

Here are the directions on adding mentors to PDPs and adding peer observers (may be early for those) in NCEES.

Please remember-mentors can't be the peer observers for their own mentees.

Feel free to call me if you have any questions.

Assigning a Peer Observer/Mentor in NCEES

- Click on the **My Staff** tab.
- Under options- click on "Staff Details."
- Above the list of staff, you should see "Administration Staff Management"-click it.
- A new "Add" button should appear-Click on "Add."
- Search for the staff member you want to assign as a peer observer or mentor by typing in their last and first name. Scroll to the bottom of this pop-up screen and click "search".
- Find the person and click the button beside that person's name.
- Click "Select."
- Click "Finish."
- The **Add Rights** Pop Up window appears.
- Under **Add Rights** complete each section.
- Under (1) **Choose Site** select the correct school site.
- Under (2) **Choose Plan** select "Comprehensive Evaluation" if you are assigning a peer observer. Choose "Professional Development Plan" if you are assigning a mentor.
- Under (3) **Choose Staff** select the teacher this person will evaluate or mentor.
- Under (4) **Choose Rights** select "Peer Observer" or "Mentor".
- Click "Add."
- At the top of this screen, you should now see the rights you have just added for the individual. (If you made a mistake, click the "X" to the left of their name and it will delete the rights you just added.
- When you have assigned the peer observer or the mentor to the appropriate staff member, click "Done."