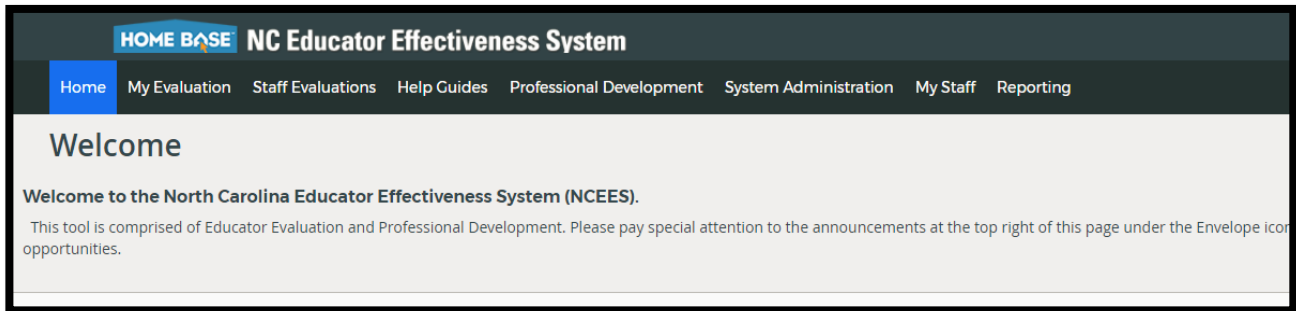


Primary Audience: Teacher

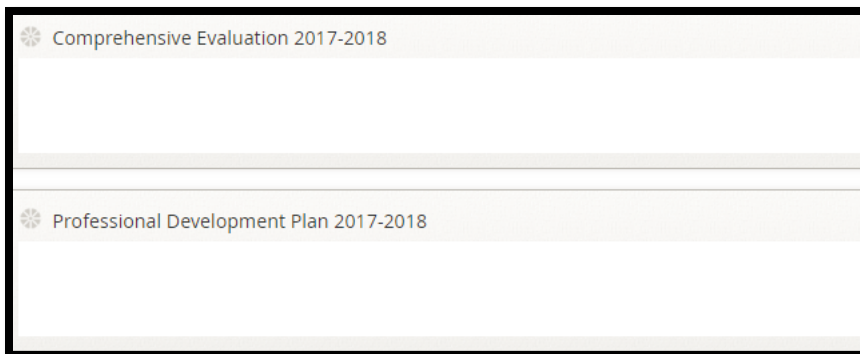
Purpose of Document: This guide outlines the steps for the Teacher completing the 1st Observation steps. Activities in **green** are teacher steps/ activities in **red** are evaluator steps.

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



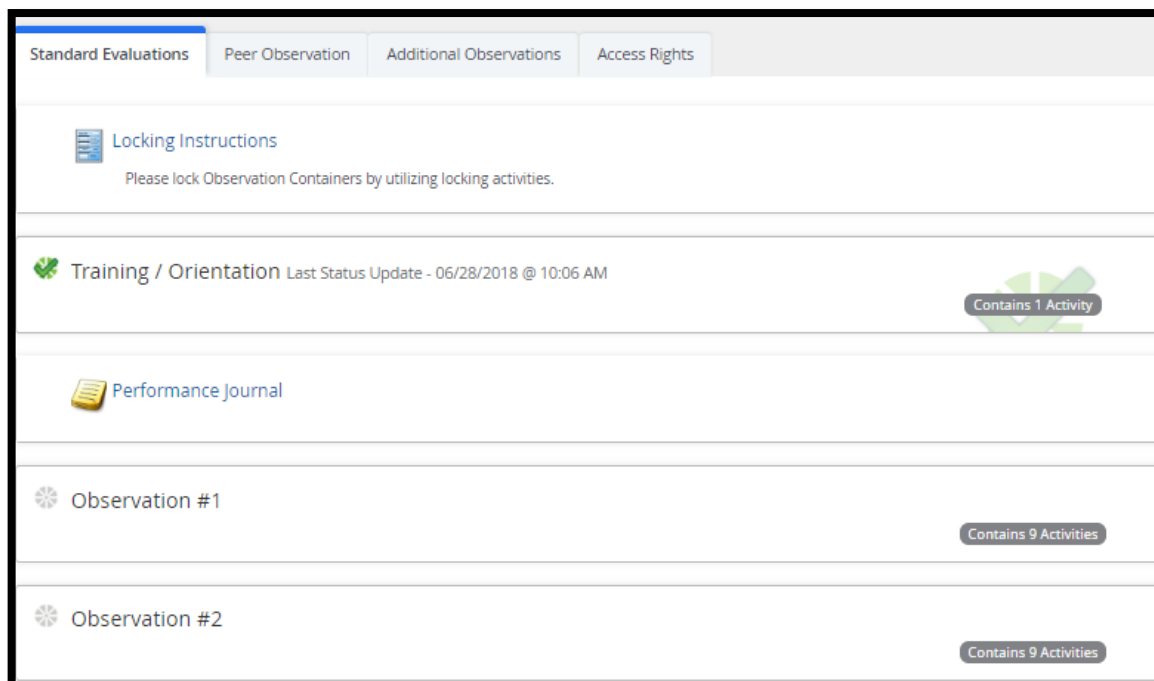
The screenshot shows the homepage of the NC Educator Effectiveness System. At the top, there is a navigation bar with the following tabs: Home, My Evaluation, Staff Evaluations, Help Guides, Professional Development, System Administration, My Staff, and Reporting. Below the navigation bar, the main content area features a "Welcome" heading and a sub-heading "Welcome to the North Carolina Educator Effectiveness System (NCEES)". A paragraph of text follows, stating: "This tool is comprised of Educator Evaluation and Professional Development. Please pay special attention to the announcements at the top right of this page under the Envelope icon opportunities."

2. Click on your **Evaluation Plan- Standard (SPII) or Comprehensive (SPI or less than)**



The screenshot displays a list of evaluation plans. The first item is "Comprehensive Evaluation 2017-2018" and the second is "Professional Development Plan 2017-2018". Each item is preceded by a gear icon.

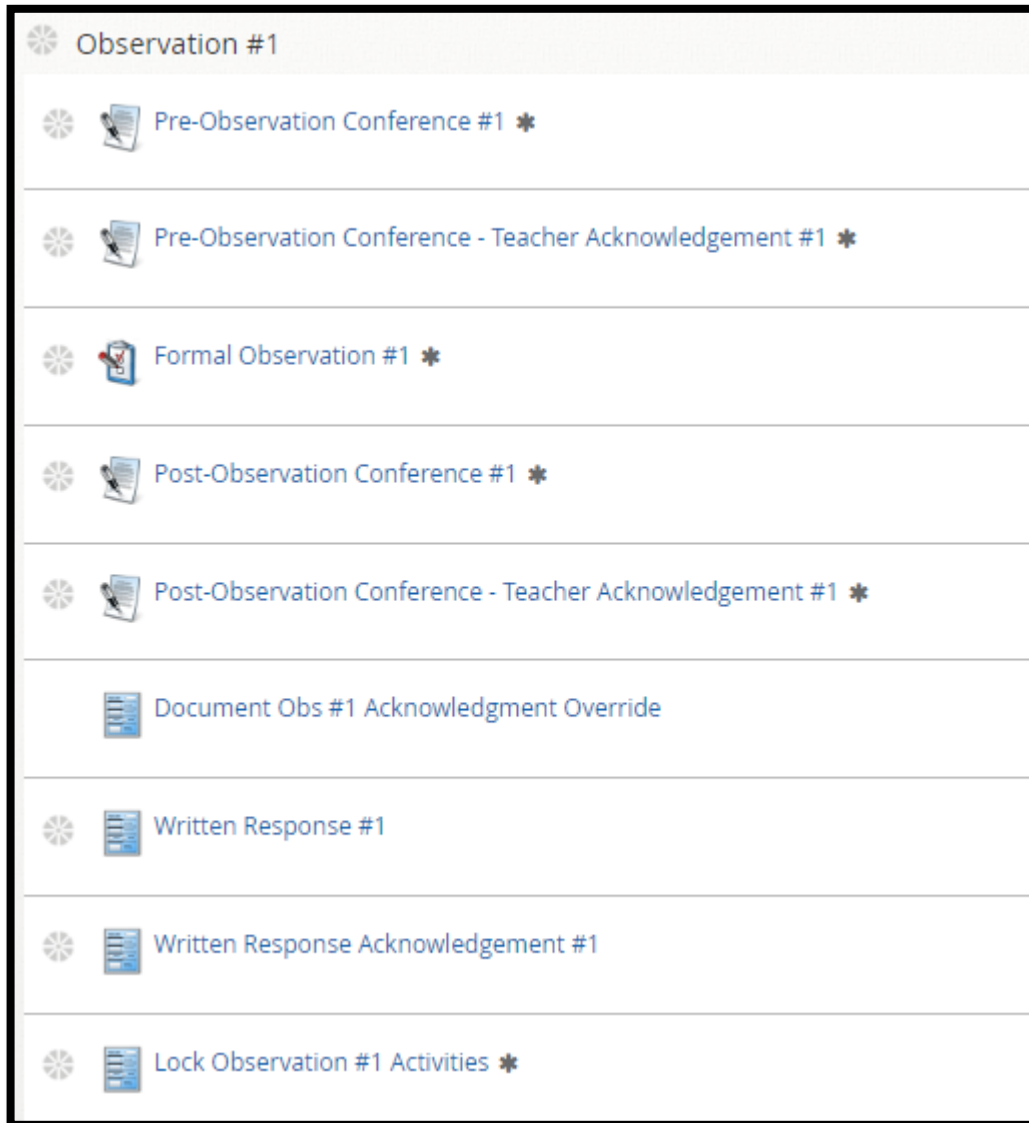
3. Click on **Observation #1**



The screenshot shows the "Standard Evaluations" section of the system. It includes tabs for "Standard Evaluations", "Peer Observation", "Additional Observations", and "Access Rights". Below the tabs, there are several items listed:

- Locking Instructions**: Please lock Observation Containers by utilizing locking activities.
- Training / Orientation**: Last Status Update - 06/28/2018 @ 10:06 AM. Contains 1 Activity.
- Performance Journal**
- Observation #1**: Contains 9 Activities.
- Observation #2**: Contains 9 Activities.

The following containers display the required steps of the **Observation #1** container:

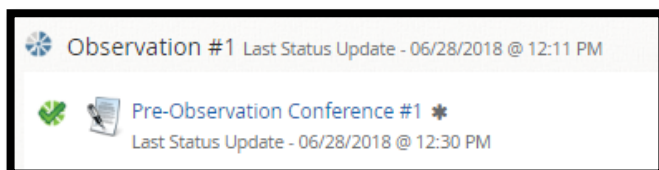


The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.



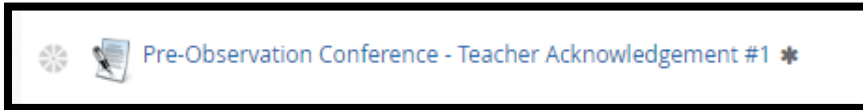
Activity 1: Pre-Observation Conference #1:

Once the Evaluator has completed the Pre-Observation Conference, there will be a green check mark.



Activity 2: Pre-Observation Conference – Teacher Acknowledgement:

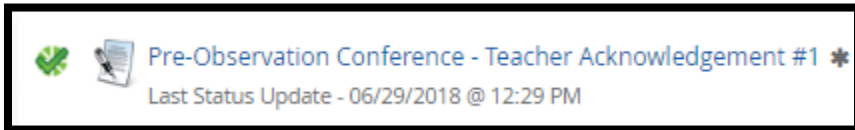
1. Click the **Pre-Observation Conference-Teacher Acknowledgement**.



2. After reviewing the notes and artifacts for the observation, click **Acknowledge**.



3. The Pre-Observation Conference-Teacher Acknowledgement will be **complete**



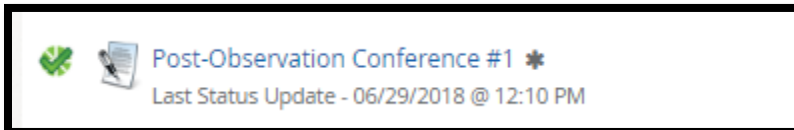
Activity 3: Formal Observation #1:

The Evaluator will fill out the Formal Observation #1. After the Post-Observation conference the Evaluator will share and finalize the Formal Observation with the teacher.



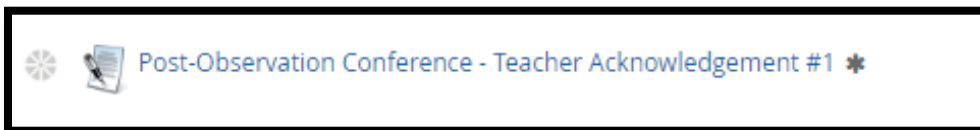
Activity 4: Post-Observation Conference:

Once the Evaluator has completed the Post-Observation Conference, there will be a green check mark.

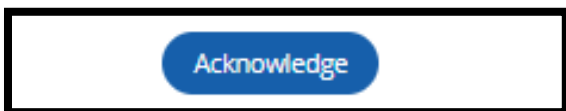


Activity 5: Post-Observation Conference – Teacher Acknowledgement

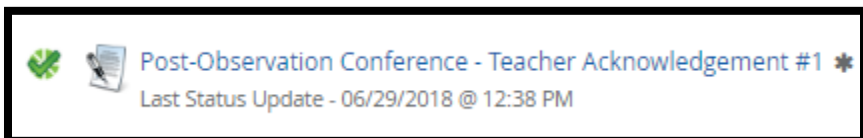
1. Click the **Post-Observation Conference - Teacher Acknowledgement**.



2. After reviewing the comments and artifacts from the observation, click Acknowledge



3. The Post-Observation Conference-Teacher Acknowledgement will be **complete**

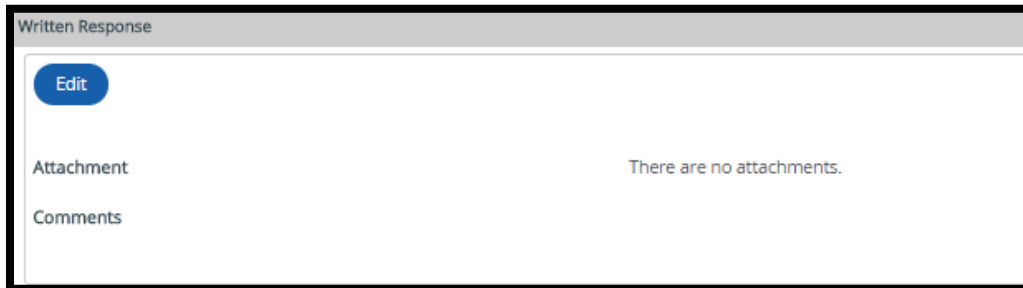


Activity 6: Written Response (Optional)

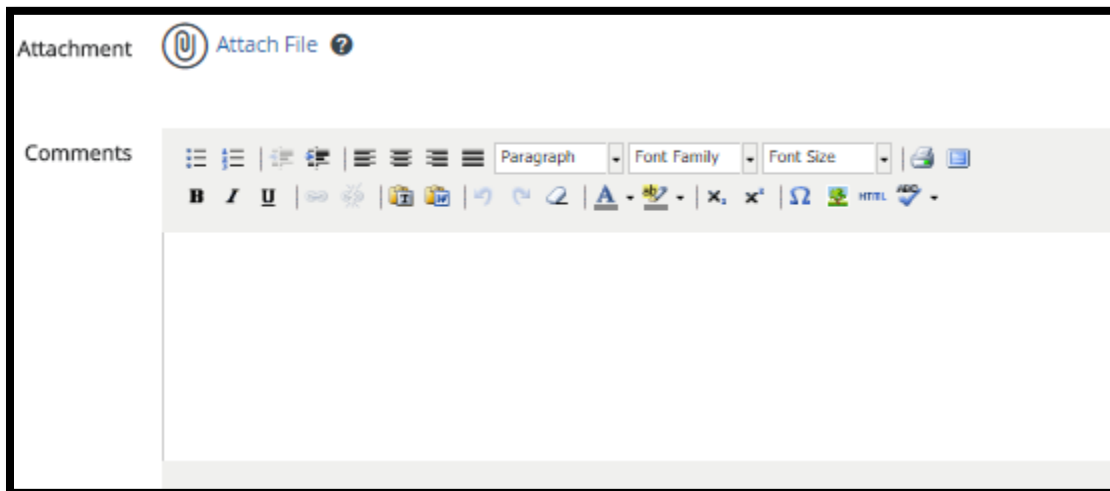
1. Click **Written Response** to provide a response.



2. Click the **Edit**



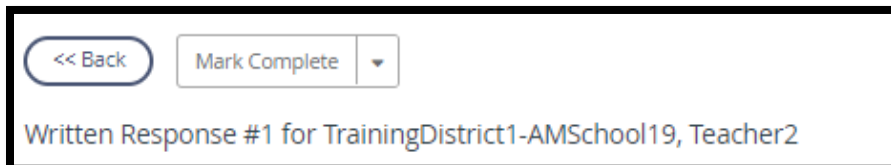
3. Enter **comments** in the comments box and/or **add attachments**.



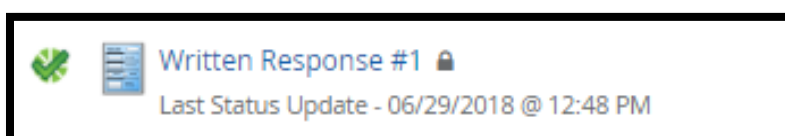
4. Click **Save and Exit** when completed.



5. Once you are finished with your written response, click **Mark Complete**.



6. The Written Response will be **complete**



Activity 7: Written Response Acknowledgement:

If the teacher completes a **Written Response**, the Evaluator will need to complete the **Written Response Acknowledgement**.



A screenshot of a card titled "Written Response Acknowledgement #1". On the left, there is a green checkmark icon and a document icon. The text on the card reads "Written Response Acknowledgement #1" and "Last Status Update - 06/29/2018 @ 1:02 PM".

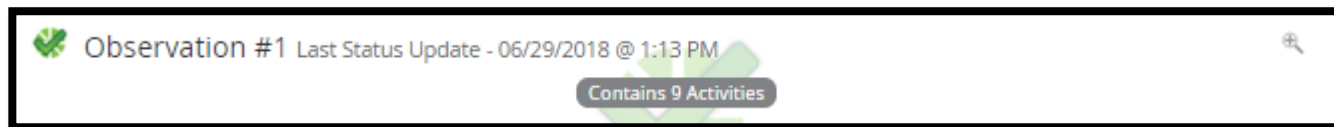
Activity 8: Lock Observation #1 Activities:

The Evaluator will Lock Observation #1 Activities once all items under Observation #1 have a green check.



A screenshot of a card titled "Lock Observation #1 Activities". On the left, there is a green checkmark icon and a document icon. The text on the card reads "Lock Observation #1 Activities * 🔒 Locked by T" and "1:13 PM". Below this, it says "Last Status Update - 06/29/2018 @ 1:13 PM".

Observation 1 will be complete-



A screenshot of a card titled "Observation #1". On the left, there is a green checkmark icon. The text on the card reads "Observation #1 Last Status Update - 06/29/2018 @ 1:13 PM". At the bottom center, there is a grey button that says "Contains 9 Activities". On the right side, there is a magnifying glass icon.