



NC EDUCATOR
EFFECTIVENESS

Home Base Educator Evaluation System User Interface Upgrades

This document illustrates the updates that Evaluators (Principals, Observers, etc.) and Educators/Teachers will see in the system. These updates aim to make it more intuitive to complete the educator evaluation process by the following:

- Makes it easier and faster for teachers and evaluators to navigate the system through a more user friendly interface and fewer required clicks
- Provides simple status icons, search and filter tools to help monitor progress and move from one teacher to another
- Increases the speed of overall system performance by utilizing faster pathways

This update provides directions for four changes:

1. Sending and Tracking Workflow (Formerly the 'Green Arrow')
2. How an Evaluator/Observer/Mentor/Peer Accesses a Teacher Plan
3. How a Teacher Accesses Their Plan
4. Finalizing an Observation (Must mark ALL elements)

Sending and Tracking Workflow (Formerly the 'Green Arrow')

The method for clicking **Send** has changed. In the prior interface, you clicked on the Actions button on a step with the green arrow and selected Send (below).

	Status	Step
1.	Completed 06/12/2013 @ 07:32 PM	Pre-Observation Conference
2.	Not Started	Pre-Observation Conference - Teacher Signature

In the new interface, you click the send symbol  located on the far right of the step that is highlighted in yellow/orange. In the new interface, the yellow highlighted step indicates where the workflow is awaiting the user to click Send. As in this case below, the observer has marked the Formal Observation as Complete, the step is highlighted yellow awaiting the observer to

click the Send button . This functionality is repeated wherever the process requires the user to click Send.

Career Teacher Evaluation

Evaluation for teacher, ncdpi09.

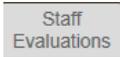
Career Teacher Evaluation

Training / Orientation 1 Activity

Observation #1

- Pre-Observation Conference
Last Update - 09/04/2013 @ 3:26 PM
- Pre-Observation Conference - Teacher Signature
Last Update - 09/04/2013 @ 3:28 PM
- Formal Observation**
Last Update - 09/04/2013 @ 3:37 PM

How an Evaluator/Observer/Mentor/Peer Accesses a Teacher Plan Staff Evaluation Tab:

1. Click on the **Staff Evaluation Tab**. 
2. Scroll through the list of teachers to find the person's plan you are reviewing. Columns can be sorted by clicking on the title of the column you wish to sort. You may also add Filters or use the Search function.
3. Click on the teacher's name to enter the desired plan. Teachers with more than one plan will have separate line items to make it easier for you to access the plan you wish to work on. [See below.]

All Evaluations

Search Name: ? Add a Filter

	Status	Name	Program	Last Updated	Started
1.		observer, test	Career Teacher Evaluation	8/12/2013	8/12/2013
2.		teacher, heather	Probationary Teacher Evaluation	8/9/2013	7/16/2013
3.		teacher, heather	Professional Development Plan	7/16/2013	7/16/2013
4.		teacher, ncdpi01	Professional Development Plan	8/30/2013	7/23/2013
5.		teacher, ncdpi01	Career Abbreviated Teacher Evaluation	8/20/2013	7/30/2013
6.		teacher, ncdpi02	Professional Development Plan	8/16/2013	8/15/2013
7.		teacher, ncdpi03	Career Abbreviated Teacher Evaluation	8/8/2013	8/8/2013
8.		teacher, ncdpi03	Professional Development Plan	8/15/2013	8/15/2013
9.		teacher, ncdpi04	Probationary Teacher Evaluation	8/19/2013	7/5/2013
10.		teacher, ncdpi04	Professional Development Plan	8/19/2013	8/15/2013
11.		teacher, ncdpi05	Professional Development Plan	8/15/2013	8/15/2013
12.		teacher, ncdpi06	Career Abbreviated Teacher Evaluation	8/8/2013	8/8/2013

Navigating the Plan

Once in a plan, you will see the different containers, or parts of the plan. You can also see how many activities are included in each container. Clicking anywhere in the container will expand it to show the steps. You can also open other plans the teacher has by clicking the down arrow on the upper left corner of the page.

The screenshot displays a web interface for a 'Career Teacher Evaluation' plan. At the top, there is a header bar with a dropdown arrow icon on the left and a printer icon on the right. Below the header, the main content area is titled 'Career Teacher Evaluation' and contains a list of containers. Each container has a title on the left and the number of activities on the right. A red box highlights the '1 Activity' text for the 'Training / Orientation' container.

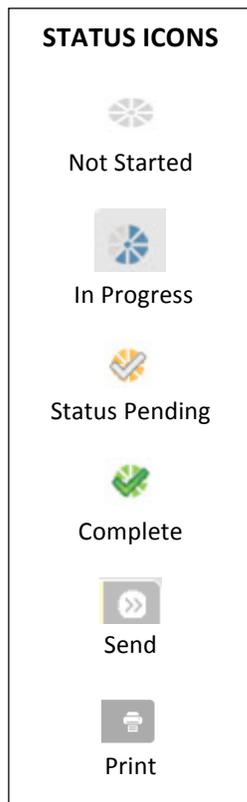
Container Name	Number of Activities
Training / Orientation	1 Activity
Observation #1	7 Activities
Observation #2	7 Activities
Observation #3	7 Activities
First Additional Observation - Optional	7 Activities

Navigating the Steps

Click on the step name to access the activities. The rest of the process uses familiar functionality from the prior user interface. All of the activities show a status designating where users are with their completion. Simple **icons** note whether the activity or overall step is not started, in progress, needs to be moved forward (send), or completed.



Each activity also includes a timestamp noting the last updated status.



A Faster Process to Navigate from One Teacher Plan to Another

A new search feature prevents an evaluator from having to exit one teacher's plan to open another. Now, if an evaluator is working in a teacher's plan, they may search for the new teacher from within the plan window and navigate to the new teacher in 3 simple steps:

1. Click the down arrow on the **Menu Icon** to open the search screen.
2. Search for a specific teacher by entering the name in the search window.
3. Or scroll through the Members list and Click the desired name.
4. Upon selection, you will navigate to the selected teacher's plan.

The screenshot displays the 'NC EDUCATOR EFFECTIVENESS SYSTEM' interface. At the top right, a user is logged in as 'ncdpi09 principal' with options for 'LINK', 'MY PROFILE', and 'SIGN OUT'. The main navigation bar includes 'HOME BASE' and 'PUBLIC SCHOOLS OF NORTH CAROLINA | State Board of Education | Department of Public Instruction'. Below this, a secondary navigation bar contains 'Home', 'My Evaluation', 'Professional Development', 'Help Guides', 'System Administration', 'Staff Evaluations', 'My Staff', and 'Reporting'. The 'Career Teacher Evaluation' section is active, showing 'Evaluation for teacher, ncdpi09'. A search window is open, displaying a 'Search Members' input field and a 'Members' list with two entries: '1. observer, test' and '2. teacher, ncdpi09'. Below the list, it indicates '2 Members Found' and '1 of 1 Page(s)'. The interface also shows 'Pre-Observation Conference' sections with last update timestamps of 09/04/2013 @ 3:26 PM.

How a Teacher Accesses Their Plans

My Evaluations Tab:

To access your own evaluation, click on the **My Evaluations** tab.



Click on the **Current Evaluation** sub-tab to view assigned plans.



New icons allow quick access to information about the plan.

The steps of the plan are displayed with the status of each step displayed with the new status icons.



- Each activity has an identifiable icon for easy recognition of common tasks. Examples include Observations, Goals, Summative Report, etc.
- Each activity also includes a timestamp noting the last updated status.
- If an activity has the ability to be printed the “printer” icon will be available.

Finalizing an Observation

Observers are now required to mark every element of the observation rubric prior to being able to click 'Finalize'. For elements that are not reviewed, observers should click 'Not Looked For' on the far left of the rubric. This is a change to the original functionality in which the observer could mark one or all elements and click 'Finalize'. You will not see the Finalize option appear until all elements have been marked.

The screenshot shows the 'Teacher Evaluation Process 2013-2014' interface. At the top, there is a navigation bar with links for Home, My Evaluation, Staff Evaluations, Help Guides, System Administration, My Staff, and Reporting. Below this, the title 'Teacher Evaluation Process 2013-2014' is displayed, along with 'View Feedback' and 'Save & Exit' buttons. The main content area is titled 'Observing: heather teacher' and includes a 'Save Changes' button.

On the left, the 'Observation Details' section shows:

- Start Time: 1:00pm
- End Time: 1:30pm
- Date: 09/09/2013

The main area displays two rubric elements:

- Element 8b. Teachers demonstrate leadership in the school.** The description states: 'Teachers work collaboratively with school personnel to create a professional learning community. They analyze and use local, state, and national data to develop goals and strategies in the school improvement plan that enhances student learning and teacher working conditions. Teachers provide input in determining the school budget and in the selection of professional development that meets the needs of students and their own professional growth. They participate in the hiring process and collaborate with their colleagues to mentor and support teachers to improve the effectiveness of their departments or grade levels.' The rubric table below this element has five columns: Not Looked For, Developing, Proficient, Accomplished, and Distinguished. The 'Not Looked For' column has a checked checkbox, while the others are empty.
- Element 9c. Teachers lead the teaching profession.** The description states: 'Teachers strive to improve the teaching profession. They contribute to the establishment of positive working conditions in their school. They actively participate in and advocate for decision-making structures in education and government that take advantage of the expertise of teachers. Teachers promote professional growth for all educators and collaborate with their colleagues to improve the profession.' The rubric table below this element has five columns. The 'Developing' column has a checked checkbox, while the others are empty.

The screenshot shows the 'Evaluations' interface. At the top, there is a 'Manage Plan' section with a 'Back' button and a 'View Feedback' button. Below this, the title 'Probationary Teacher Evaluation Formal Observation for heather teacher' is displayed, along with a 'Download PDF' button.

The main content area shows a table with columns for 'Menu', 'By', 'Created Date', 'Status', and 'Shared'. The table contains one row with the following data:

- Menu: Feedback, Continue, Delete, Share, Finalize, Manage Files
- By: heather principal
- Created Date: 09/09/2013
- Status: In Progress
- Shared: (empty)

Below the table, the 'Standard 1: Teachers Demonstrate Leadership' section is displayed. The description states: '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.' The rubric table below this standard has five columns: Not Looked For, Developing, Proficient, Accomplished, and Distinguished. The 'Not Looked For' column has a checked checkbox, while the others are empty.