



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

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

DRAFT

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The following pages will provide step by step instructions for a teacher to conduct a self assessment.

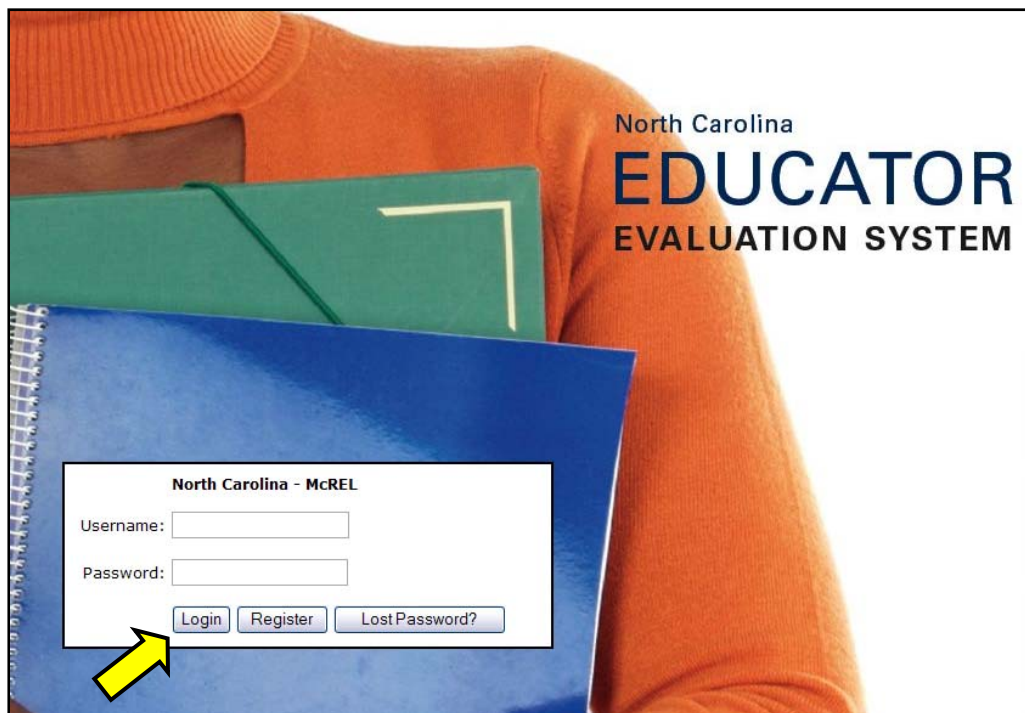
Login Page

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**

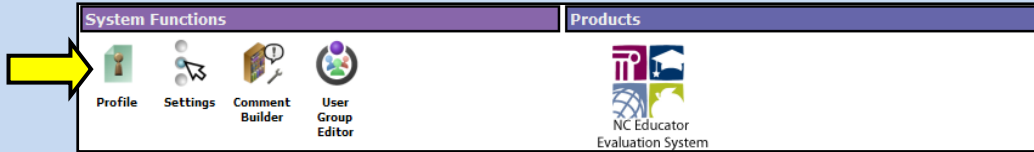


Profile and Settings

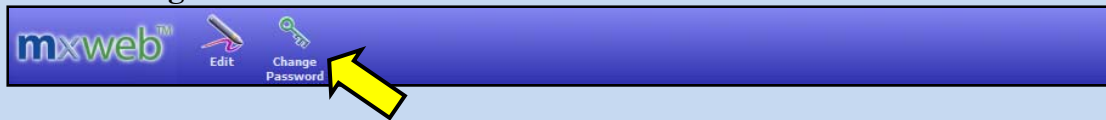


You will only need to complete the profile and settings changes one time. These steps are all completed online.

Click on the **Profile** icon



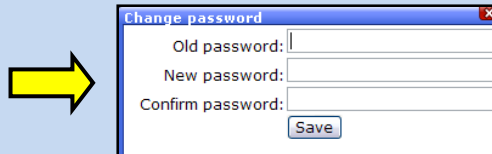
Click on the **Change Password** icon



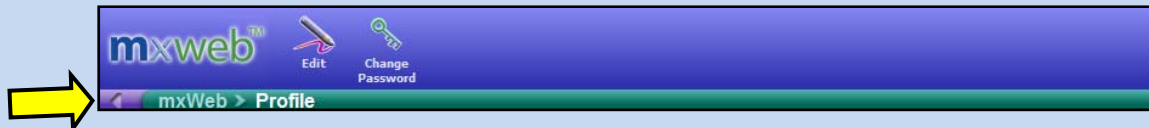
Type in the original password (123456)

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**



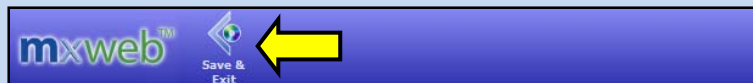
Click on **Settings**



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**

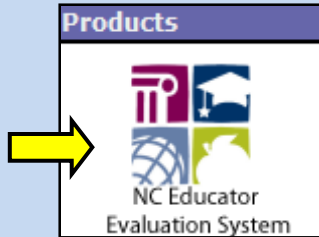
IMPORTANT: This End User License Agreement ("EULA") is a legal agreement between you and McREL regarding the Evaluation Tool. Read

Directions for completing a New Self Assessment

To complete a self assessment, 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 **New Self Assessment**

The screenshot shows a sidebar menu on the left with three items: 'Set-Up', 'Evaluate/Report', and 'More...'. The 'Evaluate/Report' menu is expanded, showing a list of options under the heading 'Evaluate/Report'. The options are: 'Evaluations' (Manage teacher evaluations), 'New Self Assessment' (Create a new self assessment), 'New Artifact Entry' (Create a new artifact entry), 'New Peer Observation' (Create a new peer observation), and 'New Journal' (Create a new journal). A yellow arrow points to the 'New Self Assessment' option.



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

The screenshot shows a form with the following fields:

Teacher Name	Teacher Demo 1
Assignment/Title	Teacher
Self Assessment Name	Self Assessment 1
Copy Self Assessment	<New Self Assessment>
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>

A yellow arrow points to the 'Next' button at the bottom right of the form.



Click on **Rubric for Evaluating Teachers**

The screenshot shows the same form as above, but with the 'Form' section expanded. The 'Form' section contains a list of options: 'Rubric for Evaluating Teachers'. A yellow arrow points to this option.



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



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

Form Status	Editing
Date	Wed Sep 29 2010
District	Dem <input type="text"/>
Status	<input type="text"/>

to observe the items in that row d

aking responsibility for the progres
and are prepared for life in the 2
als that meet the needs of the ind
gress and to make adjustments to
to collaborate and become life

Sep. 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 your self-evaluation), **Status** (Probationary or Career Status Teacher), and **School Year**.

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

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



Begin reading and filling out your self assessment 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 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 2009-2010	Form Status	Editing
Teacher Name	Teacher Demo 1	Date	<No dates set>
School	Demo Elementary School	District	Demo District
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"/>	Status	<input type="text"/>
School Year	2009-2010		

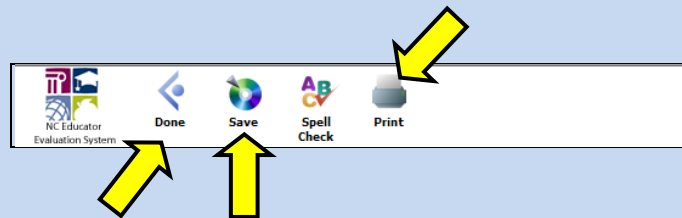


Click on the **Save** icon.

You may click on the **Print** icon to print out your Self Assessment (The print icon opens the self assessment in a new window).






Click on the **Done** icon.






*NOTE: If you do not completely finish the Self Assessment, 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 may change the **Self Assessment Name** by clicking on the **Pencil** icon. After you change the name, click on the **Disc** icon. See the steps below.





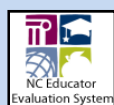
Teacher Name	Teacher Demo 1
Self Assessment Name	 Self Assessment 2009-2010
Set Name	Rubric for Evaluating North Carolina Teachers
Self Assessment Status	<input type="checkbox"/> I completed my self assessment and now the principal can view it.
Form	 Rubric for Evaluating Teachers



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

OPTION: Once you have completed your Self Assessment, you may click in the box next to **I completed my self assessment and now the principal can view it** (example below). If you do not wish to share your Self Assessment with your principal, skip this step.

Teacher Name	Teacher Demo 1
Self Assessment Name	 Self Assessment Fall 2010
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



Click on the **Done** icon.






***OPTION:** You may view the Self Assessment that you completed by clicking on the name. See the steps below.*

Evaluator Task	Evaluatee Task
Self Assessment	Peer Observation
 Self Assessment Fall 2010	No peer observations for the current teacher

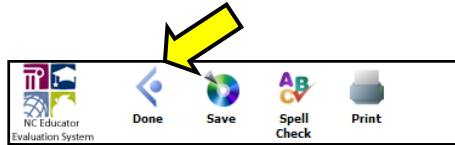


Click on **Rubric for Evaluating Teachers**. This gives you the opportunity to make edits. Click on the **Printer** icon and the self assessment comes up in a new window and you may print.

Teacher Name	Teacher Demo 1
Self Assessment Name	 Self Assessment Fall 2010
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



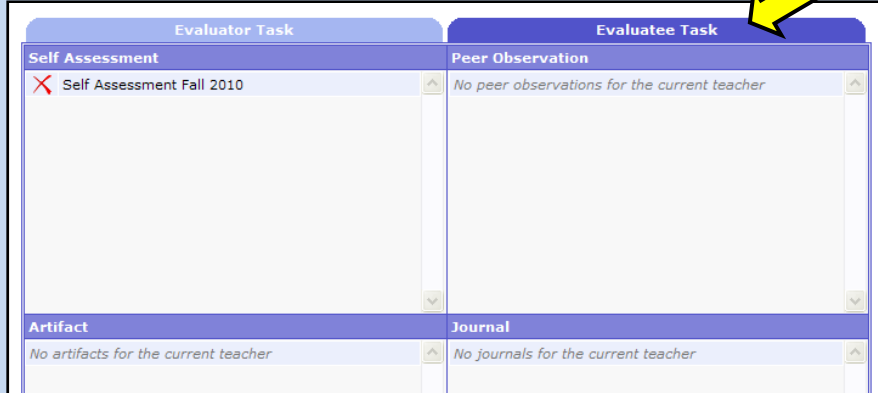
Click the **Done** icon.



Click the **Done** icon.



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

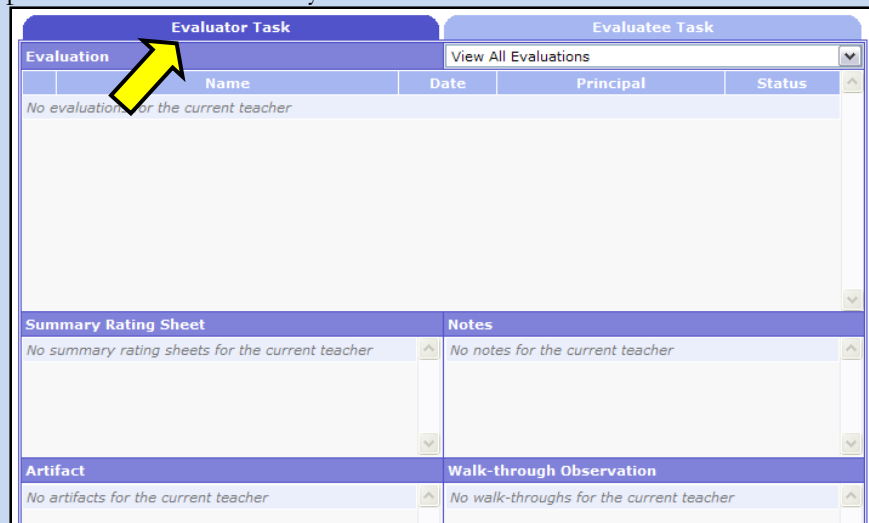


NOTE: The principal will notify you when an evaluation has been completed. You must view the evaluation.



To view the evaluation that the principal completed, click on the **Evaluator Task**.

When the Evaluator Task is viewed, the tab is dark blue and you will see five boxes: Evaluation, Summary Rating Sheet, Notes, Artifact, and Walk-through Observation. If there is nothing listed in the Evaluation box, then you know that the principal has not completed an evaluation for you.





Click on the evaluation name to view the evaluation

Evaluator Task		Evaluatee Task		
Evaluation		View All Evaluations		
Name	Date	Principal	Status	
Rubric Form for Teacher Demo 1, Fall 2010	06-19-2010	1, Principal Demo	In progress	



Click on the evaluation name to review and/or print the evaluation. (The print icon will open the evaluation in a new window.)

Teacher Name	Teacher Demo 1
Principal First Name	Principal Demo
Principal Last Name	1
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	<No dates set>	-	Edit Mode	Edit Mode

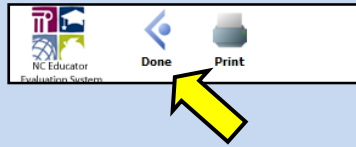
You will be in the **Viewing** status meaning that no changes can be made to the evaluation. The boxes are grayed out (see example below).

Form Status	Viewing
Date	Wed Sep 29 2010
District	Demo District
Title	Principal
Status	Career Status Teacher

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 <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.	Proficient ... 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.	Accomplished ... and <input checked="" 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	Distinguished ... 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



When you are finished reviewing your evaluation, click on the **Done** icon.



After reviewing your evaluation, use the dropdown in **Tea Status** and choose **Completed**. This will indicate to the principal that you have reviewed your evaluation.

Teacher Name	Teacher Demo 1			
Principal First Name	Principal Demo			
Principal Last Name	1			
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	<No dates set>	-	Edit Mode	Completed ▾

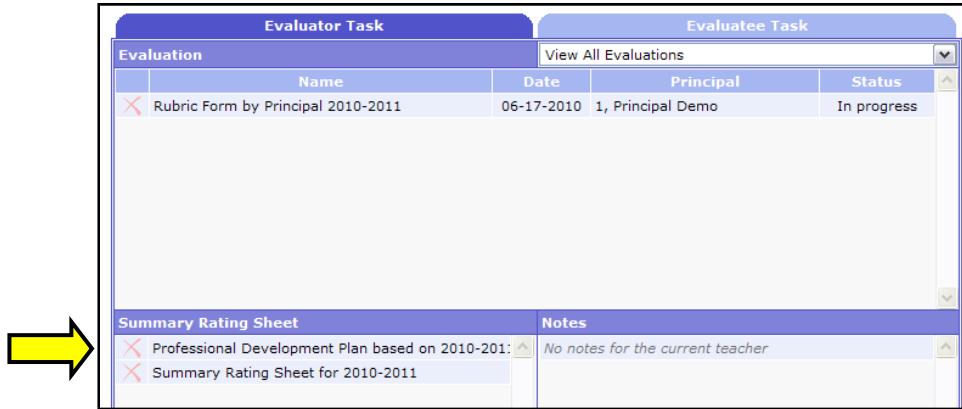
NOTE: It is your responsibility to let the principal know that you have viewed your evaluation.



Click on the **Done** icon.



OPTION: You may also view the items in the **Summary Rating Sheet** box, if items have been completed, by clicking on them.



When you have completed viewing the items in the Evaluator Task, click on the **Done** icon.



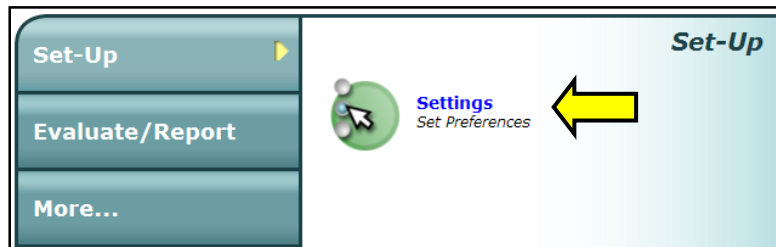
You have completed your Self Assessment and you have had the option of viewing the items that the principal completed. You may now **Logout**.



Set-Up

Settings

There is nothing that a teacher needs to do in Settings.



Evaluate/Report

Evaluations

To view the **Evaluator Task** and **Evaluatee Task** tabs, click on **Evaluations**.



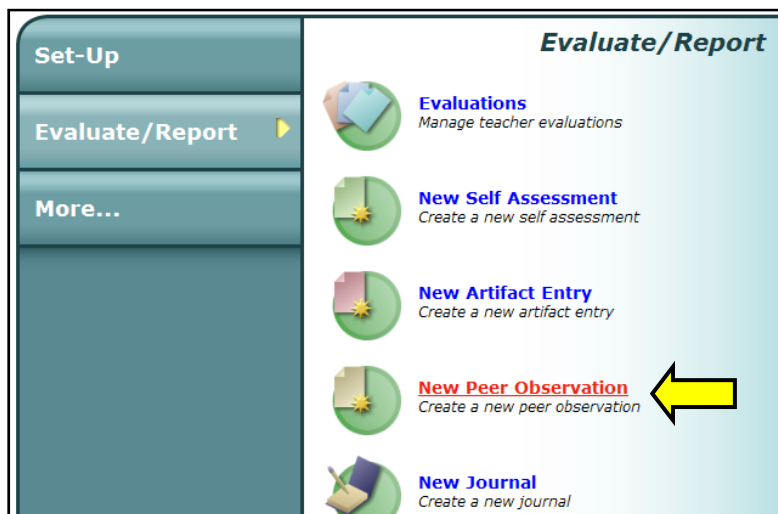
New Artifact Entry

There is nothing that a teacher needs to do in New Artifact Entry.



New Peer Observation

There is nothing that a teacher needs to do in New Peer Observation.



New Journal

A teacher may use the New Journal option to type in notes or reflections.



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