

Peer Observer Guide – Teacher/Support Staff

Primary Audience: Peer Observers

Purpose of Document: This guide outlines the steps for completing the Peer Observation in evaluation plans.

Peer Evaluation:

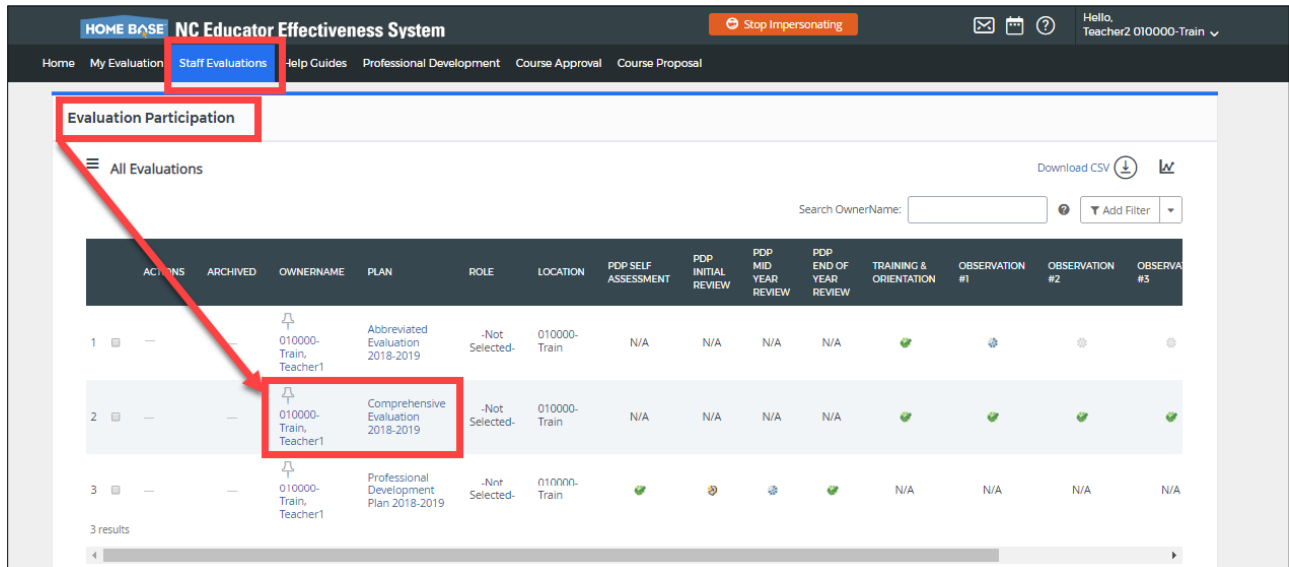
- Teacher Evaluation Process Manual: —Peer: A teacher who has been trained on the North Carolina Teacher Evaluation Process
- Peer Observation Access Rights are assigned by an Administrator
- A Peer Observation is required in all Comprehensive Evaluation Plans and is optional in Standard, Abbreviated, and Late Hire Evaluation plan

Plan Activities Completion Icon Key:

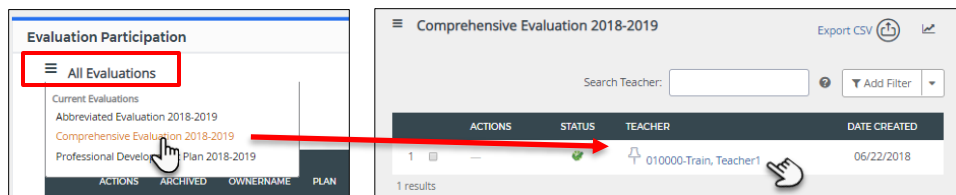


Accessing the Evaluation Plan

1. Click on the **Staff Evaluation** tab.



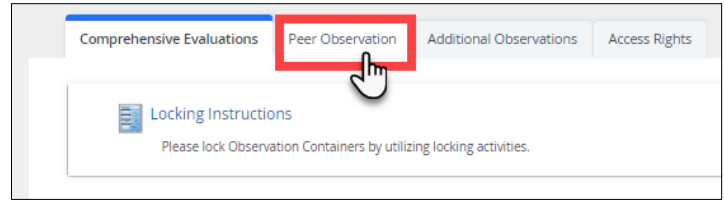
2. In the **Evaluation Participation** container locate the staff to be observed. Peers will only see a list of staff to which they have been granted access rights.
 - a. Click on the Staff Name beside the Plan type to open the evaluation plan.
 - b. Optional Navigation
 - i. Click on **All Evaluations**
 - ii. Select Plan Type/Year – example Comprehensive Evaluation 2018-2019
 - iii. In resulting list click on the Teacher name to open the evaluation plan.



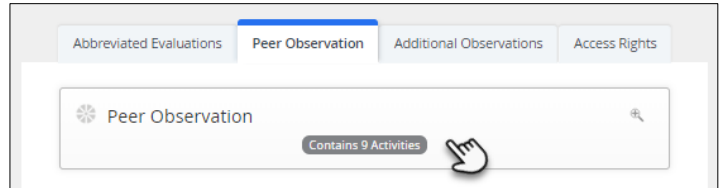
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- c. If a teacher’s name is missing this is because the teacher has not started the plan. Remind the teacher to begin the evaluation plan.

- 3. The plan opens to a plan title tab.
 - a. Click on the **Peer Observation** tab.

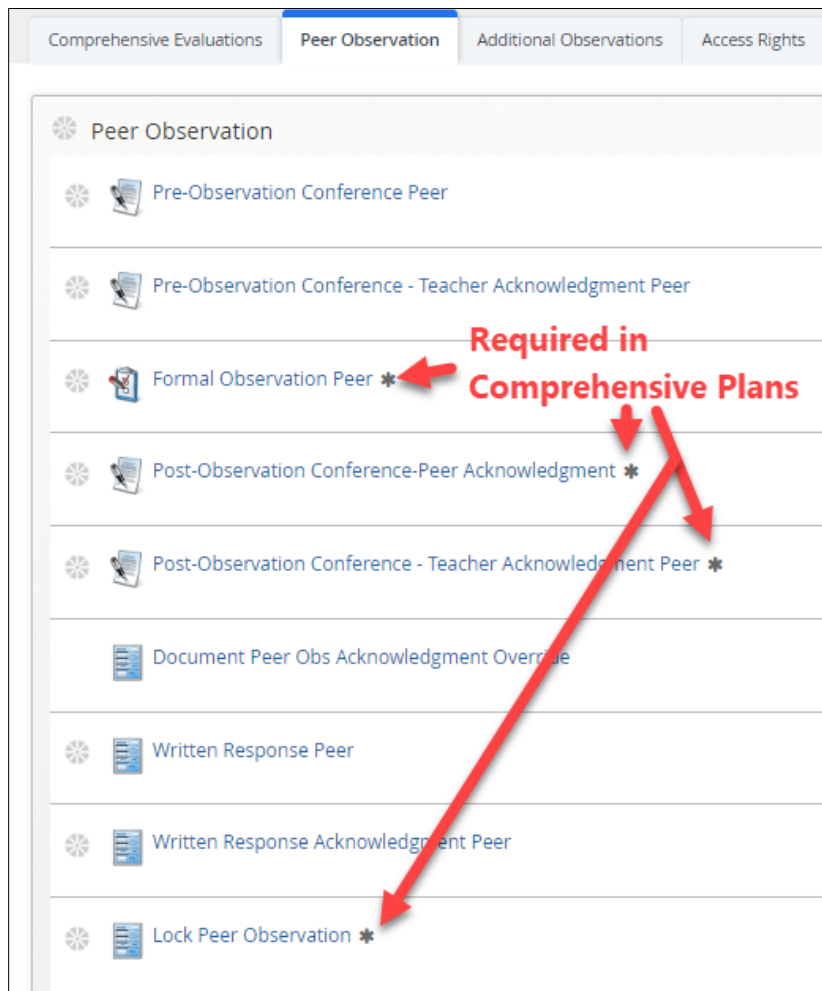


- b. Click anywhere in the **Peer Observation** container to expand the **Activities**.



- c. **Comprehensive Evaluations** have the following required activities:

- i. **Formal Observation Peer***
 - ii. **Post-Observation Conference-Peer Acknowledgment***
 - iii. **Post-Observation Conference-Teacher Acknowledgment Peer***
 - iv. **Lock Peer Observation**



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Completing the Peer Observation Process

SYSTEM REQUIREMENTS FOR Evaluation COMPLETION:

Completed & Locked **Peer Observation** is required in ALL **Comprehensive Evaluation** plans as follows:

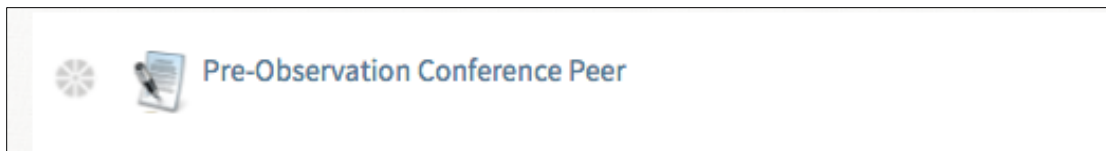
1. **Training/Orientation**
 - a. Activities to be completed by the teacher.
2. **Observation #1**
 - a. Activities to be completed by the administrator.
 - i. Acknowledged by administrator and teacher.
3. **Observation #2**
 - a. Activities to be completed by the administrator.
 - i. Acknowledged by administrator and teacher.
4. **Observation #3**
 - a. Activities to be completed by the administrator.
 - i. Acknowledged by administrator and teacher.
5. **Peer Observation:**

Step 1 Do:

1. **Activity 1 Do (Optional): Pre-Observation Conference Peer**

The Observer/Evaluator completes and acknowledges

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



- a. Click **Edit**
- b. Fill out the appropriate Pre-Observation Conference details.
 - i. **Evaluator Name*** (required)
 - ii. **Comments*** (required)
 - iii. **Conference Date*** (required)
 - iv. **Artifact Comments**
 - v. **Artifact Attachment**
- c. Click the **Save & Exit** button when finished.
- d. View Summary of entered data
 - i. Click **Acknowledge** to sign activity.

Pre-Observation Conference Peer for teacher, ncdpi01

Pre-Observation Conference (Required)

[Edit](#)

* Evaluator Name

* Comments

Save & Exit

Sign Off Status

Acknowledge

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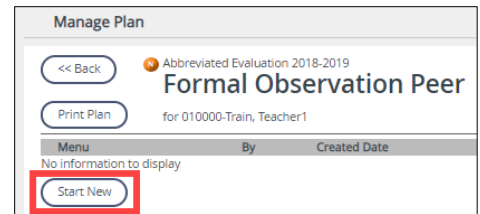
2. **Activity 2 View (Optional): Pre-Observation Conference – Teacher Acknowledgement Peer**
Click the **Pre-Observation Conference-Teacher Acknowledgement Peer** activity.

- a. Teacher reviews the notes and artifacts for the observation, Click **Edit** to add any additional **Artifact Comments** or **Artifact Attachment** and
- b. Teacher Clicks **Acknowledge** to sign.
- c. A green check mark on the activity indicates its completion.

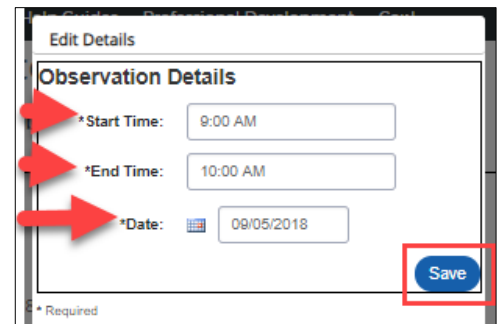


3. **Activity 3 Do** (*required in Comprehensive Plan): **Formal Observation Peer**

- a. Select **Formal Observation Peer** to view the Formal Observation step completed by Observer.



- i. Click **Start New**
- b. In pop-up enter
 - i. **Start Time*** (required)
 - ii. **End Time*** (required)
 - iii. **Date*** (required)
 - iv. Click **Save** to return to **Teacher Evaluation Process** screen



- c. Scroll to **Standards and Elements** section

- i. Select the applicable **Standards/Elements** checkboxes.
 1. Checking a **Not Demonstrated** check box will display a text box to enter supporting comments.
 2. Rubric will not complete unless at least one box is checked for each element.
 3. Can enter comments for each Standard.

Teacher Evaluation Process

Print Print Plan Save & Exit Observing: 010000-Train, Teacher1

Observation Details

Start Time: 9:00 AM
End Time: 10:00 AM
Date: 09/05/2018

Edit

Save Changes Share

Standard I: Teachers Demonstrate Leadership

Element Ia. 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 they create a culture that empowers students to collaborate and become lifelong learners.

<p>Not Looked For</p> <p><input type="checkbox"/> Not looked for.</p>	<p>Developing</p> <p><input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school.</p> <p><input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.</p>	<p>Proficient</p> <p><input checked="" type="checkbox"/> ...and Takes responsibility for the progress of students to ensure that they graduate from high school.</p> <p><input type="checkbox"/> ...and Provides evidence of data driven instruction throughout all classroom activities.</p>	<p>Accomplished</p> <p><input type="checkbox"/> ...and Communicates to students the vision of being prepared for life in the 21st century.</p> <p><input type="checkbox"/> ...and Evaluates student progress using a variety of assessment data.</p>	<p>Distinguished</p> <p><input type="checkbox"/> ...and Encourages students to take responsibility for their own learning.</p> <p><input type="checkbox"/> ...and Uses classroom assessment data to inform program planning.</p>	<p>Not Demonstrated</p> <p><input checked="" type="checkbox"/> Not demonstrated.</p>
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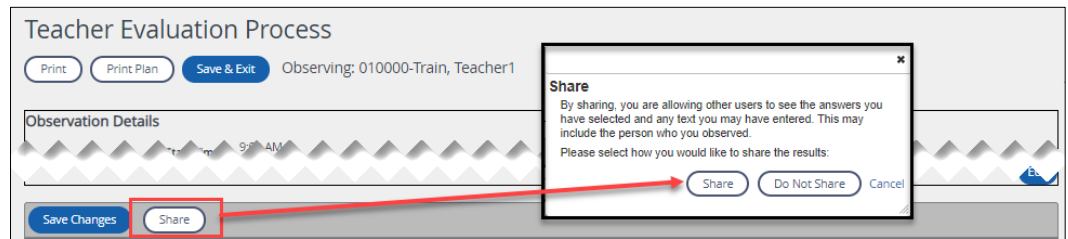
- d. Click **Save Changes** to continue working on page or **Save & Exit** when finished.



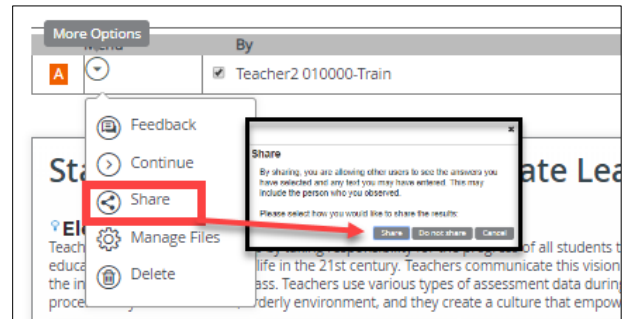
- i. **Save and Exit** will return to **Observation Peer** page with **Status In Progress**

Menu	By	Created Date	Status	Shared
A	Teacher2 010000-Train	09/07/2018 at 1:44 PM	In Progress	

- e. **Share** the Observation (required): Two ways to **Share**
 - i. **Share Button** while on **Teacher Evaluation Process** page

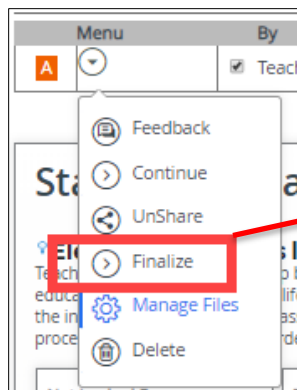


- ii. **More Options Menu – Share** on **Observation Peer** page
 - Choose **Share** option
 - Share**
 - Do Not Share**
 - Cancel**
 - Sharing will place a green check mark in **Shared** column



- f. **Finalize – in More Options Menu**
 - i. From drop down select **Finalize**
 - ii. **Status of Observation** changes to **Complete** and activity is closed.

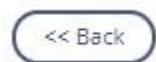
Status	Shared
In Progress	<input checked="" type="checkbox"/>



Created Date	Status	Shared
09/07/2018 at 1:44 PM	Complete	<input checked="" type="checkbox"/>

Note:
Missing Finalize in More Options Menu? =
 Review the Rubric Elements for missing check boxes.

- iii. Click **Back** to return to plan activities and view green check mark.

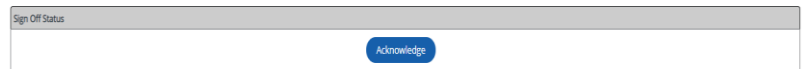


Formal Observation Peer
 Last Status Update - 09/07/2018 @ 2:45 PM

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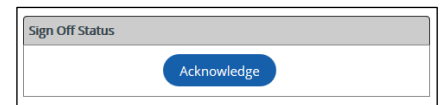
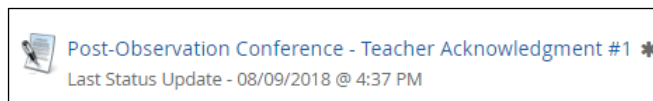
4. **Activity 4** (*required in Comprehensive Plan): **Post-Observation Conference Peer Acknowledgment**

- a. Click anywhere in **Post-Observation Conference Peer Acknowledgment** to open the activity.
- b. Click **Edit** to enter the following
 - i. **Observation Date**
 - ii. **Observation Type *** (required)
 - 1. **Announced or Unannounced**
 - iii. **Conference Date*** (required)
 - iv. **Post Observation Comments*** (required)
 - v. **Artifact Comments**
 - vi. **Artifact Attachment**
- c. Click **Save and Exit** when done.
- d. Review the entries and Click **Acknowledge** to sign off on observation activity.

5. **Activity 5 View** (*required in Comprehensive Plan): **Post-Observation Conference – Teacher Acknowledgment Peer**

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



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



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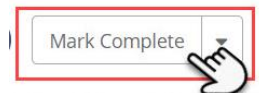
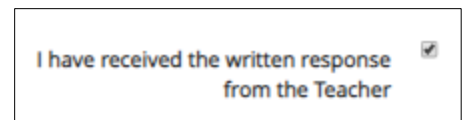
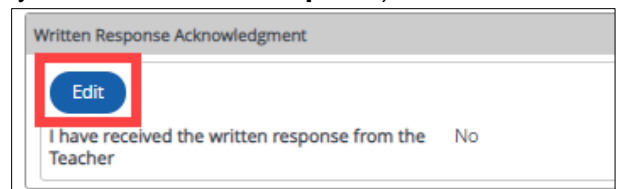
6. **Activity 6 View (Optional): Written Response Peer** (Teacher)

- a. Teacher clicks **Written Response** to provide a response.
- b. Teacher when finished with written response, click **Mark Complete**.
- c. The **Peer Observer** can view the comments and/or attachments entered here by the teacher.



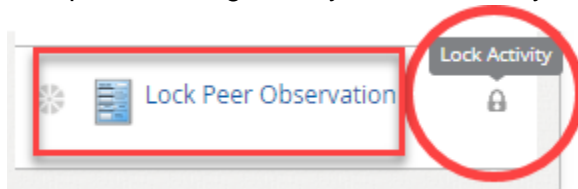
7. **Activity 7 Do: Written Response Acknowledgement Peer**

- a. If the teacher completes a **Written Response**, the **Observer** will be notified by email that a **Written Response Acknowledgement** needs to be completed. (If the teacher did not write a written response, you can simply enter the activity and click **Mark Complete**.)
- b. Click on the **Written Response Acknowledgement** activity.
- c. Review the text that the teacher entered.
- d. Click the **Edit** button.
- e. Check the check-box indicating
 - i. "I have received the written response".
- f. Click the **Save & Exit** button.
- g. Click **Mark Complete**.
- h. The **Written Response Acknowledgment** status is now set to Complete with the correct date/time stamp as indicated by the green check mark.

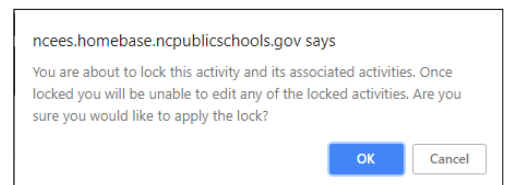


8. **Activity 8 Do: Locking Activities**– (*required in Comprehensive Plan):

1. Complete Locking Activity one of two ways



- a. Click **Padlock** icon
 - i. Click **OK** to confirm lock activity
 - b. Click anywhere in **Lock Peer Observation** container to open it.
 - i. Click **Lock Activities** button
 - ii. Click **OK** to confirm lock activity
2. A message will popup listing locked activities.
 - a. Click the message 'X' to close the popup.



3. The **Peer Observation** container is now locked as indicated by the padlock icons next to the activities.

