**Not Demonstrated vs. Not looked for:**

|  |  |
| --- | --- |
| If you have a section where you do not have any check marks, you need to either:1. Put comments under the not demonstrated box or
2. Put a check in the not looked for box.
 |  |

**Principal Directions: Completing the Observation.**

Once you have completed an observation, it is your responsibility to notify the teacher that their evaluation is complete.

Example email to teacher:

(Borrowed from David Hicks)

“Your most recent observation has been completed by the administration. Please log into the evaluation system and open your observation in order for you to review and/or print out a hard copy for your records. If you find concerns with the evaluation that you wish to discuss, I will schedule a post conference with your ASAP. If you find the observation satisfactory, please change the status from “edit” to “completed”.

The teacher will login, view, electronically sign and change the “Tea Status” from “Edit Mode” to “Completed”.

(See teacher handout for directions)

Once the teacher has changed the status of the observation, it is the responsibility of the teacher to notify you they have changed the status.

After the teacher has completed viewing the evaluation, you need to login to your account in order to continue with the evaluation process.

Click NC Educator Icon, click Observations, Click on the teacher’s name, Click evaluator task, and Double click the observation

Notice the Tea Status has changed to Completed



Click on the Rubric for Evaluating Teachers link, to open the observation.

**Electronic Signature:**

|  |  |
| --- | --- |
| At the bottom of the evaluation form, there is now an electronic signature box. The box for the teacher will have already been checked by the teacher. Put a check in the box under Principal/Evaluator Signature. |  |
| Once you put a check in the signature box, you will receive a pop up message asking you if you are sure. Click ok. |  |
| Type your password and click the Authenticate button. |  |
| Click Save and Done. This will take you back to the Observation Status screen.Put a check in the box beside Approved and completed by Principal |  |
| After putting a check in the box, the **Pri Status** will automatically change to All done and the Adm Status drop down will become live. |  |

Click Save, Click Done.

|  |  |
| --- | --- |
| Note: Lock Teacher (in Pri Status) means that the teacher cannot view the evaluation. This is an optional choice. |  |

**How do you know an observation is complete?**

|  |  |
| --- | --- |
| **Step 1:** Click on “New Observation” **Step 2:** 1. Complete top portion of rubric, including DATE OF OBSERVATION
2. Observe the teacher and write-up report
3. Add any comments, any artifacts, and check any applicable boxes on rubric to discuss with teacher during post-conference
4. Schedule post-conference with teacher

 **Step 3:** 1. Have post-conference with teacher
2. Review contents of full rubric report
3. Prepare to sign verifying the conference occurred and the information included has been discussed

**Step 4:** 1. Teacher “signs” using authentication
2. Principal “signs” using authentication
 | **Step 5:** 1. Teacher can now submit comments into system
2. Teacher logs into system using UID/password
3. Sends comments through system
4. Evaluator receives email alert when comments have been successfully sent

 **Step 6:** 1. Evaluator confirms comments (If teacher submits comments based on district’s reasonable time frame), by:
	1. Click yes for COMMENTS ATTACHED and
	2. Click check box beside COMMENTS ATTACHED to sign (for final verification)

**Step 7:** 1. Complete date section in “OBSERVATION STATUS” window for POST-CONFERENCE
2. Click on date to confirm conference/meeting date
3. Click “Approved and completed by Principal”
4. ‘Prin Status’ now reads “ALL DONE” and released to District Administrator

 **Step 8:** District Admin can now view reports and all completed observations in system for all schools |