

NC Educator Effectiveness System- Guide to Assigning Rights

This guide outlines the steps to assign evaluations plans, mentors, and observers in the NC Educator Effectiveness System (EES).

Rights Descriptions: Use these descriptions to determine what rights to grant.

Career Status and Career Abbreviated Teacher Evaluations:

- Evaluator – The person who will be completing the Summary Evaluation for the teacher at the end of the year
- Observer – Anyone who needs to complete formal / informal observations for a teacher throughout the year
- View Only- Anyone who needs to view a teacher’s evaluation, but cannot edit it

Probationary Teacher Evaluations:

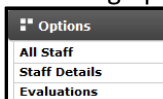
- Evaluator – The person who will be completing the Summary Evaluation for the teacher at the end of the year
- Observer – Anyone who needs to complete formal observations for a teacher throughout the year
- Peer Observer – The person who will be completing a Peer Observation for the teacher
- View Only- Anyone who needs to view a teacher’s evaluation, but cannot edit it

Professional Development Plans:

- Evaluator – The person who signs the initial, mid-year and end of year PDP review
- Mentor – Optional assignment; a teacher may or may not have a Mentor
- View Only- Anyone who needs to view a teacher’s PDP, but cannot edit it

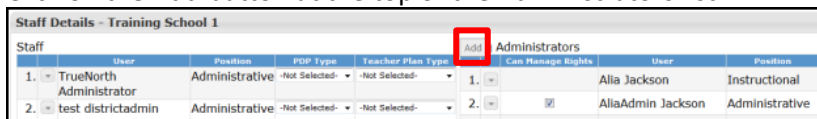
Principal: Assigning Evaluator Rights for Professional Development and Evaluation Plans

1. Click on the **My Staff** tab
2. The following options are displayed on the My Staff screen:



Options
All Staff
Staff Details
Evaluations

3. Click on **Staff Details** on the left navigation.
4. Click on the **Add** button at the top of the Administrators list.



Staff					Administrators		
	User	Position	PDP Type	Teacher Plan Type	Can Manage Rights	User	Position
1.	TrueNorth Administrator	Administrative	-Not Selected-	-Not Selected-	1.	Alla Jackson	Instructional
2.	test districtadmin	Administrative	-Not Selected-	-Not Selected-	2.	AllaAdmin Jackson	Administrative

5. Search for the person’s name that you want to assign as the **Evaluator**.

6. Click the **Radio Button** next to the desired person in the Search Results. Click **Select**.

Last Name	First Name	Admin Type	Current Staff Position	Employee ID	PDP Type	Teacher Plan Type	Sites	Primary Site	Demographics
ncdpi06	ncdpi06	Site Administrator	Administrative				Training District: Training School 1		Principal

7. Click **Finish**.

8. The Add Rights Popup Window Displays the following sections:

Current Rights for ncdpi06 principal

<input checked="" type="checkbox"/>	Evaluator	Career Abbreviated Teacher Evaluation	All Teachers at Training School 1	This Page
<input checked="" type="checkbox"/>	Evaluator	Probationary Teacher Evaluation	ncdpi07 teacher	This Page
<input checked="" type="checkbox"/>	Evaluator	No Evaluation	All Teachers at Training School 1	This Page
<input type="checkbox"/>	Evaluator	Professional Development Plan	All Teachers at Training School 1	School Admin
<input type="checkbox"/>	Evaluator	No Evaluation	All Teachers at Training School 1	School Admin
<input type="checkbox"/>	Evaluator	Career Abbreviated Teacher Evaluation	All Teachers at Training School 1	School Admin

Add Rights

1. Choose Site

Training: Training
 Training Region: Training Region
 Training County: Training County
 Training District: Training District
 Training School 1: Training School 1

2. Choose Plan

Career Abbreviated Teacher Evaluation

3. Choose Staff

Select All	Name	Position	Demographics
<input type="checkbox"/>	teacher, ncdpi01	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input type="checkbox"/>	teacher, ncdpi02	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 1
<input type="checkbox"/>	teacher, ncdpi03	Instructional	Beginning Teacher Probationary Teacher - Classroom

4. Choose Rights

Evaluator

Add Done

You will see the staff person’s current rights, and can add additional sites, plans, staff, and rights.

9. Choose the **Site** at which the evaluator will be evaluating teachers (in most cases no changes will be made to site).
10. Under **Choose Plan** select a plan from the Plan dropdown menu (only one plan may be assigned at one time, therefore you may need to repeat this process if the staff person will be granted rights for multiple plans).

11. Under **Choose Staff** click the checkbox for all teachers you want this Evaluator to evaluate for this plan.

Select All	Name	Position	Demographics
<input type="checkbox"/>	teacher, ncdpi01	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input checked="" type="checkbox"/>	teacher, ncdpi02	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 1
<input checked="" type="checkbox"/>	teacher, ncdpi03	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input type="checkbox"/>	teacher, ncdpi05	Instructional	Beginning Teacher

12. Select **Evaluator** in the **Choose Rights** dropdown. Click **Add**.

13. At the top of the pop up window the selected plan will be added to the evaluator's current rights.

	Rights	Plan	Staff	Source of Rights
X	Evaluator	Probationary Teacher Evaluation	All Teachers at Training School 1	This Page
X	Evaluator	Career Teacher Evaluation	All Teachers at Training School 1	This Page
X	Evaluator	Career Abbreviated Teacher Evaluation	All Teachers at Training School 1	This Page
X	Evaluator	Probationary Teacher Evaluation	ncdpi07 teacher	This Page

14. Repeat steps 6-10 for all other plan assignments for selected staff person.
15. When you have finished assigning rights to this person, click **Done**.

Principal: Assigning a Teacher as a Mentor for another teacher for the Professional Development Plan

- Click on the **My Staff** tab.
- Click on **Staff Details** on the left navigation options.
- Look for the teacher that you want to assign as a **Mentor**. If the teacher is already listed in the list of Administrators on the right hand side of the screen, click on the drop down menu to the left of Teacher name and choose **Admin Rights**.

Staff	User	Position	PDP Type	Teacher Plan Type	Administrators
1.	TrueNorth Administrator	Administrative	-Not Selected-	-Not Selected-	Alia Jackson
2.	test districtadmin	Administrative	-Not Selected-	-Not Selected-	Admin Jackson
3.	test editall	Administrative	Individual	-Not Selected-	User Profile Jackson

Note: If the teacher is NOT listed in the list of Administrators on the right hand side of the screen, click on the **Add** button at the top of the Administrators list. Search for teacher's name that you want to assign as a Mentor, click the radio button next to their name. Click **Select**. Click **Finish**.

4. The following sections are in the Admin Rights pop up window.

Current Rights for Alia Jackson

	Rights	Plan	Staff	Source of Rights
<input checked="" type="checkbox"/>	Observer	Career Abbreviated Teacher Evaluation	ncdpi01 teacher	This Page
<input checked="" type="checkbox"/>	Mentor	Professional Development Plan	ncdpi07 teacher	This Page
<input checked="" type="checkbox"/>	Peer Observer	Probationary Teacher Evaluation	heather teacher	This Page

Add Rights

1. Choose Site

Training

Training Region

Training County

Training District

Training School 1

3. Choose Staff

Select All	Name	Position	Demographics
<input type="checkbox"/>	teacher, ncdpi01	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input type="checkbox"/>	teacher, ncdpi02	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 1
<input type="checkbox"/>	teacher, ncdpi03	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input type="checkbox"/>	teacher, ncdpi05	Instructional	Beginning Teacher

2. Choose Plan

Career Abbreviated Teacher Evaluation

4. Choose Rights

Evaluator

- From **Choose Plan**, select the Professional Development Plan from the drop down menu.

2. Choose Plan

Professional Development Plan

Career Abbreviated Teacher Evaluation

Career Teacher Evaluation

Principal or Assistant Principal Evaluation Process

Probationary Teacher Evaluation

Professional Development Plan

- From **Choose Staff** mark the check box for each teacher that you want this person to Mentor.

3. Choose Staff

Select All	Name	Position	Demographics
<input type="checkbox"/>	teacher, ncdpi01	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input checked="" type="checkbox"/>	teacher, ncdpi02	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 1
<input checked="" type="checkbox"/>	teacher, ncdpi03	Instructional	Beginning Teacher Probationary Teacher - Classroom Year 2
<input type="checkbox"/>	teacher, ncdpi05	Instructional	Beginning Teacher

- Under the **Choose Rights** dropdown, select **Mentor**. Click **Add**.

4. Choose Rights

Evaluator

Evaluator

Mentor

View Only

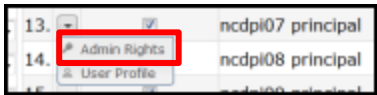
8. At the top of the popup box you will now see a line indicating the assignment.

Current Rights for Alia Jackson				
	Rights	Plan	Teachers	Source of Rights
X	Observer	Career Abbreviated Teacher Evaluation	ncdpi01 teacher	This Page
X	Mentor	Professional Development Plan	ncdpi07 teacher	This Page

9. Click **Done**.

Principal: Assigning a Teacher as a Peer Observer for another teacher

1. Click on the **My Staff** Tab
2. Click on **Staff Details** on the left side.
3. Look for the teacher that you want to be a **Peer Observer**. If the teacher is already listed in the list of Administrators on the right hand side of the screen, click on the drop down menu to the left of Teacher name and choose **Admin Rights**.



4. If the teacher is NOT listed in the list of Administrators on the right hand side of the screen, click on the **Add** button at the top of the Administrators list. Search for teacher's name that you want to assign as a Mentor. Click **Finish**.
5. Follow the above steps to choose and assign a teacher as a Peer Observer to other teachers.