

Comprehensive Evaluation – Teacher/Support Staff

Primary Audience: Teacher/Support Staff

Purpose of Document: This guide outlines the steps for completing the Comprehensive teacher evaluation plan.

Comprehensive Evaluation Cycle

- Teacher Evaluation Process Manual: —Comprehensive Evaluation is required for new teachers and includes a pre-observation conference which must precede the first of 3 formal observations, 1 peer observation, and Summative Evaluation.
- For the TNL/NCEES system to show this plan complete it must have Observations of #1, #2, #3 and Peer complete and Summary Evaluation completed. Summary Evaluation will open after completion of Observations #1, #2 and #3 AND PEER.

Plan Activities Completion Icon Key:



Accessing the Evaluation Plan



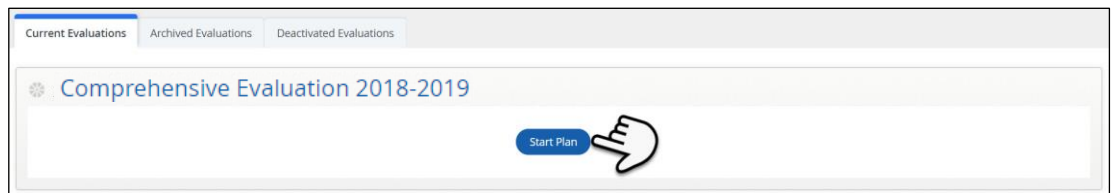
Evaluation Tabs

Current = This Year's Plans

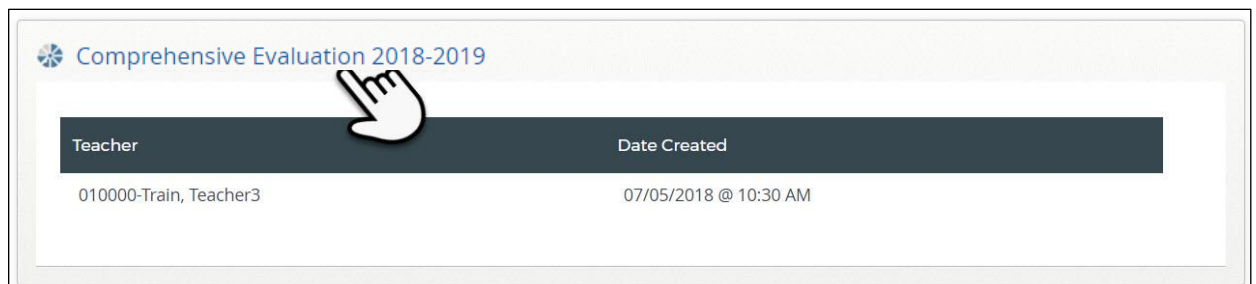
Archived = Last Year's Plans

Deactivated = Plans that were completed in a previous NC employment district.

1. Click on the **My Evaluation** tab.
2. Verify that the **Current Evaluations** tab is active. Active tab is highlighted with a blue line at the top of the tab.
3. In the **Comprehensive Teacher Evaluation** channel, click **Start Plan**.



- a. Once the Evaluation has already been started, select **Comprehensive Evaluation** title to access plan.



- b. If there is not an evaluation plan assigned contact the school administrator to assign a plan.

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Completing the Comprehensive Teacher Evaluation Process

SYSTEM REQUIREMENTS FOR COMPLETION: Formal Observation #1, #2, #3, Peer Observation and Summary Evaluation

Step 1 Do: Training/Orientation - Beginning of the Year (BOY) timeframe

1. Click on **Contains 1 Activity** link to expand the activity. Click on the **Training/Orientation*** link.



2. Click on the **Edit** button to open the orientation step.

Training / Orientation for 010303-Train, Teacher3

Orientation

Within two weeks (10 working days) of a teacher's first day of work in any school year, the principal will provide the teacher with a copy of or directions for obtaining access to a copy of:

Edit

*I have received orientation on: - Not Set -

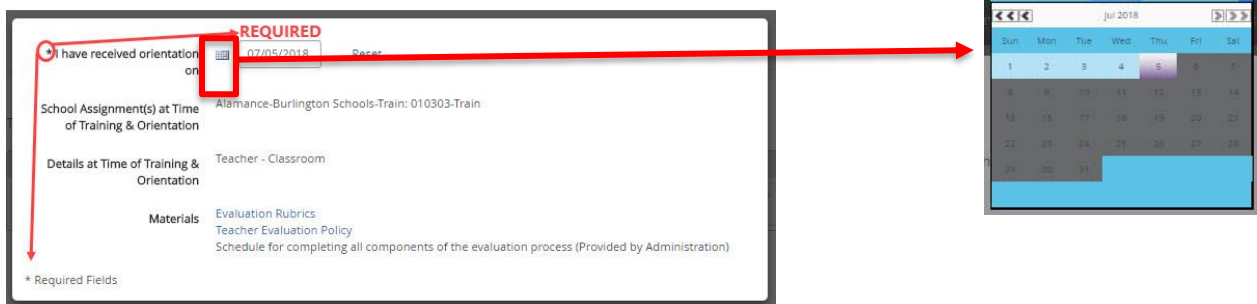
School Assignment(s) at Time of Training & Orientation: Alamance-Burlington Schools-Train: 010303-Train

Details at Time of Training & Orientation: Teacher - Classroom

Materials: Evaluation Rubrics, Teacher Evaluation Policy, Schedule for completing all components of the evaluation process (Provided by Administration)

* Required

3. Click on the **Calendar** icon to display a pop up calendar, and select the date you received orientation materials.



4. Click **Save & Exit**.

Save Save & Exit Cancel

5. Click **Mark Complete**.

- a. The **Training/Orientation** container now has a green check mark to indicate it has been completed.

Comprehensive Evaluation 2018-2019

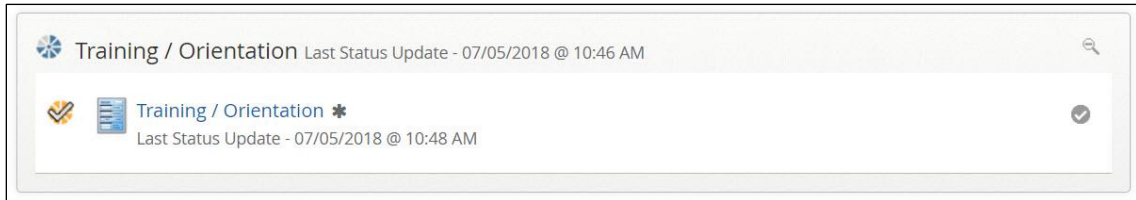
<< Back Mark Complete

Training / Orientation for 010000-Train, Teacher3

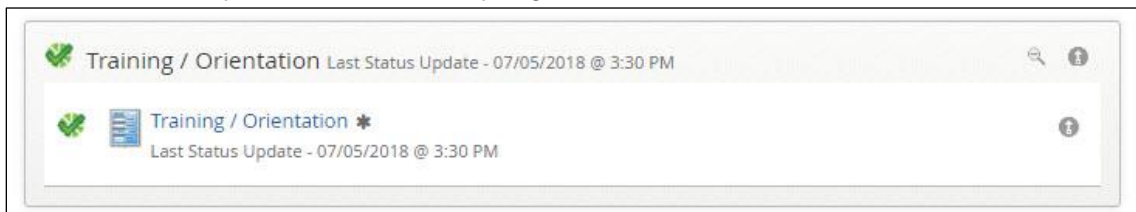
Orientation

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- b. When the **Back** button is clicked instead of clicking **Mark Complete** the activity becomes incomplete as shown by an orange check mark icon.

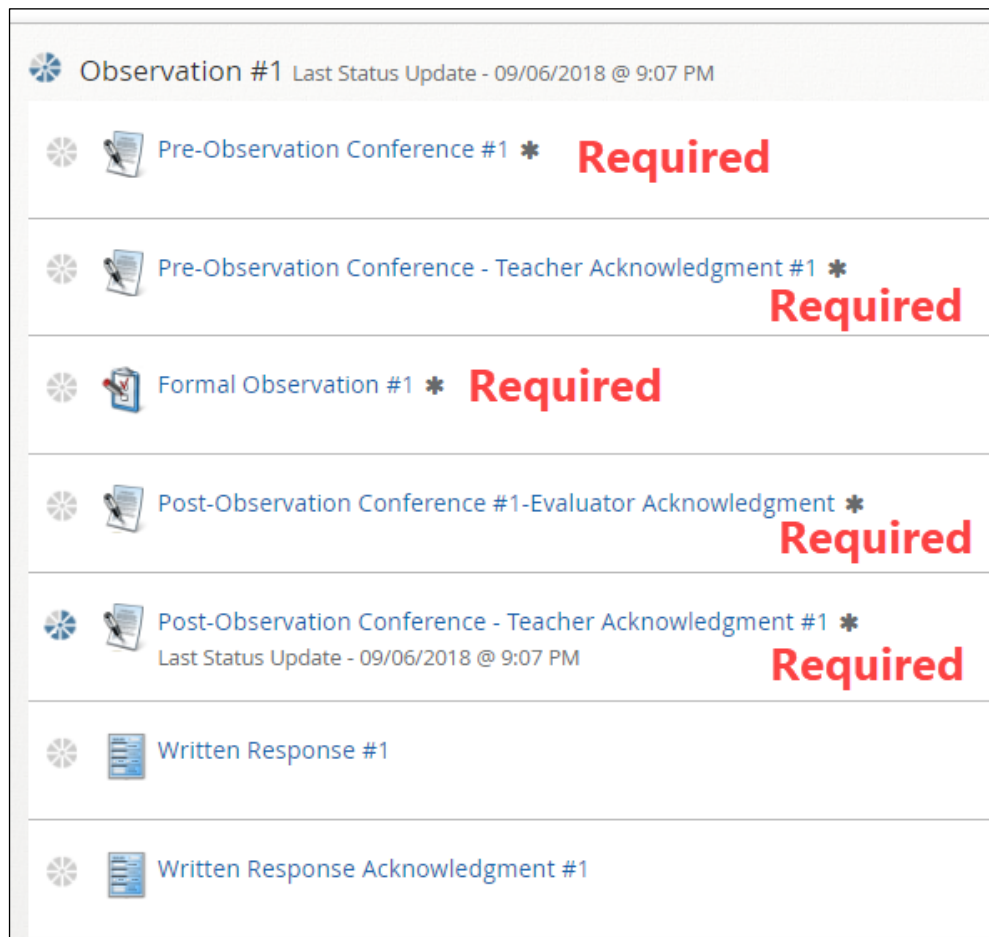


- c. Click back into the **Training/Orientation*** activity and choose **Mark Complete** to complete orientation activity which is marked by a green check mark icon.



Step 2: Observation #1 (Formal)

1. Click anywhere in the **Observation #1** container to expand the activities.



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2. **Activity 1 View (*required): Pre-Observation Conference #1**

The Observer/Evaluator completes and acknowledges

Pre-Observation Conference activity. A green check mark in that activity denotes completion.

3. **Activity 2 Do (*required): Pre-Observation Conference – Teacher Acknowledgement #1**

Click the **Pre-Observation Conference-Teacher Acknowledgement #1** activity.

- a. After reviewing the notes and artifacts for the observation, Click **Edit** to add any additional **Artifact Comments** or **Artifact Attachment** and click **Acknowledge**.

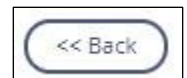
Sign Off Status

Acknowledge

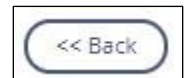
4. A green check mark on the activity indicates its completion.

5. **Activity 3 View (*required): Formal Observation #1**

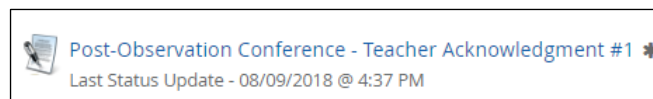
- a. Select **Formal Observation #1** to view the Formal Observation step completed by Evaluator.
 - i. Select **Back** after viewing.

6. **Activity 4 View (*required): Post-Observation Acknowledgement #1- Evaluator Acknowledgment**

- a. The Evaluator enters comments for the **Post-Observation Conference** step completed by Evaluator. Click **Post-Observation Acknowledgement – Evaluator** to view.
 - i. Select **Back** after viewing.

7. **Activity 5 Do (*required): Post-Observation Acknowledgement – Teacher Acknowledgment #1**

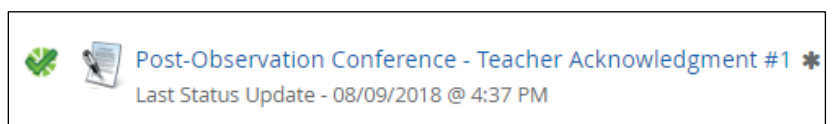
- a. Teacher section to view and acknowledge evaluator notes. The Evaluator's comments and attachments entered in Evaluator/Observer's Post-Observation Acknowledgement are displayed. Click **Post-Observation Acknowledgement - Teacher Acknowledgment #1** to open.
 - i. Click **Acknowledge** to indicate the information has been reviewed.



Sign Off Status

Acknowledge

- ii. The **Post-Observation Acknowledgement - Teacher Acknowledgment #1** is completed with a green check mark, and status date and time stamped.



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8. **Activity 6 Do (Optional): Written Response** (Optional)
 - a. Click **Written Response** to provide a response.
 - b. Click the **Edit** button under Written Response.
 - i. Enter comments in the **Comments** box and/or add **Attachments**.
 - ii. To attach a file, click on Attach file, select the file to attach, and click Attach.
 - c. Click **Save & Exit** once comments have been entered.
 - i. Click Edit or Delete to update any comments/attachments.
 - d. When finished with written response, click **Mark Complete**.
 - i. Evaluator has an activity to acknowledge receiving the Written Response and can add comments and attachments and then mark complete.
 - ii. Evaluator can then lock Observation #1 to open Summary Evaluation.

Step 3: Observation #2 – Formal (*required)

1. Follow steps outlined for observation #1 – exception: pre-conference not required by system

Step 4: Observation #3 – Formal (*required)

Follow steps outlined for observation #1 – exception: pre-conference not required by system

Step 5: Peer Observation –

1. While in the **Comprehensive Evaluation** click on the **Peer Observation** tab.

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2. Click anywhere in the **Peer Observation** container to expand the activities.

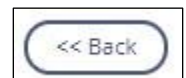
Comprehensive Evaluations | **Peer Observation** | Additional Observations | Access Rights

Peer Observation

- Pre-Observation Conference Peer
- Pre-Observation Conference - Teacher Acknowledgment Peer
- Formal Observation Peer * **Required**
- Post-Observation Conference-Peer Acknowledgment * **Required**
- Post-Observation Conference - Teacher Acknowledgment Peer * **Required**
- Document Peer Obs Acknowledgment Override
- Written Response Peer
- Written Response Acknowledgment Peer

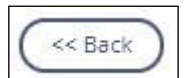
3. **Activity 1 View (*required): Formal Observation Peer**

- Select **Formal Observation Peer** to view the Formal Observation step completed by Peer.
 - Select **Back** after viewing.



4. **Activity 2 View (*required): Post-Observation Conference-Peer Acknowledgment**

- The Peer enters comments for the **Post-Observation Conference** step completed by the Peer. Click **Post-Observation Conference-Peer Acknowledgment** to view.
 - Select **Back** after viewing.



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5. Activity 3 Do (*required): Post-Observation Conference – Teacher Acknowledgment Peer

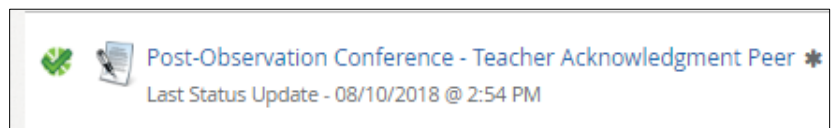
- a. Teacher section to view and acknowledge evaluator notes. The Peer's comments and attachments entered in Post-Observation Conference-Peer Acknowledgment are displayed. Click **Post-Observation Acknowledgement – Teacher Acknowledgment Peer** to open.
 - i. Click **Acknowledge** to indicate the information has been reviewed.



Sign Off Status

Acknowledge

- ii. The **Post-Observation Acknowledgement - Teacher Acknowledgment Peer** is completed with a green check mark, and status date and time stamped.



Step 5: View: Record of Evaluation Activities

1. This step is to be completed by the evaluator.

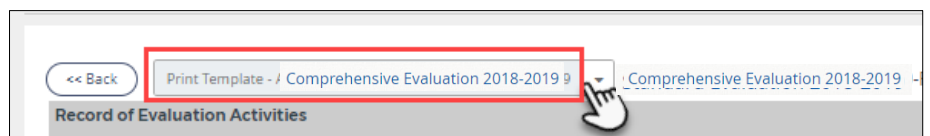


Record of Evaluation Activities

Record of Evaluation Activities

Observation Scoring Summary

- a. Teacher can print **Record of Evaluation Activities** report



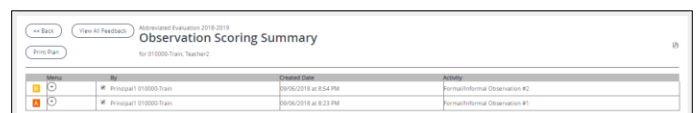
<< Back

Print Template - Comprehensive Evaluation 2018-2019 9

Record of Evaluation Activities

Comprehensive Evaluation 2018-2019

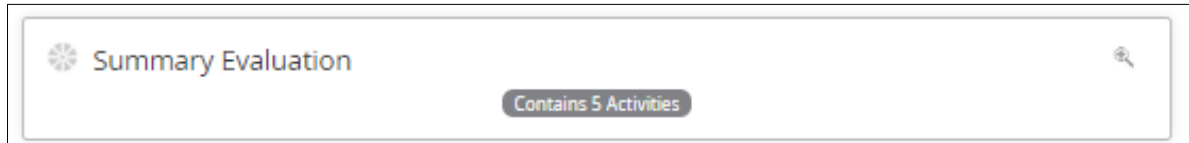
- b. Teacher can view **Observation Scoring Summary**



Accelerated Evaluation 2018-2019 Observation Scoring Summary for 010000 Train, Teacher2			
Menu	By	Created Date	Activity
Principal	Principal1 010000 Train	08/10/2018 at 8:54 PM	Formal/Informal Observation #2
Principal	Principal1 010000 Train	08/10/2018 at 8:23 PM	Formal/Informal Observation #1

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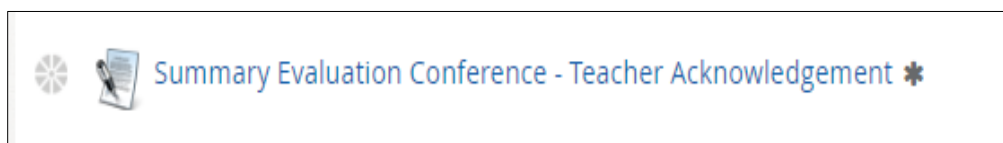
Step 7: Summary Evaluation – only Accessible after **Observations 1, 2, 3** and **Peer Observation** are completed.



1. Click anywhere in the **Summary Evaluation** container to expand the activities.



2. **Activity 1 View: Summary Evaluation Form Comprehensives I - V 2018-2019**
 - a. Click this activity to view the Evaluators' Summary Evaluation Forms for each Comprehensive/Element; includes Comments, Recommended Actions for Improvement, and Resources Needed to Complete These Actions. These are only visible if the evaluator has shared their forms. Click Back once finished.
3. **Activity 2 View: Summary Evaluation Conference – Evaluator Acknowledgment**
 - a. The Evaluator completes this form. Click the Summary Evaluation Conference link to see the evaluator's forms and signature. Click Back once finished.
4. **Activity 3: Summary Evaluation Conference – Teacher Acknowledgement**
 - a. Click the **Summary Evaluation Conference – Teacher Acknowledgement** link.



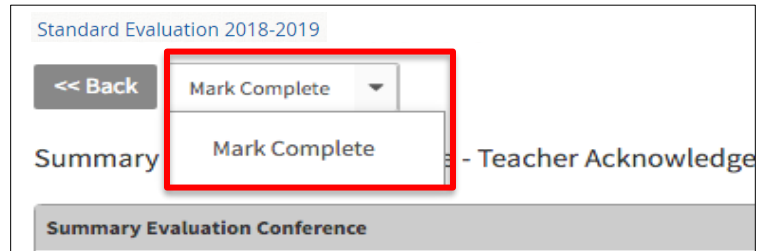
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- b. Click **Acknowledge** to sign.



The screenshot shows a 'Sign Off Status' section with a grey header. Below the header is a large white rectangular area. In the center of this area is a blue button with the text 'Acknowledge' in white.

- c. Click **Mark Complete**.



The screenshot shows the 'Standard Evaluation 2018-2019' interface. It includes a '<< Back' button, a 'Mark Complete' dropdown menu (highlighted with a red box), and a 'Mark Complete' button below it. To the right of the buttons is the text '- Teacher Acknowledge'. At the bottom is a grey bar with the text 'Summary Evaluation Conference'.

5. Activity 4 Do (Optional): Written Response (Optional)

- Click **Written Response** to provide a response.
- Click the **Edit** button under Written Response.
 - Enter comments in the **Comments** box and/or add **Attachments**.
 - To attach a file, click on Attach file, select the file to attach, and click Attach.
- Click **Save & Exit** once comments have been entered.
 - Click Edit or Delete to update any comments/attachments.
- When finished with written response, click **Mark Complete**.

6. Activity 5 View: Written Response Acknowledgment

- Evaluator has an activity to acknowledge receiving the Written Response and can add comments and attachments and then mark complete.
- Evaluator can then lock the **Summary Evaluation** container.