**Teacher Directions: Completing the Observation**

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

Click NC Educator Icon, Click Observations

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| You may view the evaluation that the principal completed by clicking 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 it. |  |
| Click on the evaluation name to review and/or print the evaluation. (The print icon will open the evaluation in a new window.) |  |
| You will be in the **Viewing** status meaning that no changes can be made to the evaluation (boxes  are grayed out). |  |
| At the bottom of the evaluation form, there is now an electronic signature box.  Put a check in the box under Teacher 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. |  |
| 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. It is your responsibility to let the  principal know that you have completed this step.  Click on |  |
| Click on the **Done** icon. |  |

**Email your Principal you have changed the Tea Status.**