want to set the evaluation dates.

The areas in **Search Teachers by Criteria** are strictly search fields.

1. Click on the box next to the teacher(s) that you want to schedule their evaluation
2. Choose the **Assign Date** drop down list to use the Evaluation Periods that an administrator previously set up.
3. Click on the “Calendar and Clock” icon. The calendar will open.
4. Choose the date that you want
5. Click **Set**
6. Click **Assign Date**

The screenshot shows a software interface with a search form and a table. The search form has tabs for 'Plan Evaluation', 'Manage Groups', 'Manage Evaluation', and 'Schedule'. The 'Search Teachers by Criteria' section has several search fields: School (Demo Elementary School), Group (All groups), Employee ID, Last Name, First Name, Gender (M), Certification, Category, and Homeroom. There are also date fields for Start Date (From Jun 2010 To Jun 2010). Below the search form are buttons: 'Apply Criteria', 'Select All', 'Deselect All', 'Reset Date', 'Print', and 'Assign Date'. The 'Assign Date' button is highlighted. Below the buttons is a table with columns: S, D, Teacher Name, Group, Last Evaluation, and Next Eva. The table has 10 rows of data. A calendar is open over the table, showing the date Dec 13, 2010, and the 'Set' button is visible.

S	D	Teacher Name	40	Group	Last Evaluation	Next Eva
<input checked="" type="checkbox"/>		1, Teacher Demo		-	Mon Jun 14 2010	none
<input type="checkbox"/>		10, Teacher Demo		-	none	none
<input type="checkbox"/>		2, Teacher Demo		-	none	none
<input type="checkbox"/>		3, Teacher Demo		-	none	none
<input type="checkbox"/>		4, Teacher Demo		-	none	none
<input type="checkbox"/>		5, Teacher Demo		-	none	none
<input type="checkbox"/>		6, Teacher Demo		-	none	none
<input type="checkbox"/>		7, Teacher Demo		-	none	none
<input type="checkbox"/>		8, Teacher Demo		-	none	none
<input type="checkbox"/>		9, Teacher Demo		-	none	none
<input type="checkbox"/>		Beverly, Stanley		-	Wed Jan 20 2010	none
<input type="checkbox"/>		Borst, Rosie		-	Tue Mar 30 2010	none
<input type="checkbox"/>		Burt, Julie		-	Sat Apr 03 2010	none

Manage Groups

Manage groups is where you can assign teachers to different evaluators.

On the left side, click New Group. Type a short version of the group name in the Code (evaluators first or last name) and type a Group Name.

Click on New Group

Click on the name of the new group

On the right, choose which teachers should be assigned to the groups.

Click on the magnifying glass to find out details about the teachers (if the information was input you can see their start date of teaching, gender, etc.).

After clicking on the boxes next to the teachers you want in the group, click Add to Group

The screenshot shows the 'Manage Groups' interface. On the left, under 'Search Teacher by Criteria', the 'School' is set to 'Demo Elementary School' and 'Gender' is set to 'M'. The 'Start Date' is set from 'Jun 2010' to 'Jun 2010'. On the right, under 'Teacher Search Results', there are 7 results, each with a magnifying glass icon and a checkbox. The 'Group Content' section shows 'none' for both 'Code' and 'Group Name'.

The screenshot shows the 'Manage Groups' interface. The 'Search Teacher by Criteria' section is the same as in the previous screenshot. In the 'Teacher Search Results' section, checkboxes for all 7 teachers are checked. In the 'Group Content' section, 'Code' is 'PDemo' and 'Group Name' is 'Principal Demo 1'. The 'Add to Group' button is highlighted in yellow.

The screenshot shows the 'Manage Groups' interface. The 'Search Teacher by Criteria' section is the same. In the 'Teacher Search Results' section, checkboxes for teachers 1, 3, 5, and 7 are checked. In the 'Group Content' section, 'Code' is 'PDemo' and 'Group Name' is 'Principal Demo 1'. The 'Add to Group' button is highlighted in yellow. Below the group name, a list of teachers is shown with checkboxes: 1, Teacher Demo; 3, Teacher Demo; 5, Teacher Demo; 7, Teacher Demo.

Manage Evaluation

You may view all of the evaluations that have been conducted at your school.

The screenshot shows a web application interface with four tabs: 'Plan Evaluation', 'Manage Groups', 'Manage Evaluation' (selected), and 'Schedule'. Below the tabs is a search form titled 'Search Teacher by Criteria'. The form includes several input fields and checkboxes:

- School: Excellent School
- Group: All groups
- Employee ID
- Last Name
- First Name
- Gender: M
- Certification
- Category
- Homeroom
- Start Date: From Feb 2010 To Feb 2010

At the bottom of the form are buttons for 'Apply Criteria', 'Print', 'View Administrator Status' (Pending), and 'View Principal Status' (Pending).

Schedule

You may use this if you have your appraisals planned to view them all.

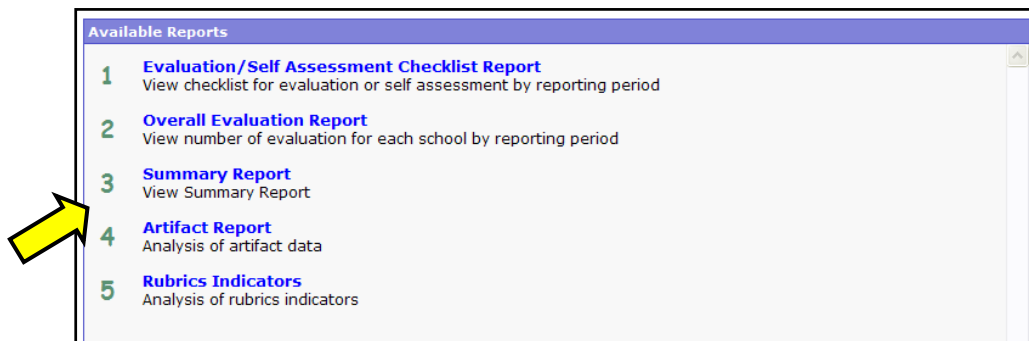
The screenshot shows a web application interface with four tabs: 'Plan Evaluation', 'Manage Groups', 'Manage Evaluation', and 'Schedule' (selected). Below the tabs is a calendar for 'DECEMBER 2010'. The calendar shows days from Sunday to Saturday. A 'Current Schedule' column is on the right, with a 'Select Day' button. The calendar shows '1 evaluation' on Tuesday, December 14th.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Current Schedule
			1	2	3	4	Select Day
5	6	7	8	9	10	11	
12	13	14 1 evaluation	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Reports



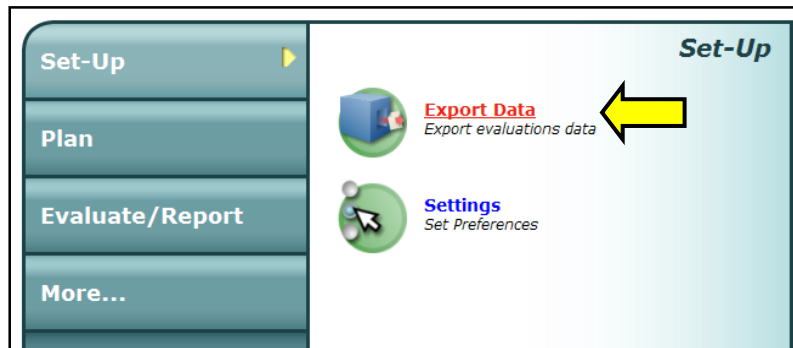
Choose your report.



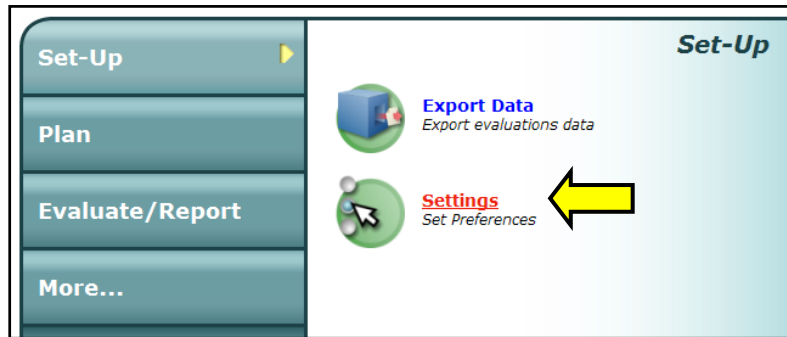
Set-Up

Export Data

Export allows you to get all of the raw data into a .txt file. You may choose the items that you want to export.



Settings



Personal

This generic e-mail was set up for your convenience. The e-mail text may be changed by simply typing the e-mail message in the “Email Message Content” box. The text will be sent as an e-mail to the teacher.

A screenshot of the 'Personal' settings page in a software application. The page has a navigation bar with tabs for 'Personal', 'General Settings', 'Evaluations Period', 'Custom Labels', and 'Status'. The 'Personal' tab is active. The page contains several sections: 'Enable autosave for all the mVal forms' with a checkbox and 'Save frequency (How often the form autosave in minute)' with a dropdown set to '5'; a 'Token' section with definitions for '<#>', '<salutation>', '<first_name>', and '<last_name>'; an 'IMPORTANT SETTING OPTION:' section with two radio buttons; a 'Default Email Message for New Evaluation' section with a text area containing a pre-written email template; and a 'Default Name for New Evaluation' section with a text input field. A 'Save' button is located at the bottom center.

General Settings

There is nothing that a principal needs to do here.

Personal General Settings Evaluations Period Custom Labels Status

Legend
ENA : Enable the item to use DEF : Set the item as default

Set	EN A	DEF	Name
	<input type="checkbox"/>	<input type="radio"/>	Rubric for Evaluating North Carolina Principals
	<input type="checkbox"/>	<input type="radio"/>	Rubric for Evaluating North Carolina Principals/Assis
	<input type="checkbox"/>	<input type="radio"/>	Rubric for Evaluating North Carolina Teachers

Checklist	EN A	DEF	Name
-----------	------	-----	------

Improvement Plan	EN A	DEF	Name
	<input type="checkbox"/>	<input type="radio"/>	Professional Development Plan
	<input type="checkbox"/>	<input type="radio"/>	Teacher Summary Rating Form

Growth Plan	EN A	DEF	Name
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Save

Evaluations Period

Set an evaluation period by typing a name in the Period Name box

Choose a Start Date, End Date, and Eva. Default Date by clicking on the calendar/clock icon

Personal General Settings Evaluations Period Custom Labels Status

Add New Period (click save to add the new period)

Period Name	Start Date	End Date	Eva. Default Date	Period State
Semester 1 2010-2011	Mon Aug 16 2010	Fri Jan 14 2011	Wed Dec 15 2010	Active

All periods for Demo District Print All

No periods for the current district

Save

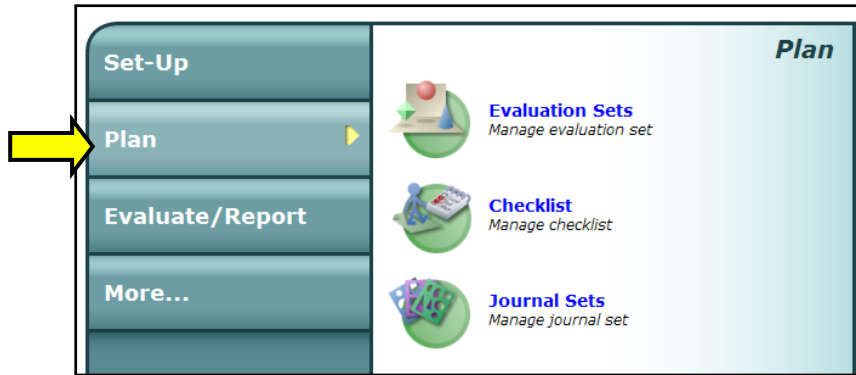
Custom Labels

There is nothing that a principal needs to do here.

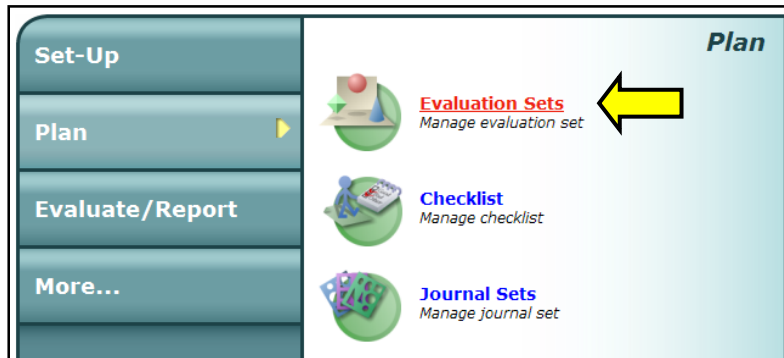
Personal	General Settings	Evaluations Period	Custom Labels	Status
Select Label Template: Education K-12				
Organisation Type	School	Schools		
User Level 1 (Highest)	Administrator	Administrators		
User Level 2	Principal	Principals		
User Level 3	Teacher	Teachers		
User Level 4 (Lowest)	Student	Students		
Type of parent site	Board	Boards		
Name for evaluations	Appraisal	Appraisals		
Name for self assessment	Self Assessment	Self Assessments		
Name for portfolio	Portfolio	Portfolios		
Name for improvement plan	Improvement Plan	Improvement Plans		
Name for growth plan	Growth Plan	Growth Plans		
Organization		Select All	Deselect All	Current Label Template
<input type="checkbox"/>	Demo District			Education K-12 (McREL)
<input type="checkbox"/>	Demo Elementary School			Education K-12 (McREL)
<input type="checkbox"/>	Demo High School			Education K-12 (McREL)
<input type="checkbox"/>	Demo Middle School			Education K-12 (McREL)

Save

Plan



Evaluation Sets

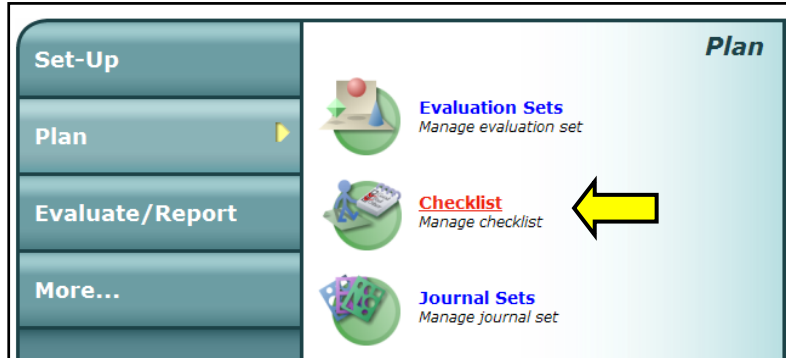


There is nothing that a principal needs to do here. You cannot modify any of these sets.

	# Eva	# Self	Set Name
 	5	3	Rubric for Evaluating North Carolina Principals
 	8	0	Rubric for Evaluating North Carolina Principals/Assistant Principals
 	19	8	Rubric for Evaluating North Carolina Teachers

Checklist

There is nothing that a principal needs to do here.



Journal Sets

There is nothing that a principal needs to do here.



DRAFT



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