Comprehensive Evaluation Guide for Teachers-Support Staff

Primary Audience: Teachers, Support Staff
Purpose of Document: This guide outlines the steps for completing the Comprehensive teacher evaluation plan.
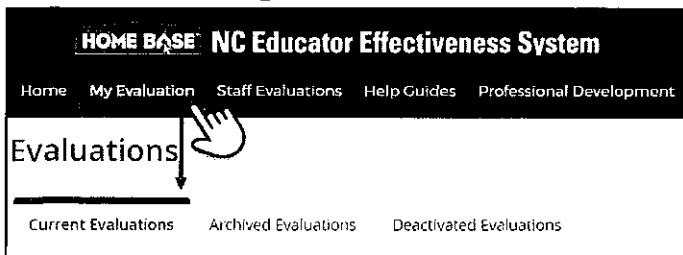**Comprehensive Evaluation Cycle**
• Teacher Evaluation Process Manual: —Comprehensive Evaluation is required for new teachers and includes a pre-observation
conference which must precede the first of 3 formal observations, 1 peer observation, and Summative Evaluation.
• To show this plan complete it must have Observations of #1, #2, #3 and Peer completed and the Summary
Evaluation completed. The Summary Evaluation will open after completion of Observations #1, #2 and #3 AND Peer.
**Plan Activities Completion Icon**

| Not Started | In-Progress | Incomplete | Complete | Required | Activity Information | Locked |
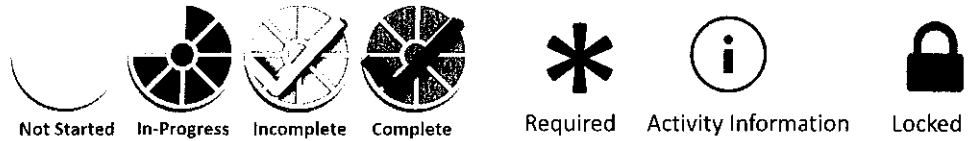
Accessing the Evaluation Plan

Evaluations

Current Evaluations   Archived Evaluations   Deactivated Evaluations
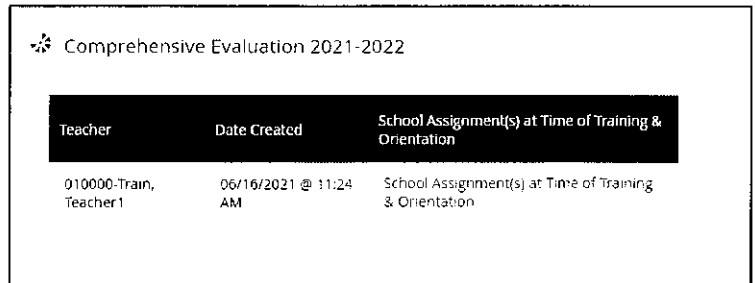
Evaluation Tabs
Current = This Year's Plans
Archived = Last Year's Plans
Deactivated = Plans that were completed in a previous NC employment district.

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**.

Current Evaluations   Archived Evaluations   Deactivated Evaluations

Comprehensive Evaluation 2021-2022

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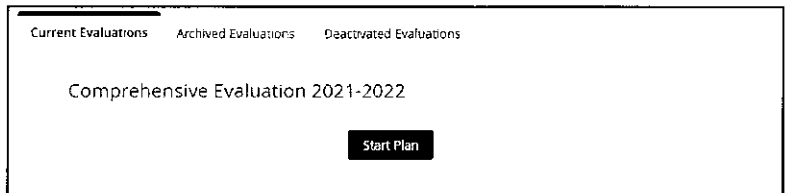
a. Once the Evaluation has already been started, select **Comprehensive Evaluation** title to access plan.

Comprehensive Evaluation 2021-2022

| Teacher	Date Created	School Assignment(s) at Time of Training & Orientation
010000-Train, Teacher1	06/16/2021 @ 11:24 AM	School Assignment(s) at Time of Training & Orientation

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

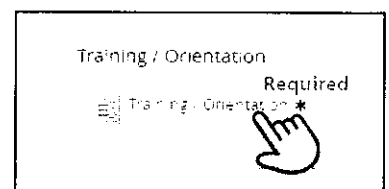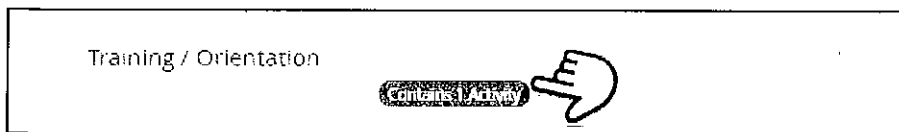## Comprehensive Evaluation Guide for Teachers-Support Staff

Completing the Comprehensive Teacher Evaluation Process

SYSTEM REQUIREMENTS FOR COMPLETION: Formal/Informal Observation #1, #2, #3, Peer and Summary Evaluation. The following containers display the steps of the Comprehensive Teacher Evaluation process:
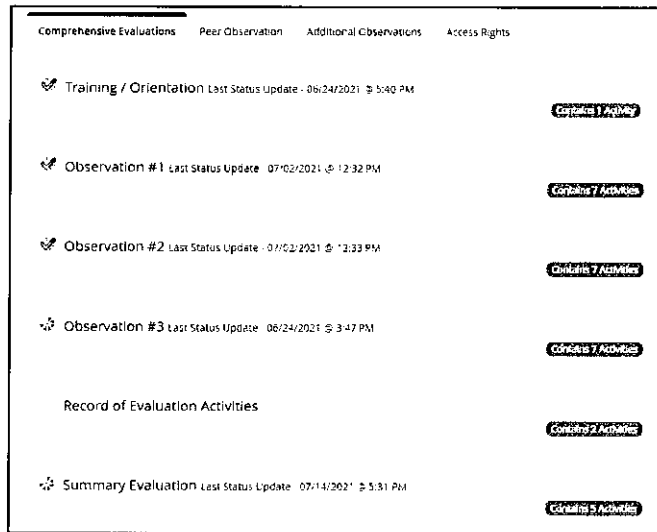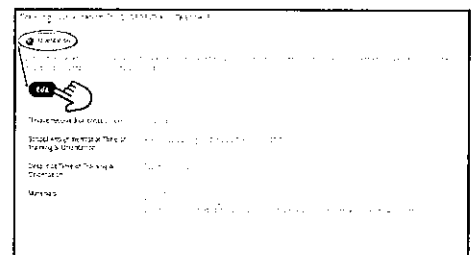

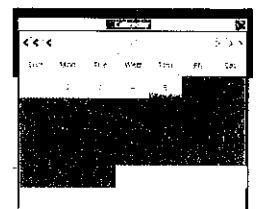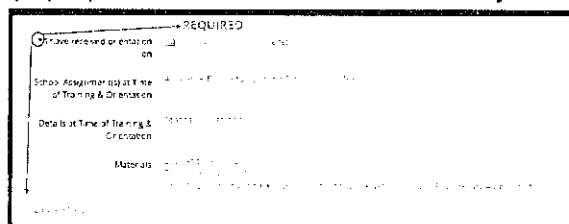**Step 1 Do: Training/Orientation** - Beginning of the Year (BOY) timeframe

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.

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

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4. Click **Save & Exit**.

5. Click **Mark Complete**.
    a. The **Training/Orientation** container now has a green check mark to indicate it has been completed.
    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.
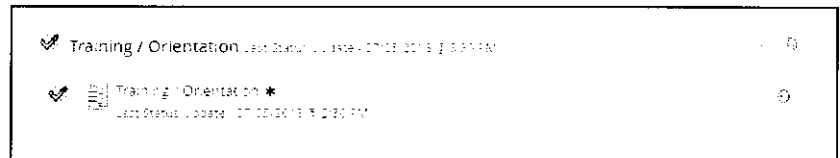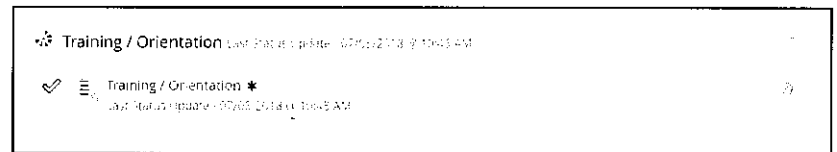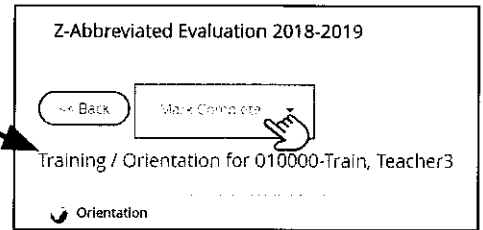
Teacher: Open Observation #1 Container

1. **DO:** Click in the **Observation #1** container to expand the activities.
    a. Note: Required activities will have an * asterisk, depending on evaluation cycle.
    b. All required activities must be completed (have green check mark) for the Observation to show overall complete.
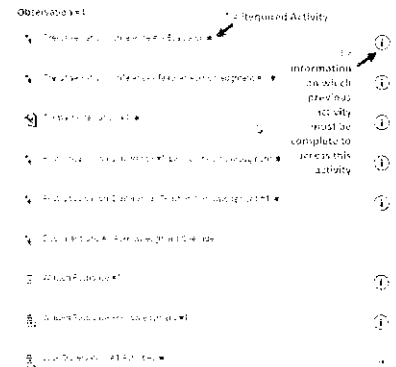
Step 1 Pre-Observation Conference #1 - Evaluator (Optional)

1. **VIEW: Activity 1: Pre-Observation Conference (Required** - if **Formal Observation** planned)
    a. The Observer/Evaluator completes and acknowledges Pre-Observation Conference activity. A green check mark in that activity denotes completion.

Step 2 <u>Pre-Observation Conference – Teacher Acknowledgment #1</u>

1. **DO: Activity 2 : Pre-Obs. Conference – Teacher Acknowledgment #1**_(Required - if Pre-Obs. Conference is completed)
    a. After reviewing the notes and artifacts for the observation, Click **Edit** to add any additional **Artifact Comments** or **Artifact Attachment** and click **Acknowledge**.
    b. A green check mark on the activity indicates its completion.
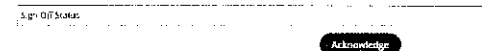
## Step 3 <u>Formal/Informal Observation #1</u>

1. **VIEW: Activity 3: Formal/Informal Observation #1*** (required)
    a. Select **Formal/Informal Observation #1** to view the Formal Observation step completed by Evaluator.
        i. Select **Back** after viewing.
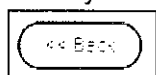
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Step 4 <u>Post-Observation Acknowledgment #1 – Evaluator</u>
1. **VIEW: Activity 4: Post-Observation Acknowledgment #1 – Evaluator*** (required)
   a. The Evaluator enters comments for the **Post-Observation Conference** step completed by Evaluator.
   Click **Post-Observation Acknowledgment – Evaluator** to view.
   i. Select **Back** after viewing.
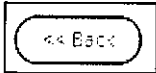
Step 5 <u>Post-Observation Acknowledgment #1 – Teacher</u>
1. **DO: Activity 5: Post-Observation Acknowledgment #1 – Teacher*** (required)
2. Teacher section to view and acknowledge the Evaluator's comments and attachments entered in Evaluator's Post-Observation Acknowledgment are displayed. Click **Post-Observation Acknowledgment #1 – Teacher** to open.
   a. Click **Acknowledge** to indicate the information has been reviewed.
   b. The **Post-Observation Acknowledgment #1 – Teacher** is completed with a green check mark, and status date and time stamped.
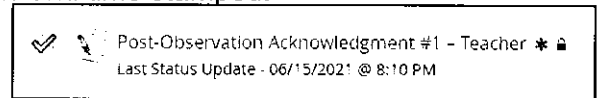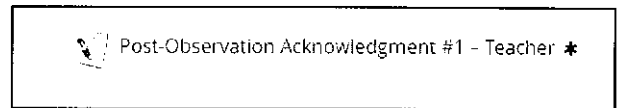
Step 6 <u>Written Response (optional)</u>
1. **DO: Activity 6 (Optional): Written Response**
   a. Click **Written Response** to provide a response.
   b. Click the **Edit** button under Written Response.
      i. Enter comments in the **Comments** box and/or add **Attachments**.
      ii. To attach 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 a written response, click **Mark Complete**.
      i. Evaluator has an activity to acknowledge receiving the Written Response then mark complete.
      ii. Evaluator can then lock **Observation #1** to open **Observation #2.**
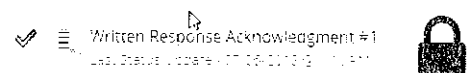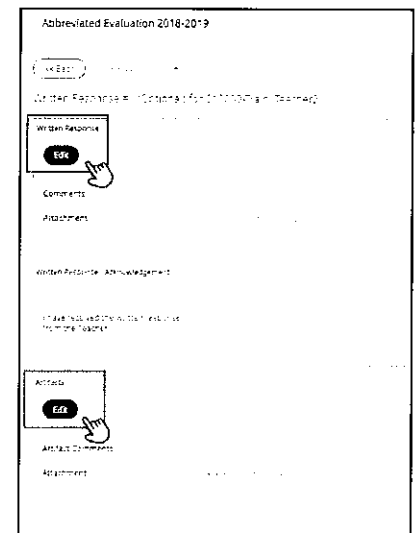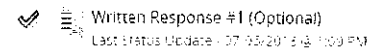
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Teacher: Open Observation #2 Container (*Required)
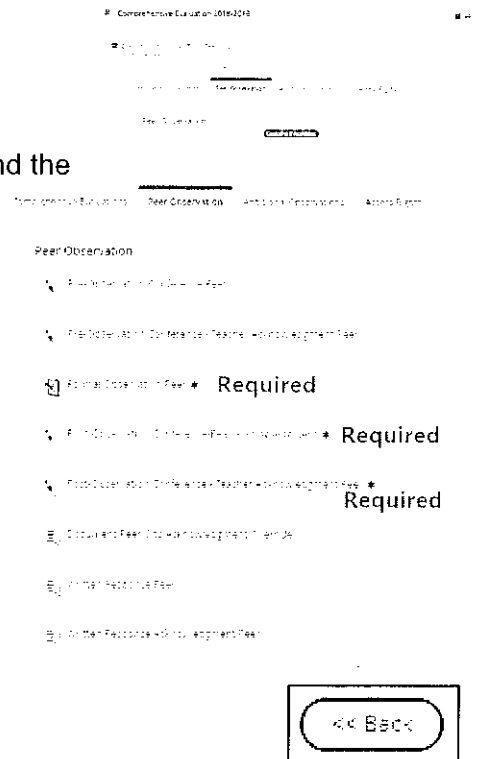1. Follow Steps outlined for **Observation #1** container.

Teacher: Open Observation #3 Container (*Required)
1. Follow Steps outlined for **Observation #1** container.

Peer Observation (*Required)
Peer Observer will complete the optional observation. Follow Steps outlined in the **Peer Observer Guide.**

Step 1 : Open the Peer Evaluation Tab
1. **VIEW:** While in the **Comprehensive Evaluation** click on the **Peer Observation** tab.
   a. Click anywhere in the **Peer Observation** container to expand the activities.

2. **VIEW: Activity 1 Formal Observation Peer**
   a. Select **Formal Observation Peer** to view the Formal Observation step completed by Peer.
      i. Select **Back** after viewing.

3. **VIEW: Activity 2 Post-Observation Conference-Peer Acknowledgment**
   a. The Peer enters comments for the **Post-Observation Conference** step completed by the Peer. Click **Post-Observation Conference-Peer Acknowledgment** to view.
      i. Select **Back** after viewing.

4. **DO: Activity 3 (*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.
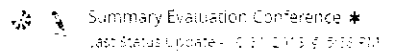   i. Click **Acknowledge** to indicate the information has been reviewed.
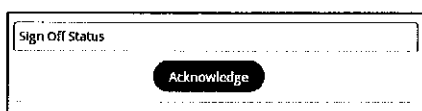
      ii. The **Post-Observation Acknowledgement - Teacher Acknowledgment Peer** is completed with a green check mark, and status date and time stamped.

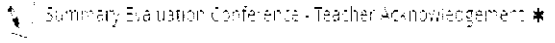# Comprehensive Evaluation Guide for Teachers-Support Staff

Step 1: <u>Summary Evaluation Form Comprehensives I - V</u>

1. **VIEW: Activity 1:** Click **Summary Evaluation Form - Comprehensives I-V 20XX-20XX*** to access the rubric when the green check is visible.
   a. View the ratings for each **Comprehensive/Element** in the form including **Comments, Recommended Actions for Improvement, and Resources Needed**. These are only visible if the evaluator has shared the form.
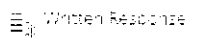2. Click **Back** once finished.

Step 2: <u>Summary Evaluation Conference – Evaluator Acknowledgment</u>

1. **VIEW: Activity 2: Summary Evaluation Conference*** with **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.

   Summary Evaluation Conference ✱
   Last Status Update -
2. A green check mark will show when the evaluator completes the **Summary Evaluation Conference**.

Step 3: <u>Summary Evaluation Conference – Teacher Acknowledgment</u>

1. **DO: Activity 3:** Click the **Summary Evaluation Conference – Teacher Acknowledgment*** link to view.
2. Click **Acknowledge** to sign.   Summary Evaluation Conference - Teacher Acknowledgement ✱
3. Click **Mark Complete**.

Step 4: <u>Written Response</u>

1. **DO: Activity 4: Written Response** This step is optional for the Teacher to complete; comments and/or attachments entered can be viewed here by clicking on **Written Response**.

Sign Off Status
Acknowledge

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

Step 5: <u>Written Response Acknowledgment</u>

1. **VIEW: Activity 5: Written Response Acknowledgment**
   a. Evaluator will receive an email to acknowledge a submitted **Written Response**. Upon acknowledgment the activity will be marked complete with a green check mark.
   b. Evaluator can then lock the **Summary Evaluation** container.